



GUILDFORD  
B O R O U G H

## COUNCIL MEETING

WEDNESDAY 7 FEBRUARY 2018

### ORDER PAPER

#### WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you make a representation to the meeting, you will be deemed to have consented to being recorded. By entering the Council Chamber, you are also consenting to being recorded and to the possible use of those images and sound recordings for webcasting and/or training purposes.

If you have any queries regarding webcasting of meetings, please contact Committee Services on 01483 444102.

On behalf of all councillors, I would like to welcome you to this evening's meeting. I should be grateful if you would ensure that your mobile phones and other hand-held devices are switched to silent during the meeting. If the fire alarm sounds during the course of the meeting - we are not expecting it to go off - please leave the Council Chamber immediately and proceed calmly to the assembly point in Millmead on the paved area adjacent to the river as you exit the site.

This Order Paper sets out details of those members of the public who have given advance notice of their wish to ask a question or address the Council in respect of any matter on the agenda or any matter relevant to the functions, powers, or duties of the Council. It also sets out details of any written questions to be asked by councillors, together with any motions or amendments to be proposed by councillors in respect of the business on the agenda.

Unless a member of the public has given notice of their wish to ask a question or address the Council under the Public Participation item, they will not be permitted to speak. Those who have given notice may address the Council for a maximum of three minutes. Speakers may not engage in any further debate once they have finished their speech.

*Councillor Nigel Manning*  
*The Mayor of Guildford*

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## **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

## **2 DISCLOSURES OF INTEREST**

To receive and note any disclosable pecuniary interests from councillors. In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

## **3 MINUTES (Pages 1 - 6 of the Council agenda)**

To approve the minutes of the ordinary meeting of the Council held on 5 December 2017.

## **4 MAYOR'S COMMUNICATIONS**

To receive any communications or announcements from the Mayor.

## **5 LEADER'S COMMUNICATIONS**

The Leader to make a statement in relation to Solum and Manor Farm Planning Appeals.

Councillors shall have the opportunity of asking questions of the Leader in respect of his communications.

## **6 PUBLIC PARTICIPATION**

### Statements:

Mr Paul Soper has given notice of his wish to address the Council meeting in respect of agenda item 13: Taxi and Private Hire Licensing Policy – Card Payments in Taxis.

The Lead Councillor for Licensing and Community Safety may respond to the statement from Mr Soper.

## **7 QUESTIONS FROM COUNCILLORS**

**Councillor Bob McShee** to ask the Lead Councillor for Finance and Asset Management, Councillor Michael Illman, the following question:

*“Following the publication in last week’s Surrey Advertiser of the article headed ‘Council will borrow to fund £81m in Student housing’, a number of local residents have contacted me expressing their concerns about the Borough Council spending such a large sum on student housing.*

*We are here tonight to consider bids for funding, and I note, that on page 93 of the Agenda the Schedule of ‘General Fund Capital Bids’, the largest project over the next 3 years is student housing.*

*I would ask the Lead Councillor for Finance and Asset Management to clarify the risks involved in investing such a large amount of money in student accommodation.”*

**The Lead Councillor's response is as follows:**

*"I thank Cllr McShee for his question as it gives me an opportunity to comment on the article in Get Surrey. Get Surrey correctly reported that in the Capital and Investment Strategy report we are proposing a new project which is asking for a budget of £81 million for Student Accommodation. All details in relation to the project and the bid for funding are currently confidential and included within the Not for Publication section of tonight's agenda. Thus, much of the other information within the Get Surrey article, including the claim that we are working with a particular partner(s), was purely media speculation and not based on information that is contained in the public sections of the capital and investment strategy report.*

*Before answering the specific question, it would be helpful to provide some context.*

*Our Corporate Plan sets out how we are aiming to provide a range and mixture of housing to meet local need, such as increasing the homes provided by North Downs Housing - the Council-owned market landlord company, and investing in building a mix of new homes for sale or affordable rent.*

*The Council is already investing in building a mix of new homes for sale or affordable rent – key schemes underway include:*

- *Guildford Park Road on previous open-air car park site (160 homes, 64 for affordable rent)*
- *Apple Tree pub site in Park Barn (18 homes, all for affordable rent with nine fully wheelchair accessible)*
- *Ladymead site near the new Fire Station (12 homes, all for affordable rent)*
- *other smaller scale previously-developed sites (21 homes across five sites, all for affordable rent)*

*Key future schemes include larger-scale developments in Slyfield and Bright Hill. The Slyfield Area Regeneration Project, for which £105 million was approved to go on to the provisional capital programme in the 2016-17 capital programme report considered at Budget Council in February 2016, is actually the largest project the Council is working on.*

*Whilst we are heavily investing in affordable housing, funded from our reserves, due to the existence of the HRA borrowing cap, we cannot borrow to fund affordable or social housing. Guildford, along with a number of other councils, has asked the government to change the rules so that we can but at present we cannot.*

*The Council has a diverse investment property portfolio which totals £145 million. From this, we currently generate £7.5 million in net income, which is used to pay for public services to the community. The income from our property portfolio subsidises the council tax; without it we would have to make significant cuts to public services or seek to significantly increase council tax to maintain the high level of services currently provided. Cllr McShee will see that on pages 87 and 88 of tonight's agenda, that through professional management, our portfolio performs very well and is currently generating an income return of 6.46% across all sectors, which exceeds the All Sector Benchmark of 4.20%. Our Asset Investment Strategy, which was approved by the Executive in 2014, has been very successful for us and even won an award for Best Commercialisation and Entrepreneurship Initiative from the Association of Public Service Excellence (APSE) in Autumn 2017.*

*However, whilst we currently have holdings in Industrial, Office, Retail and Other property sectors, we currently do not have any holdings in the Student Housing Property Sector. Given the recognised demand for Student Housing within our own Borough and that it is recognised as a stable long term income generating asset class, there is the potential for the Council to increase the level of diversification within its property portfolio by investing in Student Housing. The investment seeks to generate another long term secure income stream for the Council,*

