

# 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 Tuesday, 21<sup>st</sup> May 2019 at 7.30 p.m.

**PRESENT:** Councillors Allen, Black, Blackwell, Blake-Thomas, Bloore, Botten, Bourne, Caulcott, Connolly, Cooley, D.Cooper, M.Cooper, Davies, Duck, Elias, Farr, Fitzgerald, Harwood, Jones, Langton, Lee, Lockwood, Mansfield, Mills, Morrow, Parker, Pursehouse, Ridge, Rujbally, Sayer, Stamp, Steeds, Swann, Vickers, C. White, N. White and Wren.

**APOLOGIES FOR ABSENCE:** Councillors Dennis, Gray, Jecks, Milton and Orrick.

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

Councillor Cooley, the retiring Chair, thanked all concerned for the support he had received during his year in office. Councillor Bloore responded by paying tribute to Councillor Cooley's work as Chair during the previous year.

## 2. ELECTION OF THE CHAIR OF THE COUNCIL FOR 2019/20

The Council proceeded with the election of a Chair for 2019/20. Councillor Pursehouse was nominated. There were no other nominations.

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

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

## 3. ELECTION OF THE VICE-CHAIR OF THE COUNCIL FOR 2019/20

The Council proceeded with the election of a Vice-Chair for 2019/20. Councillor Morrow was nominated. There were no other nominations.

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

## 4. MINUTES

The Minutes of the Council meeting held on the 4<sup>th</sup> April 2019 were confirmed and signed by the Chair.

## 5. CHAIR'S ANNOUNCEMENTS

The Chair welcomed several new Members who had joined the Council following the district elections on the 2nd May (namely Councillors Claire Blackwell, Celia Caulcott, Chris Langton, Kerry Mansfield, Robert Milton, Charlotte Swann, David Stamp and Colin White).

The Chair advised that his charities for the year would be Blanchman's Farm and Lingfield Local Nature Reserves (both managed by independent organisations on behalf of the Council who owned the land). His themes for the year would be business and the voluntary sector. He would also be consulting Members on whether the practice of receiving prayers just prior to Council meetings should be changed or discontinued.

## 6. REPORTS OF COMMITTEES

**RESOLVED** – that the reports of the following Committees be received:

Planning Committee – 3<sup>rd</sup> April 2019; and

Planning Committee – 25<sup>th</sup> April 2019.

## 7. MEMBERS' ATTENDANCES 2018/19

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. APPOINTMENT OF COMMITTEES / SUB-COMMITTEES FOR 2019/20

The Council considered a report to enable it to appoint its Committees and Sub-Committees for the 2019/20 Municipal Year (including the allocation of seats in accordance with political balance requirements).

Councillor Sayer, seconded by Councillor Lockwood, proposed that the current arrangements for the Chief Officer Sub-Committee should remain unchanged. To achieve this, Councillor Sayer moved an amendment to the recommendations within the report, namely to remove the words, "Chief Officer Sub-Committee" from recommendation C and to delete recommendation D. Upon being put to the vote, the amendment was lost.

**RESOLVED** – that

A. the Council's Policy Committees for 2019/20 be:

- Community Services
- Housing
- Planning Policy
- Strategy & Resources

- B. an Investment Sub-Committee be established under the umbrella of the Strategy & Resources Committee;
- C. the terms of reference and scheme of delegation to the Strategy & Resources Committee and the Chief Officer and Investment Sub-Committees be as per **Appendix 'A'**;
- D. regarding the Chief Officer Sub-Committee:
- (i) Standing Order 39(6) be deleted, and the composition of the Sub-Committee be determined at Annual Council meetings according to the prevailing political balance of the Council; and
  - (ii) the composition of the Sub-Committee for 2019/20 be:
    - the Leader and Deputy Leader of the Council (*or, in their place, one or two other Members of the Administration as appointed by the Leader or the Deputy Leader*);
    - the Leader and Deputy of the OLRG Independents Alliance Group (*or, in their place, one or two other Members of that Group as appointed by its Leader or the Deputy Leader*);
    - the Leader of the Liberal Democrat Group (*or, in his place, one other Member of that Group as appointed by its Leader or Deputy Leader*).
- E. the allocation of seats to the Council's Committees and Sub-Committees for 2019/20, in accordance with the political balance requirements of the Local Government and Housing Act 1989, be as per the tables in **Appendix 'B'**, with the actual membership of each Committee and Sub-Committee as shown as **Appendix 'C'**.

