

THE DISTRICT COUNCIL OF TANDRIDGE

Minutes of the Annual Meeting of the Council held in the Council Chamber, Council Offices, Station Road East, Oxted on Thursday the 24th May 2018 at 7.30 p.m.

PRESENT: Councillors Ainsworth, Allen, Black, Blake-Thomas, Bloore, Bourne, Botten, Cannon, Childs, Connolly, Cooley, D.Cooper, M.Cooper, Davies, Duck, Elias, Farr, Fisher, Fitzgerald, Gray, Harwood, Jecks, Jones, Lee, Lockwood, Manley, Mills, Morrow, Orrick, Parker, Pursehouse, Ridge, Rujbally, Sayer, Steeds, Steer, Wates, White and Wren.

APOLOGIES FOR ABSENCE: Councillors Dennis, Dunbar and Vickers.

The meeting was preceded with a prayer read by the Reverend Michelle Edmonds of All Saints Church, Warlingham.

1. VOTE OF THANKS TO THE RETIRING CHAIR OF THE COUNCIL

Councillor Black, the retiring Chair, reflected upon her year in office and thanked all concerned for the support she had received. Councillor Harwood responded by paying tribute to Councillor Black's work as Chair during the previous year.

2. ELECTION OF THE CHAIR OF THE COUNCIL FOR 2018/19

The Council proceeded with the election of a Chair for 2018/19. Councillor Cooley was nominated. There were no other nominations.

RESOLVED – that Councillor Cooley be elected Chair for the ensuing year.

Councillor Cooley then took the Chair and expressed thanks for the honour conferred upon him.

3. ELECTION OF THE VICE-CHAIR OF THE COUNCIL FOR 2018/19

The Council proceeded with the election of a Vice-Chair for 2018/19. Councillor Dunbar was nominated. There were no other nominations.

RESOLVED – that Councillor Dunbar be elected Vice-Chair for the ensuing year.

4. MINUTES

The Minutes of the Council meeting held on the 19th April 2018 were confirmed and signed by the Chair.

5. CHAIR'S ANNOUNCEMENTS

The Chair welcomed several Members present who had either joined or re-joined the Council following the District elections on the 3rd May (namely Councillors Robin Bloore, Kevin Bourne, Chris Farr, Jeffrey Gray, Lynn Mills, John Orrick, Mark Ridge, Catherine Sayer and Sir Nicholas White).

6. REPORTS OF COMMITTEES

RESOLVED – that the reports of the following Committees be received and the recommendations contained therein adopted:

Overview & Scrutiny Committee – 10th April 2018; and

Planning Committee – 26th April 2018

7. MEMBERS' ATTENDANCES 2017/18

In accordance with Standing Order No. 26, a list of Members' attendances at Council, Committee and Sub-Committee meetings for the previous year had been circulated with the agenda.

RESOLVED – that the list be received.

8. COMMITTEE MEMBERSHIP 2018/19

The Council considered a report to enable it to appoint its Committees and Sub-Committees for the 2018/19 Municipal Year (including the allocation of seats in accordance with political balance requirements). The report included associated proposals for:

- the appointment of substitutes on Committees; and
- Members' Allowances (which could result in a saving in the cost of Special Responsibility Allowances)

RESOLVED – that

A. the Council's Policy Committees for 2018/19 be:

- Community Infrastructure Levy (CIL)
- Community Services
- Finance
- Housing
- Planning Policy
- Strategy & Resources

B. the terms of reference and delegation of powers to the CIL, Finance and Strategy & Resources Committees be in accordance with **Appendices 'A' to 'C'**;

- C. subject to future consideration by the Council of the views of an Independent Remuneration Panel, Schedule 1 of the Members' Allowances Scheme be revised in order to:
- (i) entitle the Chairs and Vice-Chairs of the CIL, Finance and Strategy & Resources Committees to Special Responsibility Allowances and to delete references to the Resources Committee;
 - (ii) reduce allowances for all Vice-Chairs from £1,494 to £747;
 - (iii) stipulate that the Leader of the Council shall not be entitled to any other Special Responsibility Allowance;
- D. the Independent Remuneration Panel (referred to in C above) also be asked to consider the payment of the Special Responsibility Allowance for the 'Leader of the Opposition' in the event of there being an equal number of Members in the largest minority groups;
- E. the allocation of seats to the Council's Committees and Sub-Committees for 2018/19, in accordance with the political balance requirements of the Local Government and Housing Act 1989, be as per the tables in 4.4 and 4.5 of the report;
- F. each Political Group be entitled to appoint a substitute Member for each Committee;
- G. the current requirement for the Chair of the Planning Committee to also be the Chair of the Licensing Committee be dispensed with;
- H. the following amendments be made to Part A of the Council's Constitution (Standing Orders for meetings and general governance) to reflect recommendations A, F and G above:

