

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE EXECUTIVE – 2 FEBRUARY 2010

SUBMITTED TO THE COUNCIL MEETING – 16 FEBRUARY 2010

(To be read in conjunction with the Agenda for the Meeting)

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| * Cllr Richard Gates (Chairman) | * Cllr Stefan Reynolds |
| * Cllr Mike Band (Vice-Chairman) | * Cllr John Sandy |
| * Cllr Mrs Carole King | * Cllr Roger Steel |
| * Cllr Robert Knowles | * Cllr Adam Taylor-Smith |
| * Cllr Ms Denise Le Gal | * Cllr Keith Webster |

* Present

Cllr Jim Edwards attended to speak on Agenda Item 1 - The Winter So Far
Cllr Ken Reed attended the meeting and spoke on Agenda Item 21 (Minute No 182 refers)
Cllr Bryn Morgan attended and spoke on Agenda Items 10, 24 and 29 (Minute Nos. 167, 171 and 189 refer)
Cllr Peter Isherwood was also in attendance

160. THE WINTER SO FAR (Agenda Item 1)

The Executive noted the Statement from the Leader about the difficult period of adverse weather conditions that was experienced at the start of the year.

161. MINUTES (Agenda Item 3)

The Minutes of the Meeting of the Executive held on 5 January 2010 were confirmed and signed.

162. APOLOGIES FOR ABSENCE (Agenda Item 4)

There were no apologies for absence.

163. DISCLOSURE OF INTERESTS (Agenda Item 5)

The following members declared personal interests in advance of and at the meeting:-

Agenda Item 8 - Financial Strategy Cllr Richard Gates

Agenda Item 10 - Community Grants Cllr Roger Steel As his wife is the founder and a trustee of the Charity 'Talk'.

Cllr Richard Gates

Cllr Adam Taylor-Smith As a Trustee of Godalming Museum

	Cllr John Sandy	As Chairman of the Clockhouse for 8 years, a member of Sport Godalming and his wife is a volunteer at Godalming Museum
Agenda Item 18 - Financial Support for Godalming Museum	Cllr Adam Taylor-Smith	As a Trustee of Godalming Museum
Agenda Item 27 - Shared Accommodation with Surrey Police	Cllr Adam Taylor-Smith	As he acts from time to time in relation to Surrey Police
Agenda Item 29 - Devolution to Godalming and Farnham Town Councils	Cllr Stefan Reynolds	As a member of Godalming Town Council
	Cllrs Roger Steel and Denise Le Gal	As members of Farnham Town Council

164. QUESTIONS (Agenda Item 6)

In accordance with Procedure Rule 10, members of the public had submitted the following questions:-

i. from Mr Mike Smyth of Milford

“A number of local authorities have let their sports facilities to community based not for profit organisations ("NPDO") which have themselves appointed a third party professional manager. A term of the appointment is that the manager undertakes to the NPDO and the local authority to manage the facilities in such a manner that, taking account of any grant received from the local authority, it operates at a surplus. Such a tripartite arrangement can provide financial and community benefits as well as ensuring that neither the local authority nor the NPDO is liable for any operating losses. The financial benefits arise because this structure avoids liability to business rates on the premises and avoids VAT on the sport related income (eg swimming and gym income but not catering income) of the facilities. A number of professional managers of sports and leisure operators provide a structure to avoid business rates but structures to avoid VAT are less common, although have proved effective. Most of the VAT paid on income from leisure centres can be avoided and retained by the local authority (by way of reduced grant) for its general purposes or applied in improved leisure services. VAT savings at local authorities which have implemented this structure have amounted to several hundred thousand pounds per annum.

My question is has Waverley considered restructuring the provision of its sports and leisure services so as to save, and retain for itself, the bulk of the VAT levied on charges for those services?"

The Portfolio Holder for Leisure responded in Mr Smyth's absence as follows:-

"Mr Smyth thank you for your letter. Before letting the contract for the running of Waverley's leisure centres in 2008, the Council took advice on the different operating models available. After carefully considering the operational and financial advantages of each model, the Council agreed that the Leisure Community Partnership model operated by DC leisure provides the best deal for Waverley. This model is VAT efficient and has enabled significant savings in running costs to be achieved. This model also enables closer working between the Council and the operator which helps to ensure an excellent service is provided to our customers. I am satisfied that the current arrangements, which have been in place since July 2008, are good for the users of the leisure facilities and provide good value for Waverley's council taxpayers."