## 9. TIMETABLE OF MEETINGS FOR 2019/20

A proposed timetable of Council and Committee meetings for the forthcoming municipal year was submitted. The Chair advised that the date of the 2020 Annual Council meeting (currently shown as 'provisional' for the 21<sup>st</sup> May) would be reconsidered and announced in due course

**RESOLVED** – that the timetable of meetings for 2019/20, attached at **Appendix 'D'**, be confirmed.

## 10. APPOINTMENTS TO OUTSIDE BODIES 2019/20

A list of proposed appointments to outside bodies was considered.

A vote was taken in respect of Surrey Waste Partnership as both Councillors Stamp and Vickers had been nominated for the single vacancy. The vote was in favour of Councillor Vickers.

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

## **11. ADJOURNMENT OF MEETING**

The Chair proposed to adjourn the meeting to conduct the short meetings of the committees established under Minute 8 above. This was agreed, and the meeting was duly adjourned at 8.10pm. The meeting reconvened at 8.20pm for minute 12 below.

## **12. ANNUAL POLICY STATEMENT**

In accordance with Standing Order No 6 (2), Councillor Elias, in his capacity as Leader of the Administration, made a Policy Statement covering the 2019/20 Municipal Year.

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

Rising: 8:40 p.m.

**Strategy & Resources Committee - proposed new terms of reference and delegation of powers** (the CIL and Finance Committees have not been re-appointed and the clauses to be incorporated from the terms of reference of those two committees are underlined)

## 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; risk management; and asset management) which do not fall within the remit of other Committees
  - (ix) health & wellbeing
  - (x) the determination of Community Infrastructure Levy (CIL) allocation criteria and applications for CIL funding
  - (xi) the monitoring of CIL income, expenditure and disbursements to Parish Councils
  - (xii) administration of Council Tax and benefits
  - (xiv) treasury management (including strategies for borrowing and investment)
  - (xv) financial oversight of the procurement process for significant contracts being tendered by the Council (including those for IT and waste collection).

- 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
- (v) freehold disposals of General Fund assets worth over £1 million
- (vi) 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
- (vii) annual pay policy statements
- (viii) civic matters as detailed in 1.A (i) above
- (ix) making of byelaws for good rule and government and the suppression of nuisance within the remit of this Committee
- (x) polling district and community governance reviews
- (xi) 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)
- (xii) changes to the Committee's terms of reference
- (xii) 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) the formation of other subsidiary companies and special purpose vehicles as deemed necessary to support property projects
- (iii) 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)
- (iv) 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)
- (v) determination of applications by community organisations for rental subsidies in respect of their use of Council owned land
- (vi) use of the Investment & Development Fund and Housing Revenue Account to purchase assets; develop Council-owned sites; or facilitate other corporate projects in accordance with the criteria specified within Financial Regulation 17
- (vii) 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)
- (viii) approval of the Council's annual statements of accounts
- (ix) issues arising out of the financial audit of the accounts
- (x) the seeking of deemed planning consents
- (xi) determination of the tax base for Council Tax purposes
- (xii) rents and charges for services, accommodation and land
- (xiii) local land charges
- (xiv) street names, house names and street numbering records.
- (xv) revisions to CIL allocation criteria; and
- (xvi) CIL allocations upon consideration of applications and associated representations.

- (xvii) 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.

## 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
- Chief Finance Officer ('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).~~
- the Leader and Deputy Leader of the Council (or, in their place, one or two other Members of the Administration as appointed by the Leader or the Deputy Leader);
- the Leader and Deputy of the OLRG Independents Alliance Group (or, in their place, one or two other Members of that Group as appointed by its Leader or the Deputy Leader);
- the Leader of the Liberal Democrat Group (or, in his place, one other Member of that Group as appointed by its Leader or Deputy Leader).;

### 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, 30<sup>th</sup> 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 (5.5 (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.