Standing Order 14 – Committees

- (1) *The Policy Committees of the Council are:*

Community Infrastructure Levy (CIL)
Community Services
Finance
Housing
Planning Policy
Strategy & Resources
~~Resources~~

- (2) *The Regulatory / Statutory / other Committees of the Council are:*

Planning Committee (regulatory)
Licensing Committee (regulatory with policy functions)
Overview & Scrutiny Committee
Standards Committee

Standing Order 18 - Committees - election of Chairs, appointment of Vice-Chairs and appointment of Sub-Committees

- (1) *At the conclusion of the Annual Meeting of the Council, each Committee (subject to (2) below in respect of Licensing) shall elect a Chair and appoint a Vice-Chair ~~Vice-Chairs and Sub-Committees~~ for the year. For each of these meetings the Chair of the Council (or in his absence the Vice-Chair of the Council) shall preside.*
- (2) *~~The Chair of the Planning Committee shall also be the 'ex-officio' Chair of the Licensing Committee. However, in all other instances, No member of the Council shall be Chair of more than one Committee.~~*
- (3) *If other business needs to be transacted at these meetings the Chair or the Vice-Chair of the Council shall vacate the chair in favour of the appropriate newly elected Chair of the Committee or in his absence one of the newly appointed Vice-Chair of the Committee.*
- (4) *In the absence of the Chair and Vice-Chair from a meeting, the Committee shall elect one of its Members to preside at the meeting.*

Standing Order 20 - Sub-Committees

- (1) *Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.*
- (2) *Each Sub-Committee shall elect a Chair at its first meeting of the Municipal Year.*
- ~~(3) *Every Political Group may appoint a substitute Member for each Sub-Committee.*~~
- ~~(4) *A substitute member of any Sub-Committee shall, in the absence of the appointed Member, be entitled to attend, speak and vote at the meeting but should the appointed Member arrive during the course of the proceedings, the substitute Member, after completion of the Item of business under consideration, subject to Standing Order No. 23, shall be required to withdraw from further participation.*~~

**Standing Order No. 21
Committees and Sub-Committees - substitutes and quorum**

- (1) *Every Political Group may appoint a substitute Member for each Committee and Sub-Committee.*
- (2) *A substitute member of any Committee and Sub-Committee shall, in the absence of the appointed Member, be entitled to attend, speak and vote at the meeting but should the appointed Member arrive during the course of the proceedings, the substitute Member, after completion of the Item of business under consideration, subject to Standing Order No. 23, shall be required to withdraw from further participation.*
- (3) *The quorum for Committee and Sub-Committee meetings shall be:*
 - *at least one quarter of the membership of the Committee or Sub-Committee; or*

- *three Members*

....whichever is the greater number.

- I. the following amendments be made to Part E of the Council's Constitution (Delegation of powers to Committees) to reflect recommendation B above:
 - (i) insertion of the terms of reference and delegation of powers to the Community Infrastructure Levy Committee, Finance Committee and Strategy & Resources Committee as per Appendices 'A' to 'C'; and
 - (ii) deletion of the Resources Committee, CIL Sub-Committee, Rent Subsidy Grants Sub-Committee and the Treasury & Investment Sub-Committee;
- J. authority be delegated to the Chief Executive to make consequential amendments to other parts of the Constitution arising from the recommendations in the report; and
- K. the membership of Committees and Sub-Committees for 2018/19 be as per **Appendix 'D'**.

NOTE: In accordance with Standing Order 24, Councillors Bourne, Davies, Farr, Lockwood, Manley, Mills, Sayer, White and Wren wished it recorded that they voted against recommendations A, B, E, and F to J above.

9. TIMETABLE OF MEETINGS FOR 2018/19

RESOLVED – that the timetable of meetings for 2018/19, attached at **Appendix 'E'** to these minutes, be adopted.

10. APPOINTMENTS TO OUTSIDE BODIES 2018/19

RESOLVED – that the appointments to outside bodies, attached at **Appendix 'F'** to these minutes, be agreed.

11. ANNUAL POLICY STATEMENT

In accordance with Standing Order No 6 (2), Councillor Fisher, in his capacity as Leader of the Administration, made a Policy Statement covering the 2018/19 Municipal Year.

Councillors Botten, Wren and Allen responded as Leaders of the Liberal Democrat; OLRG & Independent Alliance; and Independent Groups respectively.

Rising: 8:40 p.m.