*which can be used to subsidise services to the council tax payer, as well as meet our strategic objective of providing a range of housing to meet local need.*

*Guildford's investment property portfolio is all within our own borough – we invest in our local community. As stated in paragraph 7.9 on page 48 of the agenda, the Council does not intend on purchasing investment property purely for financial gain. We link our investments to our functions and objectives as a local authority. The government recognises that this type of investment strategy is appropriate and in line with a council's core objectives of 'service delivery and place making'.*

*Bid 268 which is in the 'Not for Publication' item 18 on the agenda for tonight's meeting, and its supporting report, cover the risks of such an investment as we know them at this stage. We are in the process of commissioning property and legal advisors familiar with this type of investment to supplement our in-house skills and experience in finance and property management, to manage those risks. It is worth noting that other market investors looking for long term secure and stable income streams, such as pension and insurance funds often invest in asset classes such as Student Housing.*

*For now, we are only asking for this project to be accepted on to the provisional capital programme. We acknowledge that much more work and a detailed business case needs to be prepared before any decision to spend the budget will be taken. The Leader of the Council has already committed to giving full Council an opportunity to give final approval by confirming the availability of budget. It is anticipated that if the project is to proceed, the full business case and a report will be brought to full Council within 6 to 18 months."*

Councillor Michael Illman  
Lead Councillor for Finance and Asset Management

## **8 PAY POLICY STATEMENT 2018-19** (Pages 7 – 28 of the Council agenda)

The Leader of the Council, Councillor Paul Spooner to propose, and the Lead Councillor for Finance and Asset Management, Councillor Michael Illman, to second, the adoption of the recommendations contained in the report submitted to the Council, which are set out in full below:

- "(1) That the Pay Policy Statement for the 2018-19 financial year, attached at Appendix 1 to the report submitted to the Council, be approved.
- (2) That, subject to approval of the 2018-19 revenue budget, a 2.0% pay award for the Managing Director, the Deputy Managing Director designation and the Directors be approved for implementation on 1 April 2018.

### Reasons:

- (1) To comply with the Localism Act 2011 (Section 39)
- (2) To authorise the pay award for the Corporate Management Team"

### **Comments:**

None

**9 CAPITAL AND INVESTMENT STRATEGY (2018-19 TO 2021-22)** (Pages 29 – 272 of the Council agenda)

*NB. If, during the debate on this item, councillors wish to discuss the detail of capital bid nos. 169 or 268, which are set out in the “Not for Publication” item 18 on the agenda, the Council will need to pass a resolution to exclude the public from the meeting for that purpose on the grounds of the likely disclosure of exempt information, as defined in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The public will be readmitted to the meeting immediately following any discussion on either of the bids.*

The Lead Councillor for Finance and Asset Management, Councillor Michael Illman to move, and the Leader of the Council, Councillor Paul Spooner to second, the adoption of the recommendations contained in the report submitted to the Council, which are set out below:

(1) That the General Fund capital estimates, as shown in:

(a) Appendices 4 and 5 to the report submitted to the Council (current approved and provisional schemes), and as amended to include the new bids approved by the Executive on 23 January 2018, as follows:

New capital proposals to be added to approved list:

- ICT Renewals
- Deck Millbrook Car Park
- New Pay on Foot Equipment
- Structural Works to Multi-Storey Car Parks
- Park Barn Day Centre – air source heat pump heating system
- Sutherland Memorial Park – air source heat pump heating system
- Stoke Park Nursery – air source heat pump heating system

New capital proposals to be added to provisional list:

- Tyting Farm Land - removal of barns and concrete hardstanding
- A331 hotspots
- Rodboro buildings - electric theatre through road and parking
- Guildford bike share
- 48 Quarry St, Museum - structural works
- Guildford West (Park Barn) station
- Bus station relocation
- Shawfield Day Centre
- Sutherland Memorial Park - electrical works
- Millmead House - M&E plant renewal
- Hydro private wire
- Stoke Park Masterplan enabling costs
- Roads & footpaths
- Sports pavilions - replace water heaters
- Millmead fish pass
- Land to the rear of 39-42 Castle Street
- Old Manor House - replacement windows
- Crematorium VAT
- Student Accommodation Investment
- Museum additional funding
- Capital Contingency fund (annual budget)

(b) Appendix 6 to the report (schemes funded from reserves) and

(c) Appendix 7 to the report (s106 schemes)

be approved.

- (2) That the Minimum Revenue Provision policy, referred to in Section 6 of the report submitted to the Council, be approved.
- (3) That the Capital and Investment strategy be approved, specifically the Investment strategy and Prudential Indicators contained in Appendix 1 to the report.
- (4) That the Treasury Management Practices contained in Appendix 11 to the report be approved and that the Chief Finance Officer be authorised, in consultation with the Lead Councillor with responsibility for finance, to make changes to the Treasury Management Practices in future.

**Reasons:**

- To enable the Council to approve the capital and investment strategy and the treasury and prudential indicators for 2018-19 to 2022-23
- To enable the Council to approve the funding required for the new capital investment proposals.

**Comments:**

Councillor Caroline Reeves  
Councillor Tony Rooth

**10 HOUSING REVENUE ACCOUNT ESTIMATES 2018-19** (Pages 273 – 296 of the Council agenda)

**Councillors' speeches:**

*Under Council Procedure Rule 15 (f), there shall be no time limit for the Lead Councillor for Housing and Environment in moving the motion to approve the Housing Revenue Account budget, or for one spokesperson from each opposition group in commenting on that motion. Normal Procedure Rules will apply in respect of all other councillors speaking in the debate - i.e. they will have five minutes each, and the Lead Councillor would have up to 10 minutes (if necessary) to sum up at the end of the debate.*

The Lead Councillor for Housing and Environment, Councillor Philip Brooker to move and the Lead Councillor for Finance and Asset Management, Councillor Michael Illman to second, the adoption of the recommendations contained in the report submitted to the Council, which are set out below:

- (1) That the HRA revenue budget 2018-19, as set out in Appendix 1 to the report submitted to the Council, be approved.
- (2) That the 1% rent reduction required by the Welfare Reform and Work Act 2016 be implemented.
- (3) That the fees and charges for HRA services for 2018-19, as set out in Appendix 2 to the report, be approved.
- (4) That a 4% increase in garage rents be approved.
- (5) That the Housing investment programme as set out in Appendix 4 to the report (current approved and provisional schemes), be approved.

