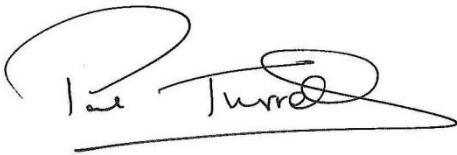


26 February 2020

Dear Councillor

**SUMMONS TO A MEETING OF THE COUNCIL**

I hereby summon you to attend the meeting of the Council to be held on **Thursday 5 March 2020 at 7.30pm** in the Council Chamber at the Civic Centre, Addlestone.



PAUL TURRELL  
Chief Executive  
**01932 425500**  
Email: [paul.turrell@runnymede.gov.uk](mailto:paul.turrell@runnymede.gov.uk)

**A G E N D A**

1. **FIRE PRECAUTIONS**

The Mayor will read the Fire Precautions, which set out the procedures to be followed in the event of fire or other emergency.

2. **MINUTES**

To approve and sign, as a correct record, the Minutes of the Meeting of Council held on 11 February 2020, as circulated by e-mail on 26 February 2020.

3. **MAYOR'S ANNOUNCEMENTS**

4. **APOLOGIES FOR ABSENCE**

5. **DECLARATIONS OF INTEREST**

If Members have an interest in an item, please record the interest on the orange coloured form circulated with this Agenda and hand it to the Democratic Services Manager at the start of the meeting. A supply of the form will also be available from the Democratic Services Manager at the

meeting. Members are advised to contact the Corporate Head of Law and Governance prior to the meeting if they wish to seek advice on a potential interest.

6. **SPEAKING OR QUESTIONS FROM MEMBERS OF PUBLIC UNDER STANDING ORDER 12**

7. **PETITIONS**

To receive any petitions from Members of the Council under Standing Order No 19.

8. **QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 13**

a) Councillor Snow will ask the Leader of the Council the following question:

*“Can we have an updated report on the vacant retail units within Addlestone One.*

*We have continually heard since the completion of Addlestone One some two years ago many reports on retailers that were seriously thinking of coming to our town. Most has fallen by the wayside and each time we ask there is another great retailer on the horizon, yet as before they disappear as fast as their rumour arrived.*

*I would like to know whether we will have a different strategy once our new Head of Assets and Regeneration starts or is Addlestone One going to continue to become the White Elephant as many now call it.*

*Many are aware that the few retailers we do have in Addlestone One consider RBC to have failed to achieve their promises and some are looking elsewhere. It is time to be proactive not reactive and ensure things happen for the good of the town, the retailers that have put their faith in us and most of all the Addlestone residents.”*

b) Councillor Mullens will ask the Leader of the Council the following question:

*“Last April Runnymede Borough Council made substantial changes to its Council Tax Support scheme, a scheme which helps people on low income to pay their Council Tax.*

*One outcome of these changes is that the number of Working Age Employed residents claiming Council Tax Support has fallen by more than 50% compared to the previous year. In the region of 180 of our residents, who are in work but on low pay, have had their support from the Council withdrawn, making them vulnerable to debt and homelessness.*

*The Council’s constitution puts Council Tax Support in the terms of reference of the Housing Committee. However, prior to the new scheme being ratified by the Full Council in early 2019, it had not been seen by the Housing Committee, being considered only by the Corporate Management Committee.*

*Does the Leader of the Council agree with me that when the current Council Tax Support scheme is reviewed in the coming year, any scheme that is proposed should be considered by the Housing Committee in the first instance, and that this would lead to more robust scrutiny by Members?”*

c) Councillor D Whyte will ask the Leader of the Council the following question:

*“Following the United Kingdoms withdrawal from the European Union on the 31<sup>st</sup> January 2020 there is likely to be some uncertainty in the upcoming local elections in May as to whether non-British residents are able to vote.*

*Would it be appropriate for the Council to conduct a communication exercise to clarify for all residents who is entitled to vote in the elections on the 7<sup>th</sup> May 2020?”*

9. **PRELIMINARY CONSIDERATION OF MAYORAL SELECTION - RECOMMENDATION FROM CORPORATE MANAGEMENT COMMITTEE – 23 JANUARY 2020**

In accordance with Standing Order 7, the Corporate Management Committee considered a nomination for the office of Mayor for 2020/21.