## 5. DELEGATION TO THE INVESTMENT SUB-COMMITTEE

#### 5.1 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.

## APPENDIX 'B'

## APPENDIX 'B'

'Ordinary' Committees: (defined by the Local Government & Housing Act 1989)	Political Groups:				Total membership:
	Conservative	OLRG Independents Alliance	Liberal Democrat	Independent Group	
<b>Community Services</b>	4	4	3		<b>11</b>
<b>Housing</b>	5	4	3	1	<b>13</b>
<b>Planning Policy</b>	5	4	3	1	<b>13</b>
<b>Planning</b>	4	4	3		<b>11</b>
<b>Overview &amp; Scrutiny</b>	3	2	2	1	<b>8</b>
<b>Strategy &amp; Resources</b>	5	4	4		<b>13</b>
<b>Total seats on 'Ordinary' Committees</b>	<b>26</b>	<b>22</b>	<b>18</b>	<b>3</b>	<b>69</b>

Other Committees:	Political Groups				Total membership
	Con	OLRG Independents Alliance	Lib Dem	Independent Group	
<b>Licensing*</b>	4	3	3		<b>10*</b>
<b>Standards</b>	2	1	1	1	<b>5</b>
<b>Totals</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>15</b>

*\*The Licensing Act 2003 requires the membership of Licensing Committees to be between 10 and 15 Councillors.*

Sub-Committees	Political Groups				Total membership
	Con	OLRG Independents Alliance	Liberal Democrat	Independent Group	
<b>Chief Officer</b>	2	2	1		<b>5</b>
<b>Investment</b>	2	2	1		<b>5</b>
<b>Licensing*</b>	1	1	1		<b>3</b>
<b>Regulatory**</b>	1	1	1		<b>3</b>
<b>Totals</b>	<b>6</b>	<b>6</b>	<b>4</b>		<b>16</b>

*\*Licensing Sub-Committees conduct hearings regarding proposals to grant, vary or revoke licenses for alcohol & entertainment or gambling activities. By convention, they comprise three principal members. In the event of one or more of the three principal members being unable to attend a hearing, their places shall be filled by selecting substitutes from the main Licensing Committee.*

*\*\*Regulatory Sub-Committees conduct hearings regarding proposals to grant or revoke licenses for purposes other than alcohol, entertainment or gambling. By convention, they comprise three principal members. In the event of one or more of the three principal members being unable to attend a hearing, their places shall be filled by selecting substitutes from the Community Services Committee.*

## APPENDIX 'C'

## APPENDIX 'C'

## TDC COMMITTEE MEMBERSHIPS FOR 2019/20

<b>Community Services Committee</b>		
1	Con	Connolly (C)
2	Con	Milton
3	Con	Ridge
4	Con	Vickers (VC)
5	OLRG IA	Stamp
6	OLRG IA	Swann
7	OLRG IA	N. White
8	OLRG IA	Wren
9	Lib Dem	Lee
10	Lib Dem	Mansfield
11	Lib Dem	Orrick
<i>Sub</i>	<i>Con</i>	<i>Blake-Thomas</i>
<i>Sub</i>	<i>OLRG IA</i>	<i>Mills</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Rujbally</i>

<b>Housing Committee</b>		
1	Con	Blake-Thomas
2	Con	Fitzgerald (VC)
3	Con	Parker (C)
4	Con	Ridge
5	Con	Steeds
6	OLRG IA	Langton
7	OLRG IA	Mills
8	OLRG IA	C. White
9	OLRG IA	Wren
10	Lib Dem	Gray
11	Lib Dem	Jones
12	Lib Dem	Morrow
13	Ind Group	Allen
<i>Sub</i>	<i>Con</i>	<i>Connolly</i>
<i>Sub</i>	<i>OLRG IA</i>	<i>Blackwell</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Orrick</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Pursehouse</i>

<b>Licensing Committee</b>		
1	Con	Cooley (VC)
2	Con	Harwood
3	Con	Ridge
4	Con	Steeds (C)
5	OLRG IA	Mills
6	OLRG IA	Stamp
7	OLRG IA	Wren
8	Lib Dem	Caulcott
9	Lib Dem	Orrick
10	Lib Dem	Rujbally
<i>Sub</i>	<i>Lib Dem</i>	<i>Botten</i>

<b>Overview &amp; Scrutiny Committee</b>		
1	Con	Connolly
2	Con	Cooley
3	Con	Harwood (C)
4	OLRG IA	Davies
5	OLRG IA	Sayer
6	Lib Dem	D. Cooper
7	Lib Dem	Dennis
8	Ind Group	Allen (VC)
<i>Sub</i>	<i>Con</i>	<i>Parker</i>
<i>Sub</i>	<i>OLRG IA</i>	<i>N. White</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Jones</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Pursehouse</i>