ii. from Kathy Smyth from Guildford and Waverley Friends of the Earth

"At paragraph 5.2 of the Report on the Surrey Climate Change Strategy presented to the meeting of the Waverley Executive on 5 January 2010 reference was made to the draft Waverley Action Plan which was attached as Annex 2 to that report. The Executive was told that "this will form the basis of the action plan that will be completed by mid 2010 following consultation with relevant Waverley Officers". The official government target for 2020 cuts is still 34% although the science is telling us that we need to make 40% cuts by 2020. The government Committee on Climate Change has confirmed that at least 40% cuts are required (although it is not official government policy). So whilst locally Friends of the Earth welcomes any action in this area, the draft action plan presented to the Executive at that meeting was not adequate to deal with the challenge we face. It clearly needs significant work as otherwise it will fall well short of delivering any meaningful per capita cuts in carbon.

In Manchester, where the Council has very recently adopted a policy of aiming for a 41% cut in per capita emissions by 2020, the action plan just adopted aims to engage the community in climate change by involving individual, neighbourhoods and local organisations in rolling out 'low carbon thinking' across the city and we also know that the community and green groups in Manchester were consulted during the drawing up of that action plan. Many residents of this borough have considerable knowledge and expertise on green issues. For instance, there are a number of people with considerable expertise on renewable energy including community renewables and on feed-in tariffs and on micro-generation. I regularly meet people in the borough who are very knowledgeable on these and many other environmental topics, including individuals from the business and farming community.

So my question is as follows:

Will Waverley Council

- a) publicise and make the current draft action plan more available to the public and
- b) agree to widen the consultation on the draft climate action plan to include not only other "green" organisations and interest groups, but also make it open to all individual Waverley residents and members of the business and farming community who wish to contribute to it and make suggestions towards a comprehensive and robust action plan?"

The Portfolio Holder for the Environment replied as follows:-

"We are very grateful for the comments and the recommendation. The Council alone cannot tackle this major challenge that we are facing. In order to get the behavioural change that is needed, community input is crucial. We welcome any new ideas on how to reduce emissions within Waverley.

- a) The current draft action plan is Waverley's first attempt and therefore it is not in a form to be made more available to the public as it is work in progress. However the complete action plan will be made more widely available.
- b) The Executive has agreed the adoption of the Surrey Climate Change Strategy and the further development of a robust action plan. During the development of the action plan a number of organisations and interest groups, particularly those you have mentioned, will be consulted. We are already in discussions with Transition Town groups and Greening Campaign groups in the Borough, to identify ways that we can work together for our mutual advantage.

The Surrey Climate Change Partnership is currently working on the development of partnership projects that will contribute to CO₂ reductions in the Surrey area."

iii. from Mrs Sandars of Farnham

"Having noted from Waverley's website information about the Housing Register that the register contains over 3000 housing applicants and that only in the region of 300 to 320 Council properties become available to let each year, I should be grateful if the Chairman would answer the following question:

1. How many housing applicants are there currently on the waiting list, in separate totals per area, for each of the main town/village areas of Waverley, i.e. Godalming, Farnham, Haslemere and Cranleigh

2. How many applicants are there, again detailed separately for each of these areas, for the following categories of accommodation?
 1. 1 bed
 2. 2 bed
 3. 3 bed
 4. 4 bed
 5. Elderly and/or sheltered housing
3. How many applicants are there in each priority banding?
4. How many housing applicants were there on the waiting list for all types of housing in May 2005?"

The Portfolio Holder for Housing gave the following response:-

"Thank you for your question about the Council's Housing Needs Register. The answer to question 1 is 3378, and I can break that down by area if you like now, and the answer to question 2 is 2437. You will get a hard copy with all the totals and the breakdown and it is very kind of you to accept that. Thank you.

The Leader went on to comment that the criteria for inclusion on the waiting list had changed in approximately 2005 which did relax the criteria for being on the application list. Therefore changes in numbers by themselves were not necessarily significant, or it is very difficult to make a comparison.

