

## GUILDFORD BOROUGH COUNCIL

Minutes of a meeting of Guildford Borough Council held at Council Chamber, Millmead House, Millmead, Guildford, Surrey, on Wednesday 7 February 2024

\* The Mayor, Councillor Masuk Miah

\* The Deputy Mayor, Councillor Sallie Barker MBE

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|--------------------------------|----------------------------------|
| * Councillor Bilal Akhtar      | Councillor Steven Lee            |
| * Councillor Phil Bellamy      | * Councillor Sandy Lowry         |
| * Councillor Dawn Bennett      | * Councillor Richard Lucas       |
| * Councillor Joss Bigmore      | * Councillor Julia McShane       |
| * Councillor David Bilbe       | * Councillor Richard Mills OBE   |
| * Councillor Honor Brooker     | * Councillor Carla Morson        |
| * Councillor James Brooker     | * Councillor Danielle Newson     |
| * Councillor Philip Brooker    | * Councillor Patrick Oven        |
| Councillor Ruth Brothwell      | * Councillor George Potter       |
| * Councillor Yves de Contades  | * Councillor Maddy Redpath       |
| * Councillor Amanda Creese     | * Councillor Merel Rehorst-Smith |
| * Councillor Geoff Davis       | * Councillor David Shaw          |
| Councillor Jason Fenwick       | * Councillor Joanne Shaw         |
| * Councillor Matt Furniss      | Councillor Katie Steel           |
| * Councillor Angela Goodwin    | * Councillor Howard Smith        |
| * Councillor Lizzie Griffiths  | * Councillor Cait Taylor         |
| * Councillor Gillian Harwood   | * Councillor Jane Tyson          |
| * Councillor Stephen Hives     | * Councillor James Walsh         |
| * Councillor Catherine Houston | * Councillor Fiona White         |
| * Councillor Tom Hunt          | * Councillor Dominique Williams  |
| * Councillor Bob Hughes        | * Councillor Keith Witham        |
| * Councillor James Jones       | * Councillor Sue Wyeth-Price     |
| * Councillor Vanessa King      | * Councillor Catherine Young     |

\*Present

Honorary Freeman Keith Churchouse was also in attendance.

### **CO101 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ruth Brothwell, Jason Fenwick, Steven Lee, and Katie Steel; and from Honorary Aldermen Catherine

Cobley, Sarah Creedy, Jayne Marks, Terence Patrick, Tony Phillips, Lynda Strudwick, and Jenny Wicks.

#### **CO102 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

#### **CO103 MINUTES**

The minutes of the extraordinary meeting of the Council held on 23 January 2024 were approved as a correct record. The Mayor signed the minutes.

#### **CO104 MAYOR'S COMMUNICATIONS**

The Mayor reported that he planned to hold a multicultural Charity Gala at Holy Trinity Church, on 14 April 2024, the aim of which was to bring together, celebrate and showcase the diverse talent that existed within the borough.

Artistic Director, Nishi Joshi-Bhatt was excited to be involved with the project, and she and her group Nishi Dance Shakti would also be performing. It was hoped that the gala would attract solo artists, and groups to showcase dance, music, vocal performances, and other original acts.

Proceeds from the event would go to the Mayor's chosen charity, The Fountain Centre, and The Mayor of Guildford's Local Support Fund.

#### **CO105 LEADER'S COMMUNICATIONS**

##### Crowdfund Guildford

The Leader reported on the success of the Crowdfund Guildford scheme, which was supported by the UK Shared Prosperity Fund, and the new round of funding that was now available. The Artventure Trust had been fundraising with Crowdfund Guildford and they had met their fundraising goal to create a sensory garden for art activities, gardening and a swing chair for clients with learning disabilities. The Council had pledged £3,000 pounds towards their £10,691 goal alongside 41 other supporters in the community.

A new round of funding through crowdfund Guildford had been launched and councillors were informed that anyone with an idea that could help the community they could join the free workshop on Friday 8 March 2024, which would inform participants about the funding available including advice on how to run a crowdfund campaign.

##### Garden waste subscription refunds

The Leader reported that there had been significant disruption to the Council's garden waste bin service due to supply chain issues. The delay meant that we

had been unable to deliver garden waste bins to some residents within the expected timeframe. Some residents that applied for a new subscription part way through the year did not receive a garden waste bin in time to make full use of the service. Consequently, it had been decided to cancel and refund in full their 2023-24 subscription.

If residents rejoined the garden waste collection service for the 2024-25 period, before 28 February, they would receive priority delivery of a new garden waste bin during March, in time for the new service year which would begin on 25 March.

#### Tom Horwood – Joint Chief Executive

The Leader reminded councillors that this meeting would be Tom Horwood's last Council meeting before leaving Guildford and Waverley as Joint Chief Executive. The Leader noted that Mr Horwood's calm, professional approach in leadership of the organisation would be greatly missed and expressed gratitude for his commitment and dedicated public service.

In response to a question, the Leader confirmed that the garden waste subscription refunds would be made to those persons who did not receive a bin.

