



# **Spelthorne Borough Council**

Annual Council Meeting  
Thursday, 26 May 2022





18 May 2022

*Please reply to:*

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend the Annual meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 26 May 2022** commencing at **7.00 pm** for the transaction of the following business.

Daniel Mouawad  
*Chief Executive*

Councillors are encouraged to wear their badge of past office at the Council meeting.

For those Councillors wishing to participate, prayers will be said in the Mayor's office, starting at 6.45pm. Please email [mayor@spelthorne.gov.uk](mailto:mayor@spelthorne.gov.uk) if you wish to attend.

*Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.*

## **AGENDA**

Description	Page nos.
<b>1. Election of the Mayor</b> (a) To elect the Mayor of the Borough for the Municipal Year 2022-23 (b) The Mayor to make the Declaration of Acceptance of Office.	
<b>2. Apologies for absence</b> To receive any apologies for non-attendance.	
<b>3. Minutes</b> To confirm as a correct record the minutes of the Council meetings held on 28 April 2022 and 19 May 2022.  <i>To follow.</i>	
<b>4. Disclosures of interest</b> To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.	
<b>5. Election of the Deputy Mayor</b> (a) To elect the Deputy Mayor of the Borough for the Municipal Year 2022-23 (b) The Deputy Mayor to make the Declaration of Acceptance of Office.	
<b>6. Announcements from the Mayor</b> To receive any announcements from the Mayor.	
<b>7. Election of the Leader of the Council</b> To elect the Leader of the Council for the Municipal Year 2022-23.	
<b>8. Announcements from the Leader</b> To receive any announcements from the Leader.	
<b>9. Election of Deputy Leader of the Council</b> To elect the Deputy Leader of the Council for the Municipal Year 2022-23.	
<b>10. Establishment of committees - 2022-23</b> To appoint Committees, of the size noted in the committee terms of reference (as laid out in Part 3 (a) of the Council's Constitution), in accordance with Standing Order 8.3.	

a) Establishment of committees and sub-committees

<b>Committee</b>	<b>Total voting members</b>
Corporate Policy and Resources*&	15
Development Sub-Committee*#	11
Community Wellbeing and Housing	11
Economic Development	9
Environment and Sustainability	15
Neighbourhood Services and Enforcement	9
Administrative\$	12
Appointments*	5
Audit	7
Licensing	13
Planning	15
Standards*	9
Spelthorne Joint*	7

<b>Key</b>
* not included in the chair/vice-chair proportionality
& the chair and vice-chair of each service committee is a member
# nominations required from Corporate Policy and Resources (8 nominations), and Environment and Sustainability (3 nominations)
\$ membership comprises of 3 members from each service committee
Service committees = Community Wellbeing and Housing; Economic Development; Environment and Sustainability; Neighbourhood Services and Enforcement

b) Allocation of seats on committees and sub-committees

Pursuant to Section 15 of the Local Government and Housing Act 1989, to agree the representation of the different political groups on Committees.

*Calculations to follow, pending the outcome of the by-election for Laleham and Shepperton Green Ward.*

- c) Appointment of members to committees and sub-committees  
To appoint members to serve on the above-mentioned Committees and Sub-Committee, in accordance with the Council's Constitution.

Members of the Development Sub-Committee will be appointed at a later date, following the receipt of nominations by the Corporate Policy and Resources Committee and the Environment and Sustainability Committee.

- d) Appointment of chairs and vice-chairs to committees and sub-committees  
To appoint the chairs and vice-chairs to committees, in accordance with the Council's Constitution.

The chair and vice-chair of the Development Sub-Committee will be appointed at a later date, following the receipt of nominations from the Development Sub-Committee.

- e) Appointment of named substitutes to committees  
To appoint named substitutes to committees, in accordance with the Council's Constitution.

## **11. Members allowances scheme**

To agree interim arrangements for the Members' Allowances Scheme pending the completion of the Independent Remuneration Panel process.

*To follow.*

## **12. Appointments to outside bodies**

To appoint representatives to the following outside bodies:

1. South West Middlesex Crematorium Board  
(1 representative and 1 deputy)
2. Surrey Police and Crime Panel  
(1 representative)