<b>Planning Committee</b>		
1	Con	Black (C)
2	Con	Bloore (VC)
3	Con	Harwood
4	Con	Fitzgerald
5	OLRG IA	Blackwell
6	OLRG IA	Farr
7	OLRG IA	Lockwood
8	OLRG IA	C. White
9	Lib Dem	Gray
10	Lib Dem	Mansfield
11	Lib Dem	Morrow
<i>Sub</i>	<i>Con</i>	<i>Duck</i>
<i>Sub</i>	<i>OLRG IA</i>	<i>Stamp</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Botten</i>

<b>Planning Policy Committee</b>		
1	Con	Black
2	Con	Bloore
3	Con	Duck (VC)
4	Con	Jecks (C)
5	Con	Vickers
6	OLRG IA	Farr
7	OLRG IA	Lockwood
8	OLRG IA	Sayer
9	OLRG IA	Swann
10	Lib Dem	Botten
11	Lib Dem	Jones
12	Lib Dem	Dennis
13	Ind Group	Pursehouse
<i>Sub</i>	<i>Con</i>	<i>Harwood</i>
<i>Sub</i>	<i>OLRG IA</i>	<i>Langton</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Mansfield</i>
<i>Sub</i>	<i>Ind Group</i>	<i>Allen</i>

<b>Strategy &amp; Resources Committee</b>		
1	Con	M. Cooper (VC)
2	Con	Duck
3	Con	Elias (C)
4	Con	Jecks
5	Con	Milton
6	OLRG IA	Bourne
7	OLRG IA	Davies
8	OLRG IA	Langton
9	OLRG IA	N. White
10	Lib Dem	Botten
11	Lib Dem	Caulcott
12	Lib Dem	D. Cooper
13	Lib Dem	Lee
<i>Sub</i>	<i>Con</i>	<i>Bloore</i>
<i>Sub</i>	<i>OLRG IA</i>	<i>Lockwood</i>
<i>Sub</i>	<i>Lib Dem</i>	<i>Orrick</i>

<b>Standards Committee</b>		
1	Con	Cooley
2	Con	Parker
3	OLRG IA	N. White
4	Lib Dem	Caulcott
5	Ind Group	Pursehouse (C)
Independent Person: Shaun Mundy (until the end of the 2019/20 Municipal Year)		



## TIMETABLE OF MEETINGS FOR 2019/20

MAY 2019	JUNE 2019	JULY 2019	AUGUST 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019
1W	1S	1M	1T	1S	1T O&S	1F	1S
2T District Elections	2S	2T	2F	2M	2W	2S	2M
3TF	3M	3W	3S	3T	3T P	3S	3T
4S	4T	4T	4S	4W	4F	4M	4W
5S	5W	5F	5M	5T P	5S	5T O&S <sup>4</sup>	5T P
6M <b>BH</b>	6T	6S	6T	6F	6S	6W	6F
7T	7F	7S	7W	7S	7M	7T P	7S
8W	8S	8M	8T	8S	8T	8F	8S
9T	9S	9T	9F	9M	9W	9S	9M
10F	10M	10W	10S	10T	10T	10S	10T
11S	11T	11T	11S	11W	11F	11M	11W
12S	12W	12F	12M	12T CS	12S	12T	12T C
13M	13T S&R	13S	13T	13F	13S	13W	13F
14T	14F	14S	14W	14S	14M	14T CS	14S
15W	15S	15M	15T	15S	15T	15F	15S
16T	16S	16T	16F	16M	16W	16S	16M
17F	17M	17W	17S	17T	17T	17S	17T
18S	18T CS	18T C	18S	18W L <sup>1</sup>	18F	18M	18W
19S	19W	19F	19M	19T H	19S	19T PP*	19T
20M	20T H	20S	20T	20F	20S	20W	20F
21T AC	21F	21S	21W	21S	21M	21T H	21S
22W	22S	22M	22T	22S	22T	22F	22S
23T	23S	23T	23F	23M	23W	23S	23M
24F	24M	24W P	24S	24T PP	24T C	24S	24T
25S	25T PP	25T S&R <sup>2</sup>	25S	25W	25F	25M	25W <b>BH</b>
26S	26W	26F	26M <b>BH</b>	26T S&R	26S	26T	26T <b>BH</b>
27M <b>BH</b>	27T P	27S	27T	27F	27S	27W	27F
28T	28F	28S	28W	28S	28M	28T S&R	28S
29W	29S	29M	29T	29S	29T	29F	29S
30T P	30S	30T O&S <sup>3</sup>	30F	30M	30W	30S	30M
31F		31W	31S		31T		31T