#### **CO106 PUBLIC PARTICIPATION**

There were no questions or statements from the public.

#### **CO107 QUESTIONS FROM COUNCILLORS**

Councillor Richard Mills OBE asked the Lead Councillor for Environment and Climate Change, Councillor George Potter, the following question:

*“The Risk Register at the meeting of the Guildford and Waverley Joint Governance Committee on 24<sup>th</sup> January 2024, Risk 7, page 30, accepted at that meeting, indicates that encouraging ‘working from home as much as possible’ is a current mitigation measure against the perceived risk that the objective of delivering net zero carbon by 2030, might not be achieved.*

*Will the Executive Portfolio Holder for Environment and Climate Change advise:*

- (a) how far this policy is currently being pursued?*
- (b) how the level of home working by Council staff has changed over the period since the end of lockdown?*

- (c) *what contribution the policy has made, or is expected to make, to the reduction of carbon emissions in the Borough?, and*
- (d) *what assessment has been made of the costs and benefits of this policy including staff productivity and service delivery?"*

The Lead Councillor's response was as follows:

*"At the present time, GBC staff are allocated as either fixed or agile workers. Staff who have been identified as agile workers are expected to spend at least 50% of their time in the office.*

*However, that policy is currently being reviewed and the Council is looking at a number of data sources including: the approach being taken by other authorities in the region; the self-reported impact of agile working on staff health and wellbeing; and the feedback from team managers on the impact of agile working on their service delivery.*

*In terms of the latter, the initial review of data suggests that the Council's agile working approach has had a positive impact on recruitment, retention and, in some if not all cases, team performance. However, it is clear that it can also have a less positive impact on team cohesion if not managed carefully.*

*The future policy will need to respond to these concerns about team cohesion through planned, managed and structured team contact whilst also maximising the positive benefits of agile working in terms of recruitment, retention and minimising carbon emissions. The Council will consult and engage with the staff and union representatives before making any changes to the current approach. It will also consider the implications of any new policy before adopting it, including the implications on climate change.*

*Bearing all of this in mind, the current description of staff being encouraged to 'work at home as much as possible' is not correct in terms of the current policy and is unlikely to be correct in terms of any future policy and so I have asked officers to recommend changes to that wording that can be considered by the Joint Governance Committee in due course".*

As a supplementary question, Councillor Mills asked the Lead Councillor whether he would agree that there was widespread recognition that the continuing scale of emissions from Spectrum which meant that the chances of achieving the net zero objective were now very slight and, if that was the case, the Council would need to consider three options:

- To close Spectrum.
- To continue to pursue the net zero objective, recognising that the prospect of successfully achieving that objective with the main mitigation measure was very slight.
- To accept that the objective was now unrealistic and should not be pursued further.

In response, the Lead Councillor indicated that as this raised issues that involved other portfolios (including Leisure), he was therefore unable to provide a detailed answer, not least because work was still continuing to address and develop a plan for how the Council was going to deal with the Spectrum and its carbon emissions over the period leading up to 2030. The Lead Councillor agreed, however, that if the risk register stated that working from home was one of the mitigation measures against the impact of carbon emissions caused by Spectrum, it would seem to be unrealistic and suggested that this matter should be raised again when the risk register was updated.

#### **CO108 PAY POLICY STATEMENT 2024-25**

Under Sections 38 to 42 of the Localism Act 2011 the Council was required to produce an annual policy statement that covered a number of matters concerning the pay of the authority's staff, in particular the Council's approach to the pay of senior management and the lowest paid employees, and the relationship between the two. The aim behind the Pay Policy Statement was to ensure that the Council's approach to pay was transparent. The Council considered the draft Pay Policy Statement for 2024-25, which met the requirements of the Localism Act in that regard and also met the requirements of guidance issued by the Secretary of State to which the authority was required to have regard under Section 40 of the Act.

Following approval by full Council, the Pay Policy Statement would be published on the Council's website. Any subsequent amendment to this statement made during the financial year would be similarly published.

Data on pay and rewards for staff was published on the website in line with the Code of Recommended Practice for Local Authorities on Data Transparency and the Accounts and Audit Regulations 2015.

Upon the motion of the Lead Councillor for Community and Organisational Development, Councillor Carla Morson, seconded by the Leader of the Council, Councillor Julia McShane, the Council

RESOLVED: That the Pay Policy Statement for the 2024-25 financial year, attached at Appendix 1 to the report submitted to the Council, be approved.

Reason:

To comply with the requirements of the Localism Act 2011 (Section 39) and associated guidance.

**CO109 CAPITAL AND INVESTMENT STRATEGY 2024-25 TO 2028-29**

Prior to consideration of the budget related reports, of which the Capital and Investment Strategy was the first, the interim Chief Finance Officer made a presentation to the Council, which provided information about the strategic context within which the budget had been prepared, the medium-term financial plan, the robustness of the estimates, adequacy of reserves and budget risks.

