

**Minutes of the Administrative Committee
8 February 2024**

Present:

Councillor L. E. Nichols (Vice-Chair)

Councillors:

M. Arnold	J.T.F. Doran	B. Weerasinghe
E. Baldock	A. Gale	
J.P. Caplin	J.A. Turner	

Substitutions: Councillor D. Clarke

Apologies: Councillors S. Bhadye, L.H. Brennan and R.V. Geach

In Attendance: Councillors M. Beecher and C. Bateson

1/24 Apologies for absence

Apologies were received from Councillors Bhadye, Brennan and Geach.

2/24 Minutes

The minutes of the meeting held on 12 October 2023 were agreed as a correct record.

3/24 Disclosures of interest

There were none.

4/24 Appointment of Charity Trustees - Laleham Village Hall and Recreation Ground

The Committee considered nominations for representative trustees to Laleham Charities Village Hall and Recreation Ground. The charity was advised the term for two of their current trustees was expiring and were encouraged to advertise vacancies. The Charity supplied the Council with the names of the trustees they intended to re-appoint which included Colin Squire OBE, and Matthew Calvert who had previously served as trustees and met the criteria set out in the charity scheme.

The Committee **resolved** to appoint Colin Squire OBE and Matthew Calvert as representative trustees to Laleham Village Hall and Recreation Ground for a period of four years.

The final version of the report was not attached to the agenda. As such, this report is accessible as part of the minutes document.

5/24 Draft Proposed Fees and Charges for 2024-25 for this Committee

The Committee considered the Fees and Charges under the Administrative Committee's remit as part of the annual budget process. The Chief Accountant advised Committee members that following instruction from Corporate Policy and Resources Committee on 22 January 2024, any discretionary fees over £25 would be rounded upwards to the nearest pound, which was reflected within the report for this Committee.

The Committee queried a section in the summary of the report which stated this Committee will be asked to review and approve the proposed Fees and charges from all the other committees. The Chief Accountant confirmed this was an error which should instead be included in the report for Corporate Policy and Resources Committee.

The Committee also queried a figure on land charges which had increased but were not creating extra income. The Chief Accountant confirmed these figures were produced in October 2023 and would fluctuate in ever changing economic conditions. The Committee also sought clarification on the service 'CON29R' and what this delivered. The Chief Accountant confirmed he would check this with the relevant budget manager and send a written note to Committee members.

The Committee **resolved** to:

- 1) Approve the proposed Fees and Charges for 2024-25 for this Committee
- 2) Recommend to Corporate Policy and Resources Committee that they approve the proposed Fees and Charges for 2024-25

6/24 Revenue Growth Bids, Capital Growth Bids and Savings Plans 2024-25

The Committee considered the revenue growth bids, capital growth bids and savings plans under the Committee's remit for 2024-25. The Chief Accountant noted that as part of producing a balanced budget, the Fees and Charges raised from services provided are an important element of the Council's budget, accounting for approximately 22.5% of its total annual income.

The Chief Accountant highlighted a minor presentational issue on Appendix F, Detailed Budget by Cost Centre which listed previous Mayors accounts and were due to be removed.

The Committee **resolved** to:

1. Approve the proposed Revenue Growth Bids, Capital Growth Bids and Savings Plans for 2024-25 for this Committee
2. Recommend to Corporate Policy and Resources Committee that they approve the proposed Revenue Growth Bids, Capital Growth Bids and Savings Plans for 2024-25.

7/24 Update on Projects

The Committee considered an update on current projects activity and the status of ongoing development related to the project management site. The Control and Systems Manager explained that the report attached to the agenda was initially circulated as part of the Members Briefing Pack on 12 December 2023 following which feedback was received and had been addressed accordingly. A main step in actioning feedback was through contacting owners of live projects on the dashboard and seeking relevant updates and clarification.

The successful completion of a number of projects were highlighted, including the launch of the new user portal, launch of an improved communication platform, FOI system and the procurement of waste and street cleansing vehicles. There had also been challenges encountered in some of the ongoing projects, specifically 3rd party delays

The Committee **resolved** to note the update.

8/24 Summary of Reported Issues

The Committee considered a verbal update on the new Councillor eform. The Control and Systems Manager reported that this platform had been in place for some months now and a total of 190 reports had been submitted via the eform. Constant improvements were being implemented to the system following review and feedback which included increased functionality, accuracy and reporting capabilities.

