

MINUTES
OF A MEETING OF THE
EXECUTIVE

held on 27 June 2019
Present:

Cllr D J Bittleston (Chairman)
Cllr A Azad (Vice-Chair)

Cllr G S Cundy Cllr D Harlow
Cllr K M Davis Cllr C S Kemp

Also Present: Councillors A-M Barker, K Howard, D E Hughes and L S Lyons.

The Chairman announced that Agenda Item No. 11 – Land Management would be deferred to the next meeting of the Executive on 11 July 2019.

1. MINUTES

RESOLVED

That the minutes of the meetings of the Executive held on 20 May 2019 and 6 June 2019 be approved and signed as true and correct records.

2. APOLOGIES FOR ABSENCE

No apologies for absence were received.

3. URGENT BUSINESS

There were no items of Urgent Business under Section 100B(4) of the Local Government Act 1972.

4. DECLARATIONS OF INTEREST

In accordance with the Members' Code of Conduct, the Leader of the Council, Councillor D J Bittleston, Councillor A Azad, Councillor D Harlow and Councillor C S Kemp declared a non-pecuniary interest in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report, minute item 8 – Performance and Financial Monitoring Information and minute item 9 – Monitoring Reports - Projects arising from their positions as Directors of the Thamesway Group of Companies. The interests were such that speaking and voting were permissible.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston declared an interest in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report, minute item 8 – Performance and Financial Monitoring Information and minute item 9 – Monitoring Reports - Projects arising from his position as a Director of Victoria Square Woking Limited. The interest was such that voting and speaking was permissible.

In accordance with the Members' Code of Conduct, Councillor D J Bittleston declared an interest in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report, minute item 8 – Performance and Financial Monitoring Information and minute item 9 – Monitoring Reports - Projects arising from his position as a Director of Rutland Woking Limited. The interest was such that voting and speaking was permissible.

In accordance with the Members' Code of Conduct, Councillor G S Cundy declared an interest in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report and minute item 8 – Performance and Financial Monitoring Information arising from his position as a Director of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interest was such that voting and speaking was permissible.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, Deputy Chief Executive, Douglas Spinks, and Head of Democratic and Legal Services, Peter Bryant, declared a disclosable personal interest (non-pecuniary) in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report, minute item 8 – Performance and Financial Monitoring Information and minute item 9 – Monitoring Reports - Projects arising from their positions as Directors of the Thamesway Group of Companies. The interest was such that speaking was permissible.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan declared a disclosable personal interest (non-pecuniary) in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report, minute item 8 – Performance and Financial Monitoring Information and minute item 9 – Monitoring Reports – Projects arising from his position as a Director of Victoria Square Woking Limited. The interest was such that speaking was permissible.

In accordance with Officer Employment Procedure Rules, the Deputy Chief Executive, Douglas Spinks, and Head of Democratic and Legal Services, Peter Bryant, declared a disclosable personal interest (non-pecuniary) in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report and minute item 8 – Performance and Financial Monitoring Information arising from their positions as Directors of Woking Necropolis and Mausoleum Limited, Brookwood Park Limited and Brookwood Cemetery Limited. The interests were such that speaking was permissible.

In accordance with Officer Employment Procedure Rules, the Chief Executive, Ray Morgan, and the Deputy Chief Executive, Douglas Spinks, declared a disclosable personal interest (non-pecuniary) in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report, minute item 8 – Performance and Financial Monitoring Information and minute item 9 – Monitoring Reports - Projects arising from their positions as Directors of Export House Limited. The interests were such that speaking was permissible.

In accordance with Officer Employment Procedure Rules, the Head of Democratic and Legal Services, Peter Bryant, and the Finance Director, Leigh Clarke, declared a disclosable personal interest (non-pecuniary) in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report, minute item 8 – Performance and Financial Monitoring Information and minute item 9 – Monitoring Reports - Projects arising from their positions as Directors of Dukes Court Owner T S a r l. The interests were such that speaking was permissible.

In accordance with Officer Employment Procedure Rules, the Head of Democratic and Legal Services, Peter Bryant declared a disclosable personal interest (non-pecuniary) in minute item 6 – Treasury Management Annual Report 2018-19, minute item 7 – Risk Management and Business Continuity Annual Report, minute item 8 – Performance and Financial Monitoring Information and minute item 9 – Monitoring Reports - Projects arising from his position as Council appointed alternate Director of Rutland Woking Limited. The interests were such that speaking was permissible.

5. QUESTIONS

No written questions have been submitted under Section 3 of the Executive Procedure Rules.

6. TREASURY MANAGEMENT ANNUAL REPORT 2018-19 EXE19-016

The Executive received a report on Treasury Management performance for 2018-19 in accordance with the Council's policy on Treasury Management. Discussion ensued on the Council's borrowing and its use of 50 year annuity loans. Councillor Azad, Portfolio Holder for Financial Services, explained that long term borrowing was appropriate for the vast majority of the Council's capital spend, for example property and land acquisitions, as such assets tended to have 50 year lives. The Executive noted that short term borrowing was used for items such as ICT expenditure. It was highlighted that the Council's average interest rate for borrowing had been impacted by the level of short term borrowing, however there had been a move towards locking in long term borrowing at favourable rates during 2018/19.

