



**Spelthorne  
Borough Council**

Annual Council Meeting  
Thursday, 25 May 2023





17 May 2023

*Please reply to:*

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 25 May 2023** 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.

*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.
<p><b>1. Election of Mayor</b> Council are asked to:</p> <p>(a) Elect the Mayor of the Borough for the Municipal Year 2023-24 and</p> <p>(b) The Mayor to make the Declaration of Acceptance of Office.</p>	
<p><b>2. Apologies for absence</b> To receive any apologies for non-attendance.</p>	
<p><b>3. Minutes</b> To confirm as a correct record the minutes of the Council meeting held on 20 April 2023.</p>	9 - 20
<p><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.</p>	
<p><b>5. Election of Deputy Mayor</b></p> <p>(a) To elect the Deputy Mayor of the Borough for the Municipal Year 2023-24, and</p> <p>(b) The Deputy Mayor to make the Declaration of Acceptance of Office.</p>	
<p><b>6. Announcements from the Mayor</b> To receive any announcements from the Mayor.</p>	
<p><b>7. Election of Leader of the Council</b> To elect the Leader of the Council for the Municipal Year 2023-24.</p>	
<p><b>8. Announcements from the Leader</b> To receive any announcements from the Leader.</p>	
<p><b>9. Election of Deputy Leader</b> To elect the Deputy Leader of the Council for the Municipal Year 2023-24.</p>	
<p><b>10. Announcements from the Chief Executive</b> To receive announcements from the Council's Chief Executive.</p>	

## 11. Changes to the Allocation of Seats for Committees

Council is asked to approve the allocation of seats to parties and the number on each Committee as outlined in Appendix 2.

21 - 28

### a) Establishment of Committees and Sub Committee 2023/24

To appoint Committees, of the size noted in the table below, in line with the amendments in the Council's Constitution agreed at Agenda Item 11.

#### a) Establishment of Committees and Sub-Committees

Committee	Total voting members
Corporate Policy and Resources *&	16
Development Sub-Committee *	11
Community Wellbeing and Housing	11
Economic Development	9
Environment and Sustainability	16
Neighbourhood Services and Enforcement	9
Administrative \$	12
Appointments *	5
Audit	6
Licensing	12
Planning	16
Standards *	9
Total Amount of Available Seats	<b>132</b>

Key
*Not included in the Chair/Vice-Chair proportionality
& The Chair & Vice-Chair of each Service Committee is a member
\$ 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.

#### c) Appointment of members to Committees and Sub-Committees

To appoint members to serve on the above-mentioned Committees and Sub-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.

#### **e) Appointment of Named Substitutes to Committees**

To appoint named substitutes to Committees, in accordance with the Council's Constitution.

### **12. Members Allowances Scheme**

Council is asked to approve an interim arrangement for the Members' Allowances Scheme for 2023/24.

29 - 38

### **13. Appointments to Outside Bodies**

To appoint representatives to the following outside bodies:

1. South West Middlesex Crematorium Board – for 2023/24  
(1 representative and 1 deputy)
2. Surrey Police and Crime Panel – for 2023/24  
(1 representative)
3. Knowle Green Estates Board – for 2023/27  
(1 representative)
4. Armed Forces Champion – for 2023/27  
(1 representative)
5. Mental Health Champion – for 2023/27  
(1 representative)