APPENDIX 'A'

APPENDIX 'A'

Terms of reference and delegation of powers to the Community Infrastructure Levy (CIL) Committee

COMMUNITY INFRASTRUCTURE LEVY (CIL) COMMITTEE

1. TERMS OF REFERENCE

- A. To determine CIL allocation criteria and applications for CIL funding.
- B. To monitor CIL income, expenditure and disbursements to Parish Councils.
- C. Subject to the agreement of the Chief Executive and in consultation with the respective Policy Committee Chairs, to deal exclusively with any matter that also falls within the terms of reference of another Policy Committee / other Policy Committees and to resolve such matters unless reserved for determination by Full Council.

2. TO RECOMMEND

- (i) Changes to the Committee's Terms of Reference.
- (ii) Other matters under the Committee's jurisdiction which, by virtue of statutory provision, must be determined by full Council.

3. TO RESOLVE

- (i) Revisions to CIL allocation criteria; and
- (ii) CIL allocations upon consideration of applications and associated representations.

4. DELEGATION TO OFFICERS

- 1. To the Chief Executive and other Chief Officers the power to implement Council/Committee policies and deal with the day-to-day management of services relevant to this Committee, including the discharge of all functions of the Council, except for those which are identified above as reserved for determination by the Council, Committee or Sub-Committee.
- 2. The officers referred to in 1. above have the power in turn to delegate to other officers of their choice, the power to deal on their behalf and in their name with any of the above functions. Such delegation shall be in writing and signed by the relevant Chief Officer and may contain such limitations or be subject to such conditions as that Officer shall decide.

Terms of reference and delegation of powers to the Finance Committee

FINANCE COMMITTEE

1. TERMS OF REFERENCE

- A. To carry out shareholder functions of Council owned holding and property investment companies.
- B. To be responsible for the general administration and overall financial framework of the Council including:-
- (i) administration of Council Tax ;
 - (ii) benefits administration;
 - (iii) treasury management (including strategies for borrowing and investment);
 - (iv) financial oversight of the procurement process for significant contracts being tendered by the Council (including those for IT and waste collection).
- C. Subject to the agreement of the Chief Executive and in consultation with the respective Committee Chairs, to deal exclusively with any matter that also falls within the terms of reference of another Policy Committee / other Policy Committees and to resolve such matters unless reserved for determination by Full Council.

2. TO RECOMMEND

- (i) New policies or changes in policy within the remit of the Committee which would require resources beyond those allocated to the Committee.
- (ii) Freehold disposals of General Fund assets worth over £1 million.
- (iii) Leasehold disposals of General Fund assets for:
 - periods over 99 years; and
 - periods of between 16 and 99 years if the annual rental valuation is more than £75,000 plus premium
- (iv) Annual pay policy statements.
- (v) Changes to the Committee's Terms of Reference.
- (vi) Other matters under the Committee's jurisdiction which, by virtue of statutory provision, must be determined by full Council.

3. TO RESOLVE

- (i) Annual strategies for the prudent investment of surplus funds held in the Council's accounts (representing income received in advance of expenditure and cash balances and reserves held for future use) having regard to:
 - both the security and liquidity of investments; and
 - the advice of the Council's treasury consultants.... before seeking the highest rate of return.
- (ii) Relevant performance indicators to measure the effectiveness of financial investment strategies.
- (iii) Any modifications to investment policy during the course of the year to reflect the availability of funds and/or prevailing economic circumstances following an assessment of investment performance against the indicators referred to in (ii) above.
- (iv) The following shareholder functions of Council owned holding and property investment companies:
 - approving the Memorandum of Articles of Association
 - approving a Shareholder Agreement between the company and the Council (this agreement will capture how the Council, as shareholder, will exercise its control over the Company and the expectations for performance delivery)
 - approving the Business Plan (this will be developed to cover a rolling 5-year period of investment activity which will include an analysis of the market, investment strategy and outlook, target returns in line with the prevailing market conditions and will outline the company's planned operations and financial forecasts - it will be reviewed annually)
 - appointing a Company Secretary and Auditor
 - appointing a Managing Director and Director(s) to the company (they will be members of the Property Board tasked with the day to day management of the business)
 - approving a Resourcing Agreement regarding the company's use, where required, of Council staff and facilities to further its business objectives
 - approving loan draw down facilities for the company and loan agreements, setting out the funding arrangements between the Council and the company
 - reviewing performance reports.
- (v) The formation of other subsidiary companies and special purpose vehicles as deemed necessary to support property projects.