Following a question regarding Victoria Square, Officers advised that the financial model would be re-run in the coming months. The Executive was informed that Officers tracked the rates of borrowing in relation to Victoria Square and the average rate was 2.52% which compared favourably to the parameters within which the scheme was modelled.

The Executive welcomed the report and noted the Council's net assets.

RESOLVED

That the annual report on Treasury Management performance for 2018/19 be received, and the compliance with the Council's approved arrangements be noted.

Reason: To receive the annual report on Treasury Management performance for 2018/19 in accordance with the Council's policy on Treasury Management.

7. RISK MANAGEMENT AND BUSINESS CONTINUITY ANNUAL REPORT EXE19-017

The Executive received the annual report on Risk Management and Business Continuity. The Executive heard that Councillor Davis, Portfolio Holder for Information Community Technology, had previously reviewed the contingency measures in place regarding the Alternative Premises Plan. It was explained that the Plan would enable the Council to relocate to the Leisure Centre in the event of the Civic Offices being destroyed or inaccessible. Councillor Davis stated that he was satisfied that the ICT provision was in place to ensure the continuation of the Council's most critical services. The Executive was informed that Corporate Management Group was currently reviewing the Council's Business Continuity arrangements and was considering possible rehearsals which could be undertaken to test procedures.

RESOLVED

That the report be noted and that Risk Management and Business Continuity arrangements will be reviewed and updated in the coming months to ensure that the implementation of both disciplines is sufficient to match the needs of the Council.

Reason: The continuous development of Risk Management and Business Continuity is essential to ensure effective management and planning within the Council.

8. PERFORMANCE AND FINANCIAL MONITORING INFORMATION

The Executive considered the Performance and Financial Monitoring Information (Green Book) April and May 2019. Members discussed fly tipping and the use of mobile CCTV units. It was noted that the Council had first refusal on four mobile CCTV units which were shared with the Police. Councillor Davis, Portfolio Holder for Waste and Recycling, advised that the units were deployed on a knowledge basis and that Officers could inform Members of their locations outside of the meeting. Following a question regarding possible technical issues with the units, Councillor Davis undertook to investigate. The Chairman added that it would be useful for Officers to send a note to Members setting out the process for suggesting potential locations for the units.

Regarding temporary accommodation on page 8 of the Green Book, Officers confirmed that the figures were correct. It was explained that where there was no figure against temporary accommodation, it was due to no-one leaving temporary accommodation in that month and so there was no figure to base the average. The Chairman requested that Officers looked to review the way the figures were reported in future Green Books.

Members also discussed street cleaning and the number of empty properties brought back into use.

RESOLVED

That the Performance and Financial Monitoring Information, April and May 2019, be received.

9. MONITORING REPORTS - PROJECTS EXE19-019

The Executive received a quarterly monitoring report on the progress of projects in the interest of financial prudence and to ensure open and transparent corporate governance. The Chairman commented that some of the projects had been on the monitoring report for a considerable length of time and encouraged Officers to try to resolve outstanding issues so that projects could be removed from future quarterly reports.

Members discussed the projects which were associated with Freedom Leisure and the Leisure Centre. The Executive noted that the Council had chosen to invest in the Leisure Centre under its Health and Well Being agenda, providing a huge benefit to the Borough. The Executive was informed that asset management was the Council's responsibility and that the Council's investment had enabled the service, which was run by Freedom Leisure, to grow over the last five years. Councillor Kemp, Portfolio Holder for Leisure Centre and Pool in the Park, advised that the flumes were expected to be open in July for the summer holidays and that promotional work would be undertaken.

Regarding Project No. 10206 on page 25 of the report, the Chairman undertook to provide an update on the Play Strategy and the additional works at Willow Way park.

Regarding Project No. 10221 on page 26 of the report, the Chairman undertook to provide an update on the Private Finance Initiative at Kingsmoor Park following questions raised at the Executive concerning width and adoption of roads.

Members also discussed Horsell Village Hall, Celebrate Woking 2018-19, Best Bar None 2018 and Woking Park Tennis Court Improvements.

RESOLVED

That the report be received.

Reason: To monitor the position of active projects on SharePoint.

10. LAND MANAGEMENT EXE19-044

RESOLVED

That the Part II item be deferred to the next meeting of the Executive on 11 July 2019.

Reason: To defer consideration of the item until the Executive on 11 July 2019.

<p>This document was published on Friday, 28 June 2019 and the decisions within it will be implemented on Monday 8 July 2019, subject to call-in.</p>
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The meeting commenced at 7.00 pm and ended at 7.38 pm.

Chairman: _____

Date: _____