

# GUILDFORD BOROUGH COUNCIL

Minutes of a meeting of Guildford Borough Council held via remote access using Microsoft Teams. on Tuesday 5 May 2020

- \* Councillor Richard Billington (Mayor)
- \* Councillor Marsha Moseley (Deputy Mayor)

- |                                  |                               |
|----------------------------------|-------------------------------|
| * Councillor Paul Abbey          | Councillor Ted Mayne          |
| * Councillor Tim Anderson        | * Councillor Julia McShane    |
| * Councillor Jon Askew           | * Councillor Ann McShee       |
| * Councillor Christopher Barrass | * Councillor Bob McShee       |
| * Councillor Joss Bigmore        | * Councillor Masuk Miah       |
| * Councillor David Bilbé         | * Councillor Ramsey Nagaty    |
| * Councillor Chris Blow          | * Councillor Susan Parker     |
| * Councillor Dennis Booth        | * Councillor George Potter    |
| * Councillor Ruth Brothwell      | * Councillor Jo Randall       |
| * Councillor Colin Cross         | * Councillor John Redpath     |
| * Councillor Graham Eyre         | * Councillor Maddy Redpath    |
| * Councillor Andrew Gomm         | * Councillor Caroline Reeves  |
| * Councillor Angela Goodwin      | * Councillor John Rigg        |
| * Councillor David Goodwin       | Councillor Tony Rooth         |
| Councillor Angela Gunning        | Councillor Will Salmon        |
| * Councillor Gillian Harwood     | * Councillor Deborah Seabrook |
| * Councillor Jan Harwood         | * Councillor Pauline Searle   |
| * Councillor Liz Hogger          | * Councillor Patrick Sheard   |
| * Councillor Tom Hunt            | * Councillor Paul Spooner     |
| * Councillor Gordon Jackson      | * Councillor James Steel      |
| * Councillor Diana Jones         | * Councillor James Walsh      |
| * Councillor Steven Lee          | * Councillor Fiona White      |
| * Councillor Nigel Manning       | * Councillor Catherine Young  |

\*Present

## **CO119 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Angela Gunning, Ted Mayne, and Will Salmon.

## **CO120 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CO121 MINUTES**

The Council confirmed, as a correct record, the minutes of the budget meeting held on 5 February 2020. The Mayor signed the minutes.

## **CO122 MAYOR'S COMMUNICATIONS**

### **COVID-19**

On behalf of the Council, the Mayor expressed sincere condolences to all those who had been, or were being, affected by COVID-19; especially those who had lost a loved one. The Mayor thanked the NHS and all front-line workers, including borough council staff, who were working hard day after day to ensure that essential services were provided to residents during this difficult time.

As the Coronavirus continued to make an unprecedented impact on our lives, the Mayor had been impressed by the strength and resilience that the people of Guildford had shown during

the lockdown period and was absolutely delighted to see how local communities had come together to help each other.

#### Victory in Europe Day Commemoration and Celebration

Although, the restrictions, whilst necessary, had been challenging, they had inspired us to find new ways of coming together to enjoy important moments. The Mayor therefore hoped that councillors would take the opportunity to ‘virtually’ commemorate and celebrate the hugely important 75<sup>th</sup> anniversary of Victory in Europe Day on 8 May and throughout the weekend.

#### End of Mayoral Year

The Mayor reported that it had been a strange end to his Mayoral year but expressed his gratitude to the huge number of people who had made it such a pleasure and had supported him throughout. The Mayor announced that due to incredible support over £28,000 had been raised for his chosen charities – The Prostate Project, Royal Surrey County Hospital Charity and The Mayor of Guildford’s Local Distress Fund.

#### New Mayoral Year

The Mayor was looking forward to sharing the mayoral responsibility with the Deputy Mayor, Cllr Marsha Moseley for the 2020-21 municipal year, and once again visiting communities across our borough and thanking them personally for their efforts during the pandemic.

### **CO123 LEADER'S COMMUNICATIONS**

The Leader informed the Council that, following Councillor Fiona White’s decision to stand down as deputy leader on 19 March 2020, she had appointed Councillor Jan Harwood as deputy leader. The Leader announced that, with immediate effect, Councillor Joss Bigmore had been appointed deputy leader of the Council, and that the following changes had been made to the Executive:

<b>Lead Councillor</b>	<b>Portfolio</b>	<b>Responsibilities</b>
Cllr Tim Anderson	Resources	Finance & Asset Management
Cllr Joss Bigmore	Service Delivery	Customer service, execution of corporate plan, governance
Cllr John Redpath	Economy	business development & economic support (also working with the Lead Councillor for Environment on tourism)
Cllr John Rigg	Regeneration	Major projects
Cllr Jan Harwood	Climate Change	Climate Change and planning policy
Cllr James Steel	Environment	Licensing, waste & recycling, street cleaning, allotments, parks and countryside (also working with the Lead Councillor for Economy on tourism)
Cllr Caroline Reeves	Housing and Development Control	all aspects of our council and private housing services including advice and support, and homeless
Cllr Julia McShane	Community	social enterprise, safeguarding, environmental health, emergency planning

The Leader placed on record her personal thanks for the hard work and achievements of the outgoing members of the Executive: Councillors Angela Goodwin, David Goodwin, Pauline Searle, and Fiona White.

#### **CO124 PUBLIC PARTICIPATION**

There were no questions or requests to make statements from the public.

#### **CO125 QUESTIONS FROM COUNCILLORS**

No questions on notice had been received from councillors under Council Procedure Rule 13.

#### **CO126 COVID19 EMERGENCY BUDGET**

The Council considered the Chief Finance Officer's report on the need for the Council to approve an emergency budget due to the COVID 19 crisis.

Councillors noted that Guildford Borough Council was a category 1 responder to civil emergencies under the Civil Contingencies Act 2004. This meant that the Council had a vitally important role in responding locally to COVID19, to save lives, protect the NHS, and ensure our residents were protected wherever possible. We also had a duty to ensure that crucial council services continued to operate in these unprecedented times.

The purpose of the report was to set out the Council's response so far to COVID-19, and the impact on services, for which an emergency budget was sought in order to support the response.