The Council considered a report on the Council's capital and investment strategy, which gave a high-level overview of how capital expenditure, capital financing and treasury management activity contributed to the provision of local public services along with an overview of how associated risk was managed and the implications for future financial sustainability.

Decisions made now, and during the period of the strategy on capital and treasury management would have financial consequences for the Council for many years into the future. The report therefore included details of the capital programme, any new bids/mandates submitted for approval plus the requirements of the Prudential Code and the investment strategy covering treasury management investments, service investments, and commercial investments. The report had also covered the requirements of the Treasury Management Code and the prevailing DLUHC Statutory Guidance.

Councillors noted that in order to achieve the ambitious targets within the Corporate Plan, the Council needed to invest in its assets, via capital expenditure, which was split into the General Fund (GF) and Housing Revenue Account (HRA).

All projects, regardless of the fund, would be funded by capital receipts, grants and contributions, reserves, and finally borrowing. When preparing the budget reports, it was not known how each scheme would be funded and, in the case of regeneration projects, what the delivery model would be. The report showed a high-level position. The business case for each individual project would set out the detailed funding arrangements for the project.

The Council noted that some capital receipts or revenue income streams might arise as a result of regeneration schemes, but in most cases the position was

currently uncertain, and it was too early at this stage to make assumptions. It was likely that there would be cash-flow implications of the development schemes, where income would come in after the five-year time horizon of the report and the expenditure incurred earlier in the programme.

The Council had an underlying need to borrow for the General Fund capital programme of £202 million between 2023-24 and 2028-29. Officers had put forward bids, with a net cost over the same period of £9.8 million, increasing this underlying need to borrow to £211.8 million should these proposals be approved for inclusion in the programme.

The capital programme included several significant regeneration schemes, which it was assumed would be financed from GF resources. Detailed funding proposals for each scheme would be considered when their Outline Business Case was presented to the Executive for approval.

The main areas of expenditure (shown gross), as set out in the report, were:

- £258 million Weyside Urban Village (WUV)
- £35 million Ash road bridge and footbridge (total gross cost £44 million, external funding, £36 million, net cost to GBC £8 million)

The report contained a summary of the new bids submitted and the position and profiling of the current programme (2023-24 to 2028-29).

The HRA capital programme was split between expenditure on existing stock and either development of or purchase of dwellings to add to the stock. A lot of work had been done on stock condition surveys and the results were being analysed with a view to having a robust stock condition assessment which provided 100% stock data over a rolling 5-year programme and allowed for effective assessment against Regulatory and legislative standards. This would allow compliance with the new building safety legislation and standards.

Improved building safety standards across social housing had resulted in a national drive to improve standards and safety. Guildford had started to respond to this and had spent a significant sum on its properties. The budget for 2024-25 and ongoing would see budgets return to more modest levels seen in the past. The capital programme would be funded from HRA capital receipts and reserves. There was also £121 million between 2023-24 and 2028-29 included for development projects to build or acquire new housing (including WUV).

Officers had recommended the removal of the Bright Hill scheme from the HRA programme, as previously reported to Councillors, due to the change in the scope of the scheme being delivered.

The main areas of major repairs and improvement expenditure were:

- refurbishment, replacement & renewal programme of existing stock, £1.3 million, which included kitchen & bathroom upgrades, void property refurbishment and roof works,
- works to existing stock to comply with changes to standards and legislation, £3.4 million, including replacement fire doors, electrical testing and fire protection works,
- mechanical and electrical works £400,000, including central heating systems, and
- other works of £1.2 million including disabled adaptations.

The main HRA development projects included:

- Guildford Park Car Park: £39 million,
- WUV: £49 million, and
- Foxburrows: £11 million.

The Council noted that officers carried out the treasury management function within the parameters set by the Council each year and in accordance with the approved treasury management practices.

The budget for investment income for 2024-25 was £3 million, based on an average investment portfolio of £86 million, at a weighted average rate of 5%. The budget for debt interest paid was £14.8 million, of which £5.4 million related to the HRA and £7.9 million was being capitalised and added to the cost of schemes in the capital programme, which was a net cost to the General Fund of £1.5 million for the year.

The Council noted that councils could invest to support public services by lending to or buying shares in other organisations (service investments) or to earn investment income (commercial investments, where earning a return was the primary purpose).

Investment property (the primary purpose of which was to earn a yield) had been valued at £178 million, as per the 2022-23 unaudited Statement of Accounts, with rent receipts of £9.2 million and a yield of 5.7%. The Council was not making any future purchases solely for yield, which was in line with government guidelines. The Council had also invested £25.3 million in its housing company North Downs



Housing Ltd (NDH), via 40% equity to Guildford Borough Council Holdings Ltd (£10.1 million) who, in turn, passed the equity to NDH, and 60% repayment loan direct to NDH (£15.3 million) at an interest rate of 5%. The loan was a repayment loan in line with the NDH business plan. There was no further investment planned within this capital and investment strategy.