PART I - RECOMMENDATIONS TO THE COUNCIL

165. FINANCIAL STRATEGY 2010/2011 - 2013/2014 AND COUNCIL TAX SETTING (Agenda Item 8; Appendix B)

The reports from the Executive in respect of the 2010/2011 budget are set out at Appendix A to the Council agenda incorporating:-

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|--------------|------------------------------------------------------------------------------|
| Appendix A.1 | Budget Monitoring |
| Appendix A.2 | General Fund Revenue Estimates 2010/2011 |
| Appendix A.3 | General Fund Capital Programme 2010/2011 |
| Appendix A.4 | Housing Revenue Account Revenue Estimates 2010/2011 |
| Appendix A.5 | Housing Revenue Account and Social Housing Grant Capital Programme 2010/2011 |
| Appendix A.6 | Council Tax Setting 2010/2011 |

These reports will be dealt with under Agenda Item 8 of the Council agenda.

166. FOOD WASTE COLLECTION IN WAVERLEY (Agenda Item 9; Appendix C)

166.1 This item reports back to Members with the outcome of the detailed feasibility work relating to food waste collection, and seeks a final decision on whether to proceed with this initiative in light of this information.

166.2 At its meeting of 1 December 2009, the Executive considered a report presenting proposals for the phased introduction of a segregated household food-waste collection in Waverley. The Executive resolved that:-

- (i) in considering service initiatives for 2010/11 the introduction of a food-waste collection service be a priority for the Council;
- (ii) subject to approval as part of the budget-setting process in February 2010, the Council should embark on a bolt-on service during 2010/11, and the service should focus initially on urban areas;
- (iii) Officers be requested to bring forward proposals for further encouraging home composting in the rural and semi-rural areas of the Borough;
- (iv) Officers be instructed to proceed with the 'Next Steps' as outlined in Paragraph 25 of the report, to report back to Members in February 2010 with the outcome of this work and to seek a final decision on whether to proceed with this initiative, and;
- (v) in order to set the food waste collection proposals in the context of a wider strategy for waste minimisation as a whole, Officers be requested to bring to the meeting of the Executive in March 2010 proposals for longer-term strategy options relating to the overall objectives of waste minimisation.

166.3 Officers are currently putting together a report dealing with future options for waste management, with a particular focus on waste minimisation (including home composting) and the opportunities afforded by the natural conclusion of the current Waste Management Contract in 2012. This report will be brought to the Executive's next meeting on 2 March.

166.4 In the meantime, pending Council resolutions on points (i) and (ii) above, Officers have carried out work on the 'Next Steps' outlined in the December report, and the results of this work are presented below.

166.5 Discussions with both Veolia and SCC have been ongoing, and both a firm cost from Veolia and a firm level of contribution from SCC for a service designed around one vehicle have now been negotiated. A summary of these costings is set out in Annexe 1.

166.6 From this it is clear that the initial capital outlay for purchase of kitchen caddies and kerbside containers, and for initial publicity, will be met in its entirety from the pro-rated capital contribution from SCC. Furthermore, the year 1 net revenue cost to WBC has, for a number of reasons now fallen. This is due in part to a review of the exact scope of the service and the activities required to make it a success (in particular the decision to absorb the administration and management of the new service within existing capacity and not to provide an initial issue of bio-bags to participants). It is also a result

of negotiations with SCC during which a greater level of flexibility was agreed with respect to their offer of assistance.

- 166.7 It should be noted that these figures only relate to the year 1 costs, during which time the flexibility between capital and revenue contributions exercised by SCC will benefit this Council. After that time, the ongoing net revenue cost of operating a 'bolt-on' service would rise. This is because during year 1, the Council will benefit from a £10k revenue 'start-up' contribution from SCC, as well as being able to use any capital remaining after purchase of containers and publicity (currently estimated at £7k) to assist with revenue costs. In year 2, however, the Council will be reliant solely on the £20k pro-rated revenue contribution from SCC. For a service designed around a single vehicle therefore, the revenue cost would increase from £75k in year 1 to approximately £91k per annum (plus the contract-related annual uplift of RPI + 1%) thereafter.
- 166.8 A fully integrated service would not result in such a high unit cost. Indeed, there is a local example of an integrated service recently being implemented at no extra cost. Veolia confirm that, should there be a desire to renegotiate the contract on, or before the expiry of the first 7 years in 2012, they would be able to offer a more competitive unit cost for food waste collection if it were integrated into the refuse and recycling collection system. It is difficult however to provide a figure for this at present, as it is likely that any renegotiation or re-tender would involve more than simply incorporating food waste into the current system, but rather a fundamental review of the way we currently do things, of what we collect and how.
- 166.9 At its meeting on 1 December 2009, the Executive made it clear that the provision of a food-waste collection service should be just one of a number of initiatives to remove food waste from the residual waste stream, and that to complement this initiative, further work was required to assist residents with minimisation and home-composting. This issue will be addressed in more detail in a future report to the Executive.
- 166.10 In light of this, Officers have looked at the possible make-up of a food waste collection service designed around a single vehicle by focusing their attention on households for which home composting is not a realistic option. In liaison with Veolia, a draft 'round' has been put together, covering a selection of densely populated areas across each of the four main centres of population over four consecutive days, with a fifth day focused specifically on flats. This model is of course constrained to an extent by the desire to shadow existing refuse/recycling collection days and so reflects existing routes, which naturally have a mix of property types, however, it is felt that these routes offer the largest proportion of 'difficult' properties possible without deviating from existing rounds. Members of the Executive and Ward Councillors will be consulted on this draft 'round' shortly.
- 166.11 The timetable for implementation of this scheme is largely dictated by the lead-times for the procurement of the food waste containers and vehicle, and the minimum time period required to ensure the scheme receives adequate exposure and publicity before it is rolled out.

