

GUILDFORD BOROUGH COUNCIL

Minutes of a meeting of Guildford Borough Council held via Microsoft Teams on Wednesday 10 February 2021

Councillor Richard Billington (Mayor)

* Councillor Marsha Moseley (Deputy Mayor) - in the chair

- | | |
|----------------------------------|------------------------------|
| * 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 Paul Spooner |
| * Councillor Tom Hunt | * Councillor James Steel |
| * Councillor Gordon Jackson | * Councillor James Walsh |
| * Councillor Diana Jones | * Councillor Fiona White |
| * Councillor Steven Lee | * Councillor Catherine Young |
| * Councillor Nigel Manning | |

*Present

The Council observed a minute's silence in memory of former councillor Jennifer Jordan, who had passed away on 9 February 2021.

CO65 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of the Mayor, Councillor Richard Billington, and from Councillors Ruth Brothwell, and Deborah Seabrook.

CO66 DISCLOSURES OF INTEREST

There were no disclosures of interest.

CO67 MINUTES

The Council confirmed, as a correct record, the minutes of the meeting held on 8 December and the extraordinary meeting held on 17 December 2020. The Deputy Mayor signed the minutes.

CO68 MAYOR'S COMMUNICATIONS

The Deputy Mayor read out a message from the Mayor thanking her for deputising for him at this meeting. The Mayor was still shielding and continuing his recovery from surgery but was hopeful that he would be able to chair the next Council meeting having recently received his

initial Covid vaccination. The Mayor asked councillors to encourage all residents to take up the vaccine when they are offered it.

Nominations had now closed for the Mayor's Award for Service to the Community and the new Community Heroes Award 2021, with over 60 nominations received from across the borough. Award recipients would be announced during an online public event, to be held in April.

CO69 LEADER'S COMMUNICATIONS

The Leader commented on the response to the Covid emergency, with encouraging figures showing a significant reduction in infections, hospital admissions, and deaths across the country. However, he noted that, even though hospitals admissions were falling they were still 50% above where they were at the peak of the first wave.

The Leader noted that the elections scheduled for 6 May 2021 would take place and polling stations would be safe places to vote, with appropriate measures to be put in place. There was still plenty of time for voters to apply for a postal vote if they did not wish to visit a polling station in person, with full details of how to register to vote and apply for a postal or proxy vote on the Council's website. Written communication will be sent to all residents as part of their council tax renewal statement confirming the measures that would be in place at polling stations and the process to apply for postal or proxy voting.

The Leader informed the Council that 10 February was Safer Internet Day, and although there was a significant focus on keeping children safe in the online environment, this year there had been a large increase in the volume of scammers trying to take advantage of the most vulnerable during the pandemic response.

The Council had launched a new COVID hardship discretionary fund earlier in the week, details of which were on the Council's website. The Leader encouraged all businesses to regularly check the grants page of the website as these schemes were constantly updated.

The Leader informed councillors that the Guildford in Bloom competition for Guildford's Schools had been launched this week.

CO70 PUBLIC PARTICIPATION

There were no questions or statements from the public.

CO71 QUESTIONS FROM COUNCILLORS

There were no questions from councillors.

CO72 COUNCIL MOTION ON CLIMATE CHANGE: PROGRESS REPORT

The Council considered a progress report on various matters associated with the Council's response to the petition calling for a citizens' assembly to tackle the climate emergency considered at its meeting on 6 October 2020.

At that meeting, the Council had adopted a motion in response which declared that, given the scope and scale of the challenges the Council faced to meet its earlier climate emergency declaration in July 2019, it should explore relevant collaborative opportunities with other councils. It also redoubled its commitment to taking urgent action to decarbonise its assets and operations.

The Council recognised that uncertainty over the borough's recovery from the impact of the coronavirus pandemic and discussions on possible unitary local government structures in Surrey arising from the Government's Devolution White Paper could bring about significant change to roles and responsibilities for areas and services contributing to carbon emissions.

Consequently, the Council considered that holding a citizens' assembly to formulate a plan to tackle the climate emergency alone was not appropriate or practicable at this time. Instead, the Council recommended that the Climate Change Board should focus on work already underway to explore possible joint working arrangements to address the climate emergency, with this Council being strongly placed to lead action on climate change locally and contribute meaningfully across the county.

The Climate Change Board had been asked to report on possible formal joint working arrangements on climate change, seeking formal agreement that climate change policies be the leading priority for any new unitary council(s) in Surrey and further consideration of using a citizens' assembly as a means of engaging with the community and harnessing the power of local interest in the formulation of such policies.

The motion had also required the Council to commit to taking urgent action in the short term to minimise climate change and for the Climate Change Board to report to full Council within three months on actions taken including progress on the development of policies.