The report had also included the Council's Minimum Revenue Provision (MRP) policy and the Prudential Indicators and had set out the updated flexible use of capital receipts policy. This policy, if approved by the Council, would permit the use of any capital receipts received in year to be used to fund any service transformation costs incurred in the same year.

The Capital and Investment Strategy 2024-25 to 2028-29 had also been considered by the Joint Executive Advisory Board at its meeting on 11 January 2024, and by the Corporate Governance and Standards Committee at its meeting on 18 January 2024.

At its meeting on 25 January 2024, the Executive also considered this matter and endorsed the recommendation contained in the report submitted to the Council. The Executive had also resolved:

- (1) That, subject to Council approval, the new bids set out in Appendix 2 to the report be approved for inclusion in the capital programme as indicated.
- (2) That the Bright Hill scheme be removed from the HRA approved and provisional programmes as previously reported to Councillors.

Upon the motion of the Lead Councillor for Finance & Property, Councillor Richard Lucas, seconded by the Leader of the Council, Councillor Julia McShane, the Council:

RESOLVED:

- (1) That the General Fund and HRA capital estimates, as shown in Appendices 3 and 4 to the report submitted to the Council, as amended to include the bids approved by the Executive at its meeting on 25 January 2024, be approved.
- (2) That the Minimum Revenue Provision policy, referred to in section 9 of the report, be approved.

- (3) That the capital and investment strategy be approved, specifically the investment strategy and Prudential Indicators contained within the report and in Appendix 1 thereto.
- (4) That the updated flexible use of capital receipts policy, as set out in Appendix 9, be approved.

Reasons:

To enable Council to approve the capital and investment strategy for 2024-25 to 2028-29, and the funding required for the new capital schemes proposed.

**CO110 HOUSING REVENUE ACCOUNT BUDGET 2024-25**

Councillors noted that the Council owned and managed over 5,200 Council Houses which it rented to tenants who qualified for social housing or for which it held the freehold. The Housing Revenue Account (HRA) was the ring-fenced account within which the Council recorded the income and expenditure for its operations as landlord to its residents and for the day-to-day management, repairs and maintenance of the council housing stock.

The Council considered a report on the proposed Housing Revenue Account (HRA) budget for 2024-25, which had been built on the estimates and assumptions in the updated 2023 HRA Business Plan. The business plan had been reviewed to reflect changes in relevant legislation and guidance, along with consideration of the Council's declaration of a Climate Emergency and the ongoing challenges of the pandemic as it affected the Council's operating environment.

The Direction on the Rent Standard 2019 had required the Regulator of Social Housing to set a rent standard for social housing which came into effect from 2020. This would have been CPI +1% from the preceding September rate equating to 7.7%, which was the recommended rent increase for the year. This rate would also apply to those in Shared ownership.

A 5% increase in garage rents was proposed for 2024-25, which was in line with the wider Council policy on fees and charges.

The report included overall details of the proposed investment programme for the properties that were managed within the HRA, additional details of this work had also been set out within the item on the Capital and Investment Strategy.

The HRA annual budget and HRA business plan had assumed that any surpluses on the HRA were used to invest in redevelopment and upgrading of the existing stock, invest in new build affordable housing to be retained and rented by the Council within the HRA and then if there were sufficient monies available, the repayment of debt taken on under HRA self-financing.

The 30-year business plan had shown that there were sufficient resources within the HRA to carry out the Council's investment plans as well as repay the debt over the 30-year business plan period and still leave a healthy reserve balance at the end of the 30 years for further investment not yet identified.

There were further expected investment needs that would be fully developed in order to meet carbon targets and expected regulatory changes, and work on these continued. They were not, however, fully reflected within the current plan, but they would be considered in future reviews.

This report had also been considered by the Joint Executive Advisory Board at its meeting on 11 January 2024 and their comments had been included therein. At its meeting on 25 January 2024, the Executive also considered this report and had endorsed the recommendations to Council.

The Leader of the Council, Councillor Julia McShane, proposed and the Lead Councillor for Finance and Property, Councillor Richard Lucas seconded the following motion:

- (1) That the proposed HRA revenue budget for 2024-25, as set out in Appendix 1 to the report submitted to the Council, be approved.
- (2) That a rent increase of 7.7%, be implemented.
- (3) That the fees and charges for HRA services for 2024-25, as set out in Appendix 2 to the report, be approved.
- (4) That a 5% increase be applied to garage rents, which is in line with the wider Council policy on fees and charges.

Following the debate on the motion, Councillor Joss Bigmore proposed, and Councillor Maddy Redpath seconded the following amendment:

"In paragraph (2) of the motion, substitute "5%" in place of 7.7%."

The Council noted that if this amendment was adopted, the proposed HRA revenue budget for 2024-25 referred to in paragraph (1) of the motion would also require amendment. Accordingly, the proposed HRA revenue budget for 2024-25 taking account of a 5% increase in council house rents was set out as Appendix 1 to the Order Paper.