\* The November 2019 meeting of the Planning Policy Committee was subsequently rescheduled from the 26<sup>th</sup> to the 19<sup>th</sup>

JAN 2020	FEB 2020	MAR 2020	APR 2020	MAY 2020
1W <b>BH</b>	1S	1S	1W	1F
2T	2S	2M	2T P	2S
3F	3M S&R <sup>6</sup>	3T	3F	3S
4S	4T	4W	4S	4M <b>BH</b>
5S	5W	5T P	5S	5T
6M	6T P	6F	6M	6W
7T	7F	7S	7T	7T District Elections
8W	8S	8S	8W	8F
9T P	9S	9M	9T	9S
10F	10M	10T CS	10F <b>BH</b>	10S
11S	11T	11W	11S	11M
12S	12W	12T H	12S	12T
13M	13T C <sup>7</sup>	13F	13M <b>BH</b>	13W
14T	14F	14S	14T	14T
15W	15S	15S	15W	15F
16T	16S	16M	16T	16S
17F	17M	17T	17F	17S
18S	18T	18W	18S	18M
19S	19W	19T PP	19S	19T
20M H <sup>5</sup>	20T	20F	20M	20W
21T CS <sup>5</sup>	21F	21S	21T	21T AC (provisional)
22W PP <sup>5</sup>	22S	22S	22W	22F
23T S&R <sup>5</sup>	23S	23M	23T C	23S
24F	24M	24T	24F	24S
25S	25T	25W	25S	25M <b>BH</b>
26S	26W	26T S&R	26S	26T
27M	27T	27F	27M	27W
28T O&S	28F	28S	28T	28T P (provisional)
29W	29S	29S	29W	29F
30T		30M	30T P	30S
31F		31T O&S		31S

**KEY TO CODING**

AC	Annual Council
BH	Bank Holiday
C	Council
CS	Community Services Committee
H	Housing Committee
L	Licensing Committee
OS	Overview & Scrutiny Committee
P	Planning Committee
PP	Planning Policy Committee
S&R	Strategy & Resources Committee

School holidays
-----------------

- 1= to recommend a new alcohol & entertainment licensing policy  
2= to approve final accounts  
3= to receive the external audit of the final accounts  
4 = crime summit  
5 = budget setting meetings  
6= to recommend Council Tax and budget for 20/21  
7= to set Council Tax and budget for 20/21

## APPENDIX 'E'

## APPENDIX 'E'

## APPOINTMENTS TO OUTSIDE BODIES - 2019/20 – nominations as at 2pm on 21/5/19

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

	BODY	APPOINTMENTS FOR 19/20
1	BIGGIN HILL AIRPORT CONSULTATIVE COMMITTEE	Allen
2	COUNTRYSIDE PARTNERSHIP BOARD	Allen
3	DOWNLANDS PARTNERSHIP LIAISON GROUP	Pursehouse
4	EAST SURREY COMMUNITY SAFETY PARTNERSHIP	Milton
5	GATWICK AIRPORT CONSULTATIVE COMMITTEE	Lockwood Substitute: N.White
6	GATWICK AIRPORT JOINT LOCAL AUTHORITY MEETING	Lockwood
7	HIGH WEALD AREA OF OUTSTANDING NATURAL BEAUTY	Lockwood
8	LOCAL GOVERNMENT ASSOCIATION – ASSEMBLY	Elias Substitute: Jecks
9	REDHILL AERODROME CONSULTATIVE COMMITTEE	Vickers Substitute: Elias
10	SOUTH EAST ENGLAND COUNCILS	Elias Substitute: Jecks
11	SURREY COUNTY PLAYING FIELDS ASSOCIATION	Connolly
12A	SURREY HILLS AONB – BOARD MEMBER (this member will also serve on the Surrey Hills AONB partnership, together with the Councillor to be appointed under 12B below)	Duck
12B	SURREY HILLS AONB PARTNERSHIP	Duck
13	SURREY LEADERS' GROUP	Elias Substitute: Jecks
14	SURREY MUSEUMS CONSULTATIVE COMMITTEE	Connolly
15	SURREY POLICE & CRIME PANEL	Harwood
16*	SURREY WASTE PARTNERSHIP	Vickers
17	TANDRIDGE HEALTH AND WELL BEING BOARD	Duck (Chair) Wren (Vice Chair) and Botten

