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**Decisions taken at the meeting held on Tuesday, 13 June 2023.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

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**PRESENT:** Councillor Sue Doran (Chair), Councillor Michelle Arnold, Councillor Chris Bateson, Councillor Lisa Brennan, Councillor Med Buck, Councillor Sandra Dunn, Councillor Adam Gale, Councillor Kathy Grant, Councillor Katherine Rutherford, and Councillor Olivia Rybinski

**5. COMMUNITY GARDEN PROJECT - WEST WING**

The Committee **resolved** to approve the community garden project in principal and consultation with West Wing Knowle Green residents, and if the residents wish to proceed on a particular site, agree that site between Group Heads in consultation with the Chair of Community Wellbeing and Housing.

**6. DELAYED DECISION RELATING TO ANNUAL GRANT AWARDS 2023/24**

The Committee **resolved** to:

- 1) Approve the cross-party grant panel recommendations in relation to the funding bids from Stanwell Events and Stanwell Foodbank.
- 2) Review the Council's annual grant funding criteria and to stipulate that the basis for their Grant Funding Panel's recommendation should be incorporated into the funding criteria in future.

**7. FOOD AND PRICE REVIEW OF GREENO COMMUNITY CENTRE ALTERATIONS**

Consideration of this item was combined with item 11, "Procurement of Meals on Wheels & Community Meals Provision."

**8. FORWARD PLAN\***

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

**9. EXCLUSION OF PRESS AND PUBLIC\***

It was proposed by Councillor Bateson, seconded by Councillor Arnold and **resolved** to exclude the public and press in view of the likely disclosure of exempt information within the meaning of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**10. PROCUREMENT OF MEALS ON WHEELS AND COMMUNITY MEALS PROVISION**

The Committee **resolved** to approve the recommendations as set out in the report.

**11. URGENT ITEM- LOCAL AUTHORITY HOUSING FUND ROUND TWO\***

The Committee **resolved** to note the update on the local authority housing fund.

NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
  - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
  - (b) *Decisions to award a contract following a lawful procurement process;*
  - (c) *Those decisions:*
    - i. *reserved to full Council*
    - ii. *on regulatory matters*
    - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [\*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
  - a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
  - b. *Evidence that the decision fails to support one or more of the Council’s Corporate Plan priorities to the detriment of the majority of the Borough’s residents; or*
  - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for ‘call-in’ has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*

- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 19 June 2023.*