**Reasons:**

To enable the Council to set the rent change for HRA property and associated fees and charges, along with authorising the necessary revenue and capital expenditure to

implement a budget, this is consistent with the objectives outlined in the HRA Business Plan.

**Comments:**

Councillor Susan Parker (group spokesperson)  
Councillor Caroline Reeves (group spokesperson)  
Councillor Tony Rooth

**11 SERVICE AND FINANCIAL PLANNING – GENERAL FUND BUDGET 2018-19** (Pages 297 - 408 of the Council agenda)

Correction – Appendix 3 to the report (General Fund Summary)

*Appendix 3 to the report has been updated to reflect changes in parish precepts (see **Appendix A to this Order Paper**).*

Council Tax Precepts

*The Council is required to formally approve the aggregate Council Tax for residents of Guildford Borough, including the Council Tax requirements of the relevant major precepting authorities, which are Surrey County Council and the Police and Crime Commissioner for Surrey.*

*We have received confirmation that neither Surrey County Council nor the Police and Crime Commissioner for Surrey have set an excessive Council Tax for 2018-19 and details of their respective precepts are included in paragraph (9) of the updated draft Budget and Council Tax resolution set out in **Appendix B to this Order Paper**.*

Councillors' speeches:

*Under Council Procedure Rule 15 (f), there shall be no time limit for the Lead Councillor for Finance and Asset Management in moving the motion to approve the General Fund Budget and proposed Council Tax, or for one spokesperson from each opposition group in commenting on that motion. Normal Procedure Rules will apply in respect of all other councillors speaking in the debate – i.e. they will have five minutes each, and the Lead Councillor would have up to 10 minutes (if necessary) to sum up at the end of the debate.*

Requirement for Recorded Vote

*Under The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 and Council Procedure Rule 19 (d), the Council is required to conduct a recorded vote on the proposed budget and Council tax resolution referred to below.*

Restriction on Voting

*Councillors' attention is drawn to the requirements of Section 106 of the Local Government Finance Act 1992, as set out in paragraphs 14.11 to 14.13 of the report (page 311 of the agenda).*

Section 151 Officer's statutory report

*The Mayor to ask the Chief Finance Officer, Claire Morris, to comment on the budget and her statutory report set out in Appendix 1 to the Budget report.*

The Motion (Budget and Council Tax Resolution):

The Lead Councillor for Finance and Asset Management, Councillor Michael Illman to move, and the Leader of the Council, Councillor Paul Spooner to second, the following motion:

“That the budget and council tax resolution for 2018-19, as set out in **Appendix B** to this Order Paper, be adopted.

Reason:

To enable the Council to set the Council Tax requirement and council tax for the 2018-19 financial year”.



**Comments:**

Councillor Caroline Reeves (group spokesperson)  
Councillor Susan Parker (group spokesperson)  
Councillor James Walsh (group spokesperson)  
Councillor Tony Rooth

**12 COMMUNITY GOVERNANCE REVIEW: NORMANDY PARISH – FINAL REPORT** (Pages 409 – 426 of the Council agenda)

The Deputy Leader of the Council, Councillor Matt Furniss to move, and Councillor David Bilbé, to second, the adoption of the following motion:

- (1) That, taking account of the statutory considerations, the Council approves:
  - (a) an increase in the number of parish councillors to be elected to Normandy Parish Council from seven to nine with effect from May 2019; and
  - (b) the recommendation contained in the terms of reference for the review that no other changes should be made to the electoral arrangements for Normandy Parish Council.
- (2) That the Democratic Services Manager be authorised:
  - (i) to make a community governance reorganisation order under Section 86 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) to give effect to the increase in the number of parish councillors to be elected to Normandy Parish Council from seven to nine with effect from May 2019, together with all necessary incidental, consequential, transitional or supplementary provisions as may be required to give full effect to the order; and
  - (ii) as soon as practicable after the community governance reorganisation order has been made, to inform the appropriate authorities as set out in paragraph 10.5 (ii) of the report submitted to the Council.

Reason:

To address the community governance petition received in respect of this matter with a view to ensuring that community governance within the area under review is:

- reflective of the identities and interests of the community in that area; and
- is effective and convenient.

**Comments:**

None

**13 TAXI AND PRIVATE HIRE LICENSING POLICY – CARD PAYMENTS IN TAXIS** (Pages 427 – 458 of the Council agenda)

The Lead Councillor for Licensing and Community Safety, Councillor Graham Ellwood to move, and the Chairman of the Licensing Committee, Councillor David Elms, to second, the adoption of the recommendation contained in the report submitted to the Council, which is set out below:

“That the Council, having considered the responses received to the proposed changes to the taxi and private hire licensing Policy during public consultation, adopts the changes to the Policy requiring taxis to accept credit/debit card payments, including the facility to accept contactless payments by 1 April 2019.

Reason:

To improve safety and access to the licensed hackney carriage service.”

**Comments:**

None

**14 TAXI AND PRIVATE HIRE LICENSING POLICY – CHANGES TO CONVICTIONS POLICY AND PREVENTION OF CHILD SEXUAL EXPLOITATION** (Pages 459 – 522 of the Council agenda)

The Lead Councillor for Licensing and Community Safety, Councillor Graham Ellwood to move, and the Chairman of the Licensing Committee, Councillor David Elms, to second, the adoption of the recommendations contained in the report submitted to the Council, which are set out below:

- (1) That the revised Taxi and Private Hire Convictions Policy, as set out in Appendix 3 to the report submitted to the Council, be adopted in place of the convictions policy set out in Appendix 2 to the Taxi and Private Hire Policy 2015-2020.
- (2) That the requirement for all existing taxi and private hire drivers to undertake mandatory Child Sexual Exploitation training by 1 May 2019, be approved.
- (3) That the requirement for all new taxi and private hire drivers to undertake mandatory Child Sexual Exploitation training from 11 April 2018, be approved.