The report noted that the Council's response to the pandemic had been intense and wide ranging across a number of critical services. Officers had predicted a range of financial implications for the Council depending on how long the government restrictions were in place. The financial implications could be between £5million and £13.8million (10% to 31% of the Council's Net budget requirement).

Councillors were informed that the Council had received two general non-ringfenced grants totalling £1.523million. Whilst this covered the majority of the costs being incurred, it did not cover the projected loss of income. The availability of further funding from government remained uncertain.

Consequently, officers had recommended that the Council puts in place an emergency budget of up to £13.8million funded from reserves to cover both the costs being incurred and the potential loss of income from the COVID19 Pandemic.

Upon the motion of Councillor Joss Bigmore, seconded by Councillor Caroline Reeves, the Council:

#### **RESOLVED:**

- (1) That the Council's duties and response so far in dealing with the COVID19 pandemic be noted.
- (2) That the initial assessment of the impact on Guildford Borough Council's short-term financial position be noted.
- (3) That a revenue supplementary estimate of £13.8million to be funded from general fund reserves, be approved and that such funding be drawn down only if further government support is not forthcoming or is insufficient to cover the financial impact of COVID19 on the Council and sufficient cost savings cannot be found.

- (4) That the advice of the Chief Finance Officer in paragraph 5.18 of her report regarding the level of reserves and the potential need to rebuild reserves to a sufficient level if government grant support falls short, be noted.
- (5) That the changes to Local Authority powers and duties introduced by the Coronavirus Act 2020 be noted and that the Managing Director, in consultation with the Leader of the Council, be authorised to amend service provision in accordance with the Council's statutory duties as these may be varied by the Act, regulations and guidance made thereunder.

Reason:

To enable the Council to continue to respond to the COVID19 emergency.

Under the Remote Meetings Protocol, a roll call was taken to record the vote on this matter, the results of which were 43 councillors voting in favour, none against, and one abstention, as follows:

<b>For the motion</b>	<b>Against the motion</b>	<b>Abstentions</b>
Cllr Paul Abbey		Cllr Richard Billington
Cllr Tim Anderson		
Cllr Jon Askew		
Cllr Christopher Barrass		
Cllr Joss Bigmore		
Cllr David Bilbé		
Cllr Chris Blow		
Cllr Dennis Booth		
Cllr Ruth Brothwell		
Cllr Colin Cross		
Cllr Graham Eyre		
Cllr Andrew Gomm		
Cllr Angela Goodwin		
Cllr David Goodwin		
Cllr Gillian Harwood		
Cllr Jan Harwood		
Cllr Liz Hogger		
Cllr Tom Hunt		
Cllr Gordon Jackson		
Cllr Diana Jones		
Cllr Steven Lee		
Cllr Nigel Manning		
Cllr Julia McShane		
Cllr Ann McShee		
Cllr Bob McShee		
Cllr Masuk Miah		
Cllr Marsha Moseley		
Cllr Ramsey Nagaty		
Cllr Susan Parker		
Cllr George Potter		
Cllr Jo Randall		
Cllr John Redpath		
Cllr Maddy Redpath		
Cllr Caroline Reeves		
Cllr John Rigg		

<b>For the motion</b>	<b>Against the motion</b>	<b>Abstentions</b>
Cllr Deborah Seabrook		
Cllr Pauline Searle		
Cllr Patrick Sheard		
Cllr Paul Spooner		
Cllr James Steel		
Cllr James Walsh		
Cllr Fiona White		
Cllr Catherine Young		

## **CO127 REGULATION 18 CONSULTATION ON LOCAL PLAN: DEVELOPMENT MANAGEMENT POLICIES**

The Council considered a report on the proposed Regulation 18 Consultation on The Local Plan: Development Management Policies ('the draft Local Plan'), which was the second part of Guildford's Local Plan. Once adopted, it would together with the recently adopted Local Plan: Strategy and Sites document (LPSS), fully supersede the existing Local Plan 2003 as the Council's Development Plan. The draft Local Plan provided the more detailed policies to be used by Development Management in the determination of planning applications. Councillors noted that the LPSS included a small number of development management policies where these were necessary in implementing the strategic policies, for example in relation to Green Belt, employment and retail.

The structure of the draft Local Plan was consistent with that contained in the LPSS. The chapters therefore consisted of: Housing, Protecting, Economy, Design, and Infrastructure and Delivery. A list of all the proposed policies and a brief summary as to their aims and how they sought to achieve those aims was appended to the report.

The Regulation 18 Consultation included both 'issues, options' and goes on to suggest a 'preferred option' for each policy. This approach was designed to generate meaningful comments and concerns that would enable the Council to move straight to a Regulation 19 'proposed submission' document. This, in turn, would increase the possibility of being able to progress the plan to Examination without the need for main modifications and a further round of consultation.

In considering the report, the Council noted that the draft Local Plan had been put before the Place Making and Innovation Executive Advisory Board (EAB) on 17 February 2020. The report had included the comments submitted by the EAB which had been extracted from their draft minutes – due to the COVID-19 pandemic, the EAB had not had the opportunity of confirming the minutes by the time of this Council meeting. Some councillors had disputed the accuracy of some of the comments attributed to the EAB.

It was noted that a further opportunity for the EAB to comment on the draft policies, once developed, would arise during the preparation of the Plan for regulation 19 consultation.

Councillors noted that paragraph 6.4 of the report referred to the current COVID 19 related constraints under which the Council was operating and stated that we would be unable to provide public events as part of the proposed Regulation 18 Consultation, or make available for public inspection hard copies of the consultation documents during the COVID 19 lockdown. The report had set out details of how the Council intended to mitigate the impact of this by enhancing the online consultation with the information that the Council was intending to provide at the public events, together with other measures to assist stakeholders in making formal responses to the consultation.

Having considered this further and with due regard to:

- (i) the intended scope of the consultation being open to all residents in Guildford (amongst a range of other stakeholders);
- (ii) the Local Planning Authority's (LPA's) obligations in terms of the Public Sector Equality Duty (PSED) under s149 of the Equality Act 2010; and
- (iii) the potential issues that may arise in respect of the PSED, specifically the need for the LPA to have due regard to the need to advance equality of opportunity,

officers considered that it would be appropriate to further enhance the Council's consultation process beyond that which was proposed in the report.