- 166.12A draft project timetable is attached for consideration at Annexe 2 to this report.
- 166.13 The introduction of household food-waste collection in Waverley would meet a number of key objectives as set out in detail in the report to the December meeting of the Executive, and a provisional budget has therefore been allocated to finance the launch of a first phase of this programme (designed around a single collection vehicle) in 2010/11.
- 166.14 The collection of food waste is an important priority in the Surrey Joint Municipal Waste Management Strategy, a key element of SCC's current and future waste disposal policy, and a priority for this Council.
- 166.15 Once a phased introduction of the service has commenced, it is likely to be an attractive and valued aspect of the waste collection service we provide to our residents. However, the rate at which wider implementation is possible will necessarily be governed by available resources and progress on the re-specification and retender/renewal of the Waste Management Contract on, or before 1 November 2012.
- 166.16 The Executive asked to receive a detailed report back to its meeting in April and accordingly

RECOMMENDS that

- 58. responsibility be delegated to the Head of Environmental Services and Strategic Director, in liaison with the Portfolio Holder for the Environment, to proceed with the procurement of a food waste collection service designed around a single collection vehicle, as detailed above.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

167. COMMUNITY PARTNERSHIP FUND GRANTS (Agenda Item 10; Appendix D)
- 167.1 The principle aim of the Waverley Community Partnership is to 'provide financial support for the on-going revenue costs of voluntary and charitable organisations that are delivering high priority service for the benefit of Waverley residents in partnership with the Council'.
- 167.2 A total of 28 applications to the Waverley Community Partnership have been received, with 2 from new applicants. The total level of funding requested by the organisations for 2010/11 is £736,281 and Annexe 3 details all the applications received and the level of grants requested.
- 167.3 Each application has been assessed against the Waverley Community Partnership grant eligibility and criteria by the relevant 'link officer' within each service area. The application form asks organisations to explain how their

services fit into the Council's priorities and this was also taken into account. In addition, a financial assessment of each organisation's annual accounts was undertaken to identify any changes/concerns in the financial position of partner organisations.

167.4 Link officers assessed applications against 6 criteria which gave a scoring out of 30 and recommended the level of grant that should be awarded. A moderation panel, made up of the Portfolio Holder for Partnerships and the link officers, met to discuss initial suggested grant levels and made recommendations on levels of funding ahead of the Overview and Scrutiny consideration taking into account:

- The overall budget
- The outcomes of the recent Participatory Budgeting exercise
- Previous and current financial support provided to organisations by the Council
- The degree of priority of services that organisations provide.

167.6 To help the panel in their consideration of grant levels, they were provided with a summary evaluation for each application which showed the key purposes for the requested grant, which was detailed in the organisation's grant application, the key financial information taken from the organisation's accounts and the Waverley link officer's grant recommendation justification.

167.7 The Council agreed the principle of three-year intention-to-fund agreements for larger partner organisations with approved grants of £10,000 and above. The current agreement covers the period 2008/09 to 2010/11. The agreements are made subject to sufficient funding being available and subject to an annual appraisal of the organisation's performance and an update of its financial status. Recognising the challenging financial conditions facing Waverley's partner organisations, members are keen that, in future, these agreements give greater reassurance that the Council will endeavour to continue to provide funding at the current level. Whilst these agreements would still be subject to annual budget approval, this move to strengthen the Council's stated intentions should help organisations make medium-term plans.