**RECOMMEND TO FULL COUNCIL ON 5 MARCH 2020 that –**

**Councillor Mrs E Gill be nominated for the office of Mayor for 2020/21.**

10. **PRELIMINARY CONSIDERATION OF DEPUTY MAYORAL SELECTION**

In accordance with Standing Order 7, Council is asked to consider candidates for the office of Deputy Mayor for 2020/21.

If there is more than one nomination, the selection of Deputy Mayor will be conducted by secret ballot. In the event of an equality of votes on the nomination, the Mayor would exercise a casting or second vote.

The nominee will be put forward as a candidate for the office of Deputy Mayor at the Annual Council meeting on 20 May 2020 providing that they are still a Member of the Council.

**(To resolve)**

**Background Papers  
None**

11. **ANNUAL PAY POLICY STATEMENT 2020/21- RECOMMENDATION FROM CORPORATE MANAGEMENT COMMITTEE – 27 FEBRUARY 2020**

To consider the recommendation on the above-mentioned matter from the Corporate Management Committee held on 27 February 2020. The recommendation will be included on the Supplementary Summons which will be circulated in due course. The full Agenda report and appendices associated with this recommendation were circulated to all Members with the Agenda for the Corporate Management Committee meeting and are available on the website.

12. **NOTICES OF MOTION FROM MEMBERS OF THE COUNCIL UNDER STANDING ORDER 15**

To receive and consider any Notices of Motion from Members of the Council under Standing Order 15. Any Motions received will be circulated separately with this Summons.

13. **MINORITY GROUP PRIORITY BUSINESS**

To consider any item of Minority Group Priority business registered under Standing Order 23. Any item of such business will be circulated separately with this Summons.

14. **MEMBERS' ALLOWANCES SCHEME – ADOPTION**

**Synopsis of report:**

**To confirm the Members' Allowances Scheme for 2020/21, with effect from 1 April 2020**

**Recommendation that:**

**The existing Scheme be revoked as from 31 March 2020 and the Members' Allowances Scheme as shown in Appendix 'A' be adopted for the year 1 April 2020 to 31 March 2021.**

1. The Council is required further to the Local Authorities (Members' Allowances) (England) Regulations 2003 to agree a scheme of Members' Allowances for the year 2020/21 and in doing so, give due regard to the recommendations made by the report of the Independent Panel on the Remuneration of Councillors, whose latest report was published in early 2019.
2. The current Scheme had been put in place following a triennial review of Members' Allowances by the Independent Remuneration Panel in 2019. In accordance with the decision of Full Council on 7 March 2019, the Basic Allowance will be increased by RPI in 2020/21 and the Special Responsibility and Co-optee Allowances will similarly be increased. The next scheduled triennial review by the Independent Panel will commence in October 2021.
3. In line with the normal practice, the Council is recommended to revoke the existing scheme and adopt the amended scheme of Members' Allowances shown at Appendix 'A'.

**(To resolve)**

**Background Papers**

None.

**RUNNYMEDE BOROUGH COUNCIL****SCHEME OF ALLOWANCES FOR MEMBERS  
AND CO-OPTED MEMBERS****The Local Authority (Members' Allowances) (England)  
Regulations 2003 as amended**

This Scheme has effect from midnight on 31 March 2020. It shall be reviewed in or around October 2021 with a view to any revised scheme taking effect on 1 April 2022. The Council may revoke or amend it before that time if it so chooses.

In this Scheme "year" has the same meaning as in the above regulations ("the Regulations"), i.e. any period of twelve months ending on 31 March in any year after 2004.