If amended, the substantive motion would read as follows:

- “(1) That the proposed HRA revenue budget for 2024-25, as set out in Appendix 1 to the ~~Order Paper report submitted to the Council~~, be approved.
- (2) That a rent increase of ~~5%~~ ~~7.7%~~, be implemented.
- (3) That the fees and charges for HRA services for 2024-25, as set out in Appendix 2 to the report, be approved.
- (4) That a 5% increase be applied to garage rents, which is in line with the wider Council policy on fees and charges.”

Following the debate on the amendment it was put to the vote and was lost on the Mayor’s casting vote.

A recorded vote was requested in respect of the original motion, which was supported by four other councillors in accordance with Council Procedure Rule 19 (d).

The Council

RESOLVED:

- (1) That the proposed HRA revenue budget for 2024-25, as set out in Appendix 1 to the report submitted to the Council, be approved.
- (2) That a rent increase of 7.7%, be implemented.
- (3) That the fees and charges for HRA services for 2024-25, as set out in Appendix 2 to the report, be approved.
- (4) That a 5% increase be applied to garage rents, which is in line with the wider Council policy on fees and charges.

Reasons:

To enable the Council to set the rent charges for HRA property and associated fees and charges, along with authorising the necessary expenditure to implement a budget, which is consistent with the objectives outlined in the HRA Business Plan.

Result of the Recorded Vote:

The motion was approved, with nineteen councillors voting in favour, eighteen against, and seven abstentions, as follows:

**FOR:**

Councillor Phil Bellamy  
Councillor Angela Goodwin  
Councillor Gillian Harwood  
Councillor Stephen Hives  
Councillor Catherine Houston  
Councillor Tom Hunt  
Councillor Vanessa King  
Councillor Sandy Lowry  
Councillor Richard Lucas  
Councillor Julia McShane  
Councillor Masuk Miah  
Councillor Carla Morson  
Councillor George Potter  
Councillor Merel Rehorst-Smith  
Councillor Joanne Shaw  
Councillor Cait Taylor  
Councillor Jane Tyson  
Councillor Fiona White  
Councillor Dominique Williams

**AGAINST:**

Councillor Bilal Akhtar  
Councillor Sallie Barker MBE  
Councillor Dawn Bennett  
Councillor Joss Bigmore  
Councillor David Bilbé  
Councillor Honor Brooker  
Councillor James Brooker  
Councillor Philip Brooker  
Councillor Geoff Davis  
Councillor Matt Furniss  
Councillor Bob Hughes  
Councillor Richard Mills OBE  
Councillor Patrick Oven  
Councillor Maddy Redpath  
Councillor David Shaw  
Councillor Keith Witham  
Councillor Sue Wyeth-Price  
Councillor Catherine Young

**ABSTAIN:**

Councillor Amanda Creese  
Councillor Yves de Contades  
Councillor Lizzie Griffiths  
Councillor James Jones  
Councillor Danielle Newson  
Councillor Howard Smith  
Councillor James Walsh

**CO111 GENERAL FUND REVENUE BUDGET 2024-25 AND MEDIUM-TERM FINANCIAL PLAN 2024-25 TO 2026-27**

The Council considered a report which outlined the draft General Fund Budget for 2024-25 and Medium-Term Financial Plan (MTFP) ending 2026-27. The work on the 2024-25 budget and the £18.3m MTFP gap had been undertaken as part of the Financial Recovery Plan agreed by the Council in August 2023. The outputs from the various workstreams of the Financial Recovery Plan were set out within the report which had reduced the budget gap by £15.9m.

The MTFP had set out the key work streams for the Council to focus on over this period which, collectively, aimed to address the remaining £2.4m budget gap across the MTFP period, and prepare for future capital financing costs and funding risks.

Significant progress had been made since the report to Council in July 2023, but the agreed savings plans needed to be delivered and the remaining budget gap needed to be addressed.

It was also noted that strengthened financial reporting and processes needed to be embedded in the Council in order to lay the foundations of a financially resilient council.

The proposed budget for 2024-25, which included a Council Tax requirement for Guildford Borough Council of £11,868,084, excluding parish precepts and an

increase of £5.75 in Council Tax (2.99%), resulting in a Band D charge of £198.16. As set out in the report, the Council was required to set a balanced budget for 2024-25.

Parish Councils had requested precepts totalling £2,330,834 meaning the overall council tax requirement for the borough, including parish precepts would be £14,198,918.

The Joint Executive Advisory Board (JEAB) had considered this report at its meeting held on 11 January 2024. At its meeting held on 25 January 2024, the Executive had also considered this report, including the comments of the JEAB, and had endorsed the recommendation therein.

Under The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 and Council Procedure Rule 19 (d), the Council was reminded that a recorded vote would be conducted on the proposed budget and Council tax resolution as set out in the report, and the Order Paper circulated at the meeting which contained details of the respective precepts set by Surrey County Council and the Police and Crime Commissioner for Surrey, neither of which were deemed to be excessive.