167.8 Once a revenue grant is approved and a grant offer made, a partnership agreement is prepared by each organisation and the relevant Waverley service officer, who forms the key link officer during the funding period. The partnership agreement details the key outputs and achievements for the year and is signed by both parties. The partnership agreement enables service officers to monitor each organisation's performance against stated outcomes. In 2010/11, particular emphasis will be placed on the Council's requirement for publicity and visible evidence of Waverley's funding and on the need for the organisation to monitor and report on performance. Reports were made to the November meeting of the Overview & Scrutiny Committee on partner organisations' performance in the first half of the year.

167.9 The Community Overview and Scrutiny Committee considered the report at its meeting on 11 February and made the following observations:

- It was observed that the grant award report provided an impression of financial support but did not include other grants and concessions made by Waverley to individual Partners.
- Members noted that whilst Annexe 2 to the report provides some information for the following years grant allocations, more information should be provided on the property and financial arrangements of Partner organisations.
- The use of the evaluation sheets were felt to have been very useful to members who could see how each Partner's need had been assessed.
- Age Concern, Farncombe had not arranged a minibus lease arrangement with Hoppa, but had gone to a different supplier. It was explained that Hoppa was not always able to supply the right vehicles to Partners at the time of need.

The Committee passed the following observations to the Executive for consideration:

1. an exercise should be undertaken to present the full extent of Waverley's support of its Community Partners, particularly day centres, so as to quantify all concessions, relief and waiving of fees/rents etc. This would help to produce a more transparent picture of the circumstances of individual Partners; and
2. officer feedback be sought in order to inform members how Waverley was supporting its Partners in terms of negotiations with Hoppa and other transport contractors.

The Environment and Leisure Overview and Scrutiny Committee considered the report at its meeting on 12 February and passed the following observations to the Executive for consideration:

1. The Committee expressed disappointment that there was not a Member Group set up to consider the officer recommendations prior to them being brought to Committee. Members felt that a new arrangement should be put in place for next year to ensure substantial and decisive Member input in order to question the continuity of the proposals and to provide local expert knowledge. Officers responded to Members concerns that these were recommendations only and Members comments would be taken into account before the actual proposal was taken forward to the Executive.
2. Despite their concern and disappointment in terms of the process, Members noted that only minor changes in grant levels were proposed and the proposals were accepted.

167.10 The Executive accordingly

RECOMMENDS that

59. grants be awarded as set out in Annexe 3; and
60. the level of Waverley's contribution to the Waverley Voluntary Grants Partnership in 2010/11 should be £54,000.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

168. TREASURY MANAGEMENT – REVISED CODE OF PRACTICE (Agenda Item 13; Appendix G)

168.1 The previous Treasury Management Code of Practice was last published in 2002 and was widely adopted by local authorities including Waverley. Since that time the Government have issued new capital finance regulations which allowed prudential borrowing and, more recently, the banking crisis has made for a review timely. Whilst the Council has updated its operational limits each year, with the publication of the new code, it is now appropriate for a comprehensive review of the policy and practice statements to be undertaken.

168.2 Treasury management is the management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

168.3 For Waverley Borough Council this means investing up to £40m in financial markets at any one time and borrowing up to £7m. CIPFA has produced this Code and the accompanying guidance notes to help satisfy eight main purposes:

- i. To assist public service organisations in the development and maintenance of firm foundations and clear objectives for their treasury management activities, and thereby to add to their credibility in the public eye.
- ii. To emphasise the overriding importance of effective risk management, as the foundation for treasury management in all public service bodies.
- iii. To encourage the pursuit of value for money in treasury management, and to promote the reasoned use, development and appreciation of appropriate and practical measures of performance.
- iv. To enable CIPFA members to fulfil their professional and contractual responsibilities to the organisations they serve and, in accordance with the members' charter, *"to maintain and develop the professional competence of both themselves and those they supervise"*.
- v. To help facilitate a standardisation and codification of treasury management policies and practices in the public services.

- vi. To assist those involved in the regulation and review of treasury management in the public services, particularly those charged with the audit of the same,
- vii. To foster a continuing debate on the relevance and currency of the statutory and regulatory regimes under which treasury management in the various parts of the public services operates.
- viii. To further the understanding and confidence of, and to act as a reference work for, financial and other institutions whose businesses bring them into contact with the treasury management activities of public service organisations.

168.4 The Code identifies three key principles which organisations should apply:

Key Principle 1

Public service organisations should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities.