With the exception of co-optees' allowance, these allowances are payable only to Members of the Council.

| <u>Basic Allowance</u>           | <u>£ for year</u> |
|----------------------------------|-------------------|
| For each elected Councillor (41) | 4,086             |

Where the term of office of a Member does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the allowance as the number of days of his or her period of office bears to the number of days in that year.

| <u>Special Responsibility Allowances</u><br>(to be paid in addition to Basic Allowance)  | <u>£ for year</u> |
|--|-------------------|
| Mayor  | 5,112             |
| Deputy Mayor   | 1,278             |
| Leader of the Council  | 10,224            |
| Deputy Leader of the Council   | 2,556             |
| Political Group Leaders other than Leader of the Council   | 3,834             |
| Chairman of Planning Committee   | 8,931             |
| Chairman of Corporate Management Committee,<br>Environment & Sustainability Committee,<br>Housing Committee and<br>Community Services Committee        | 5,112             |
| Chairman of Overview and Scrutiny Select Committee   | 5,112             |
| Chairman of Licensing Committee  | 5,112             |
| Chairman of Regulatory Committee   | 2,556             |
| Chairman of Standards and Audit Committee  | 1,686             |
| Chairman of Englefield Green Committee   | 1,278             |
| Vice-Chairman of Planning Committee  | 5,949             |
| Vice-Chairman of Corporate Management Committee,<br>Environment and Sustainability Committee,<br>Housing Committee and<br>Community Services Committee | 2,556             |

|  | <u>£ for year</u> |
|--|-------------------|
| Vice-Chairman of Standards and Audit Committee   | 639               |
| Vice-Chairman of Licensing Committee   | 2,556             |
| Vice-Chairman of Overview and Scrutiny Select Committee  | 2,556             |
| Vice-Chairman of Regulatory Committee  | 1,278             |
| Members of Planning Committee other than Chairman and Vice-Chairman  | 2,973             |
| Members of Corporate Management Committee who are not entitled to any other special responsibility allowance | 1,278             |
| Chairman of Joint Committee  | 5,112             |
| Vice Chairman of Joint Committee   | 2,556             |

**Note: (1) receipt of special responsibility allowance shall be limited to a maximum of two per Councillor.**

(2) where Members of the authority are divided into at least two political groups, one of which is a controlling group as defined in the Regulations, a special responsibility allowance must be paid to at least one person who is not a Member of the controlling group and is the Leader or Deputy Leader of another group, or is the spokesman of a political group on one of the Council's Committees or Sub-Committees.

(3) where a Member is entitled to a special responsibility allowance for only part of a year, he or she is entitled to the same proportion of the allowance as the number of days of his or her entitlement bears to the number of days in the whole year.

#### Dependants' Carers' Allowance

Members are entitled to claim such expenses as arranging for the care of their children or dependants as are fair and reasonable and necessarily incurred in the circumstances set out in Regulation 7 of the Regulations. (These cover attendance at meetings of the Council, its Committees and Sub-Committees, bodies to which the Council has nominated the Member and certain other authorised meetings and duties). In Runnymede these will include:

- meetings in respect of the Council's business which the Member attends at the request of a Chief Officer; and
- a Member of the Planning Committee (including a substitute member) visiting a site that is the subject of a planning application on the Planning Committee's agenda.

#### Travelling and Subsistence Allowances

Members are entitled to claim travelling and subsistence allowances at the rates (other than car mileage payments) claimable by staff of the Council, where they have incurred such expenses in connection with any of their duties as a Councillor within one or more of the categories listed in Regulation 8 of the Regulations. (These provisions cover the same range of circumstances as Regulation 7 referred to above, and shall be applied to the same authorised meetings and duties).

For Members resident outside the Borough, the allowance on any one occasion shall be that applicable to a starting point twenty miles outside the Borough boundary or the actual distance, whichever is less.

The car mileage payment rate will be at the maximum level at which the Inland Revenue assumes that there is no profit and therefore no taxable element, as defined from time to time (45 pence per mile in April 2019).

Travel allowances for meetings of Council, Committees and Sub-Committees at the Civic Centre may be paid automatically subject to Members confirming that they wish to claim a travel allowance when signing the register at each meeting. Payment of travelling and subsistence allowances in all other circumstances will be made upon receipt of the appropriate form available from the Corporate Director of Resources, completed with details of the duties for which an allowance is claimed.

#### Co-optees' Allowances

Any other person lawfully appointed to one of the Council's Committees or Sub-Committees who is not a Member of the authority, may claim an allowance of £471 per year in respect of attendance at conferences and meetings.