Reason:

To help protect vulnerable children and adults from sexual exploitation.

**Comments:**

None

**15 DESIGNATION OF MONITORING OFFICER** (Pages 523 – 526 of the Council agenda)

The Deputy Leader of the Council, Councillor Matt Furniss to move, and the Leader of the Council, Councillor Paul Spooner, to second, the adoption of the recommendation contained in the report submitted to the Council, which is set out below:

“That Robert Parkin be designated as the Monitoring Officer for the Council with immediate effect.

Reason:

To comply with the requirements of the Local Government and Housing Act 1989 (as amended).”

**Comments:**

None

**16 MINUTES OF THE EXECUTIVE** (Pages 527 - 542 of the Council agenda)

To receive and note the minutes of the meetings of the Executive held on 20 and 28 November 2017, and 2 January 2018, which are attached to the Council agenda.

**Comments:**

None

## **17 EXCLUSION OF THE PUBLIC**

The Mayor, Councillor Nigel Manning to propose, and the Deputy Mayor, Councillor Mike Parsons to second, the following motion:

“That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of the business contained in agenda item 19 on the grounds that it involves the likely disclosure of exempt information, as defined in paragraphs 1 and 4 of Part 1 of Schedule 12A to the Act”.

## **18 GENERAL FUND CAPITAL PROGRAMME CONFIDENTIAL BID NOS. 169 AND 268 – DETAILS OF PROPOSALS** (Pages 543 - 580 of the Council agenda)

These bids are to be taken as part of the consideration of agenda item 9 only.

## **19 TERMINATION OF EMPLOYMENT OF HEADS OF SERVICE**

This matter contains exempt information.

## **20 COMMON SEAL**

To order the Common Seal.