- (vi) Freehold disposals of General Fund assets worth between £250,000 and up to £1 million (the Chief Executive can determine freehold disposals of assets worth less than £250,000 in consultation with the Chair of the Committee).
- (vii) Leasehold disposals of General Fund assets for:
- periods between 16 and 99 years if the annual rental valuation is up to £75,000 plus premium; and
 - periods up to 16 years if the annual rental valuation is more than £75,000
- (Authority is delegated to the Chief Executive, in consultation with the Chair of the Committee, to approve leasehold disposals of General Fund assets of up to 16 years and with an annual rental valuation of up to £75,000).
- (viii) Determination of applications by community organisations for rental subsidies in respect of their use of Council owned land.
- (ix) Use of the Property Investment Fund to purchase or develop land or buildings within or outside the District above £10 million but less than £20 million in value (including by means of a loan to a Local Authority owned company) in accordance with the criteria specified within Financial Regulation 17.
- (x) Use of the Development Fund to purchase of land or buildings within the District (which do not meet the criteria of the Property Investment Fund) above £5million but less than £10 million in value in accordance with the criteria specified within Financial Regulation 17.
- (xi) Responses to consultations from the Government, other authorities and external agencies where there is a potentially significant impact upon the delivery of services falling under the remit of the Committee.
- (xii) The writing off of irrecoverable debts in excess of £10,000 with the exception of a National Non-Domestic Rate liability which is no longer recoverable owing to the business having become Insolvent; the company having dissolved; or the sole trader having been made bankrupt. (**Note:** the writing of off rent arrears is dealt with by the Housing Committee).
- (xiii) Approval of the Council's annual statements of accounts.
- (xiv) Issues arising out of the financial audit of the accounts.
- (xv) Determination of the tax base for Council Tax purposes.
- (xvi) The seeking of deemed planning consents.
- (xvii) Rents and charges for services, accommodation and land.
- (xviii) Local Land Charges.
- (xix) Street names, house names and street numbering records.

4. DELEGATION TO OFFICERS

1. To the Chief Executive and other Chief Officers the power to implement Council/Committee policies and deal with the day-to-day management of services relevant to this Committee, including the discharge of all functions of the Council, except for those which are identified above as reserved for determination by the Council, Committee or Sub-Committee.
2. The officers referred to in 1. above have the power in turn to delegate to other officers of their choice, the power to deal on their behalf and in their name with any of the above functions. Such delegation shall be in writing and signed by the relevant Chief Officer and may contain such limitations or be subject to such conditions as that Officer shall decide.

Terms of reference and delegation of powers to the Strategy & Resources Committee

STRATEGY & RESOURCES COMMITTEE

1. TERMS OF REFERENCE

- A. To be responsible for the general administration and overall policy/financial framework of the Council including:-
- (i) Civic matters (the Appointment of Representatives on Outside Bodies with the exception of the list considered at the Annual Meeting of the Council; Members' Allowances; Conferment of a Title of Honorary Alderman; and Regalia).
 - (ii) Arrangements for the appointment of, and disciplinary action against, Chief Officers.
 - (iii) Land and Buildings not within the purview of any other Committee.
 - (iv) The annual budget preparation process and consideration of overall Committee budgets, including the setting of Council Tax and prudential indicators.
 - (v) Formulation and review of the Constitution.
 - (vi) Formulating and reviewing emergency plans;
 - (vii) Publicity/public relations/complaints procedure.
 - (viii) Formulating, implementing and reviewing corporate and financial strategies (e.g. those relating to IT; Data Protection; Community Safety; Risk Management; and Asset Management) which do not fall within the remit of other Committees.
 - (ix) Health & Wellbeing.
- B. Prepare and annually review a Committee Service Plan.
- C. Subject to the agreement of the Chief Executive and in consultation with the respective Policy Committee Chairs, to deal exclusively with any matter that also falls within the terms of reference of another Policy Committee / other Policy Committees and to resolve such matters unless reserved for determination by Full Council.

2. TO RECOMMEND

- (i) New policies or changes in policy within the remit of the Committee which would require resources beyond those allocated to the Committee.
- (ii) Financial programmes for overall revenue and capital expenditure, including the medium term financial strategy and, as part of the annual budget setting process, the level of Council Tax and Prudential Indicators.
- (iii) Changes of use of Council owned (General Fund) land, subject to consultation with other Policy Committees who may be responsible for services currently operating from the land in question.
- (iv) Civic matters as detailed in 1.A (i) above.
- (v) Making of Byelaws for Good Rule and Government and the suppression of nuisance within the remit of this Committee.
- (vi) Polling District and Community Governance Reviews.
- (vii) Significant revisions to the Constitution (subject to other Policy Committees being able to make recommendations direct to Council about proposed changes to their Terms of Reference).
- (viii) Changes to the Committee's Terms of Reference.
- (ix) Other matters under the Committee's jurisdiction which, by virtue of statutory provision, must be determined by full Council.

