

Notice of Meeting

West Surrey Shadow Authority Constitution Sub Committee

Date and Time

Thursday, 17
September 2026 at
4.00 pm

Place

Guildford Borough
Council, Millmead
House, Millmead,
Guildford, Surrey, GU2
4BB

Contact

Democratic Services
committeeservices@spelthorne.gov.uk

Membership

Name

Councillor Jane Austin
Councillor Jonathan Hulley
Councillor Louise Morales
Councillor Rory O'Brien
Councillor Joanne Shaw
Councillor Sally Shorthose
Councillor Richard Wilson

Ward

Waverley Eastern Villages
Thorpe, Longcross & Ottershaw
Woking South
Sunbury Common & Ashford Common
Guildford East
Farnham South
Bagshot, Windlesham & Chobham Ward

MEETING SUMMONS

To the members of the Constitution Sub-Committee:

You are hereby summoned to attend a meeting of the Constitution Sub-Committee to be held on Thursday, 17 September 2026 at **4.00 pm**, for the transaction of the business set out in the following agenda.

Such meeting to be held in the Guildford Borough Council, Millmead House, Millmead, Guildford, Surrey, GU2 4BB

For enquiries regarding this agenda contact: Democratic Services

committeeservices@spelthorne.gov.uk

Susan Sale
Interim Monitoring Officer
West Surrey Shadow Authority
Published: Date Not Specified

www.surreylgrhub.gov.uk

AGENDA

Page nos.

1. Apologies

To confirm, as a correct record, the minutes of the inaugural Constitution Sub-Committee, held on 27 August 2026.

2. Declarations of interest

All members present are required to declare, at this point in the meeting or as soon as possible thereafter:

1. Any disclosable pecuniary interests and/or
2. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting.

3. Minutes of previous meeting

Report to follow.

4. West Surrey Constitution: Financial Procedures Rules

1 – 38

5. Contract & Procurement Procedure Rules

Report to follow

6. Council Procedure Rules

Report to follow.

7. Review of Proper Officer Designations for the Shadow Period

Report to follow.

8. Responsibility for Functions

Report to follow.

9. Responses to Shadow Authority Member Raised Issues

To consider the responses to Shadow Authority member raised issues.

Report to follow.

10. Work Programme

To consider the Work Programme for the Constitution Sub-Committee.

Report to follow.

PLEASE NOTE: members of the public are able to attend the meeting in person. The meeting will also be broadcast online at www.youtube.com/user/SpelthorneCouncil

The whole of the meeting will be filmed except where there are confidential or exempt items. In attending any meeting, you are recognising that you may be filmed and consent to the live stream being broadcast online, and available for others to view. Members of the press/public may film or record proceedings, blog or tweet proceedings and take photographs providing they do not disturb the conduct of the meeting.

The Chair of the meeting has the discretion to terminate or suspend filming/recording if in her/his opinion continuing to do so would prejudice the proceedings of the meeting or, on advice, considers that continued filming/recording might infringe the rights of any individual.

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Members of the public and the press may use social media or mobile devices in silent mode during meetings. Public Wi-Fi is available; please ask the committee manager for details.

Anyone is permitted to film, record or take photographs at Council meetings. Please liaise with the committee manager prior to the start of the meeting so that the meeting can be made aware of any filming taking place.

The use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to any Council equipment or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

Thank you for your co-operation.