## Appendix A

| Actual<br>2016-17<br>£ | GENERAL FUND SUMMARY                                     | Estimate<br>2017-18<br>£ | Probable<br>2017-18<br>£ | Estimate<br>2018-19<br>£ |
|------------------------|--|--------------------------|--------------------------|--------------------------|
|                        | <b>Directorates - Net Expenditure</b>                    |                          |                          |                          |
| 6,393,211              | Community Services                                       | 6,088,570                | 5,757,309                | <b>6,566,430</b>         |
| 4,270,682              | Corporate Services                                       | 3,900,120                | 4,019,689                | <b>4,182,470</b>         |
| (4,180,085)            | Development  | (1,453,320)              | (53,281)                 | <b>(940,790)</b>         |
| 8,678,618              | Environment  | 9,891,440                | 9,141,037                | <b>12,541,840</b>        |
| (15,020)               | Managing Director  | (381,340)                | (100,878)                | <b>(720,960)</b>         |
| 1,943,981              | Resources  | 3,836,190                | 4,480,028                | <b>4,265,080</b>         |
|                        | Future Growth / Savings bids to be allocated to services |                          |                          | <b>0</b>                 |
| <b>17,091,387</b>      | <i>Total Directorate Level</i>                           | <b>21,881,660</b>        | 23,243,904               | <b>25,894,070</b>        |
| (6,931,189)            | Depreciation (contra to directorate budgets)             | (9,023,810)              | (9,023,810)              | <b>(11,622,280)</b>      |
| <b>10,160,198</b>      | <i>Directorate level excluding depreciation</i>          | <b>12,857,850</b>        | 14,220,094               | <b>14,271,790</b>        |
| (1,504,746)            | External interest (receivable)/payable (net)             | (490,306)                | (1,460,000)              | <b>(677,696)</b>         |
| 508,072                | Interest payable to Housing Revenue Account              | 452,150                  | 606,171                  | <b>804,490</b>           |
| 335,723                | Minimum Revenue Provision                                | 1,228,584                | 573,852                  | <b>1,200,643</b>         |
| (21,857)               | Revenue income from sale of assets                       | 0                        |                          | <b>0</b>                 |
|                        | <b>Revenue Contributions to Capital Outlay (RCCO)</b>    |                          |                          | <b>0</b>                 |
| 639,279                | Met from: Capital Schemes reserve                        | 0                        |                          | <b>0</b>                 |
| 883,783                | Other reserves   | 1,914,600                | 1,914,600                | <b>862,000</b>           |
| 0                      | General Fund   | 0                        |                          | <b>0</b>                 |
| <b>11,000,452</b>      | <b>Total before transfers to and from reserves</b>       | <b>15,962,878</b>        | 15,854,717               | <b>16,461,227</b>        |
|                        | <b>Transfers to and from reserves</b>                    |                          |                          |                          |
|                        | Capital Schemes reserve                                  |                          |                          |                          |
| (639,279)              | Funding of Revenue Contribution to Capital Outlay        | 0                        | 0                        | <b>0</b>                 |
| 400,213                | Contribution in year                                     | 0                        | 0                        | <b>0</b>                 |
| (378,219)              | Budget Pressures Reserve                                 | (410,700)                | (1,076,450)              | <b>(975,227)</b>         |
| (1,612,295)            | Business Rates Equalisation reserve                      | 346,160                  | 384,237                  | <b>1,884,908</b>         |
| 537,307                | Car Park Maintenance reserve                             | 176,470                  | 294,470                  | <b>(999,580)</b>         |
| 32,500                 | Election Costs reserve                                   | 32,500                   | 32,500                   | <b>62,500</b>            |
| 20,336                 | Energy Management Schemes reserve                        | (32,420)                 | (32,420)                 | <b>0</b>                 |
| 41,729                 | Insurance reserve  | (770)                    | 5,119                    | <b>(5,630)</b>           |
| 297,552                | IT Renewals reserve                                      | 458,780                  | 43,980                   | <b>227,880</b>           |
| 660,899                | Invest to Save reserve                                   | 105,960                  | (201,672)                | <b>155,450</b>           |
| 0                      | Local Authority Business Growth Incentive reserve        | 0                        | 0                        | <b>0</b>                 |
| 1,039,057              | New Homes Bonus reserve                                  | (301,900)                | (1,070,281)              | <b>(269,969)</b>         |
| (33,615)               | On Street Parking reserve                                | (116,030)                | 150,958                  | <b>46,190</b>            |
| 69,569                 | Pensions Reserve (Statutory)                             | 0                        |                          | <b>0</b>                 |
| 0                      | Recycling Reserve  | 0                        |                          | <b>0</b>                 |
| 126,884                | Spectrum reserve   | 177,950                  | 177,950                  | <b>181,510</b>           |
| (68,886)               | Other reserves   | (265,202)                | 345,362                  | <b>(215,630)</b>         |
| <b>11,494,204</b>      | <b>Total after transfers to and from reserves</b>        | <b>16,133,677</b>        | 14,908,470               | <b>16,553,628</b>        |
|                        | <b>Business Rates Retention Scheme payments</b>          |                          |                          |                          |
| 28,293,585             | Business Rates tariff payment                            | 30,213,400               | 30,213,400               | <b>20,976,010</b>        |
| 0                      | Business Rates - levy payment to DCLG                    | 0                        |                          | <b>0</b>                 |
| 962,125                | Business Rates - Payment to Surrey - Croydon pool        | 652,892                  | 690,214                  | <b>0</b>                 |
|                        | Business Rates - Payment to Surrey Pilot Pool            |                          |                          | <b>1,784,921</b>         |
|                        | <b>Non specific government grants</b>                    |                          |                          |                          |
| (547,876)              | s31 grant re BRR scheme                                  | (633,707)                | (709,106)                | <b>(1,368,108)</b>       |
| (15,009)               | s31 grant re Council Tax                                 |                          |                          |                          |
| (102,174)              | Transition grant / additional BRRS tariff                | (101,789)                | (101,789)                | <b>0</b>                 |
| (2,362,055)            | New Homes Bonus grant                                    | (2,063,274)              | (2,063,274)              | <b>(1,200,586)</b>       |
| <b>37,722,800</b>      | <b>GUILDFORD BOROUGH COUNCIL NET BUDGET</b>              | <b>44,201,199</b>        | 42,937,915               | <b>36,745,865</b>        |
| 1,469,802              | Parish Council Precepts                                  | 1,576,106                | 1,576,106                | <b>1,631,985</b>         |
| <b>39,192,602</b>      | <b>TOTAL NET BUDGET</b>                                  | <b>45,777,305</b>        | 44,514,021               | <b>38,377,850</b>        |
| (33,119,866)           | Business Rates - retained income                         | (35,250,674)             | (35,250,674)             | <b>(26,631,575)</b>      |
| (1,096,749)            | Revenue support grant                                    | (319,407)                | (319,407)                | <b>0</b>                 |
| 1,512,784              | Collection Fund (surplus)/deficit - Business Rates       | 654,015                  | 654,015                  | <b>(627,042)</b>         |
| (120,698)              | Collection Fund (surplus)/deficit - Council Tax          | (120,602)                | (120,602)                | <b>38,032</b>            |
| <b>6,368,073</b>       | <b>COUNCIL TAX REQUIREMENT</b>                           | <b>10,740,637</b>        | 9,477,353                | <b>11,157,265</b>        |
|                        | Projected underspend (reported at period 8)              |                          | 1,263,284                |                          |
|                        |  |                          | <b>10,740,637</b>        |                          |
| 4,898,271              | <b>Council tax requirement excluding Parish Precepts</b> | 9,164,531                |                          | <b>9,525,280</b>         |
|                        | Tax base   | 56,634.54                |                          | <b>57,099.15</b>         |
|                        | Target £5 p.a.   |                          |                          | <b>3.09%</b>             |
|                        | Council tax @ target increase                            |                          |                          | <b>166.82</b>            |
|                        | Borough Council demand for target tax rise (£5)          |                          |                          | <b>9,525,280</b>         |
|                        | Current demand   |                          |                          | <b>9,525,280</b>         |
|                        | Cumulative Budget Gap                                    |                          |                          | <b>(0)</b>               |

**DRAFT BUDGET AND COUNCIL TAX RESOLUTION 2018-19**

- (1) That the budget be approved, and specifically that the Council Tax requirement for 2018-19 be set at £9,525,280 excluding parish precepts and £11,157,265 to include parish precepts.
- (2) That the Band D Council Tax for 2018-19 (excluding parish precepts) be set at £166.82, an increase of £5.00 (3.09%).
- (3) That the Band D Council Tax for 2018-19 (including parish precepts) be set at £195.40.
- (4) That the Council approves the following, as considered by the Executive on 23 January 2018:
  - (i) the General Fund revenue estimates for 2018-19 including proposed fees and charges relating to General Fund services, as set out in Appendix 5 to the report submitted to the Council;
  - (ii) the Housing Revenue Account estimates for 2018-19, including housing rents and other fees and charges;
  - (iii) the Capital and Investment Strategy for 2018-19; and
  - (iv) the Housing Revenue Account capital programme for 2018-19.
- (5) That the Chief Finance Officer be authorised to make a transfer to or from the business rates equalisation reserve should there be any variance in business rates income from that budgeted following receipt of the final Local Government Finance Settlement.
- (6) That the Chief Finance Officer be authorised to complete the Governance Arrangements in respect of the Surrey Business Rates Pilot and to enter into a formal Memorandum of Understanding (MoU) with the Government on behalf of the Council.
- (7) That the Council notes that the Chief Finance Officer, in accordance with the terms of her delegated authority, has calculated the following amounts for the year 2018-19 in accordance with regulations made under Sections 31B (3) and 34(4) of the Local Government Finance Act 1992 (as amended) ('the Act'):-
  - (i) 57,099.15 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its council tax base for 2018-19 for the whole Council area.
  - (ii) For those parts of the borough to which a parish precept relates:

| <b>Parish of</b> |          |
|------------------|----------|
| Albury           | 627.66   |
| Artington        | 140.78   |
| Ash              | 6,611.38 |
| East Clandon     | 148.30   |
| West Clandon     | 690.33   |
| Compton          | 483.02   |
| Effingham        | 1,388.38 |
| East Horsley     | 2,519.25 |

|                  |          |
|------------------|----------|
| <b>Parish of</b> |          |
| West Horsley     | 1,507.97 |
| Normandy         | 1,351.45 |
| Ockham           | 253.64   |
| Pirbright        | 1,251.59 |
| Puttenham        | 301.55   |
| Ripley           | 917.93   |
| St.Martha        | 406.89   |
| Seale & Sands    | 523.12   |
| Send             | 2,043.26 |
| Shackleford      | 375.80   |
| Shalford         | 1,834.97 |
| Shere            | 1,980.59 |
| Tongham          | 866.65   |
| Wanborough       | 168.40   |
| Wisley (Meeting) | 99.30    |
| Worplesdon       | 3,474.70 |

being the amounts calculated by the Council, in accordance with Regulation 6 of the 1992 Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

(8) That the Council calculates the following amounts for the financial year 2018-19 in accordance with Sections 31 to 36 of the Act:-

- (i) £162,012,737 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by parish councils.
- (ii) £150,855,472 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
- (iii) £11,157,265 being the amount by which the aggregate at sub-paragraph (i) above exceeds the aggregate at sub-paragraph (ii) above, calculated by the Council in accordance with Section 31A(4) of the Act, as its council tax requirements for the year.
- (iv) £195.40 being the amount at sub-paragraph (iii) above divided by the amount at sub-paragraph (i) of paragraph (7) above, calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of its Council Tax for the year (including parish precepts).
- (v) £1,631,985 being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act as follows:

| <b>Parish of</b> | <b>£</b> |
|------------------|----------|
| Albury           | 44,092   |
| Artington        | 3,675    |
| Ash              | 445,013  |
| East Clandon     | 7,756    |
| West Clandon     | 22,473   |
| Compton          | 22,460   |
| Effingham        | 96,895   |
| East Horsley     | 118,524  |
| West Horsley     | 82,140   |

| <b>Parish of</b> | <b>£</b>         |
|------------------|------------------|
| Normandy         | 139,999          |
| Ockham           | 10,500           |
| Pirbright        | 56,500           |
| Puttenham        | 12,350           |
| Ripley           | 64,636           |
| St.Martha        | 14,060           |
| Seale & Sands    | 17,750           |
| Send             | 44,604           |
| Shackleford      | 9,395            |
| Shalford         | 72,227           |
| Shere            | 117,300          |
| Tongham          | 29,074           |
| Wanborough       | 3,850            |
| Wisley (Meeting) | 0                |
| Worplesdon       | 196,712          |
| <b>Total</b>     | <b>1,631,985</b> |

(vi) £166.82 being the amount at sub-paragraph (iv) above less the result given by dividing the amount at sub-paragraph (v) above by the amount at sub-paragraph (i) of paragraph (7) above, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item (parish precept) relates.

(vii) Part of the Council's area

| <b>Parish of</b> | <b>£ p</b> |
|------------------|------------|
| Albury           | 237.07     |
| Artington        | 192.92     |
| Ash              | 234.13     |
| East Clandon     | 219.12     |
| West Clandon     | 199.37     |
| Compton          | 213.32     |
| Effingham        | 236.61     |
| East Horsley     | 213.87     |
| West Horsley     | 221.29     |
| Normandy         | 270.41     |
| Ockham           | 208.22     |
| Pirbright        | 211.96     |
| Puttenham        | 207.78     |
| Ripley           | 237.23     |
| St.Martha        | 201.37     |
| Seale & Sands    | 200.75     |
| Send             | 188.65     |
| Shackleford      | 191.82     |
| Shalford         | 206.18     |
| Shere            | 226.04     |
| Tongham          | 200.37     |
| Wanborough       | 189.68     |
| Wisley (Meeting) | 166.82     |
| Worplesdon       | 223.43     |

being the amounts given by adding to the amount at sub-paragraph (vi) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at sub-paragraph (ii) of paragraph (7) above, calculated by the Council in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