3. TO RESOLVE

- (i) New policies or changes in policy within the remit of the Committee which can be accommodated within the Committee's overall allocation of resources.
- (ii) Responses to consultations from the Government, other authorities and external agencies where there is a potentially significant impact upon the delivery of services falling under the remit of the Committee.
- (iii) Use of the Property Investment Fund to purchase or develop land or buildings within or outside the District of £20 million or above in value (including by means of a loan to a Local Authority owned company) in accordance with the criteria specified within Financial Regulation 17.
- (iv) Use of the Development Fund to purchase of land or buildings within the District (which do not meet the criteria of the Property Investment Fund) of £10 million or above in value in accordance with the criteria specified within Financial Regulation 17.
- (v) Approval of the Council's annual statements of accounts.
- (vi) Issues arising out of the financial audit of the accounts.

4. DELEGATION TO THE CHIEF OFFICER SUB-COMMITTEE

4.1 Definition of Chief Officer

For the purpose of this Sub-Committee's terms of reference, the term 'Chief Officer' covers the posts of:

- Chief Executive
- Strategic Directors of People, Place and Resources
- Financial Lead Specialist ('Section 151 Officer')
- Monitoring Officer

4.2 Membership

The Sub-Committee shall comprise:

- the Leader of the Council
- the Deputy Leader of the Council
- the Chair or Vice-Chair of the Committee which is responsible for the majority of services falling under the post which is the subject of the meeting (or any other Member of the relevant Committee nominated by the Leader of the Council)
- the Leader or Deputy Leader of the largest minority Political Group(s).

4.3 Terms of Reference

To: short list and interview candidates for the post of Chief Executive and to recommend such appointments to the Council; interview shortlisted candidates for other Chief Officer posts and to determine such appointments; consider disciplinary matters in respect of the Chief Executive and other Chief Officers, including the appointment of independent panels in accordance with Schedule 3 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (Minute 63, 2015/16 - Resources Committee, 30th June 2015 also refers).

4.4 To Recommend (to full Council):

- (i) the appointment of the Chief Executive;
- (ii) dismissal of the Chief Executive, Monitoring Officer or Chief Finance Officer following consideration of the advice, views or recommendations of an independent advisory panel (4.4 (iv) below refers) and other matters specified in Schedule 3 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

4.5 To Resolve:

- (i) the short listing of candidates for the post of Chief Executive;
- (ii) appointments to Chief Officer posts (other than the Chief Executive);
- (iii) the appointment of an Independent Investigator to investigate allegations of misconduct against the 'Head of the Authority's paid service (Chief Executive);
- (iv) the appointment of an independent advisory panel in accordance with Schedule 3 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 to consider the findings of formal investigations into misconduct allegations against the 'Head of the Authority's paid service (Chief Executive); Monitoring Officer (Head of Legal Services) and the Chief Finance Officer;
- (v) disciplinary action against the Chief Executive, Monitoring Officer or Chief Finance Officer (other than dismissal) following (except in the case of a decision to suspend him/her) consideration of the advice, views or recommendations of the independent advisory panel referred to in (iv) above; and
- (vi) appeals from Chief Officers (other than those specified in (iv) above) against disciplinary action taken against them by the Chief Executive.

-APPENDIX 'D'

APPENDIX 'D'

COMMITTEE MEMBERSHIPS FOR 2018/19

(the Chairs and Vice Chairs, as identified below, were appointed at the series of short meetings that followed Annual Council)

Community Infrastructure Levy		
1	Con	Childs
2	Con	Cooper
3	Con	Duck
4	Con	Fitzgerald
5	Con	Harwood (Chair)
6	Con	Steer (Vice Chair)
7	Lib Dem	Jones
8	Lib Dem	Lee
9	OLRG IA	Farr
10	OLRG IA	Lockwood
11	OLRG IA	White
<i>Sub</i>	<i>Con</i>	<i>Black</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Rujbally</i>

Community Services Committee		
1	Con	Bloore
2	Con	Cannon (Chair)
3	Con	Elias
4	Con	Ridge
5	Con	Steeds
6	Con	Vickers (Vice Chair)
7	Lib Dem	Lee
8	Lib Dem	Orrick
9	Lib Dem	Rujbally
10	OLRG IA	Wren
11	OLRG IA	Manley
<i>Sub</i>	<i>Con</i>	<i>Blake-Thomas</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>D. Cooper</i>