Upon the motion of the Lead Councillor for Climate Change, Councillor Jan Harwood, seconded by the Leader of the Council, Councillor Joss Bigmore, the Council:

RESOLVED: That the Council endorses the measures taken in response to the motion adopted by the Council on 6 October 2020 outlined in the progress report submitted to the Council.

CO73 PAY POLICY STATEMENT 2021-22

Under Section 39 of the Localism Act 2011, the Council was required to consider and approve a pay policy statement for the financial year ahead and publish it on its website. The Council therefore considered the Pay Policy Statement covering 2021-22, which had set out the elements of pay and other benefits paid to staff and in particular the most senior employees.

The Pay Policy Statement reflected the current Senior Management structure during the Future Guildford transformation programme, which comprised three Directors reporting to the Managing Director and Service Leaders reporting to either the Managing Director, Directors or Heads of Service. Councillors noted that the Council would continue to pay at the Real Living Wage for outside London, which was currently £9.50 per hour, at the bottom of the pay scale. This would aid recruitment difficulties in attracting and retaining key staff.

The Council also noted that, under section 11 of the Statement - Remuneration policies common to all employees, the provision of a subsidised catering facility had been removed. This facility was no longer offered as remote staff working arrangements had reduced the need for the facility and vending machine options would replace this.

Upon the motion of the Leader of the Council, Councillor Joss Bigmore, seconded by the Lead Councillor for Resources, Councillor Tim Anderson, the Council

RESOLVED: That the Pay Policy Statement for the 2021-22 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.

CO74 CAPITAL AND INVESTMENT STRATEGY 2021-22 TO 2025-26

The Council considered a report on the 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 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. This report therefore included details of the capital programme, including one new bid (Guildford Economic Regeneration Programme), plus the requirements of the Prudential Code and the investment strategy covering treasury management investments, commercial investments including the requirements of the Treasury Management Code and the Ministry of Housing, Communities and Local Government (MHCLG) Statutory Guidance.

The Council had an ambitious Corporate Plan and in order to achieve the targets within that, investment in assets was required, via capital expenditure. The Council had a current underlying need to borrow for the general fund capital programme of £400 million. Some capital receipts or revenue streams may arise as a result of investment schemes but in most cases, these were currently uncertain, and it was too early to make assumptions. Some information had been included in the capital vision highlighting the potential income. 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 and the expenditure incurred earlier in the programme.

All projects would be funded by general fund capital receipts, grants and contributions, reserves and finally borrowing. It was not currently known how each scheme would be funded and, in the case of development projects, what the delivery model would be. To ensure the Council demonstrated that its capital expenditure plans were affordable, sustainable, and prudent, Prudential Indicators had been set and monitored each year, details of which were shown in Appendix 1 to the report.

The capital programme included several significant regeneration schemes, it was assumed would be financed from General Fund resources. However, subject to detailed design of the schemes, there might be scope to fund them from HRA resources rather than General Fund resources in due course. Detailed funding proposals for each scheme would be considered when the Outline Business Case for each scheme was presented to the Executive for approval.

Details of the main areas of expenditure in the capital programme were set out in the report. The report included a summary of the new bid submitted, the position and profiling of the current capital programme (2020-21 to 2024-25) and the capital vision schemes.

The report had also included the Council's Minimum Revenue Provision policy and the Prudential Indicators.

In relation to treasury management, 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 Council noted that the budget for investment income in 2021-22 was £1.278 million, based on an average investment portfolio of £77.3 million, at an average rate of 1.57%. The budget for debt interest paid was £5.637 million, of which £5.05 million related to the HRA.

In relation to non-financial investments and investment strategy, the Council noted that local authorities 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 this was the main purpose). Investment property was valued at £153.4 million as per the 2019-20 Statement of Accounts, with rent receipts of £8.4 million and a current yield of 6.3%.

The Council had invested £14.3 million in its housing company – North Downs Housing (NDH), via 40% equity to Guildford Holdings Limited (£5.7 million) (who in turn passed the equity to NDH) and 60% loan direct to NDH (£8.6 million) at a rate of base plus 5% (currently 5.1%). The loan was a repayment loan in line with the NDH business plan.

The Capital and Investment Strategy 2021-22 to 2025-26 had also been considered by the Joint Executive Advisory Board at its meeting on 7 January 2021, by the Corporate Governance and Standards Committee at its meeting on 14 January 2021 and by the Executive on 26 January 2021.