In the current circumstances, including the lack of access to hard copies of the document, the aim of these further enhancements was to seek to ensure that both the notification of the consultation and relevant consultation documentation were more accessible to proposed consultees who might find online formats a significant challenge (including the elderly who might be unfamiliar with the technology or those with particular disabilities). In this regard, the following additional activities would be undertaken:

- Notification of the consultation in the local press, along with relevant Council contact information;
- Posting letter notifications to all those consultees on the Council's consultation database without an email address and incorporating additional consultation material as part of this which provided a hard copy summary of the policies similar to Appendix 1 to the report, adapted to allow it to be used as a template for an easy written response that could be submitted as part of the consultation process.
- Posting letter notifications (and additional consultation material, as above) as well as sending email notifications to all parish councils with a request to make this available to local people, where it was within their means to do so taking into account current circumstances.
- Including in all notifications, as well as the planned press release, contact information for the Council should consultees have difficulties accessing the online documents and wish to discuss the contents of the consultation document. As part of this discussion it may be considered necessary to provide a hard copy summary of the policies to be posted to them.
- Maintaining the planned 7-week consultation period

Further to the above enhancements, officers had advised that the Council should, as a matter of good governance, update its Statement of Community Involvement (SCI) to accommodate changes to how planning policy documents will be publicised for consultation purposes during circumstances such as this. It would, therefore, be necessary to take a report to the next meeting of the Executive on 26 May 2020 to seek approval of an updated SCI.

Upon the motion of the Lead Councillor for Climate Change, Councillor Jan Harwood, seconded by the Leader of the Council, Councillor Caroline Reeves, the Council

**RESOLVED:**

- (1) That, subject to approval by the Executive on 26 May 2020 of updates to the Council's adopted Statement of Community Involvement including changes to how we will publicise planning policy documents for consultation purposes during the COVID-19 crisis or similar periods of national or local emergency, the draft Local Plan: Development Management Policies document, be approved for Regulation 18 public consultation for a seven-week period beginning as soon as is practicable.
- (2) That the Planning Policy Manager be authorised to make such minor alterations to improve the clarity of the draft Local Plan: Development Management Policies document as he may determine in consultation with the Lead Councillor.

Reasons:

Undertaking a public consultation on the draft Local Plan is a statutory requirement placed on Local Planning Authorities under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 ('Local Planning Regulations') and will enable the Council to move closer to adopting the second part of the Local Plan.

Under the Remote Meetings Protocol, a roll call was taken to record the vote on this matter, the results of which were 39 councillors voting in favour, none against, and five abstentions, as follows:

<b>For the motion</b>	<b>Against the motion</b>	<b>Abstentions</b>
Cllr Paul Abbey		Cllr Richard Billington
Cllr Tim Anderson		Cllr Colin Cross
Cllr Jon Askew		Cllr Andrew Gomm
Cllr Christopher Barrass		Cllr Ramsey Nagaty
Cllr Joss Bigmore		Cllr Patrick Sheard
Cllr David Bilbé		
Cllr Chris Blow		
Cllr Dennis Booth		
Cllr Ruth Brothwell		
Cllr Graham Eyre		
Cllr Angela Goodwin		
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Cllr Ann McShee		
Cllr Bob McShee		
Cllr Masuk Miah		
Cllr Marsha Moseley		
Cllr Susan Parker		
Cllr George Potter		
Cllr Jo Randall		
Cllr John Redpath		
Cllr Maddy Redpath		
Cllr Caroline Reeves		
Cllr John Rigg		
Cllr Deborah Seabrook		
Cllr Pauline Searle		
Cllr Paul Spooner		
Cllr James Steel		
Cllr James Walsh		
Cllr Fiona White		
Cllr Catherine Young		

**CO128 NON-ATTENDANCE AT MEETINGS: PROPOSED DISPENSATION FROM THE REQUIREMENTS OF SECTION 85 LOCAL GOVERNMENT ACT 1972**

Under the provisions of Section 85(1) of the Local Government Act 1972, if a councillor failed throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

Due to the coronavirus outbreak, the Council was requested to agree that any councillor unable to attend a meeting for a period greater than six months for COVID 19 related reasons, should receive a dispensation from the requirements of section 85 until 9 December 2020 (the day after the date of the scheduled full Council meeting in December). The Council could, if necessary, review the position at its meeting on 8 December.

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, seconded by Councillor Jan Harwood, the Council

RESOLVED: That the Council waives the requirements of Section 85(1) of the Local Government Act 1972 and agrees that any councillor unable to attend a meeting for a period greater than six months for COVID 19 related reasons, receives a dispensation from the requirements of section 85 until 9 December 2020.

Reason:

To avoid triggering Councillor disqualifications due to non-attendance at meetings for COVID 19 related reasons.

Under the Remote Meetings Protocol, a roll call was taken to record the vote on this matter, the results of which were 40 councillors voting in favour, two against, and two abstentions, as follows:

<b>For the motion</b>	<b>Against the motion</b>	<b>Abstentions</b>
Cllr Paul Abbey	Cllr Nigel Manning	Cllr Richard Billington
Cllr Tim Anderson	Cllr Paul Spooner	Cllr Marsha Moseley
Cllr Jon Askew		
Cllr Christopher Barrass		
Cllr Joss Bigmore		
Cllr David Bilbé		
Cllr Chris Blow		
Cllr Dennis Booth		
Cllr Ruth Brothwell		
Cllr Colin Cross		
Cllr Graham Eyre		
Cllr Andrew Gomm		
Cllr Angela Goodwin		
Cllr David Goodwin		
Cllr Gillian Harwood		
Cllr Jan Harwood		
Cllr Liz Hogger		
Cllr Tom Hunt		
Cllr Gordon Jackson		
Cllr Diana Jones		
Cllr Steven Lee		
Cllr Julia McShane		
Cllr Ann McShee		
Cllr Bob McShee		



<b>For the motion</b>	<b>Against the motion</b>	<b>Abstentions</b>
Cllr Masuk Miah		
Cllr Ramsey Nagaty		
Cllr Susan Parker		
Cllr George Potter		
Cllr Jo Randall		
Cllr John Redpath		
Cllr Maddy Redpath		
Cllr Caroline Reeves		
Cllr John Rigg		
Cllr Deborah Seabrook		
Cllr Pauline Searle		
Cllr Patrick Sheard		
Cllr James Steel		
Cllr James Walsh		
Cllr Fiona White		
Cllr Catherine Young		

### **CO129 DESIGNATION OF THE COUNCIL'S MONITORING OFFICER**

The Council was informed that the Resources Specialist Services Manager (formerly the Council Solicitor and Monitoring Officer), Robert Parkin, had left the Council on 20 March 2020 to take up an appointment elsewhere.