Under Council Procedure Rule 15 (o), Councillor Lucas as the mover of the original motion, indicated that, with the consent of his seconder and of the meeting, he wished to alter his motion by substituting, in paragraph 13, “£100,000” in place of “£40,000”. Paragraph 13, as altered, would therefore read as follows:

“(13) That the Council’s existing Local Council Tax Support Scheme, with uprating as set out in Appendix 6 and the ~~£40,000~~ £100,000 discretionary hardship fund that runs alongside it, be continued.”

The Council agreed to accept the alteration to the original motion, as indicated above. The motion, as altered, therefore became the substantive motion for debate.

Upon the motion of the Lead Councillor for Finance and Property, Councillor Richard Lucas, seconded by the Leader of the Council, Councillor Julia McShane, the Council:

RESOLVED:

- (1) That the budget be approved, and specifically that the Council Tax requirement for 2024-25 be set at £11,868,084 excluding parish precepts and £14,198,918 to include parish precepts.

- (2) That the Band D Council Tax for 2024-25 (excluding parish precepts) be set at £198.16, an increase of £5.75 (2.99%).
- (3) That the Band D Council Tax for 2024-25 (including parish precepts) be set at £237.08.
- (4) That the Council approves the following, as considered by the Executive on 25 January 2024:
  - (i) the General Fund revenue estimates for 2024-25 including proposed fees and charges relating to General Fund services, as set out in Appendix 3 to the report submitted to the Council,
  - (ii) the Housing Revenue Account estimates for 2024-25, including housing rents and other fees and charges,
  - (iii) the Capital and Investment Strategy for 2024-25, and
  - (iv) the Housing Revenue Account capital programme for 2024-25.
- (5) That the Council notes that the Chief Finance Officer, in accordance with the terms of his delegated authority, has calculated the following amounts for the year 2024-25 in accordance with regulations made under Sections 31B (3) and 34(4) of the Local Government Finance Act 1992 (as amended) ('the Act'):
  - (i) 59,890.5 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 2024-25 for the whole Council area.
  - (ii) For those parts of the borough to which a parish precept relates:

**Parish of:**

Albury	619.07
Artington	140.92
Ash	7,452.34
East Clandon	150.82
West Clandon	712.26
Compton	486.67
Effingham	1,327.31
East Horsley	2,630.32
West Horsley	1,590.83

Normandy	1,372.10
Ockham	269.60
Pirbright	1,255.31
Puttenham	315.07
Ripley	923.26
St. Martha	403.27
Seale & Sands	518.71
Send	2,187.26
Shackleford	371.62
Shalford	1,886.89
Shere	1,991.85
Tongham	1,161.30
Wanborough	180.22
Wisley	-
Worplesdon	3,704.40
<b>Total</b>	<b>31,651.40</b>

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.

- (6) That the Council calculates the following amounts for the financial year 2024-25 in accordance with Sections 31 to 36 of the Act:
- (i) £138,901,117 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) £136,570,283 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act
  - (iii) £14,198,918 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) £237.08 being the amount at sub-paragraph (iii) above divided by the amount at sub-paragraph (i) of paragraph (5)



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) £2,330,834 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	44,840
Artington	5,161
Ash	571,427
East Clandon	10,394
West Clandon	27,895
Compton	26,981
Effingham	137,221
East Horsley	154,951
West Horsley	105,452
Normandy	154,481
Ockham	16,891
Pirbright	84,835
Puttenham	17,000
Ripley	99,398
St. Martha	13,850
Seale & Sands	23,000
Send	94,984
Shackleford	16,909
Shalford	120,968
Shere	209,397
Tongham	49,399
Wanborough	5,500
Wisley	-
Worplesdon	339,900
<b>TOTAL</b>	<b>2,330,834</b>

- (vi) £198.16 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 (5) 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

Albury	270.59
Artington	234.78
Ash	274.84
East Clandon	267.08
West Clandon	237.32
Compton	253.60
Effingham	301.54
East Horsley	257.07
West Horsley	264.45
Normandy	310.75
Ockham	260.81
Pirbright	265.74
Puttenham	252.12
Ripley	305.82
St. Martha	232.50
Seale & Sands	242.50
Send	241.59
Shackleford	243.66
Shalford	262.27
Shere	303.29
Tongham	240.70
Wanborough	228.68
Wisley	198.16
Worplesdon	289.92