Upon the motion of the Lead Councillor for Resources, Councillor Tim Anderson, seconded by the Leader of the Council, Councillor Joss Bigmore, the Council

RESOLVED:

- (1) That the General Fund capital estimates, as shown in Appendices 3 and 4 to the report submitted to the Council (current approved and provisional schemes), as amended to include the new capital bid in respect of the Guildford Economic Regeneration Programme, Appendix 5 (schemes funded from reserves) and Appendix 6 (s106 schemes), be approved.
- (2) That the Minimum Revenue Provision policy, referred to in section 5 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.

Reasons:

- To enable the Council to approve the Capital and Investment strategy for 2021-22 to 2025-26
- To enable the Council, at its budget meeting on 10 February 2021 to approve the funding required for the new capital investment proposals

CO75 HOUSING REVENUE ACCOUNT BUDGET 2021-22

The Council considered a detailed report on the proposed Housing Revenue Account (HRA) budget for 2021-22, which had been built on the estimates and assumptions in the 2019-2049 HRA business plan approved by the Council in February 2019, which would be reviewed in the light of the current pandemic and Brexit as it affected the Council's operating environment.

The Council noted the update information and corrections to the report which were set out in the Order Paper. Councillors noted an error in the report on the calculation of HRA rents. The measure of CPI used in the calculation should be 0.5% (not 0.8%) representing the September CPI published by the Office for National Statistics, as set out in the April 2020 Rent Standard issued by the Regulator of Social housing. This had resulted in a reduction in planned surplus on revenue by £91,480. It was therefore proposed that the rents for 2021-22 should increase by 1.5% being the annual (0.5%) September 2019 to September 2020 Consumer Price Index (CPI) plus 1% prescription.

A 3.4% increase in garage rents was proposed from April 2021.

The HRA estimates had been drafted on the premise of a lower priority to the repayment of debt principal inherited as part of the self-financing HRA settlement as proposed in the business plan.

The report, which included details of progress with the new build programme, together with the proposed investment programme in tenants' homes, had also been considered by the Joint Executive Advisory Board at its meeting on 7 January 2021, whose comments were included therein.

At its meeting held on 26 January 2021, the Executive had, subject to Council approving the budget at this meeting, approved the projects forming the HRA major repairs and improvement

programme, as set out in Appendix 3 to the report and had authorised the Director of Service Delivery to reallocate funding between approved schemes to make best use of the available resources, and to set rents for new developments.

Upon the motion of the Lead Councillor for Housing and Development Control, Councillor Caroline Reeves, seconded by the Lead Councillor for Resources, Councillor Tim Anderson, the Council

RESOLVED:

- (1) That the revised HRA revenue budget for 2021-22, as set out in Appendix 1 to the Order Paper, be approved.
- (2) That a rent increase of 1.5%, comprising the September 2020 CPI (0.5%) plus 1%, as required by the Welfare Reform and Work Act 2016, be implemented.
- (3) That the fees and charges for HRA services for 2021-22, as set out in Appendix 2 to the report, be approved.
- (4) That a 3.4% increase in garage rents be approved for 2021-22.
- (5) That the Housing Investment Programme as shown in Appendix 4 to the report (current approved and provisional schemes), be approved.

Reasons:

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

CO76 BUSINESS PLANNING - GENERAL FUND BUDGET 2021-22

The Council considered a detailed report on the draft General Fund Revenue budget for 2021-22, which included a Council Tax requirement of £10,392,720 (excluding parish precepts) and a Council Tax increase of £5 per year ((2.83%), resulting in a Band D charge of £181.82.

The provisional Local Government Finance Settlement (LGFS) for 2021-22 had been received on 17 December 2020. The figures included in the budget reflected the information contained in the settlement.

The Settlement Funding Assessment comprising the local share of business rates, and revenue support grant, was set out in the provisional LGFS. The settlement had been in line with expectations which enabled the Council to retain £2.929 million of business rates in 2021-22, which was the same amount retained in 2020-21. Core Spending Power had also stayed the same as 2020-21 at £14.090m; however, within the core spending power calculation, the Government had assumed that the Council would raise the Council Tax by the maximum amount (£5 or 3% whichever was the higher).

Overall, the LGFS was positive for the Council as it included additional funding of:

- £153,000 grant to compensate the Council for the Business Rates Multiplier not increasing in line with inflation
- £237,000 lower tier services grant (this was a one-off new grant to support services)
- £623,000 additional COVID 19 funding to help fund the impact of COVID 19 into the new year
- £100,000 Section 31 grant for local council tax support
- £192,000 New Homes Bonus grant for 2021-22 only
- The ability to raise council tax by a maximum of £5 (2.83%) rather than maximum of 2.0%, this additional increase would generate a further £90,000 in council tax income

The Joint Executive Advisory Board had considered the outline budget at its meeting held 11 November 2020.

