

**Minutes of the Administrative Committee  
10 November 2022**

**Present:**

Councillor N. Islam (Chairman)  
Councillor J.T.F. Doran (Vice-Chairman)

Councillors:

J. Button	N.J. Gething	S.J Whitmore
S.A. Dunn	B.B. Spoor	

**Substitutions:** Councillors C. Bateson (In place of R.D. Dunn)  
I.T.E. Harvey (In place of A. Brar)

**Apologies:** Councillor A.C. Harman

**In Attendance:** Councillor M. Beecher

**17/22 Apologies for absence**

Apologies were received from Councillor Tony Harman. Apologies were received from Councillor Amar Brar, and Councillor Ian Harvey attended as her substitute. Apologies were received from Councillor Richard Dunn, and Councillor Chris Bateson attended as his substitute.

**18/22 Minutes**

The Committee approved the minutes of the meeting held on 7 July 2022 as an accurate record.

**19/22 Disclosures of interest**

There were none.

**20/22 Appointments to Outside Bodies**

The Committee considered nominations from group leaders to outside bodies as set out in the supplementary agenda. Appointments would be to the River Thames Landscape Strategy Partnership Executive Review Board and Citizens Advice Runnymede and Spelthorne (CARS) for the remainder of the 2022-23 municipal year.

The Committee **resolved** to agree the nominations to outside bodies for the remainder of the 2022-23 municipal year as proposed by group leaders.

### **21/22 Quarter 1 Capital Monitoring Report**

The Committee received a capital monitoring report related to the Administrative Committee for quarter one of the financial year from the Chief Accountant. The report was presented alongside the overarching Capital Monitoring report presented to the Corporate Policy and Resources Committee which provided context for the Committee's capital expenditure. He explained the largest underspend for the year related to savings made by IT.

The Committee requested clarification on a figure presented in the overarching report presented to Corporate Policy and Resources Committee related to delays in developments as a different figure had been presented to a recent committee. The Chief Accountant advised that the report related to figures as at 30 June 2022 and figures have since been updated.

The Committee **resolved** to note the £0.17m projected underspend on capital expenditure against its Capital Programme provision as at 30 June 2022.

### **22/22 Quarter 1 Revenue Monitoring Report**

The Committee received a revenue monitoring report related to the Administrative Committee for quarter one of the financial year from the Chief Accountant. Key areas of underspend were highlighted for the Committee.

The Committee **resolved** to note the £235,300 projected underspend on revenue expenditure for the Administrative Committee against its budget as at 30 June 2022.

### **23/22 Forward Plan**

The Committee considered the forward plan for future committee business.

The Committee queried the status of a matter arising from a report previously presented to the committee regarding members' ICT. It was clarified that this matter had been resolved by the Chief Executive.

The Committee **resolved** to note the forward plan for future committee business.