Finance Committee		
1	Con	Cooley
2	Con	Cooper (Vice Chair)
3	Con	Elias (Chair)
4	Con	Jecks
5	Con	Steer
6	Con	Wates
7	Lib Dem	Botten
8	Lib Dem	Orrick
9	OLRG IA	Bourne
10	OLRG IA	Davies
11	Ind Group	Allen
<i>Sub</i>	<i>Con</i>	<i>Childs</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Morrow</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Pursehouse</i>

Housing Committee		
1	Con	Ainsworth
2	Con	Blake-Thomas
3	Con	Childs (Chair)
4	Con	Parker (Vice Chair)
5	Con	Steeds
6	Con	Vickers
7	Lib Dem	Gray
8	Lib Dem	Morrow
9	OLRG IA	Manley
10	OLRG IA	Mills
11	Ind Group	Allen
<i>Sub</i>	<i>Con</i>	<i>Steer</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Jones</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Pursehouse</i>

Licensing Committee		
1	Con	Blake-Thomas
2	Con	Connolly (Chair)
3	Con	Fitzgerald (Vice Chair)
4	Con	Ridge
5	Con	Steeds
6	Lib Dem	Dennis
7	Lib Dem	Rujbally
8	OLRG IA	Mills
9	OLRG IA	Wren
<i>Sub</i>	<i>Con</i>	<i>Harwood</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Botten</i>

Overview & Scrutiny Committee		
1	Con	Connolly (Vice Chair)
2	Con	Parker
3	Con	Steer
4	Con	Vickers
5	Lib Dem	D.Cooper
6	OLRG IA	Sayer
7	Ind Group	Pursehouse (Chair)
<i>Sub</i>	<i>Ind Group</i>	<i>Allen</i>
<i>Sub</i>	<i>Con</i>	<i>Elias</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Jones</i>

Planning Committee		
1	Con	Black (Chair)
2	Con	Bloore
3	Con	Connolly
4	Con	Duck
5	Con	Fitzgerald
6	Con	Harwood (Vice Chair)
7	Lib Dem	Gray
8	Lib Dem	Morrow
9	OLRG IA	Farr
10	OLRG IA	Lockwood
11	OLRG IA	White
<i>Sub</i>	<i>Con</i>	<i>Dunbar</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>D.Cooper</i>

Planning Policy Committee		
1	Con	Ainsworth
2	Con	Black
3	Con	Duck (Duck)
4	Con	Dunbar
5	Con	Fisher
6	Con	Harwood
7	Con	Jecks (Chair)
8	Lib Dem	Botten
9	Lib Dem	Dennis
10	Lib Dem	Jones
11	OLRG IA	Farr
12	OLRG IA	Lockwood
13	OLRG IA	Wren
<i>Sub</i>	<i>Con</i>	<i>Cannon</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Gray</i>

*the OLRG IA Group has since confirmed that Councillor Bourne will be its substitute on the Planning Policy Committee

Strategy & Resources Committee		
1	Con	Black
2	Con	Cannon
3	Con	Childs
4	Con	Elias (Vice Chair)
5	Con	Fisher (Chair)
6	Con	Harwood
7	Con	Jecks
8	Lib Dem	Botten
9	Lib Dem	Jones
10	Lib Dem	Lee
11	OLRG IA	Bourne
12	OLRG IA	Davies
13	Ind Group	Pursehouse
<i>Sub</i>	<i>Ind Group</i>	<i>Allen</i>
<i>Sub</i>	<i>Con</i>	<i>Ainsworth</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Orrick</i>

Standards Committee		
1	Con	Parker (Chair)
2	Con	Steer
3	Lib Dem	Morrow
4	OLRG IA	White
<i>Sub</i>	<i>Con</i>	<i>Elias</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Lee</i>
Independent Person : Shaun Mundy (until the end of the 2019/20 Municipal Year)		