The Chief Finance Officer (CFO) presented her statutory report to the Council, a copy of which was appended to the main report. The CFO's report 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. Councillors noted that the Council had a budget gap of £1.6million in 2022-23 which would rise to £5.9million by 2025-26. Appendix 3 to the report listed the growth and savings which had been included in the General Fund Summary. In noting the financial risk register at Appendix 4 to the report, the Council acknowledged that the level of reserves was currently sufficient to meet the Council's risks.

The financial monitoring report for the first eight months of 2020-21 had been reported to the Corporate Governance and Standards Committee on 14 January 2021. The projected net expenditure on the General Fund for the current financial year had been estimated to be £8.1million more than the original estimate due mainly to the COVID19 pandemic. Any ongoing variances between actual expenditure and budget identified in 2020-21 had been taken into account when preparing the budget for 2021-22.

Following the Executive's approval of the outline budget in November 2020, the Council had undertaken a public consultation exercise on its priorities for spending. The results of the consultation were included in the report with the detailed findings from the consultation set out in Appendix 5 thereto.

Appendix 6 to the report provided a list of fees and charges for approval as part of the budget. The fees and charges for 2021-22 had been frozen at the same levels approved by Council in February 2020. As part of the spending review, the Government had confirmed that the compensation scheme for Sales, Fees and Charges income would extend in to 2021-22 by three months.

At its meeting held on 26 January 2021, the Executive had considered this report and had endorsed the recommendations therein and approved the transfers to/from reserves of the sums included in the proposed budget at Appendix 2 to the report and had approved the growth and savings bids referred to in the report. The Executive had also noted the findings of the public consultation response set out in Appendix 5.

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.

The Lead Councillor for Resources, Councillor Tim Anderson proposed and the Leader of the Council, Councillor Joss Bigmore, seconded the motion to approve the budget and council tax for 2021-22.

Following the debate, the Council

RESOLVED:

- (1) That the budget be approved, and specifically that the Council Tax requirement for 2021-22 be set at £10,392,720 excluding parish precepts and £12,327,945 to include parish precepts.

- (2) That the Band D Council Tax for 2021-22 (excluding parish precepts) be set at £181.82, an increase of £5.00 (2.83%).
- (3) That the Band D Council Tax for 2021-22 (including parish precepts) be set at £215.68.
- (4) That the Council approves the following, as considered by the Executive on 26 January 2021:
- (i) the General Fund revenue estimates for 2021-22 including proposed fees and charges relating to General Fund services, as set out in Appendix 6 to the report submitted to the Council, as amended by the revised fees and charges for Bereavement Services (see Appendix 3 to this Order Paper);
 - (ii) the Housing Revenue Account estimates for 2021-22, including housing rents (as amended) and other fees and charges;
 - (iii) the Capital and Investment Strategy for 2021-22; and
 - (iv) the Housing Revenue Account capital programme for 2021-22.
- (5) That the Council notes that the Chief Finance Officer, in accordance with the terms of her delegated authority, has calculated the following amounts for the year 2021-22 in accordance with regulations made under Sections 31B (3) and 34(4) of the Local Government Finance Act 1992 (as amended) ('the Act'):
- (i) 57,159.40 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 2021-22 for the whole Council area.
 - (ii) For those parts of the borough to which a parish precept relates:

Parish of	
Albury	617.76
Artington	138.06
Ash	6761.55
East Clandon	141.28
West Clandon	706.10
Compton	479.70
Effingham	1389.38
East Horsley	2493.76
West Horsley	1498.87
Normandy	1344.23
Ockham	264.32
Pirbright	1225.34
Puttenham	308.69
Ripley	902.75
St.Martha	409.50
Seale & Sands	510.12
Send	2042.14
Shackleford	370.31
Shalford	1874.54

Parish of	
Shere	1971.55
Tongham	870.77
Wanborough	177.94
Wisley (Meeting)	96.92
Worplesdon	3451.60

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 2021-22 in accordance with Sections 31 to 36 of the Act:
- (i) £136,535,590 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) £124,207,645 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act
 - (iii) £12,327,945 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) £215.68 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) £1,935,225 being the aggregate amount of all special items (parish precepts) referred to in Section 34(1) of the Act as follows:

Parish of	£
Albury	45,307
Artington	4,255
Ash	489,814
East Clandon	8,354
West Clandon	23,941
Compton	26,873
Effingham	121,770
East Horsley	143,000
West Horsley	83,816
Normandy	147,000
Ockham	15,168
Pirbright	65,608
Puttenham	13,755
Ripley	70,415
St.Martha	16,860
Seale & Sands	19,000

Parish of	£
Send	82,089
Shackleford	15,553
Shalford	98,025
Shere	140,240
Tongham	40,784
Wanborough	6,742
Wisley (Meeting)	0
Worplesdon	256,856
Total	1,935,225