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 (5) 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	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H
PARISH	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Albury	180.39	210.46	240.52	270.59	330.72	390.85	450.98	541.18
Artington	156.52	182.61	208.69	234.78	286.95	339.13	391.30	469.56
Ash	183.23	213.76	244.30	274.84	335.92	396.99	458.07	549.68
East Clandon	178.05	207.73	237.40	267.08	326.43	385.78	445.13	534.16
West Clandon	158.21	184.58	210.95	237.32	290.06	342.80	395.53	474.64
Compton	169.07	197.24	225.42	253.60	309.96	366.31	422.67	507.20
Effingham	201.03	234.53	268.04	301.54	368.55	435.56	502.57	603.08
East Horsley	171.38	199.94	228.51	257.07	314.20	371.32	428.45	514.14
West Horsley	176.30	205.68	235.07	264.45	323.22	381.98	440.75	528.90
Nomandy	207.17	241.69	276.22	310.75	379.81	448.86	517.92	621.50
Ockham	173.87	202.85	231.83	260.81	318.77	376.73	434.68	521.62
Pirbright	177.16	206.69	236.21	265.74	324.79	383.85	442.90	531.48
Puttenham	168.08	196.09	224.11	252.12	308.15	364.17	420.20	504.24
Ripley	203.88	237.86	271.84	305.82	373.78	441.74	509.70	611.64
St. Martha	155.00	180.83	206.67	232.50	284.17	335.83	387.50	465.00
Seale & Sands	161.67	188.61	215.56	242.50	296.39	350.28	404.17	485.00
Send	161.06	187.90	214.75	241.59	295.28	348.96	402.65	483.18
Shackleford	162.44	189.51	216.59	243.66	297.81	351.95	406.10	487.32
Shalford	174.85	203.99	233.13	262.27	320.55	378.83	437.12	524.54
Shere	202.19	235.89	269.59	303.29	370.69	438.09	505.48	606.58
Tongham	160.47	187.21	213.96	240.70	294.19	347.68	401.17	481.40
Wanborough	152.45	177.86	203.27	228.68	279.50	330.32	381.13	457.36
Wisley (Meeting)	132.11	154.12	176.14	198.16	242.20	286.23	330.27	396.32
Worplesdon	193.28	225.49	257.71	289.92	354.35	418.77	483.20	579.84
<b>TOWN AREA</b>								
Guildford	132.11	154.12	176.14	198.16	242.20	286.23	330.27	396.32

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.

- (7) That the Council notes that for the year 2024-25, (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:

		<b>VALUATION BANDS</b>							
		<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
		£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
(i) SCC		1,172.40	1367.80	1563.20	1758.60	2149.40	2540.20	2931.00	3517.20
(ii) PCCS		215.71	251.67	287.62	323.57	395.47	467.38	539.28	647.14

- (8) That the Council agrees, having calculated the aggregate in each of the amounts at sub-paragraph (viii) of paragraph (6) and paragraph (7) above, to set the following amounts as the amounts of Council Tax for the year 2024-25 for each of the categories of dwellings shown below in accordance with Section 30(2) of the Act.

VALUATION BANDS								
	Band	Band	Band	Band	Band	Band	Band	Band
	A	B	C	D	E	F	G	H
PARISH	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Albury	1,568.50	1,829.93	2,091.34	2,352.76	2,875.59	3,398.43	3,921.26	4,705.52
Artington	1,544.63	1,802.08	2,059.51	2,316.95	2,831.82	3,346.71	3,861.58	4,633.90
Ash	1,571.34	1,833.23	2,095.12	2,357.01	2,880.79	3,404.57	3,928.35	4,714.02
East Clandon	1,566.16	1,827.20	2,088.22	2,349.25	2,871.30	3,393.36	3,915.41	4,698.50
West Clandon	1,546.32	1,804.05	2,061.77	2,319.49	2,834.93	3,350.38	3,865.81	4,638.98
Compton	1,557.18	1,816.71	2,076.24	2,335.77	2,854.83	3,373.89	3,892.95	4,671.54
Effingham	1,589.14	1,854.00	2,118.86	2,383.71	2,913.42	3,443.14	3,972.85	4,767.42
East Horsley	1,559.49	1,819.41	2,079.33	2,339.24	2,859.07	3,378.90	3,898.73	4,678.48
West Horsley	1,564.41	1,825.15	2,085.89	2,346.62	2,868.09	3,389.56	3,911.03	4,693.24
Normandy	1,595.28	1,861.16	2,127.04	2,392.92	2,924.68	3,456.44	3,988.20	4,785.84
Ockham	1,561.98	1,822.32	2,082.65	2,342.98	2,863.64	3,384.31	3,904.96	4,685.96
Pirbright	1,565.27	1,826.16	2,087.03	2,347.91	2,869.66	3,391.43	3,913.18	4,695.82
Puttenham	1,556.19	1,815.56	2,074.93	2,334.29	2,853.02	3,371.75	3,890.48	4,668.58
Ripley	1,591.99	1,857.33	2,122.66	2,387.99	2,918.65	3,449.32	3,979.98	4,775.98
St. Martha	1,543.11	1,800.30	2,057.49	2,314.67	2,829.04	3,343.41	3,857.78	4,629.34
Seale & Sands	1,549.78	1,808.08	2,066.38	2,324.67	2,841.26	3,357.86	3,874.45	4,649.34
Send	1,549.17	1,807.37	2,065.57	2,323.76	2,840.15	3,356.54	3,872.93	4,647.52
Shackleford	1,550.55	1,808.98	2,067.41	2,325.83	2,842.68	3,359.53	3,876.38	4,651.66
Shalford	1,562.96	1,823.46	2,083.95	2,344.44	2,865.42	3,386.41	3,907.40	4,688.88
Shere	1,590.30	1,855.36	2,120.41	2,385.46	2,915.56	3,445.67	3,975.76	4,770.92
Tongham	1,548.58	1,806.68	2,064.78	2,322.87	2,839.06	3,355.26	3,871.45	4,645.74
Wanborough	1,540.56	1,797.33	2,054.09	2,310.85	2,824.37	3,337.90	3,851.41	4,621.70
Wisley (Meeting)	1,520.22	1,773.59	2,026.96	2,280.33	2,787.07	3,293.81	3,800.55	4,560.66
Worplesdon	1,581.39	1,844.96	2,108.53	2,372.09	2,899.22	3,426.35	3,953.48	4,744.18
<b>TOWN AREA</b>								
Guildford	1,520.22	1,773.59	2,026.96	2,280.33	2,787.07	3,293.81	3,800.55	4,560.66