The Control and Systems Manager shared a brief demonstration of reporting metrics associated with the eform which helped enable transparency in

recording which Councillors were submitting forms and to differentiate the forms by subject and ward.

The Committee **resolved** to the verbal update and demonstration.

9/24 Forward Plan

The Committee considered the forward plan for Committee business.

The Committee **resolved** to note the forward plan with no suggestions for future business.

Meeting ended at 19:49.

10/24 Actions arising from the meeting

The following actions arose from the meeting:

The Chief Accountant confirmed he would seek a response from the relevant service manager on whether there was a link between the new Community Engagement Officer and Surrey's Community Officer.

The Chief Accountant confirmed he would seek clarification on the Con29R service and what this provided by the relevant service manager.

The Chief Accountant confirmed he would provide clarification on the late growth bid related to internal audit arrangements.

Administrative Committee

8 February 2024



Title	Appointment of Representative Trustees – Laleham Charities Village Hall and Recreation Ground
Purpose of the report	To make a decision
Report Author	Christeen Abee, Senior Committee Manager
Ward(s) Affected	Laleham and Shepperton Green Riverside and Laleham
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
Recommendations	<p>Committee is asked to:</p> <p>Agree the appointment of:</p> <ul style="list-style-type: none"> • Colin Squire OBE • Matthew Calvert <p>For a period of four years as requested by the Charity.</p>
Reason for Recommendation	The Council has a duty to appoint representative trustees to charities whose charity scheme dictates appointments should be made by the Council.

1. Summary of the report

- 1.1 This report seeks agreement to the proposed appointment of representative trustees to the Laleham Charities – Village Hall and Recreation Ground.
- 1.2 The Laleham Village Hall and Recreation Ground are individual registered charities collectively referred to as “Laleham Charities”. Membership of the Laleham Charities are made up of six ‘competent’ persons and are appointed for a term of four years by the Council in accordance with the Charity Appointments Procedure agreed by the Administrative Committee on 12th October 2023.
- 1.3 Upon a vacancy occurring, the Trustees may recommend an acceptable person as a suitable replacement, provided that person shall through residence, occupation or employment, or otherwise have special knowledge of the area of the Parish of Laleham. Any competent Trustee may be recommended for re-appointment at the expiry of their preceding term of office, by formal notification to the Council.

- 1.4 The Charity was advised the term for two of their current trustee's was expiring and were encouraged to advertise any vacancies. The Charity supplied the Council with the names of the trustees they would like to the Council to re-appoint: Colin Squire OBE, and Matthew Calvert. The nominated trustees have previously served as trustees and meet the criteria set out in the charity scheme. Their credentials are set out in Appendix 3. In accordance with the Charity Appointments Procedure, the ward councillors were informed of the nominations.
- 1.5 In accordance with the Charity Appointments Procedure, both the Charity and ward councillors have been invited to speak regarding the nominations.

2. Key issues

- 2.1 The responsibility for appointing to charities was moved into the remit of the Administrative Committee following a review of committee terms of reference in May 2022.

3. Options analysis and proposal

- 3.1 Option one (recommended): agree the charity's nominations as proposed.
- 3.2 Option two (not recommended): Do not approve the nominations. As the Council appoints the trustees, this would cause a lapse in the positions being filled until the next meeting they could be appointed. This may cause upset with the charity and the local community.

4. Financial implications

- 4.1 There are none.

5. Risk considerations

- 5.1 If the Council were not to approve the nominations, this would cause a lapse in the positions being filled until the next meeting they could be appointed. This may cause upset with the charity and the local community.

6. Procurement considerations

- 6.1 There are none.

7. Legal considerations

- 7.1 There are none.

8. Other considerations

- 8.1 There are none.

9. Equality and Diversity

- 9.1 There are none.

10. Sustainability/Climate Change Implications

- 10.1 There are none.

11. Timetable for implementation

- 11.1 The nominations will be effective on the passing of a resolution by the Administrative Committee.

12. Contact

- 12.1 Committee Services; committeeservices@spelthorne.gov.uk

Background papers: Relevant background papers have been attached as appendices

Appendices:

Appendix 1 – Charity Commission Scheme for the Laleham Charities – Recreation Ground and Village Hall

Appendix 2 – Guidelines for the Body of Trustees Appointed for the Administration of the Laleham Charities

Appendix 3 - Credentials of Colin Squire OBE, and Matthew Calvert

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