(vi) £181.82 being the amount at sub-paragraph (iv) above less the result given by dividing the amount at sub-paragraph (v) above by the amount at sub-paragraph (i) of paragraph (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

Parish of	£ p
Albury	255.16
Artington	212.64
Ash	254.26
East Clandon	240.95
West Clandon	215.73
Compton	237.84
Effingham	269.46
East Horsley	239.16
West Horsley	237.74
Normandy	291.18
Ockham	239.20
Pirbright	235.36
Puttenham	226.38
Ripley	259.82
St.Martha	222.99
Seale & Sands	219.07
Send	222.02
Shackleford	223.82
Shalford	234.11
Shere	252.95
Tongham	228.66
Wanborough	219.71
Wisley (Meeting)	181.82
Worplesdon	256.24

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

VALUATION BANDS								
Guildford	121.21	141.42	161.62	181.82	222.22	262.63	303.03	363.64

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

- (7) That the Council notes that for the year 2021-22, (i) Surrey County Council (SCC) and (ii) the Police and Crime Commissioner for Surrey (PCCS) have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Act, for each of the categories of dwelling in the Council's area as shown below:

VALUATION BANDS								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
(i) SCC	1,032.72	1,204.84	1,376.96	1,549.08	1,893.32	2,237.56	2,581.80	3,098.16
(ii) PCCS	190.38	222.11	253.84	285.57	349.03	412.49	475.95	571.14

- (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 2021-22 for each of the categories of dwellings shown below in accordance with Section 30(2) of the Act.

Part of the Council's Area:

VALUATION BANDS								
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
PARISH	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Albury	1,393.21	1,625.41	1,857.61	2,089.81	2,554.21	3,018.61	3,483.02	4,179.62
Artington	1,364.86	1,592.34	1,819.81	2,047.29	2,502.24	2,957.20	3,412.15	4,094.58
Ash	1,392.61	1,624.71	1,856.81	2,088.91	2,553.11	3,017.31	3,481.52	4,177.82
East Clandon	1,383.73	1,614.36	1,844.98	2,075.60	2,536.84	2,998.09	3,459.33	4,151.20
West Clandon	1,366.92	1,594.74	1,822.56	2,050.38	2,506.02	2,961.66	3,417.30	4,100.76
Compton	1,381.66	1,611.94	1,842.21	2,072.49	2,533.04	2,993.60	3,454.15	4,144.98
Effingham	1,402.74	1,636.53	1,870.32	2,104.11	2,571.69	3,039.27	3,506.85	4,208.22
East Horsley	1,382.54	1,612.96	1,843.39	2,073.81	2,534.66	2,995.50	3,456.35	4,147.62
West Horsley	1,381.59	1,611.86	1,842.12	2,072.39	2,532.92	2,993.45	3,453.98	4,144.78
Normandy	1,417.22	1,653.42	1,889.63	2,125.83	2,598.24	3,070.64	3,543.05	4,251.66

	VALUATION BANDS							
	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Ockham	1,382.57	1,612.99	1,843.42	2,073.85	2,534.71	2,995.56	3,456.42	4,147.70
Pirbright	1,380.01	1,610.01	1,840.01	2,070.01	2,530.01	2,990.01	3,450.02	4,140.02
Puttenham	1,374.02	1,603.02	1,832.03	2,061.03	2,519.04	2,977.04	3,435.05	4,122.06
Ripley	1,396.31	1,629.03	1,861.75	2,094.47	2,559.91	3,025.35	3,490.78	4,188.94
St. Martha	1,371.76	1,600.39	1,829.01	2,057.64	2,514.89	2,972.15	3,429.40	4,115.28
Seale & Sands	1,369.15	1,597.34	1,825.53	2,053.72	2,510.10	2,966.48	3,422.87	4,107.44
Send	1,371.11	1,599.63	1,828.15	2,056.67	2,513.71	2,970.75	3,427.78	4,113.34
Shackleford	1,372.31	1,601.03	1,829.75	2,058.47	2,515.91	2,973.35	3,430.78	4,116.94
Shalford	1,379.17	1,609.04	1,838.90	2,068.76	2,528.48	2,988.21	3,447.93	4,137.52
Shere	1,391.73	1,623.69	1,855.64	2,087.60	2,551.51	3,015.42	3,479.33	4,175.20
Tongham	1,375.54	1,604.80	1,834.05	2,063.31	2,521.82	2,980.34	3,438.85	4,126.62
Wanborough	1,369.57	1,597.84	1,826.10	2,054.36	2,510.88	2,967.41	3,423.93	4,108.72
Wisley *	1,344.31	1,568.37	1,792.42	2,016.47	2,464.57	2,912.68	3,360.78	4,032.94
Worplesdon	1,393.93	1,626.25	1,858.57	2,090.89	2,555.53	3,020.17	3,484.82	4,181.78
TOWN AREA								
Guildford	1,344.31	1,568.37	1,792.42	2,016.47	2,464.57	2,912.68	3,360.78	4,032.94