Where the appointment of such a person does not begin or end at the beginning or end of a year, he or she shall be entitled to the same proportion of the year's allowance as the number of days for which he or she held the appointment bears to the number of days in that year.

#### Uplift

An annual increase linked to RPI will be applied to the Basic Allowance in 2020/21 and 2021/22 and the special responsibility allowances and co-optees' allowances will be similarly increased based on the current formulae for calculation of each special responsibility allowance.

#### Pensions

No Members of the authority are to be entitled to pensions on their allowances under Section 7 of the Superannuation Act 1972.

#### Forgoing of Allowances

Any Member may forgo his or her entitlement to allowances (or any part) by written notice to the Corporate Head of Resources.

#### Time Limit for Claims etc

A Member who wishes to claim dependants' carers' allowance, travelling and subsistence allowance, or co-optees' allowance must do so before the expiry of twelve months from the end of year in which the entitlement arose. The Council may pay a claim out of time at its discretion.

Basic Allowance and Special Responsibility Allowances will be paid by monthly instalments in a manner determined by the Corporate Director of Resources.

#### Amendment to Scheme

If this Scheme is amended during a year, the revised entitlement to an allowance shall apply from the date of amendment only and not from the beginning of that year.

#### Dual Membership

If a Member of the Council is also a Member of another authority, he or she may not receive allowances from more than one authority in respect of the same duties.

The Member may elect from which authority to claim, and must notify the Corporate Director of Resources in writing of his or her dual membership and from which authority he or she has decided to claim allowances for those duties.

Retirement etc

Where the Council has made payment of any allowance for a period during which the Member:

- a) ceases to be a Member of the Council; or
- b) is in any other way not entitled to receive the allowance in respect of that period

The Council may require the Member to repay such part of the allowance as relates to that period.

Termination of previous Scheme

The Scheme of Members' Allowances reproduced in the Council's Constitution of April 2019 is hereby revoked with effect from midnight on 31 March 2020.

APPROVED BY RESOLUTION OF THE COUNCIL  
March 2020



15. **ADDLESTONE CANOE CLUB – LOAN GUARANTEE (ASSISTANT CHIEF EXECUTIVE)**

**Synopsis of report:**

**To seek Council approval to offer a loan guarantee to the Addlestone Canoe Club, (a Community Club), to replace a dilapidated building with a new, fit for purpose building.**

**Recommendation(s):**

**To consider offering the Addlestone Canoe Club a loan guarantee of £150,000 which will be secured on the Clubs' assets.**

**1. Context of report**

- 1.1 The Club has been a water-based activity club since the nineteenth century, offering water-based activities with canoeing starting in the 1950's.
- 1.2 In 1973, the Council granted a lease of the site as "a youth focused facility for river training" to a different organisation for a period of twenty five years. The Addlestone Canoe Club was formed in 1981. The club house needs to be re-built and in order to access various forms of funding the Club is seeking the Council to provide a loan guarantee.

**2. Report**

- 2.1 The Addlestone Canoe Club was formed in 1981 and in 2014 the Council granted a 40-year lease to the Club of the site for an annual rent of £1.
- 2.2 The Club is a registered charity (Charity Number 1158049) with British Canoeing being the governing body. It has a good website and the para below talks of some of their recent achievements: -

*Addlestone Canoe Club Success at Sprint National Championships  
October 25, 2019*

*Many medals were won by members of the racing team from Addlestone Canoe Club at the recent Sprint National Championships at Nottingham Holme Pierrepont Water Sports Centre. They were won by all age groups from the veteran men and ladies to the youngest at the age of 9. In a team of 13 paddlers the team won 9 bronze medals, 8 silver medals and 1st places from our 2 youngest paddlers brother and sister, XXXX and XXXX, who collected the medals for achieving the most points across the year's regattas in the under 12 categories. XXXXX won the most medals of the group winning 4 silvers and a bronze medal for different distances in both singles and crew boats, this compliments her gold and bronze medals she won at the National Marathon Championships earlier in the season. Her sister XXXX was not far behind with 2 bronzes and 2 silvers with their dad, XXXX, winning 2 bronzes along with his 3 team members in the veteran races. However there was no gold medal winner until the very last race of the regatta when XXXXXX had a convincing win with her partner in the doubles race, this was XXXXX last regatta as a junior.*