Key Principle 2

Their policies and practices should make clear that the effective management and control of risk are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations. Their appetite for risk should form part of their annual strategy and should ensure that priority is given to security and liquidity when investing funds.

Key Principle 3

They should acknowledge that the pursuit of value for money in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of effective risk management, their treasury management policies and practices should reflect this.

168.5 CIPFA recommends that an organisation's treasury management policy statement adopts the following forms of words to define the policies and objectives of its treasury management activities:

- Waverley Borough Council defines its treasury management activities as:
The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
- Waverley Borough Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured.

Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation.

- Waverley Borough Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management and to employing suitable comprehensive performance measurement techniques within the context of effective risk management.

168.6 Clauses to be formally adopted - CIPFA recommends that all public service organisations adopt, as part of their standing orders, financial regulations, or other formal policy documents appropriate to their circumstances, the following four clauses:

- i. Waverley Borough Council will create and maintain, as the cornerstones for effective treasury management:

- A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities.

- Suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in the Code, subject only to amendment where necessary to reflect the particular circumstances of this Council. Such amendments will not result in the organisation materially deviating from the Code's key principles.

- ii. The Council's Executive will receive reports on its treasury management policies, practices and activities, including as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.
- iii. The Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Executive, and for the execution and administration of treasury management decisions to the Deputy Chief Executive (Section 151 Officer) who will act in accordance with the organisation's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
- iv. Waverley Borough Council nominates the Corporate Overview & Scrutiny Committee to be responsible for ensuring effective scrutiny of the treasury management strategy and policies.

168.7 The revised code expects authorities to update treasury management practices. These are covered in [Annexe 4](#).

168.8 Waverley has applied the previous Treasury Management Code of Practice and is keen to update its practices and processes in the light of the latest guidance which the new code provides.

168.9 The Executive accordingly

RECOMMENDS that

- 61. the revised Code of Practice be endorsed;**
- 62. the Key Principles in paragraph 168.4 be agreed;**
- 63. the Clauses in paragraph 168.6 be approved and Standing Orders and finance regulations be amended as appropriate; and**
- 64. the Corporate Overview and Scrutiny Committee be nominated as the committee responsible for scrutinising the treasury management function.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

169. PRUDENTIAL CODE FOR CAPITAL FINANCE (Agenda Item 11; Appendix E)

169.1 To fulfil the requirements of the Code, the Council must produce and maintain the following set of specified 'Prudential Indicators'. In setting and revising these indicators, and more importantly in any decision on borrowing, the Council must take into account affordability, e.g. implications for Council Tax and housing rents and prudence and sustainability, e.g. implications for external borrowing.

169.2 The prudential indicators are there to support decision-making and are not designed to be comparative performance indicators with other councils. The indicators which require future forecasts are rolling scenarios, not fixed for the 3 year period. They can be reviewed at any time by the S151 Officer, subject to Council approval. The S151 Officer must monitor performance against each indicator during the year.

169.3 Delivering Waverley's Leisure Strategy will require the Council to borrow up to £7million. Where appropriate, the impact of this decision on the prudential indicators is shown in this report. The Council may also give further consideration to options for providing affordable housing in the Borough in future years and this may result in a request to consider borrowing for capital investment. However, a comprehensive business model will be required before this can be considered. Other financial options to be considered first would include sales of land and S106 contributions. The prudential indicators and the Medium Term Financial Strategy will be reviewed as this develops.

Indicator 1 - Estimates of capital expenditure

	2008-09 £000 Actual	2009-10 £000 Estimate	2010-11 £000 Estimate	2011-12 £000 Estimate	2012-13 £000 Estimate
General Fund	3,845	6,643	4,624	6,048	1,548
HRA	9,027	6,011	4,290	3,940	3,950
Total	12,872	12,654	8,914	9,988	5,498

Indicator 2 - Estimates of the ratio of financing costs to net revenue stream

	2008-09 £000 Actual	2009-10 £000 Estimate	2010-11 £000 Estimate	2011-12 £000 Estimate	2012-13 £000 Estimate
General Fund	-14.61%	-4.06%	-1.34%	0.39%	1.26%
HRA	0.49%	0.68%	0.66%	0.69%	0.67%

169.4 The estimates of financing costs include current commitments and the proposals in the budget report. At 1 April 2009, investments totalling £25million were held, some of which represent balances and reserves, with the balance being held for cash flow purposes. The projected reduction in the General Fund ratio reflects estimates of the overall draw on capital receipts to fund the capital programme, the impact of lower interest rates in investment returns and the borrowing cost for the leisure strategy. The additional income that will be generated from the leisure investment is not reflected in the above indicator, only the borrowing cost. The HRA figures are determined by Regulations.

