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**Decisions taken at the meeting held on Monday, 16 September 2024.**

**Meeting Time:**

1.30 pm

**Meeting Venue:**

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

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**PRESENT:** Councillor Lawrence Nichols (Chair), Councillor Sean Beatty (Vice-Chair), Councillor Adam Gale, Councillor Denise Saliagopoulos and Councillor Howard Williams

**1. APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies were received from Councillor Chandler, and Councillor Howkins attended as her substitute.

**2. MINUTES**

The Committee resolved to agree the minutes of the meeting held on 5 August 2024 subject to the amendments raised at the meeting.

**3. DISCLOSURE OF INTEREST**

There were none.

**4. QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were none.

**5. URGENT ACTIONS**

There were none.

**6. FORWARD PLAN**

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

**7. UPDATE ON RECRUITMENT OF INDEPENDENT PERSON**

The Committee **resolved** to note the update on the recruitment of an independent person for the Commercial Assets Sub-Committee.

**10. LETTING OF 3RD AND 4TH FLOORS TOTHILL CAR PARK**

The Committee **resolved** to:

- 1) Approve the letting of the 3<sup>rd</sup> and 4<sup>th</sup> Floors of Tothill Car Park;
- 2) Authorise the Group Head of Assets in consultation with the Chair and Vice-Chair of the Commercial Assets Sub-Committee to agree to any variations to the proposed terms; and
- 3) Authorise the Group Head of Corporate Governance to enter into the lease and any ancillary legal documentation.

## 11. RELETTING OF UNIT 46, ELMSLEIGH SHOPPING CENTRE

The Committee **resolved** to

- 1) Approve the letting of Unit 46 Elmsleigh Shopping Centre;
- 2) Authorise the Group Head of Assets in consultation with the Chair and Vice-Chair of the Commercial Assets Sub-Committee to agree to any variations to the proposed terms; and
- 3) Authorise the Group Head of Corporate Governance to enter into the agreement for lease and any ancillary legal documentation.

## 12. ASSET PORTFOLIO EXIT STRATEGIES

The Committee **resolved** to approve the form and detail of the Exit Strategy for each investment asset subject to incorporation of the comments raised at the meeting.

### 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 Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (6) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (7) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on .....(Insert date).*