Part of the Council's Area:

\*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 2024-25 for the Wisley Parish Meeting to be £nil and this is reflected in all the relevant Council Tax figures above.

- (9) That the Council determines that the Borough Council's basic amount of council tax for 2024-25 is not excessive in accordance with the principles approved under section 52ZB of the Act.
- (10) 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 2024-25 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.

- (11) 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.
- (12) 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.
- (13) That the Council's existing Local Council Tax Support Scheme, with uprating as set out in Appendix 6 and the £100,000 discretionary hardship fund that runs alongside it, be continued.
- (14) That, from 1 April 2025, the Council varies its determination of 26 February 2019 under Section 11B of the Local Government Finance Act 1992, so that the long-term empty dwelling levy starts after a property has been empty and unfurnished for one year.
- (15) That, from 1 April 2025, the Council will charge a premium (levy) of 100% on periodically used dwellings as defined by section 11C of the Local Government Finance Act 1992.
- (16) That the use of the 2023-24 underspend as set out in paragraph 8.5 of the report, be approved.
- (17) That the Council approves the annual statement of accounts for Wisley Parish Meeting, which is currently dormant, for the year ended 31 March 2024, as set out below:

	Year ending	
	31 March 2023 £	31 March 2024 £
1. Balances brought forward	3,605	3,608
2. (+) Annual precept	Nil	Nil
3. (+) Total other receipts	3	0
4. (-) Staff costs	Nil	Nil
5. (-) Loan interest/capital repayments	Nil	Nil
6. (-) Total other payments	Nil	Nil
7. (=) Balances carried forward	3,608	3608
8. Total cash and investments	3,608	3,608
9. Total fixed assets and long-term assets	Nil	Nil
10. Total borrowings	Nil	Nil

Reasons:

- The General Fund Budget is a major decision for the Council and setting a balanced budget is a statutory requirement.
- Scrutiny of these MTFP and Budget proposals demonstrate transparency and good governance.
- The Council has been well positioned to respond to these challenges and whilst the latest MTFP for the subsequent years ending 2026-27 continues to project future financial pressures, and opportunities, the Council is able to take action to ensure sufficient funding is in place to deliver and maintain services.

Result of the Recorded Vote:

The motion to adopt the Budget and Council Tax resolution above was approved, with thirty councillors voting in favour, twelve voting against, and two abstentions, as follows:

**FOR:**

Councillor Phil Bellamy  
Councillor Amanda Creese  
Councillor Yves de Contades  
Councillor Angela Goodwin  
Councillor Lizzie Griffiths  
Councillor Gillian Harwood  
Councillor Stephen Hives  
Councillor Catherine Houston  
Councillor Tom Hunt  
Councillor James Jones  
Councillor Vanessa King  
Councillor Richard Lucas  
Councillor Sandy Lowry  
Councillor Julia McShane  
Councillor Masuk Miah  
Councillor Carla Morson  
Councillor Danielle Newson  
Councillor Patrick Oven  
Councillor George Potter  
Councillor Merel Rehorst-Smith  
Councillor David Shaw  
Councillor Joanne Shaw  
Councillor Howard Smith  
Councillor Cait Taylor  
Councillor Jane Tyson  
Councillor James Walsh  
Councillor Fiona White  
Councillor Dominique Williams  
Councillor Sue Wyeth-Price  
Councillor Catherine Young

**AGAINST:**

Councillor Bilal Akhtar  
Councillor Sallie Barker MBE  
Councillor Joss Bigmore  
Councillor David Bilbé  
Councillor Honor Brooker  
Councillor James Brooker  
Councillor Philip Brooker  
Councillor Geoff Davis  
Councillor Matt Furniss  
Councillor Bob Hughes  
Councillor Richard Mills OBE  
Councillor Keith Witham

**ABSTAIN:**

Councillor Dawn Bennett  
Councillor Maddy Redpath

**CO112 MINUTES OF THE EXECUTIVE**

The Council received and noted the minutes of the meeting of the Executive held on 23 November 2023 and 4 January 2024.

The meeting finished at 9.55 pm



Signed .....

Mayor

Date .....