*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 2021-22 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 2021-22 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 2021-22 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 approves the annual statement of accounts for Wisley Parish Meeting, which is currently dormant, for the year ended 31 March 2020, as set out below:

	Year ending	
	31 March 2019 £	31 March 2020 £
1. Balances brought forward	3,525	3,551
2. (+) Annual precept	Nil	Nil
3. (+) Total other receipts	26	28
4. (-) Staff costs	Nil	Nil
5. (-) Loan interest/capital repayments	Nil	Nil
6. (-) Total other payments	Nil	Nil
7. (=) Balances carried forward	3,551	3,579
8. Total cash and investments	3,551	3,579
9. Total fixed assets and long-term assets	Nil	Nil
10. Total borrowings	Nil	Nil

Reason for Decision:

To enable the Council to set the Council Tax requirement and council tax for the 2021-22 financial year.

Result of the Recorded Vote:

The motion to adopt the Budget and Council Tax resolution above was approved, with forty-two councillors voting in favour, none voting against and one abstention, as follows:

FOR:

Councillor Paul Abbey
 Councillor Tim Anderson
 Councillor Jon Askew
 Councillor Christopher Barrass
 Councillor Joss Bigmore
 Councillor David Bilbe
 Councillor Chris Blow
 Councillor Dennis Booth
 Councillor Colin Cross
 Councillor Graham Eyre
 Councillor Andrew Gomm
 Councillor Angela Goodwin
 Councillor David Goodwin
 Councillor Angela Gunning
 Councillor Jan Harwood
 Councillor Liz Hogger
 Councillor Tom Hunt
 Councillor Gordon Jackson

AGAINST:

ABSTAIN:

Councillor Paul Spooner

FOR:

Councillor Diana Jones
Councillor Steven Lee
Councillor Nigel Manning
Councillor Ted Mayne
Councillor Julia McShane
Councillor Ann McShee
Councillor Bob McShee
Councillor Masuk Miah
Councillor Marsha Moseley
Councillor Ramsey Nagaty
Councillor Susan Parker
Councillor George Potter
Councillor Jo Randall
Councillor John Redpath
Councillor Maddy Redpath
Councillor Caroline Reeves
Councillor John Rigg
Councillor Tony Rooth
Councillor Will Salmon
Councillor Pauline Searle
Councillor James Steel
Councillor James Walsh
Councillor Fiona White
Councillor Catherine Young

AGAINST:**ABSTAIN:****CO77 DESIGNATION OF MONITORING OFFICER**

The Council considered a report on the designation of the Monitoring Officer in light of the pending departure of Sarah White on 24 February 2021.

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.

The report noted that officers were currently consulting with legal services staff on restructuring the legal services team. The proposed structure predominantly reverted back to the structure proposed and consulted upon as part of Future Guildford Phase A. Under that structure, the post of Lead Legal Specialist was deemed to be the most appropriate to be designated as the Council's Monitoring Officer as the role was the Council's most senior legal officer and solicitor. Whilst there was no specific requirement for the most senior solicitor or legal officer of any Council to be the Monitoring Officer, it was common practice for the monitoring officer to be a fully qualified solicitor given that part of the role was to ensure the Council's compliance with laws and regulations.

The role of Lead Legal Specialist required the post holder to be a qualified solicitor with significant post qualification experience and experience of working in a public sector environment. The Lead Legal Specialist was the 'head of profession' for legal services at the Council. It was recommended therefore that Diane Owens (Lead Specialist – Legal) be designated as the Monitoring Officer for the Council with effect from 25 February 2021 on the basis that she was currently the Senior Deputy Monitoring Officer and already held the post of Lead Legal Specialist.

In accordance with Officer Employment Procedure Rule 4 (a), the formal designation of the Monitoring Officer was undertaken by full Council on the recommendation of the Employment Committee. The Employment Committee had met on 1 February and had endorsed the recommendation to designate Diane Owens as the Council's Monitoring Officer.

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

RESOLVED: That, in accordance with Section 5 of the Local Government and Housing Act 1989 (as amended), Diane Owens (Lead Specialist – Legal) be designated as the Monitoring Officer for the Council with effect from 25 February 2021.

Reason:

As a qualified solicitor with many years of local government experience carrying out both legal services and monitoring officer duties at a number of different councils, Diane Owens is currently the Senior Deputy Monitoring Officer and already holds the post of Lead Legal Specialist. Diane Owens is therefore considered to be the most suitable officer to be designated as Monitoring Officer.