The Director of Resources had undertaken and implemented a restructure of the legal specialist team which had been agreed with the Corporate Management Team, details of which were set out in the Order Paper circulated to all councillors prior to the meeting.

Councillors noted that Section 5 of the Local Government and Housing Act 1989 required the Council to designate one of its officers as monitoring officer. Under the restructure, the Council needed to put in place an arrangement that was flexible and provided a development opportunity for the two Senior Specialists – Legal (Sarah White and Diane Owens) both of whom were highly performing and suitably qualified members of staff.

At its meeting on 6 March 2020, the Employment Committee had supported the recommendation that Sarah White (Senior Specialist Legal – (Lawyer - Planning, Regeneration & Litigation)) be designated as the Monitoring Officer for the Council with effect from her return to work in May 2020 on a part-time basis following maternity leave. Diane Owens, who had been acting monitoring officer following Mr Parkin's departure would be the principal Deputy Monitoring Officer in Sarah White's absence.

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, seconded by Councillor Jan Harwood, the Council

**RESOLVED:** That Sarah White (Senior Specialist - Legal (Lawyer - Planning, Regeneration & Litigation)) be designated as the Monitoring Officer for the Council with effect from her return to work following maternity leave in May 2020.

**Reason:**

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

**CO130 MINUTES OF THE EXECUTIVE**

The Council received and noted the minutes of the meetings of the Executive held on 7 and 21 January and 18 February 2020, together with the list of decisions taken by the Leader of the Council on 24 March 2020.

**CO131 COMMON SEAL**

The Council

RESOLVED: That the Common Seal of the Council be affixed to any documents to give effect to any decisions taken by the Council at this meeting.

The meeting finished at 9.05 pm

Signed .....  
Mayor

Date .....

# GUILDFORD BOROUGH COUNCIL

Minutes of the Selection Meeting of Guildford Borough Council held virtually using Microsoft Teams on Tuesday 19 May 2020

- \* Councillor Richard Billington (Mayor)
- \* Councillor Marsha Moseley (Deputy Mayor)

- |                                  |                               |
|----------------------------------|-------------------------------|
| * Councillor Paul Abbey          | * Councillor Ted Mayne        |
| * Councillor Tim Anderson        | * Councillor Julia McShane    |
| * Councillor Jon Askew           | Councillor Ann McShee         |
| * Councillor Christopher Barrass | * Councillor Bob McShee       |
| * Councillor Joss Bigmore        | * Councillor Masuk Miah       |
| * Councillor David Bilbé         | * Councillor Ramsey Nagaty    |
| * Councillor Chris Blow          | * Councillor Susan Parker     |
| * Councillor Dennis Booth        | * Councillor George Potter    |
| * Councillor Ruth Brothwell      | * Councillor Jo Randall       |
| * Councillor Colin Cross         | * Councillor John Redpath     |
| * Councillor Graham Eyre         | * Councillor Maddy Redpath    |
| * Councillor Andrew Gomm         | * Councillor Caroline Reeves  |
| * Councillor Angela Goodwin      | * Councillor John Rigg        |
| * Councillor David Goodwin       | * Councillor Tony Rooth       |
| * Councillor Angela Gunning      | * Councillor Will Salmon      |
| * Councillor Gillian Harwood     | * Councillor Deborah Seabrook |
| * Councillor Jan Harwood         | * Councillor Pauline Searle   |
| * Councillor Liz Hogger          | Councillor Patrick Sheard     |
| * Councillor Tom Hunt            | * Councillor Paul Spooner     |
| Councillor Gordon Jackson        | * Councillor James Steel      |
| * Councillor Diana Jones         | * Councillor James Walsh      |
| * Councillor Steven Lee          | * Councillor Fiona White      |
| * Councillor Nigel Manning       | * Councillor Catherine Young  |

\*Present

## **CO1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Gordon Jackson, Ann McShee, and Patrick Sheard.

## **CO2 DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CO3 MAYOR'S COMMUNICATIONS**

The Mayor was delighted to announce that during his second year in office, he would be supporting the Coronavirus Response Fund, which had been set up by the Community Foundation for Surrey to support local charities and voluntary organisations that were helping vulnerable, elderly and isolated residents affected by the Coronavirus pandemic.

In keeping with his new Mayoral theme '*Supporting communities – supporting each other*' the Fund planned to tackle local need in three phases:

- response,
- recovery and
- resilience.

Those wishing to make a donation could find more information on the Council's website and Guildford Borough Council would match fund donations pound for pound, for as long as the budget allowed.

Following the huge success of Guildford Live earlier this month, the Council was proud to be supporting Guildford Live II on Facebook on Thursday 28 May.

#### **CO4 LEADER'S COMMUNICATIONS**

The Leader announced that updates to the respective portfolio responsibilities would be issued to the Democratic Services and Elections Manager for circulation. The Leader indicated that, due to the need for flexibility in the Council's response to the ongoing COVID 19 pandemic, it was likely that portfolio responsibilities would need to change accordingly.

#### **CO5 PUBLIC PARTICIPATION**

There were no questions or requests to make statements from the public.