TIMETABLE OF MEETINGS 2018/19

MAY 2018	JUNE 2018	JULY 2018	AUGUST 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018
1T	1F	1S	1W	1S	1M	1T S&R	1S
2W	2S	2M	2T	2S	2T	2F	2S
3T District Elections	3S	3T PP	3F	3M	3W	3S	3M
4F	4M	4W	4S	4T CIL	4T P	4S	4T CIL
5S	5T	5T	5S	5W	5F	5M	5W
6S	6W	6F	6M	6T P	6S	6T O&S	6T C
7M BH	7T	7S	7T	7F	7S	7W	7F
8T	8F	8S	8W	8S	8M	8T P	8S
9W	9S	9M	9T	9S	9T	9F	9S
10T	10S	10T	10F	10M	10W	10S	10M
11F	11M	11W	11S	11T F	11T C	11S	11T S&R
12S	12T	12T CIL	12S	12W	12F	12M	12W
13S	13W	13F	13M	13T H	13S	13T CS	13T P
14M	14T S&R	14S	14T	14F	14S	14W	14F
15T	15F	15S	15W	15S	15M	15T PP	15S
16W	16S	16M	16T	16S	16T	16F	16S
17T	17S	17T F (cancelled)	17F	17M	17W	17S	17M
18F	18M	18W	18S	18T CS	18T L	18S	18T
19S	19T	19T C	19S	19W	19F	19M	19W
20S	20W	20F	20M	20T PP	20S	20T H	20T
21M	21T H	21S	21T	21F	21S	21W	21F
22T	22F	22S	22W	22S	22M	22T F	22S
23W	23S	23M	23T	23S	23T	23F	23S
24T AC	24S	24T	24F	24M	24W	24S	24M
25F	25M	25W P	25S	25T O&S	25T	25S	25T BH
26S	26T CS	26T S&R	26S	26W	26F	26M	26W BH
27S	27W	27F	27M BH	27T S&R	27S	27T	27T
28M BH	28T P	28S	28T	28F	28S	28W	28F
29T	29F	29S	29W	29S	29M	29T	29S
30W	30S	30M	30T	30S	30T	30F	30S
31T P		31T O&S	31F		31W		31M

JAN 2019	FEB 2019	MAR 2019	APR 2019	MAY 2019
1T BH	1F	1F	1M	1W
2W	2S	2S	2T	2T District Elections
3T	3S	3S	3W P	3F
4F	4M	4M	4T C	4S
5S	5T S&R	5T CS	5F	5S
6S	6W	6W	6S	6M BH
7M	7T P	7T P	7S	7T
8T	8F	8F	8M	8W
9W	9S	9S	9T	9T
10T P	10S	10S	10W	10F
11F	11M	11M	11T	11S
12S	12T	12T H	12F	12S
13S	13W	13W	13S	13M
14M CS	14T C	14T PP	14S	14T
15T H	15F	15F	15M	15W
16W PP	16S	16S	16T	16T
17T S&R	17S	17S	17W	17F
18F	18M	18M	18T	18S
19S	19T	19T F	19F BH	19S
20S	20W	20W	20S	20M
21M	21T	21T S&R	21S	21T
22T	22F	22F	22M BH	22W
23W	23S	23S	23T	23T AC
24T	24S	24S	24W	24F
25F	25M	25M	25T P	25S
26S	26T CIL	26T O&S	26F	26S
27S	27W	27W	27S	27M BH
28M	28T	28T	28S	28T
29T O&S		29F	29M	29W
30W		30S	30T	30T P
31T F		31S		31F

KEY TO CODING

AC	Annual Council (7.30pm)
BH	Bank Holiday
C	Council (7.30pm)
CIL	Community Infrastructure Levy Committee (provisionally 6pm – dates are as per those previously identified for the former CIL Sub-Committee)
CS	Community Services Committee (7.30pm)
F	Finance Committee (provisionally 7.30 pm)
H	Housing Committee (7.30pm)
L	Licensing Committee (7.30pm)
OS	Overview & Scrutiny Committee (7.30pm)
P	Planning Committee (7.30pm)
PP	Planning Policy Committee (7.30pm)
S&R	Strategy & Resources Committee (7.30pm)

School holidays

APPENDIX 'F'

APPENDIX 'F'

APPOINTMENTS TO OUTSIDE BODIES

NOTES (unless otherwise stated):

- all appointments are from the 31st May 2018 to 23rd May 2019
- all representatives and trustees are Councillors or Honorary Aldermen unless marked with *

Category 2(i) of the Outside Bodies Protocol - 'To represent the Council on joint local authority bodies/consortia'

	BODY	NOMINATIONS For 2018/19 (or longer if specified)
1	BIGGIN HILL AIRPORT CONSULTATIVE COMMITTEE	Allen
2	COUNTRYSIDE PARTNERSHIP BOARD	Allen
3	DOWNLANDS PARTNERSHIP LIAISON GROUP	Pursehouse
4	EAST SURREY COMMUNITY SAFETY PARTNERSHIP	Ridge
5	GATWICK AIRPORT CONSULTATIVE COMMITTEE	Harwood Substitute: Steeds
6	GATWICK AIRPORT JOINT LOCAL AUTHORITY MEETING	Harwood and Steeds
7	HIGH WEALD AREA OF OUTSTANDING NATURAL BEAUTY	Lockwood
8	LOCAL GOVERNMENT ASSOCIATION – ASSEMBLY	Fisher Substitute: Elias
9	REDHILL AERODROME CONSULTATIVE COMMITTEE	Vickers Substitute: Elias
10	SOUTH EAST ENGLAND COUNCILS	Fisher Substitute: Elias
11	SURREY ENERGY AND SUSTAINABILITY PARTNERSHIP	Davies
12	SURREY COUNTY PLAYING FIELDS ASSOCIATION	Cannon
13	SURREY HILLS AONB PARTNERSHIP	Jones
14	SURREY LEADERS' GROUP	Fisher Substitute: Elias
15	SURREY MUSEUMS CONSULTATIVE COMMITTEE	Connolly