Indicator 3 -Capital financing requirement

	2008-09 £000 Actual	2009-10 £000 Estimate	2010-11 £000 Estimate	2011-12 £000 Estimate	2012-13 £000 Estimate
General Fund	-4,423	-4,423	-1,823	2,577	2,577
HRA	3,513	3,513	3,513	3,513	3,513
Total	-910	-910	1,690	6,090	6,090

169.5 This indicator is a measure of the underlying need to borrow for capital purpose, it is not the level of actual borrowing held or required. Waverley is currently debt-free and intends to finance most of its routine capital programme from existing resources in the medium term, so this indicator is showing a prudent position. Other than the potential need to borrow to deliver the leisure strategy, which is reflected in the figures above, it is the intention to review the programme as part of each year's General Fund budget setting process to match planned expenditure to the level of resources available.

Indicator 4 - Authorised limit for external debt

	2009-10 £000 Estimate	2010-11 £000 Estimate	2011-12 £000 Estimate	2012-13 £000 Estimate
General Fund	£5million	£8million	£12million	£12million
HRA	nil	nil	nil	nil
Total	£5million	£8million	£12million	£12million

169.6 Whilst cash flows are currently managed using the investment portfolio, it is possible that short-term borrowing may be necessary. As the indicators in this report show, other than potential borrowing for leisure improvements, a significant amount of borrowing for capital purposes is not currently expected to be necessary in the short term. However, it is sensible to have in place an authorised borrowing limit at a prudent level to enable treasury activity if necessary. Actual external debt at the 31st March 2009 was zero. In approving this limit, the Council is approving the limit as required under section 3(1) of the Local Government Act 2003.

Indicator 5 - Operational boundary for external debt

	2009-10 £000 Estimate	2010-11 £000 Estimate	2011-12 £000 Estimate	2012-13 £000 Estimate
General Fund	£3million	£6million	£10million	£10million
HRA	nil	nil	nil	nil
Total	£3million	£6million	£10million	£10million

169.7 As the authorised limit for external debt is currently intended to cover mainly cash flow movements and only a limited amount of capital expenditure, it is not necessary to set the operational boundary at a lower level. If a greater degree of borrowing for capital purposes is required in the future, both indicators will be reviewed.

Indicator 6 - Incremental impact of current capital investment decisions on the council tax

	2010-11 £000 Estimate	2011-12 £000 Estimate	2012-13 £000 Estimate
For Band D Council Tax	Nil	£1.85	£2.10
For average weekly housing rents	Nil	Nil	Nil

169.8 It is assumed at this stage that the borrowing of up to £7million to finance leisure improvements and the new Godalming leisure centre will fall as follows:

2010/11 £2.6million
2011/12 £4.4million

The full repayment cost of this borrowing is partly offset by savings in the management fees that the Council pays to run its leisure facilities. It is the net cost that is used to calculate the above indicators. The precise timing of the capital expenditure and revenue savings will be known as the contract develops during 2010 and 2011/12, particularly around the Godalming leisure scheme. **It is important for Members to note that this calculation is purely an indicator based on a mathematical calculation of the estimated impact of the borrowing decision on Waverley's council taxpayer. In reality, it is not the intention to increase council tax to pay for the borrowing costs of the leisure capital spend. The net cost, after offsetting increases in income from the facilities, will be met from savings in other budgets.**

169.9 In terms of the capital programme, there is a risk of increased capital costs or capital receipts falling short of estimate. The Financial Regulations and regular budget monitoring should reduce the risk of unknown variations and enable early action to be taken if necessary. A separate risk assessment process is in place for the leisure capital investment programme.

169.10 The forward-looking prudential indicators shown above are best estimates taking into account the Financial Strategy, current budget projections and the current level of reserves, balances and capital receipts. There are other major decisions for the Council in the next few years that may have a significant impact on capital financing decisions, such as the East Street development and further appraisal of options for affordable housing in the borough. As these details become available, the indicators will be reviewed and, if necessary, reconsidered by Members.