#### **CO6 QUESTIONS FROM COUNCILLORS**

(1) Councillor Angela Gunning asked the Leader of the Council, Councillor Caroline Reeves, the following question:

*"Can the Leader of the Council ensure that information on the Council's response to COVID-19 will be shared on a weekly basis with all Councillors? To date this information has been shared with Group Leaders only, and they have been expected to forward this to members of their Groups. It is not clear that this is the best means to reach all Councillors"*

The Leader of the Council's response was as follows:

*"Thank you for your question Councillor Gunning. We did discuss this same question at the Group Leaders' meeting last week and the majority were in favour of group leaders forwarding to their group so that any comments could be circulated at the same time. I currently forward these updates by email to Councillor Jackson as he has no group leader. I'm sure that Steve Benbough can also forward them to Councillor Walsh as well as yourself if that is requested."*

Councillor Caroline Reeves  
Leader of the Council

In response to a supplementary question from Councillor Gunning, in which she asked to what extent honorary aldermen and parish councils featured in the distribution of information on the Council's response to COVID-19, the Leader confirmed that the information was updated on a weekly basis on the Council's website.

(2) Councillor James Walsh asked the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves, the following question:

*"Can the Lead Councillor for Housing and Development Control describe what additional measures the Council will take to help Guildford's homeless to access accommodation when the Lock-down is finished? Guildford's hotels have been helpful in offering rooms to those in need, but obviously will not be able to continue indefinitely. What measures are being taken to provide long-term accommodation for the homeless?"*

The Leader of the Council's response was as follows:

*“The Council and partners first met on Friday 13 March 2020 to share information and discuss arrangements for rough sleepers and people living in hostels. We have worked with our partners to identify all known rough sleepers and emergency COVID-19 accommodation has been provided for them. This work was started prior to the Government announcement that all rough sleepers should be accommodated.*

*The Council is taking action now as the amount and complexity of work involved in securing appropriate move-on accommodation for rough sleepers is very time consuming.*

*We have developed a housing pathway plan for each person currently in COVID-19 accommodation. Examples of accommodation include:*

- *shared or self-contained private rented accommodation with move-in support (e.g. furniture, food and household items) and ongoing floating support*
- *supported shared housing or hostel accommodation*
- *the Number Five Hub*
- *Social housing*

*Due to the limited availability of appropriate accommodation for people with higher support needs, we have had to work with the local hostels to identify people who are ready to move on and offer them accommodation. This frees up spaces in supported housing and creates flow through the system to enable us to house people with higher needs.*

*This is an ongoing piece of work that we are undertaking with housing partners and Surrey County Council who commission and fund Housing Related Support services.*

*We still have people presenting to our service as homeless due to non COVID-19 related matters and have to date managed to accommodate avoiding the use of B&B or hotels. When the lockdown lifts we may face an increase in this area of work e.g. families who are under notice in the private rented sector.*

*Homeless prevention officers are working closely, including an out of hours provision, with Housing Environmental Health Officers to stop illegal evictions and ultimately homelessness happening in the first instance.”*

Councillor Caroline Reeves

Leader of the Council and Lead Councillor for Housing and Development Control

- (3) Councillor James Walsh asked the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves, the following question:

*“Can the Lead Councillor for Housing and Development Control describe what advice and assistance the Council will provide to private renters who may find themselves in arrears and possibly with other financial difficulties when the no-eviction period elapses?”*

The Leader of the Council’s response was as follows:

*“We would encourage people in the private rented sector experiencing difficulties to get in touch with us at the earliest opportunity on 01483 444244. There is a lot of help available and our experience is that people are aware of the specific COVID-19 help available.*

*The sort of advice and assistance we would give:*

- *Check benefit entitlements are maximised*
- *Affordability issues*
- *Whether a referral for specialist money advice to Citizens Advice would be appropriate to determine whether previous issues had been made worse due to COVID-19*
- *Negotiation with the Landlord to resolve issues*

*Social Media communications have been utilised by Housing Standards to signpost the most relevant guidance published by the Ministry of Housing, Communities and Local Government regarding financial difficulties and paying rent during the pandemic”.*

Councillor Caroline Reeves  
Leader of the Council and Lead Councillor for Housing and Development Control

In response to a supplementary question the Leader confirmed that officers would be doing all they could to help people facing an uncertain situation and would keep Councillor Walsh updated as the position became clearer.

- (4) Councillor Angela Gunning asked the Leader of the Council, and Lead Councillor for Housing and Development Control, Councillor Caroline Reeves the following question:

*“Would the Lead Councillor for Housing and Development Control consider setting up guidance and standards for private landlords in Guildford for a compassionate handling of rent arrears – for example a proposal for guidelines on waiving arrears? Consultations with private landlords and their tenants on their current financial situation would be an essential contribution to the formulation of guidelines.”*

The Leader of the Council’s response was as follows:

*“I can confirm that such guidance is issued at a national level and we understand that further guidance is due to be issued by the Government.*

*We understand the from the Select Committee report on 11 May 2020 that the Minister for Rough Sleeping and Housing (Luke Hall MP) pointed to the proposed pre-action protocol for the Property Redress Scheme as one of the primary methods of preventing evictions. He could not currently give clarity on whether this would be a change to civil procedure rules, or a change to primary legislation, advising that this is being looked at.*

*The main thrust of the pre-action protocol is the requirement for landlords and tenants to work together in a compassionate way to prevent evictions.*

*Even though lockdown has been extended to July at least, there is currently no extension to the moratorium on evictions which is still due to cease at the end of June. Landlords will have been issuing notices with the end of June in mind, so we will have to see whether they will be able to start court action during the extended lockdown.*

*We have also been advised that guidance will be issued to assist us post lockdown to deal with eviction from the private rented sector.*

*We have always handled the issue of rent arrears sensitively as a local authority and we feel that we should continue to tailor our approach on a case by case basis. Anyone that we have placed with landlords, as far as we are aware, are not facing any issues specifically as a result of COVID-19.*

*There may be people, including landlords, who may feel they cannot continue to rent or rent out properties as they are unable to meet their financial responsibilities. We always ask that those in difficulty contact us at the earliest opportunity as earlier intervention reduces complexity and increases the time we have to find a solution.*

*The government has increased the local housing allowance to fall in line with the market rent. However, this has not covered people who are subject to the shared housing rate. This change has helped some avoid potential rent arrears due to the shortfall between a household's income and rental outgoings.*

*The current guidance states that rent arrears and personal financial matters are to be resolved between private renters and their landlords. Reasonable payment plans should be arranged between those parties. It is envisioned that most renters will come to common sense and pragmatic resolutions. Whilst Housing Standards do not have the powers to investigate financial disputes, the team will investigate any illegal evictions that may arise from financial implications of the pandemic."*

Councillor Caroline Reeves  
Leader of the Council and Lead Councillor for Housing and Development Control

Councillor Gunning asked a supplementary question enquiring as to the meaning of "Housing Standards" in the Leader's response and whether the response applied equally to Council tenants. The Leader confirmed that she would come back to Councillor Gunning with a written response to her supplementary question.