	BODY	NOMINATIONS For 2018/19 (or longer if specified)
16	SURREY POLICE & CRIME PANEL	Harwood
17	SURREY WASTE PARTNERSHIP	Cannon
18	TANDRIDGE HEALTH AND WELL BEING BOARD	Botten and Fisher
19	THAMESLINK CONSORTIUM	Harwood
20	TANDRIDGE LOCAL COMMITTEE	Cannon Childs Cooper Fisher Morrow White

Category 2(ii) of the Outside Bodies Protocol - to represent the Council by attending meetings of external bodies in a purely advisory capacity to observe proceedings; and/or facilitate information exchange whilst promoting the interests of the Council as opposed to the body

	BODY	NOMINATIONS FOR 2018 /19 (or longer if specified)
21	AGE CONCERN (OXTED & LIMPSFIELD)	Parker
22	BLANCHMANS FARM NATURE RESERVE COMMITTEE	Steer
23	BLINDLEY HEATH LIAISON GROUP	Farr
24	CITIZENS ADVICE BUREAUX Caterham & Warlingham	Jones
25	CITIZENS ADVICE BUREAUX Oxted	Parker
26	DOUGLAS BRUNTON CENTRE STEERING COMMITTEE	Duck, Orrick and Rujbally
27	EAST SURREY MUSEUM	Cannon and Connolly
28	HURST GREEN COMMUNITY ASSOCIATION	Parker
29	LIMPSFIELD COMMON ADVISORY COMMITTEE	Dunbar
30	LINGFIELD COMMUNITY WILDLIFE AREA MANAGEMENT COMMITTEE	Lockwood

	BODY	NOMINATIONS FOR 2018 /19 (or longer if specified)
	SPORTS ASSOCIATIONS:	
31	Bletchingley	Black
32	Felbridge	Harwood
33	Holland	Parker
34	Lingfield	Ridge
35	Smallfield	Wates
36	South Godstone	Childs
37	Warlingham (Club)	Morrow
38	TANDRIDGE ACCESS GROUP	Parker and Wren
39	TANDRIDGE VOLUNTARY SERVICE COUNCIL	Parker

Category 2(iii) of the Outside Bodies Protocol - as executive members of external bodies (e.g. a director/ trustee/ voting member of a Management Committee)

	BODY	NOMINATIONS FOR 2018/19
40	Caterham Barracks Community Trust	Kathy O'Leary (Strategic Director of Resources)
41	Caterham Community Association	Duck
42	Caterham Community Partnership	Duck
43	Chelsham, Farleigh and Warlingham Relief in Need Charity (until sept 2022)	Morrow (until Sept 2022)
44	Fuel Allotment Charity (Only £15.65 left in the account and no more money due in)	Cannon (until May 2022)
45	Harman Atwood Charity (Warlingham) (Until October 2022)	Cooley (until October 2022)
46	Henry Smith's Charity (Caterham) (until May 2022)	Duck, Botten and Hon Aldermen Clements and Turner (all until May 2018)

47	Mrs. Henrietta Frances Le Personne Benevolent Trust for the Benefit of Old Women Folk in the Parish of Caterham	Rujbally (until 2022)
48	Warlingham Church Hall (Director)	Cooley

Other bodies:

	BODY	NOMINATIONS FOR 2018/19
49	Staffing: Tandridge Joint Consultative Meeting	Allen, Black, Botten Elias, Fisher, Parker and White

Nominations sought by the Surrey Leaders' Group (Actual appointments will be determined by the Surrey Leaders' Group in June 2018)

	Body / Description	TDC Nominations 2018/19
50	High Sheriff's Award - one position for three years	Black
51	SCC Pension Fund Board – two appointments for three years	Elias Orrick
52	South East Reserve Forces' & Cadets' Association – one position for three years	Cooper
53	Active Surrey Sports Partner Forum – one position for three years	Connolly
54	Surrey Civilian Military Partnership Board – two appointments for three years	Cannon