	<b>BODY</b>	<b>APPOINTMENTS FOR 19/20</b>
18	THAMESLINK CONSORTIUM	Harwood
19	TANDRIDGE LOCAL COMMITTEE	M. Cooper, Elias, Fitzgerald, Langton, Morrow and N.White  (Subs: Connolly, Farr, Harwood, Jones, Lockwood and Vickers)
20	TANDRIDGE MILITARY / COMMUNITY COVENANT REPRESENTATIVE (ARMED FORCES CHAMPION)	Milton

***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***

	<b>BODY</b>	<b>APPOINTMENTS FOR 19/20</b>
21	AGE CONCERN (OXTED & LIMPSFIELD)	Parker
22	BLANCHMANS FARM NATURE RESERVE COMMITTEE	Bloore
23	BLINDLEY HEATH COMMON LIAISON GROUP	Farr
24	CITIZENS ADVICE BUREAUX (Caterham & Warlingham)	Bloore and Jones
25	CITIZENS ADVICE BUREAUX (Oxted)	Parker
26A	DOUGLAS BRUNTON CENTRE STEERING COMMITTEE	Duck, Mansfield, Rujbally
26B	DOUGLAS BRUNTON CENTRE COMMUNITY INTEREST COMPANY	Brian Thompson
27	EAST SURREY MUSEUM	Connolly
28	HURST GREEN COMMUNITY ASSOCIATION	Langton
29	LIMPSFIELD COMMON ADVISORY COMMITTEE	Blackwell
30	LINGFIELD COMMUNITY WILDLIFE AREA MANAGEMENT COMMITTEE	Lockwood and Ridge (both Councillors can be accommodated – no vote required)
	<b>SPORTS ASSOCIATIONS:</b>	
31	Bletchingley	Black
32	Felbridge	Harwood
33	Holland	Langton
34	Lingfield	Ridge

	<b>BODY</b>	<b>APPOINTMENTS FOR 19/20</b>
35	Smallfield	C. White
36	South Godstone	Swann
37	Warlingham (Club)	Morrow
38	TANDRIDGE ACCESS GROUP	Parker and Wren
39	TANDRIDGE VOLUNTARY ACTION	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)**

	<b>BODY</b>	<b>APPOINTMENTS FOR 19/20</b>
40	Caterham Community Association	Duck
41	Caterham Barracks Community Trust	Botten
42	Caterham Community Partnership	Duck
43	Chaldon Village Hall (Legrew Memorial Charity)	Milton
44	Chelsham, Farleigh and Warlingham Relief in Need Charity (until sept 2022)	No appointment required for 2019/20
45	Harman Atwood Charity (Warlingham) (Until October 2022)	No appointment required for 2019/20
46	Henry Smith's Charity (Caterham) (until May 2022)	No appointments required for 2019/20
47	Warlingham Church Hall Charity (Director)	Cooley

**Other bodies:**

	<b>BODY</b>	<b>APPOINTMENTS FOR 19/20</b>
48	Staffing: Tandridge Joint Consultative Meeting	Allen, Black, Botten, Elias, Jecks, Parker and N.White

**Nomination sought by the Surrey Leaders' Group** (actual appointments will be determined by the Surrey Leaders' Group in June 2019 following consideration of nominations from the various Districts / Boroughs)

	Body / Description	NOMINATION
49	<p><b>SCC Wellbeing and Health Scrutiny Board</b> - one position for three years</p> <p>This Board performs a statutory function. looking at the work of the Clinical Commissioning Groups and National Health Service provider trusts. It acts as a 'critical friend' by suggesting ways that health related services might be improved.</p> <p>It also looks at the way the health service interacts with our social care services, the voluntary sector, independent providers and other council services to jointly provide better health services to meet the diverse needs of Surrey residents and improve their well-being. It is a scrutiny committee of the County Council.</p> <p>Representatives may not be members of their own council's executive or equivalent.</p> <p>It meets during the day at County Hall.</p>	Duck