(viii) Part of the Council's area

| VALUATION BANDS  |        |        |        |        |        |        |        |        |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|
|                  | Band A | Band B | Band C | Band D | Band E | Band F | Band G | Band H |
| PARISH           | £ p    | £ p    | £ p    | £ p    | £ p    | £ p    | £ p    | £ p    |
| Albury           | 158.05 | 184.39 | 210.73 | 237.07 | 289.75 | 342.43 | 395.12 | 474.14 |
| Artington        | 128.61 | 150.05 | 171.48 | 192.92 | 235.79 | 278.66 | 321.53 | 385.84 |
| Ash              | 156.09 | 182.10 | 208.12 | 234.13 | 286.16 | 338.19 | 390.22 | 468.26 |
| East Clandon     | 146.08 | 170.43 | 194.77 | 219.12 | 267.81 | 316.51 | 365.20 | 438.24 |
| West Clandon     | 132.91 | 155.07 | 177.22 | 199.37 | 243.67 | 287.98 | 332.28 | 398.74 |
| Compton          | 142.21 | 165.92 | 189.62 | 213.32 | 260.72 | 308.13 | 355.53 | 426.64 |
| Effingham        | 157.74 | 184.03 | 210.32 | 236.61 | 289.19 | 341.77 | 394.35 | 473.22 |
| East Horsley     | 142.58 | 166.34 | 190.11 | 213.87 | 261.40 | 308.92 | 356.45 | 427.74 |
| West Horsley     | 147.53 | 172.11 | 196.70 | 221.29 | 270.47 | 319.64 | 368.82 | 442.58 |
| Normandy         | 180.27 | 210.32 | 240.36 | 270.41 | 330.50 | 390.59 | 450.68 | 540.82 |
| Ockham           | 138.81 | 161.95 | 185.08 | 208.22 | 254.49 | 300.76 | 347.03 | 416.44 |
| Pirbright        | 141.31 | 164.86 | 188.41 | 211.96 | 259.06 | 306.16 | 353.27 | 423.92 |
| Puttenham        | 138.52 | 161.61 | 184.69 | 207.78 | 253.95 | 300.13 | 346.30 | 415.56 |
| Ripley           | 158.15 | 184.51 | 210.87 | 237.23 | 289.95 | 342.67 | 395.38 | 474.46 |
| St.Martha        | 134.25 | 156.62 | 179.00 | 201.37 | 246.12 | 290.87 | 335.62 | 402.74 |
| Seale & Sands    | 133.83 | 156.14 | 178.44 | 200.75 | 245.36 | 289.97 | 334.58 | 401.50 |
| Send             | 125.77 | 146.73 | 167.69 | 188.65 | 230.57 | 272.49 | 314.42 | 377.30 |
| Shackleford      | 127.88 | 149.19 | 170.51 | 191.82 | 234.45 | 277.07 | 319.70 | 383.64 |
| Shalford         | 137.45 | 160.36 | 183.27 | 206.18 | 252.00 | 297.82 | 343.63 | 412.36 |
| Shere            | 150.69 | 175.81 | 200.92 | 226.04 | 276.27 | 326.50 | 376.73 | 452.08 |
| Tongham          | 133.58 | 155.84 | 178.11 | 200.37 | 244.90 | 289.42 | 333.95 | 400.74 |
| Wanborough       | 126.45 | 147.53 | 168.60 | 189.68 | 231.83 | 273.98 | 316.13 | 379.36 |
| Wisley (Meeting) | 111.21 | 129.75 | 148.28 | 166.82 | 203.89 | 240.96 | 278.03 | 333.64 |



| VALUATION BANDS |        |        |        |        |        |        |        |        |
|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|
|                 | Band A | Band B | Band C | Band D | Band E | Band F | Band G | Band H |
| PARISH          | £ p    | £ p    | £ p    | £ p    | £ p    | £ p    | £ p    | £ p    |
| Worplesdon      | 148.95 | 173.78 | 198.60 | 223.43 | 273.08 | 322.73 | 372.38 | 446.86 |
| TOWN AREA       |        |        |        |        |        |        |        |        |
| Guildford       | 111.21 | 129.75 | 148.28 | 166.82 | 203.89 | 240.96 | 278.03 | 333.64 |

being the amounts given by multiplying the amounts at sub-paragraphs (vi) and (vii) above by the number which in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (9) That the Council notes that for the year 2018-19, (i) Surrey County Council (SCC) and (ii) the Police and Crime Commissioner for Surrey (PCCS) have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwelling in the Council's area as shown below:

| VALUATION BANDS |        |          |          |          |          |          |          |          |
|-----------------|--------|----------|----------|----------|----------|----------|----------|----------|
|                 | Band A | Band B   | Band C   | Band D   | Band E   | Band F   | Band G   | Band H   |
|                 | £ p    | £ p      | £ p      | £ p      | £ p      | £ p      | £ p      | £ p      |
| (i) SCC         | 940.86 | 1,097.67 | 1,254.48 | 1,411.29 | 1,724.91 | 2,038.53 | 2,352.15 | 2,822.58 |
| (ii) PCCS       | 157.71 | 184.00   | 210.28   | 236.57   | 289.14   | 341.71   | 394.28   | 473.14   |

- (10) That the Council agrees, having calculated the aggregate in each of the amounts at sub-paragraph (viii) of paragraph (8) and paragraph (9) above, to set the following amounts as the amounts of Council Tax for the year 2018-19 for each of the categories of dwellings shown below in accordance with Section 30(2) of the Act.

Part of the Council's Area:

| VALUATION BANDS |          |          |          |          |          |          |          |          |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|
|                 | Band A   | Band B   | Band C   | Band D   | Band E   | Band F   | Band G   | Band H   |
| PARISH          | £ p      | £ p      | £ p      | £ p      | £ p      | £ p      | £ p      | £ p      |
| Albury          | 1,256.62 | 1,466.06 | 1,675.49 | 1,884.93 | 2,303.80 | 2,722.67 | 3,141.55 | 3,769.86 |
| Artington       | 1,227.18 | 1,431.72 | 1,636.24 | 1,840.78 | 2,249.84 | 2,658.90 | 3,067.96 | 3,681.56 |
| Ash             | 1,254.66 | 1,463.77 | 1,672.88 | 1,881.99 | 2,300.21 | 2,718.43 | 3,136.65 | 3,763.98 |
| East Clandon    | 1,244.65 | 1,452.10 | 1,659.53 | 1,866.98 | 2,281.86 | 2,696.75 | 3,111.63 | 3,733.96 |
| West Clandon    | 1,231.48 | 1,436.74 | 1,641.98 | 1,847.23 | 2,257.72 | 2,668.22 | 3,078.71 | 3,694.46 |