#### **CO7 APPOINTMENTS TO COMMITTEES 2020-21**

The Council considered a report on the appointment of councillors to committees for the municipal year 2020-21.

Details of the proposed committees and their respective size and terms of reference were set out in the report submitted to the Council, including details of the numerical allocation of seats on the committees to the political groups. The report also included details of each group's nominations to fill those seats (and substitutes where appropriate), together with the nominations for election of committee and sub-committee chairmen and vice-chairmen. Details of the contested elections in respect of Committee Chairmen were set out on the Order Paper circulated at the meeting

Upon the motion of the Leader of the Council, Councillor Caroline Reeves, and seconded by the Deputy Leader of the Council, Councillor Joss Bigmore, the Council:

RESOLVED:

- (1) That, in accordance with the provisions of Regulation 4(2) of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, the Council notes that Councillors Richard Billington and Marsha Moseley shall continue in their respective roles as Mayor and Deputy Mayor of Guildford for the municipal year 2020-21.
- (2) That, for the municipal year 2020-21, the Council agrees to appoint the committees referred to in the table set out in paragraph 4.1 of the report submitted to the Council, and agrees their respective size referred to therein and the proposed terms of reference, as indicated in Appendix 1 to the report.
- (3) That, until such time as the Council determines otherwise,
  - (a) the Licensing Committee shall be politically balanced;
  - (b) the Licensing Sub-Committee and Licensing Regulatory Sub-Committee need not be politically balanced.

- (4) That the following numerical allocation of seats to each political group on the Council, be approved for the municipal year 2020-21:

<b>Committee</b>	<b>Lib Dem</b>	<b>R4GV</b>	<b>Con</b>	<b>GGG</b>	<b>Lab</b>	<b>Ind</b>
<b>Total no. of seats on the Council</b>	<b>17</b>	<b>16</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>1</b>
<b>% of no. of seats on the Council</b>	<b>35.42%</b>	<b>33.33%</b>	<b>16.67%</b>	<b>8.33%</b>	<b>4.17%</b>	<b>2.08%</b>
Corp Gov & Standards Cttee (7 seats)	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>
Employment Cttee (3 seats)	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
Community EAB (12 seats)	<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
Place Making & Innovation EAB (12 seats)	<b>4</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Guildford Joint Cttee (10 seats)	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>
Licensing Cttee (15 seats)	<b>6</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>
Overview & Scrutiny Cttee (12 seats)	<b>4</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>
Planning Cttee (15 seats)	<b>5</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>
<b>Total no. of seats on committees (Total: 86)</b>	<b>30</b>	<b>29</b>	<b>14</b>	<b>7</b>	<b>4</b>	<b>2</b>

- (5) That the nominations for membership and substitute membership (where applicable) of the committees, Executive Advisory Boards, and the Guildford Joint Committee, together with the nominations for election of committee chairmen and vice-chairmen for the 2020-21 municipal year, be approved as set out and indicated below:

### **Corporate Governance and Standards Committee**

#### Appointed Members:

Councillor Liz Hogger  
 Councillor Nigel Manning  
 Councillor Ramsey Nagaty  
 Councillor George Potter  
 Councillor John Redpath  
 Councillor Deborah Seabrook **(Vice-Chairman)**  
 Councillor James Walsh

#### Substitute Members:

Councillor Jon Askew  
 Councillor Richard Billington  
 Councillor Ruth Brothwell  
 Councillor Colin Cross  
 Councillor Graham Eyre  
 Councillor Angela Gunning  
 Councillor Tom Hunt  
 Councillor Masuk Miah  
 Councillor Susan Parker  
 Councillor Jo Randall  
 Councillor Tony Rooth  
 Councillor Patrick Sheard  
 Councillor Catherine Young

### **Employment Committee**

#### Appointed Members:

Councillor Caroline Reeves **(Chairman)**  
 Councillor John Rigg **(Vice-Chairman)**  
 Councillor Paul Spooner

#### Substitute Members:

Councillor Tim Anderson  
 Councillor Christopher Barrass  
 Councillor Joss Bigmore



Councillor David Bilbe  
Councillor Graham Eyre  
Councillor Jan Harwood  
Councillor Nigel Manning  
Councillor Marsha Moseley  
Councillor John Redpath  
Councillor Fiona White

### **Community Executive Advisory Board**

#### Appointed Members:

Councillor Paul Abbey  
Councillor Dennis Booth  
Councillor Andrew Gomm  
Councillor Angela Goodwin **(Chairman)**  
Councillor Diana Jones  
Councillor Ann McShee  
Councillor Bob McShee  
Councillor Ramsey Nagaty **(Vice-Chairman)**  
Councillor George Potter  
Councillor Jo Randall  
Councillor Pauline Searle  
Councillor Fiona White

#### Substitute Members:

Councillor Jon Askew  
Councillor David Bilbe  
Councillor Richard Billington  
Councillor Chris Blow  
Councillor Ruth Brothwell  
Councillor Colin Cross  
Councillor Graham Eyre  
Councillor Gillian Harwood  
Councillor Tom Hunt  
Councillor Steven Lee  
Councillor Nigel Manning  
Councillor Ted Mayne  
Councillor Masuk Miah  
Councillor Marsha Moseley  
Councillor Susan Parker  
Councillor Maddy Redpath  
Councillor Tony Rooth  
Councillor Will Salmon  
Councillor Patrick Sheard  
Councillor Paul Spooner  
Councillor Catherine Young

### **Place-Making and Innovation Executive Advisory Board**

#### Appointed Members:

Councillor Jon Askew  
Councillor Christopher Barrass  
Councillor Ruth Brothwell  
Councillor Graham Eyre  
Councillor Angela Gunning  
Councillor Gordon Jackson **(Vice-Chairman)**  
Councillor Diana Jones  
Councillor Steven Lee  
Councillor Masuk Miah  
Councillor Maddy Redpath  
Councillor Will Salmon  
Councillor Patrick Sheard

