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**Decisions taken at the meeting held on Monday, 3 June 2024.**

**Meeting Time:**

7.00 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Joanne Sexton (Chair), Councillor Chris Bateson (Vice-Chair), Councillor Malcolm Beecher, Councillor Mary Bing Dong, Councillor Jon Button, Councillor Sue Doran, Councillor Rebecca Geach, Councillor Michele Gibson, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Naz Islam, Councillor Lawrence Nichols, Councillor Olivia Rybinski and Councillor Howard Williams

**2. MINUTES\***

The minutes of the meeting held on 15 April 2024 and continued on 23 April 2024 were agreed as a correct record.

**5. TERMS OF REFERENCE\***

The Committee **resolved** to note the updated Terms of Reference.

**6. MINUTES OF FORMER COMMITTEES\***

The minutes of the Administrative Committee meeting held on 8 February 2024 were agreed as a correct record.

The minutes of the Economic Development Committee meeting held on 11 January 2024 were agreed as a correct record.

The minutes of the Neighbourhood Services and Enforcement Committee held on 21 March 2024 were agreed as a correct record.

**7. SPELTHORNE'S CORPORATE HEALTH AND SAFETY POLICY (2024-2026)**

The Committee **resolved** to

1. Adopt the Corporate Health and Safety Policy, and
2. Authorise the Chief Executive to agree minor variations to the adopted Health and Safety Policy.

**8. 2023-24 REVENUE CARRY FORWARD TO 2024-25**

The Committee **resolved** to approve the requests for £30,983 of 2023-24 revenue expenditure to be carried forward to 2024-25.

**9. REVENUE OUTTURN REPORT 2023-2024**

The Committee **resolved** to

1. Note a reduction in the surplus at outturn from £10,875k to £10,604k, a difference of

£271k for the year to 31 March 2024,

2. Approve a reduction of £271k in the transfer to the Sinking Fund Reserves
3. Approve the following transfers to reserves
  - a. £3,000k to Business Rates (National Non-Domestic Rates) Equalisation Reserves
  - b. £6,604k to the Sinking Fund Earmarked Reserve
  - c. £1,000k to the General Fund Reserve
  - d. £1,400k S106/Community Infrastructure Levy (CIL) income received to reserves
  - e. £1,600k to Earmarked Revenue Reserves in respect of the unspent Afghans support grants

**10. CAPITAL OUTFURN REPORT 2023-2024**

The Committee **resolved** to

1. Note the £1,608k projected underspend against its Estimated Capital Programme for 2023-24, as at 31 March 2024, and
2. Recommend to Council that the Capital Projects totalling £2,990k are removed from the 2024-25 Estimate Capital Programme.

**11. APPOINTMENTS TO OUTSIDE BODIES 2024-25**

The Committee **resolved** to approve the appointments to Outside Bodies for the 2024-25 municipal year, as proposed by group leaders.

**12. MEMBERSHIP OF THE COMMERCIAL ASSETS SUB-COMMITTEE**

The Committee **resolved** to agree the membership of the Commercial Assets Sub-Committee.

**13. FINANCIAL REPORTING WORKING GROUP**

The Committee **resolved** to

1. Approve the re-establishment of a Member Working Group focused on Financial Reporting
2. Agree the Terms of Reference for the Working Group
3. Agree to appoint Councillors Lawrence Nichols, Howard Williams, Michele Gibson, John Doran, and Sean Beatty to sit on the working group.

**17. LOCAL AUTHORITY HOUSING FUND ACQUISITIONS**

The Committee **resolved** to make a recommendation to Council for the approval of acquisitions through the Local Authority Housing Fund.

**18. COUNCIL MEDIUM TERM FINANCIAL SUPPORT OF KNOWLE GREEN ESTATES (KGE)**

The Committee **resolved** to

1. Note the corrected figures and clarifications in the addendum to the report.
2. Make recommendations to Council as set out in the report.

**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 Council 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 Council.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Council 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 Corporate Policy and Resources.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Council 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 7 June 2024.*