*Two of the club's race team, XXXXXXXX who are part of the super regional squad, have been selected to race for G.B. at the Olympic Hopes in Bratislava this weekend, a great achievement as this is one of the most prestigious international junior regattas in the calendar.*

*The team have trained very hard this summer on the canal at Addlestone Canoe Club and have achieved many successes in both marathon and sprint events. Many thanks must go to their dedicated coaches and training partners.*

- 2.3 The Club is run entirely through volunteer coaches, administrators and helpers with its constitution focused on youth of our community. It has 157 members and 5 affiliated youth groups reaching over 1,000 young people. As shown above they coach and support those wishing to compete including young people who have reached national levels and competed internationally.
- 2.4 The Club “offers come and try it “sessions, introductory paddle days with youth sessions April to September.
- 2.5 The project is to replace the current dilapidated structure which is beyond repair with a fit for purpose building to include
- Disabled access
  - Changing rooms
  - Gym facilities
  - Boat store
  - Multiuse space for courses, meetings etc.
  - Kitchen area
  - Landscaping
- 2.6 The Club has obtained planning permission in August 2019 and the preliminary works are complete. The Club has applied for Community Sports Club status which will give them VAT exempt status. As the club house is new build it will be exempt from VAT. The Club has three competitive quotes and the total cost of the project is £466,560 ex VAT.
- 2.7 Over the last three years the Club has spent £23,000 on the project and has a further £90,000 to start the build plus some contingency funds.
- 2.8 The club are in the final stages of finalising a grant from the London Marathon Trust of £150,000 plus other grants are in the pipeline.
- 2.9 If the Council grants the Club a loan guarantee of up to £150,000 this would help in securing other sources of funding. The Club are reasonably confident they will not need to use the loan guarantee, but should it be needed it could be repaid over 15 years at £10k per annum.

### **3. Resource implications**

- 3.1 The Council has supported community organisations in the past. In 2017 it gave an interest free loan of £90,000 to be repaid over 10 years to the Scouts to buy Trotsworth Hall. That loan is being repaid.
- 3.2 If the full loan guarantee of £150,000 is required it would take 15 years to repay. However, the Club are willing for the Council to put a legal charge on the property.

### **4. Legal implications**

- 4.1 Section 1 Localism Act 2011 introduced what is termed as the general power of competence. In summary this is described as giving local authorities the same power to act that an individual generally has and provides that the power may be used in innovative ways, that is, in doing things that are unlike anything that a local authority — or any other public body — has done before or may currently do.

- 4.2 It is therefore within the power of the Council to provide a loan guarantee to the Addlestone Canoe Club for the construction of a new club house. The Council will have to draw up a loan guarantee agreement for this provision which will have to provide for the granting of a charge over its assets.
- 4.3 In the event that the Addlestone Canoe Club secure funding from other bodies then the loan guarantee agreement with the Council will be cancelled and any charge will be removed.

5. **Equality implications**

5.1 The Club's objectives include:

- Offer equal opportunities to all
- Introduce all ages, abilities and faiths to Paddle sport.

6. **Conclusion**

Council is asked to consider offering the Addlestone Canoe Club a loan guarantee of £150,000 which will be secured on the building

**(To resolve)**

**Background papers**

ACC working files

16. **PRESS AND PUBLIC TO BE EXCLUDED BY RESOLUTION**

To consider any items so resolved at the meeting.

17 **BACK OFFICE CORE SYSTEMS PROCUREMENT – RECOMMENDATION FROM CORPORATE MANAGEMENT COMMITTEE - 27 FEBRUARY 2020**

To consider the recommendation on the above-mentioned matter from the Corporate Management Committee held on 27 February 2020. The recommendation will be included on the Supplementary Summons which will be circulated in due course. The full Agenda report and appendices associated with this recommendation were circulated to all Members with the Agenda for the Corporate Management Committee meeting and are available on the website.