#### Substitute Members:

Councillor Paul Abbey  
Councillor David Bilbe  
Councillor Richard Billington  
Councillor Chris Blow  
Councillor Dennis Booth  
Councillor Colin Cross  
Councillor Andrew Gomm  
Councillor Angela Goodwin  
Councillor Gillian Harwood  
Councillor Liz Hogger  
Councillor Tom Hunt  
Councillor Nigel Manning  
Councillor Ann McShee  
Councillor Bob McShee  
Councillor Marsha Moseley  
Councillor Ramsey Nagaty  
Councillor Susan Parker  
Councillor George Potter  
Councillor Jo Randall  
Councillor Tony Rooth  
Councillor Pauline Searle  
Councillor Paul Spooner  
Councillor James Walsh  
Councillor Fiona White  
Councillor Catherine Young

## **Guildford Joint Committee**

### Appointed Members:

Councillor Joss Bigmore  
Councillor Julia McShane  
Councillor Bob McShee  
Councillor Susan Parker  
Councillor George Potter  
Councillor Jo Randall  
Councillor Caroline Reeves  
Councillor John Rigg  
Councillor Pauline Searle  
Councillor Paul Spooner

## **Licensing Committee**

### Appointed Members:

Councillor Tim Anderson  
Councillor Dennis Booth (**Vice-Chairman**)  
Councillor David Goodwin (**Chairman**)  
Councillor Gillian Harwood  
Councillor Gordon Jackson  
Councillor Nigel Manning  
Councillor Ted Mayne  
Councillor Ann McShee  
Councillor Bob McShee  
Councillor Masuk Miah  
Councillor Marsha Moseley  
Councillor Maddy Redpath  
Councillor Will Salmon  
Councillor James Steel  
Councillor Catherine Young

### Designated Sub-Committee Chairmen:

Councillor Tim Anderson  
Councillor Dennis Booth  
Councillor David Goodwin  
Councillor Marsha Moseley  
Councillor Will Salmon  
Councillor Catherine Young

## **Overview and Scrutiny Committee**

### Appointed Members:

Councillor Dennis Booth  
Councillor Colin Cross  
Councillor Graham Eyre  
Councillor Angela Goodwin  
Councillor Tom Hunt  
Councillor George Potter  
Councillor Tony Rooth  
Councillor Deborah Seabrook  
Councillor Patrick Sheard  
Councillor Paul Spooner (**Chairman**)  
Councillor James Walsh (**Vice-Chairman**)  
Councillor Fiona White

### Substitute Members:

All non-Executive councillors not appointed to this Committee may substitute for any member of the Committee from the same political group

## **Planning Committee**

### Appointed Members:

Councillor Jon Askew  
Councillor Christopher Barrass  
Councillor David Bilbe  
Councillor Chris Blow  
Councillor Ruth Brothwell  
Councillor Colin Cross  
Councillor Angela Gunning  
Councillor Jan Harwood  
Councillor Liz Hogger  
Councillor Marsha Moseley

### Substitute Members:

Councillor Tim Anderson  
Councillor Richard Billington  
Councillor Dennis Booth  
Councillor Graham Eyre  
Councillor Andrew Gomm  
Councillor Angela Goodwin  
Councillor Steven Lee  
Councillor Nigel Manning  
Councillor Bob McShee  
Councillor Ramsey Nagaty

Councillor Susan Parker  
 Councillor Maddy Redpath  
 Councillor Caroline Reeves  
 Councillor Paul Spooner  
 Councillor Fiona White

Councillor Jo Randall  
 Councillor Tony Rooth  
 Councillor Will Salmon  
 Councillor Deborah Seabrook  
 Councillor Pauline Searle  
 Councillor Patrick Sheard  
 Councillor James Steel  
 Councillor James Walsh  
 Councillor Catherine Young

- (6) That Councillor Nigel Manning be elected Chairman of the Corporate Governance and Standards Committee for the municipal year 2020-21.

As this election was contested, councillors were invited to use the Meeting Chat facility to record their vote. The votes cast for each candidate were 20 votes for Councillor Nigel Manning, 19 votes for Councillor George Potter and six abstentions, as follows:

<b>Cllr Nigel Manning</b>	<b>Cllr George Potter</b>	<b>Abstentions</b>
Cllr Tim Anderson	Cllr Jon Askew	Cllr Paul Abbey
Cllr Christopher Barrass	Cllr Angela Goodwin	Cllr Richard Billington
Cllr Joss Bigmore	Cllr David Goodwin	Cllr Colin Cross
Cllr David Bilbé	Cllr Gillian Harwood	Cllr Diana Jones
Cllr Chris Blow	Cllr Jan Harwood	Cllr Maddy Redpath
Cllr Dennis Booth	Cllr Liz Hogger	Cllr Tony Rooth
Cllr Ruth Brothwell	Cllr Tom Hunt	
Cllr Graham Eyre	Cllr Steven Lee	
Cllr Andrew Gomm	Cllr Ted Mayne	
Cllr Angela Gunning	Cllr Julia McShane	
Cllr Nigel Manning	Cllr Masuk Miah	
Cllr Bob McShee	Cllr Ramsey Nagaty	
Cllr Marsha Moseley	Cllr Susan Parker	
Cllr Jo Randall	Cllr George Potter	
Cllr John Redpath	Cllr Caroline Reeves	
Cllr John Rigg	Cllr Will Salmon	
Cllr Deborah Seabrook	Cllr Pauline Searle	
Cllr Paul Spooner	Cllr James Steel	
Cllr James Walsh	Cllr Fiona White	
Cllr Catherine Young		

- (7) That Councillor John Rigg be elected Chairman of the Guildford Joint Committee for the municipal year 2020-21.

