
Decisions taken at the meeting held on Thursday, 8 February 2024.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Lawrence Nichols (Vice-Chair), Councillor Michelle Arnold, Councillor Elizabeth Baldock, Councillor Jolyon Caplin, Councillor John Doran, Councillor Adam Gale, Councillor John Turner and Councillor Buddhi Weerasinghe

SUBSTITUTIONS: Councillor Darren Clarke

IN ATTENDANCE: Councillor Chris Bateson and Councillor Malcolm Beecher

4. APPOINTMENT OF CHARITY TRUSTEES - LALEHAM VILLAGE HALL AND RECREATION GROUND*

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.

5. DRAFT PROPOSED FEES AND CHARGES FOR 2024-25 FOR THIS COMMITTEE

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. REVENUE GROWTH BIDS, CAPITAL GROWTH BIDS AND SAVINGS PLANS 2024-25

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. UPDATE ON PROJECTS

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

8. SUMMARY OF REPORTED ISSUES

The Committee **resolved** to the presentation.

9. FORWARD PLAN

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

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 14 February 2024.*