CO78 MINUTES OF THE EXECUTIVE

The Council received and noted the minutes of the meetings of the Executive held on 24 November 2020 and 5 January 2021.

CO79 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 9.32 pm

Signed

Mayor

Date

GUILDFORD BOROUGH COUNCIL

Minutes of an extraordinary meeting of Guildford Borough Council held via Microsoft Teams on Thursday 4 March 2021

- * 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 Paul Spooner |
| * Councillor Tom Hunt | * Councillor James Steel |
| Councillor Gordon Jackson | * Councillor James Walsh |
| * Councillor Diana Jones | Councillor Fiona White |
| * Councillor Steven Lee | * Councillor Catherine Young |
| * Councillor Nigel Manning | |

*Present

CO80 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Graham Eyre, Gordon Jackson, Susan Parker, and Fiona White.

CO81 DISCLOSURES OF INTEREST

There were no declarations of disclosable pecuniary interests.

Councillor David Bilbé declared a non-pecuniary interest in relation to agenda item 7 (Local Government Act 1972 (Section 91) - Normandy Parish Council) on the basis that he was the single ward councillor for Normandy and confirmed that this would not affect his objectivity in relation to the consideration of the matter.

CO82 MAYOR'S COMMUNICATIONS

The Mayor noted that Ahmadiyya Muslim Association (AMA) had invited the Leader of the Council to their 'Big Mercy 4 Mankind 'Thank You' event on 26 February 2021, where he presented the group award and during his vote of thanks announced that our Mayor's Awards presentation ceremony would be streamed live on Wednesday 21 April, and that further details would be announced in due course.

The Mayor congratulated the AMA for hosting the event and thanked all local volunteers for the support they had provided throughout the pandemic and for those playing such a key role in the vaccine programme.

The Mayor reported that, on 3 March 2021, he had attended the virtual launch of the new Special Care Baby Unit and the Royal Surrey County Hospital, which was also attended by the MPs for Guildford and South West Surrey. Guildford was very fortunate to have such first-class facilities at the hospital together with such dedicated staff.

The Mayor was very pleased to report that both he and the Mayoress had received their Covid vaccine jabs recently encouraged everyone to take up the offer of the vaccine as soon as they were contacted.

Finally, the Mayor thanked the Deputy Mayor, Councillor Marsha Moseley who had deputised for him during his convalescence.

CO83 LEADER'S COMMUNICATIONS

The Leader reported on the huge optimism nationally about the impact of the vaccination programme and the current lockdown. Guildford had very low case rates, the lowest in Surrey and in the lowest 10% of the country. He indicated that there were plans to reopen our markets, to discuss the staging of summer events and to move closer to the day when we could see our friends and families.

Following the decisions taken by the Executive on 16 February 2021, the Council was engaging with the LGA and Waverley Borough Council to map the process by which options would be investigated for collaboration. The Leader hoped that there would be some firm options to debate within a couple of months.

The Leader announced that the Local Government Boundary Commission for England had agreed recently to extend the deadline for receipt of warding pattern submissions by a further two months so that we would have appropriate time to consider this important work.

CO84 PUBLIC PARTICIPATION

Ms Roshan Bailey (resident of Normandy) made a statement in respect of the matter referred to in agenda item 7 (see Minute CO86 below).

Ms Bailey commented that she was grateful for the proposed intervention by the Borough Council with the appointment of temporary parish councillors to Normandy Parish Council to re-establish a functioning Parish Council to support the local community. In particular, Ms Bailey looked forward to the parish council being able to address some of the high priority issues affecting the parish council, which could not wait until after the elections in May.

In response, the Leader of the Council, Councillor Joss Bigmore thanked Ms Bailey and assured her that the councillors proposed as temporary parish councillors were very keen to get on with the task of re-establishing a functioning parish council and had scheduled an informal early meeting to make sure that they are prepared for what needed to be done and returning some stability to the parish council in advance of the elections.

CO85 QUESTIONS FROM COUNCILLORS

There were no questions from councillors.

CO86 LOCAL GOVERNMENT ACT 1972 (SECTION 91) - NORMANDY PARISH COUNCIL

The Council had been informed that seven parish councillors had resigned recently from Normandy Parish Council.

The statutory notices of vacancy had been published and written requests for an election to fill the vacancies had been received from the required minimum of ten electors residing within the parish. The election would take place on 6 May 2021.

The effect of these resignations was that the Parish Council was now inquorate – with two remaining parish councillors – and unable to meet lawfully to transact the business of the Parish Council.

Councillors considered a report which asked the Council to make an order under Section 91 of the Local Government Act 1972 to make temporary appointments to Normandy Parish Council to fill some or all of the vacancies pending the outcome of the election. The effect of making the temporary appointments was to enable the Parish Council to conduct its business lawfully until then.