As this election was contested, councillors were invited to use the Meeting Chat facility to record their vote. The votes cast for each candidate were 21 votes for Councillor John Rigg, 21 votes for Councillor Pauline Searle, and three abstentions, as follows:

<b>Cllr John Rigg</b>	<b>Cllr Pauline Searle</b>	<b>Abstentions</b>
Cllr Paul Abbey	Cllr Jon Askew	Cllr Richard Billington
Cllr Tim Anderson	Cllr Angela Goodwin	Cllr Jo Randall
Cllr Christopher Barrass	Cllr David Goodwin	Cllr Tony Rooth
Cllr Joss Bigmore	Cllr Angela Gunning	
Cllr David Bilbé	Cllr Gillian Harwood	
Cllr Chris Blow	Cllr Jan Harwood	
Cllr Dennis Booth	Cllr Liz Hogger	
Cllr Ruth Brothwell	Cllr Tom Hunt	

<b>Cllr John Rigg</b>	<b>Cllr Pauline Searle</b>	<b>Abstentions</b>
Cllr Colin Cross	Cllr Steven Lee	
Cllr Graham Eyre	Cllr Ted Mayne	
Cllr Andrew Gomm	Cllr Julia McShane	
Cllr Diana Jones	Cllr Masuk Miah	
Cllr Nigel Manning	Cllr Susan Parker	
Cllr Bob McShee	Cllr George Potter	
Cllr Marsha Moseley	Cllr Caroline Reeves	
Cllr Ramsey Nagaty	Cllr Will Salmon	
Cllr John Redpath	Cllr Pauline Searle	
Cllr Maddy Redpath	Cllr James Steel	
Cllr John Rigg	Cllr James Walsh	
Cllr Deborah Seabrook	Cllr Fiona White	
Cllr Paul Spooner	Cllr Catherine Young	

As the vote was tied, lots were drawn to determine the outcome of the election in accordance with Council Procedure Rule 29 (a).

- (8) That Councillor Angela Gunning be elected Chairman of the Place Making and Innovation Executive Advisory Board for the municipal year 2020-21.

As this election was contested, councillors were invited to use the Meeting Chat facility to record their vote. The votes cast for each candidate were 21 votes for Councillor Angela Gunning, 21 votes for Councillor Steven Lee, and two abstentions, as follows:

<b>Cllr Angela Gunning</b>	<b>Cllr Steven Lee</b>	<b>Abstentions</b>
Cllr Christopher Barrass	Cllr Tim Anderson	Cllr Paul Abbey
Cllr David Bilbé	Cllr Jon Askew	Cllr Tony Rooth
Cllr Chris Blow	Cllr Joss Bigmore	
Cllr Dennis Booth	Cllr Angela Goodwin	
Cllr Ruth Brothwell	Cllr David Goodwin	
Cllr Colin Cross	Cllr Gillian Harwood	
Cllr Graham Eyre	Cllr Jan Harwood	
Cllr Andrew Gomm	Cllr Liz Hogger	
Cllr Angela Gunning	Cllr Tom Hunt	
Cllr Diana Jones	Cllr Steven Lee	
Cllr Nigel Manning	Cllr Ted Mayne	
Cllr Bob McShee	Cllr Julia McShane	
Cllr Marsha Moseley	Cllr Masuk Miah	
Cllr Susan Parker	Cllr Ramsey Nagaty	
Cllr Jo Randall	Cllr George Potter	
Cllr John Redpath	Cllr Caroline Reeves	
Cllr Maddy Redpath	Cllr John Rigg	
Cllr Deborah Seabrook	Cllr Will Salmon	
Cllr Paul Spooner	Cllr Pauline Searle	
Cllr James Walsh	Cllr James Steel	
Cllr Catherine Young	Cllr Fiona White	

As the vote was tied, lots were drawn to determine the outcome of the election in accordance with Council Procedure Rule 29 (a).

- (9) That Councillor Fiona White be elected Chairman of the Planning Committee for the municipal year 2020-21.

As this election was contested, councillors were invited to use the Meeting Chat facility to record their vote. The votes cast for each candidate were 9 votes for Councillor Marsha Moseley, 33 votes for Councillor Fiona White, and three abstentions, as follows:

<b>Cllr Marsha Moseley</b>	<b>Cllr Fiona White</b>	<b>Abstentions</b>
Cllr David Bilbé	Cllr Paul Abbey	Cllr Richard Billington
Cllr Graham Eyre	Cllr Tim Anderson	Cllr Dennis Booth
Cllr Andrew Gomm	Cllr Jon Askew	Cllr Tony Rooth
Cllr Angela Gunning	Cllr Christopher Barrass	
Cllr Nigel Manning	Cllr Joss Bigmore	
Cllr Marsha Moseley	Cllr Chris Blow	
Cllr Jo Randall	Cllr Ruth Brothwell	
Cllr Paul Spooner	Cllr Colin Cross	
Cllr James Walsh	Cllr Angela Goodwin	
	Cllr David Goodwin	
	Cllr Gillian Harwood	
	Cllr Jan Harwood	
	Cllr Liz Hogger	
	Cllr Tom Hunt	
	Cllr Diana Jones	
	Cllr Steven Lee	
	Cllr Ted Mayne	
	Cllr Julia McShane	
	Cllr Bob McShee	
	Cllr Masuk Miah	
	Cllr Ramsey Nagaty	
	Cllr Susan Parker	
	Cllr George Potter	
	Cllr John Redpath	
	Cllr Maddy Redpath	
	Cllr Caroline Reeves	
	Cllr John Rigg	
	Cllr Will Salmon	
	Cllr Deborah Seabrook	
	Cllr Pauline Searle	
	Cllr James Steel	
	Cllr Fiona White	
	Cllr Catherine Young	

(10) That the Council appoints Councillor Champions for 2020-21 as follows:

Armed Forces:	Cllr Tom Hunt Cllr Dennis Booth (Deputy)
Historic Environment and Design:	Cllr Caroline Reeves Cllr Bob McShee (Deputy)
Older Persons':	Cllr Maddy Redpath Cllr Ted Mayne (Deputy)

Reasons:

- To comply with Council Procedure Rules 23 and 29 of the Constitution in respect of the appointment of committees and election of chairmen and vice-chairmen

- To enable the Council to comply with its obligations under the Local Government and Housing Act 1989 in respect of the political proportionality on its committees.

**CO8 COMMON SEAL**

The Council

RESOLVED: That the Common Seal of the Council be affixed to any documents to give effect to any decisions taken by the Council at this meeting.

The meeting finished at 8.14 pm

Signed .....  
Mayor

Date .....