| VALUATION BANDS  |          |          |          |          |          |          |          |          |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|
|                  | Band A   | Band B   | Band C   | Band D   | Band E   | Band F   | Band G   | Band H   |
| PARISH           | £ p      | £ p      | £ p      | £ p      | £ p      | £ p      | £ p      | £ p      |
| Compton          | 1,240.78 | 1,447.59 | 1,654.38 | 1,861.18 | 2,274.77 | 2,688.37 | 3,101.96 | 3,722.36 |
| Effingham        | 1,256.31 | 1,465.70 | 1,675.08 | 1,884.47 | 2,303.24 | 2,722.01 | 3,140.78 | 3,768.94 |
| East Horsley     | 1,241.15 | 1,448.01 | 1,654.87 | 1,861.73 | 2,275.45 | 2,689.16 | 3,102.88 | 3,723.46 |
| West Horsley     | 1,246.10 | 1,453.78 | 1,661.46 | 1,869.15 | 2,284.52 | 2,699.88 | 3,115.25 | 3,738.30 |
| Normandy         | 1,278.84 | 1,491.99 | 1,705.12 | 1,918.27 | 2,344.55 | 2,770.83 | 3,197.11 | 3,836.54 |
| Ockham           | 1,237.38 | 1,443.62 | 1,649.84 | 1,856.08 | 2,268.54 | 2,681.00 | 3,093.46 | 3,712.16 |
| Pirbright        | 1,239.88 | 1,446.53 | 1,653.17 | 1,859.82 | 2,273.11 | 2,686.40 | 3,099.70 | 3,719.64 |
| Puttenham        | 1,237.09 | 1,443.28 | 1,649.45 | 1,855.64 | 2,268.00 | 2,680.37 | 3,092.73 | 3,711.28 |
| Ripley           | 1,256.72 | 1,466.18 | 1,675.63 | 1,885.09 | 2,304.00 | 2,722.91 | 3,141.81 | 3,770.18 |
| St.Martha        | 1,232.82 | 1,438.29 | 1,643.76 | 1,849.23 | 2,260.17 | 2,671.11 | 3,082.05 | 3,698.46 |
| Seale & Sands    | 1,232.40 | 1,437.81 | 1,643.20 | 1,848.61 | 2,259.41 | 2,670.21 | 3,081.01 | 3,697.22 |
| Send             | 1,224.34 | 1,428.40 | 1,632.45 | 1,836.51 | 2,244.62 | 2,652.73 | 3,060.85 | 3,673.02 |
| Shackleford      | 1,226.45 | 1,430.86 | 1,635.27 | 1,839.68 | 2,248.50 | 2,657.31 | 3,066.13 | 3,679.36 |
| Shalford         | 1,236.02 | 1,442.03 | 1,648.03 | 1,854.04 | 2,266.05 | 2,678.06 | 3,090.06 | 3,708.08 |
| Shere            | 1,249.26 | 1,457.48 | 1,665.68 | 1,873.90 | 2,290.32 | 2,706.74 | 3,123.16 | 3,747.80 |
| Tongham          | 1,232.15 | 1,437.51 | 1,642.87 | 1,848.23 | 2,258.95 | 2,669.66 | 3,080.38 | 3,696.46 |
| Wanborough       | 1,225.02 | 1,429.20 | 1,633.36 | 1,837.54 | 2,245.88 | 2,654.22 | 3,062.56 | 3,675.08 |
| Wisley (Meeting) | 1,209.78 | 1,411.42 | 1,613.04 | 1,814.68 | 2,217.94 | 2,621.20 | 3,024.46 | 3,629.36 |
| Worplesdon       | 1,247.52 | 1,455.45 | 1,663.36 | 1,871.29 | 2,287.13 | 2,702.97 | 3,118.81 | 3,742.58 |
| <b>TOWN AREA</b> |          |          |          |          |          |          |          |          |
| Guildford        | 1,209.78 | 1,411.42 | 1,613.04 | 1,814.68 | 2,217.94 | 2,621.20 | 3,024.46 | 3,629.36 |

**\*Note: Wisley Parish Meeting**

In accordance with the Executive's decision at its meeting on 8 August 2002 (see Minute No. 270 – 2002-03), the Chief Finance Officer has anticipated the precept for 2018-19 for the Wisley Parish Meeting to be £nil and this is reflected in all the relevant Council Tax figures above.

- (11) That the Council determines that the Borough Council's basic amount of council tax for 2018-19 is not excessive in accordance with the principles approved under section 52ZB of the Act.
- (12) That, as the billing authority, the Council notes that it has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2018-19 was excessive under the regulations and that the billing authority was not required to hold a referendum in accordance with Section 52ZK of the Act.

- (13) That the Council agrees, in respect of council tax payments:
- (i) that the payment dates for the statutory ten monthly instalment scheme be set to run from 2 April to 2 January each year; and
  - (ii) that the payment dates be set as the second day of each month for a customer who has requested to opt out of the statutory scheme under the provisions of The Council Tax (Administration and Enforcement) (Amendment) (No 2) (England) Regulations 2012.
- (14) That the Council agrees, in respect of non-domestic rate payments:
- (i) that the payment dates for the statutory ten monthly instalment scheme be set to run from 2 April to 2 January each year; and
  - (ii) that the payment dates be set as the second day of each month for a customer who has requested to opt out of the statutory scheme under the provisions of the Non Domestic Rating (Collection and Enforcement) (Amendment) (England) Regulations 2014.
- (15) That the Council approves the annual statement of accounts for Wisley Parish Meeting, which is currently dormant, for the year ended 31 March 2017, as set out below:

|  | Year ending           |                       |
|--|-----------------------|-----------------------|
|  | 31 March<br>2016<br>£ | 31 March<br>2017<br>£ |
| 1. Balances brought forward                | 3,469                 | 3,489                 |
| 2. (+) Annual precept                      | Nil                   | Nil                   |
| 3. (+) Total other receipts                | 20                    | 18                    |
| 4. (-) Staff costs                         | Nil                   | Nil                   |
| 5. (-) Loan interest/capital repayments    | Nil                   | Nil                   |
| 6. (-) Total other payments                | Nil                   | Nil                   |
| 7. (=) Balances carried forward            | 3,489                 | 3,507                 |
| 8. Total cash and investments              | 3,489                 | 3,507                 |
| 9. Total fixed assets and long-term assets | Nil                   | Nil                   |
| 10. Total borrowings                       | Nil                   | Nil                   |

Reason for Decision:

To enable the Council to set the Council Tax requirement and council tax for the 2018-19 financial year.

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