As this was the first occasion that a local parish council had become inquorate for many years, it was proposed that the Council delegated its power to make Section 91 orders to the Managing Director, in consultation with the Leader of the Council, political group leaders, local ward councillors, and the Monitoring Officer. It was also proposed that the Council should adopt a procedure for dealing with inquorate parish councils in the future, a copy of which was set out in Appendix 1 to the report.

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

RESOLVED:

- (1) That an order be made under Section 91 of the Local Government Act 1972, the effect of which is to appoint on a temporary basis the following persons to fill five of the vacancies on Normandy Parish Council so that the Parish Council is quorate and can continue to act:
 - Councillor David Bilbé
 - Councillor Bob McShee
 - Councillor Ramsey Nagaty
 - Councillor Paul Spooner
 - Councillor Fiona White
- (2) That authority be delegated to the Managing Director, in consultation with the Leader of the Council, political group leaders, local ward councillor(s), and the Monitoring Officer, to make orders under Section 91 of the Local Government Act 1972 should a similar situation arise in future in respect of any parish council in the borough, following the procedure set out in Appendix 1 to the report submitted to the Council.

Reasons:

- (1) Section 91 of the Local Government Act 1972 allows the Borough Council to appoint a sufficient number of persons to act as parish councillors on a temporary basis, to enable the work of the Parish Council to continue until it has a sufficient number of elected parish councillors to be quorate.
- (2) To enable the Borough Council to act quickly in the future should any parish council within the borough become inquorate.

CO87 AMENDMENTS TO PAY POLICY STATEMENT 2021-22

The Council was reminded that the Public Sector Exit Pay Cap Regulations, which came into force on 4 November 2020, implemented a £95,000 cap on exit payments in respect of staff and the Council, at its meeting on 8 December 2020, had approved the amended Pay Policy Statement 2020-21 to reflect the Regulations. The Pay Policy Statement 2021-22 had been approved by the Council at its meeting on 10 February 2021. However, on 12 February 2021, the Government had revoked the Regulations, which meant that the 2021-22 Pay Policy Statement now needed to be amended.

The Council considered a report, which had also been considered by the Employment Committee on 3 March 2021, which set out details of the required amendments to the Pay Policy Statement. The Committee had endorsed the proposed amendments.

Upon the motion of the Leader of the Council, Councillor Joss Bigmore, seconded by the Lead Councillor for Resources, Councillor Tim Anderson, the Council

RESOLVED: That the proposed amendments to the Pay Policy Statement for the 2021-22 financial year, shown by way of tracked changes in Appendix 1 to the report submitted to the Council, be approved.

Reason:

The Pay Policy Statement 2021-22 requires amendment following the Government's revocation of the Public Sector Exit Pay Cap announced on 12 February 2021.

CO88 EXCLUSION OF THE PUBLIC

Upon the motion of The Mayor, Councillor Richard Billington, seconded by the Deputy Mayor, Councillor Marsha Moseley, the Council

RESOLVED: That under Section 100A(4) of the Local Government Act 1972 (as amended), the public be excluded from the meeting for consideration of the business contained in agenda item 10 on the grounds that it involved the likely disclosure of exempt information, as defined in paragraph 1 of Schedule 12A to the Act.

CO89 PROPOSED REDUNDANCY TERMINATION PAYMENTS ABOVE £95,000

In the light of the amendments that the Council had approved to the Pay Policy Statement for 2021-22 proposed in agenda item 8 on the agenda due to the recent revocation of the Public Sector Exit Pay Cap Regulations 2020, the Council was invited to consider two proposed redundancy termination payments which exceeded, in both cases, the £95,000 threshold.

The Council considered a report on this matter, which had also been considered by the Employment Committee on 3 March 2021. The Committee had endorsed the proposed redundancy termination payments.

The Leader of the Council, Councillor Joss Bigmore proposed, and the Lead Councillor for Resources, Councillor Tim Anderson seconded, a motion to approve the proposed payments.

During the debate, the Leader of the Council agreed in respect of future reports on proposed redundancy termination payments in excess of £95,000 to:

- (a) provide a breakdown of how the figures suggested for payment were reached, and
- (b) look at how the information in such reports might be more transparently provided

Having considered the report, the Council

RESOLVED: That the proposed termination payments associated with the redundancy of two posts which exceed £95,000, as set out in the table in paragraph 3.1 of the report submitted to the Council, be approved.

Reason:

To enable the payment of the full entitlement of termination pay to two employees whose posts have been made, or proposed to be made, redundant.

CO90 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 7.50 pm

Signed
Mayor

Date