



**Spelthorne  
Borough Council**

Annual Council Meeting  
Thursday, 23 May 2024





15 May 2024

*Please reply to:*

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend the Annual Council meeting to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 23 May 2024** 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> <ul style="list-style-type: none"><li>a) Elect the Mayor of the Borough for the Municipal Year 2024-25 and</li><li>b) The Mayor to make the Declaration of Acceptance of Office.</li></ul>	
<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 Council meeting held 25 April 2024.</p>	7 - 14
<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> Council as asked to:</p> <ul style="list-style-type: none"><li>a) Elect the Deputy Mayor of the Borough for the Municipal Year 2024-25, and</li><li>b) The Deputy Mayor to make the Declaration of Acceptance of Office.</li></ul>	
<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 2024-25.</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 2024-25.</p>	
<p><b>10. Announcements from the Chief Executive</b></p>	

To receive announcements from the Council's Chief Executive.

## **11. Establishment of Committees and Sub Committee 2024/25**

Council is asked to:

- a) appoint Committees, of the size noted in the table at 11(a) and to agree the representation of the different political groups on Committees (11a)
- b) appoint members to Committees and Sub-Committees (11b)
- c) appoint Chairs and Vice-Chairs to Committees and Sub-Committees (11c)
- d) appoint Named Substitutes to Committees (11d)

### a) Allocation of Seats on Committee and Sub-Committees

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

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to approve the proposed increase in the number of seats on the following Committees, to ensure that each party receives their full allocation of seats:

Business Infrastructure & Growth  
Community Wellbeing & Housing &  
Commercial Assets Sub-Committee

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

In accordance with the Council's Constitution, to appoint the members to serve on the Committees and Sub-Committee, including Phillip Briggs as the independent person on the Audit Committee whose appointment will be confirm until end of April 2027.

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### c) Appointment of Chairs and Vice-Chairs to Committees

In accordance with the Council's Constitution, to appoint Chairs and Vice-Chairs to serve on the above mentioned Committees and Sub-Committee.

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### d) Appointment of Named Substitutes to Committees

In accordance with the Council's Constitution, to appoint the Substitute Members to serve on the Committees and Sub-Committee.

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## **12. Appointments to Outside Bodies**

Council is asked to appoint representatives to the following bodies:

1. South West Middlesex Crematorium Board – for 2024/25  
(1 representative and 1 deputy)
2. Surrey Police and Crime Panel – for 2024/25  
(1 representative)

**13. Nomination to Outside Body - Surrey Leaders' Group**

Council are asked to approve a nomination received to sit on the Surrey  
County Council Pension Fund Committee.

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