169.11 The Executive accordingly

RECOMMENDS that

65. the Prudential Indicators be approved.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

170. ANNUAL INVESTMENT STRATEGY 2010/2011 (Agenda Item 12; Appendix F)

170.1 Waverley has adopted the Chartered Institute of Public Finance and Accounting's (CIPFA's) Code of Practice on Treasury Management in the Public Services. The Policy provides for an annual review to be undertaken and reported to the Executive. Waverley had £25 million invested at 1st April 2009. CIPFA has recently published a revised Code which is also referred to at Minute No. 168.

170.2 The Prudential Code for Capital Finance in Local Authorities requires that the annual investment strategy includes a set of specific prudential indicators. Waverley's policy and practice is to put security of investment at a higher priority than rate of return/yield. The Executive approved revisions to the policy in February 2009 to ensure continued security of investment. Waverley's day to day practice continues to be refined, within the boundaries of the approved policy, in response to challenging market conditions. The cornerstones of current policy/practice are:

- to restrict lending to only those institutions which fit the Council's policy in terms of financial standing, credit ratings etc;
- generally to restrict lending to the short-term (typically 3 months or less) or to cover precept dates for the remainder of the year, except where the Deputy Chief Executive or Head of Finance and Performance agree to an investment up to one year if interest rates are favourable, and within Waverley's criteria,

- to fix financial limits to each institution depending the quality of their financial ratings.

170.3 The tightening restrictions operated by Waverley do inevitably have a negative impact on the rates of return achievable, but are necessary to maintain sufficient security on investment. Currently the lack of financial institutions which meet Waverley's counterparty criteria is the most significant factor in day to day Treasury Management. To date Waverley has not invested with the Debt Management Office (DMO, part of the Government's Public Works Loans Board) where rates are significantly below market rates and generally less than base rate. It estimated that, based on current rates, by opting for market investments rather than investing with the DMO, the Council will double the amount of interest income for the Council.

170.4 The proposed boundaries below have not changed significantly from those previously approved. However in practice, recent market conditions have meant that controls have been tightened further, within the bounds of the approved policy, to create as much security as possible for Waverley's investment portfolio. These measures include:

- The major objective of managing daily cash balances to meet cash flow commitments remains the priority;
- Short term lending, generally targeted at 3 month rates, is judged to generate the best balance of return to risk and most of Waverley's investment will fall into this category; although taking any opportunities in the yield curve with investments up to one year, (see 3 above).
- Investments are also monitored on a sector basis and judgments made as to the appropriate level within each sector;
- General Market information is also used to enable some targeting of investment partners and, despite the well-documented problems with the credit ratings agencies, their objective views still have a value and are monitored more regularly.
- Close monitoring of credit ratings at the point of transaction including consideration of the 'future outlook' assessment.
- Increased frequency of updating the list of preferred organisations for investment with reduced working maximum limits for lower ranked non-rated building societies

170.5 The Investment Strategy is linked to decisions on borrowing and, when the need arises to borrow to fund the leisure strategy capital spend later in 2010, the Deputy Chief Executive will consider a range of factors including the current investment levels and returns, available reserves, appropriate borrowing periods and the most beneficial repayment method.

170.6 Current Council policy allows for the employment of treasury advisors on a self-financing basis. However, Waverley continues to have a relatively consistent and predictable cash flow year-on-year and officers regularly monitor this and other factors including the credit ratings of investment organisations and the return on investments. Officers are satisfied that managing Waverley's short-term investments in-house is still appropriate but will keep the option of treasury advice open, particularly for any borrowing transactions necessary for the leisure capital investment.

170.7 The capital finance regulations require the Council to determine a number of limits and guidelines for its investment activity including 'specified' and 'non-specified' investments. Specified investments are held in sterling with a maturity of no more than a year and must be with the UK Government, UK local authorities or "high" credit rated institutions. Non-specified investments are any investments that do not meet the above criteria.

170.8 To meet the requirements of the Regulations it is proposed that the following policy and limits apply to all of Waverley's investment activity in 2010-11:

- UK Local Authorities and the UK Government
- "High" credit rated means AAA rating for sterling money market funds or A and above rating for any banks and building societies
- Waverley will not make any non-specified investments
- £5million is the maximum investment in any single specified organisation at any one time.
- Credit ratings will be monitored continuously using either Moody's, Standard and Poor's or Fitch ratings
- All new investment institutions will have ratings checked at the outset and a list of potential counterparties prepared and approved by the S151 Officer before 1st April each year and updated throughout the year
- The maximum total investment at any one time that can prudently be committed for more than one year is £10 million.
- The minimum total investment at any one time that can be held in short term (less than 365 days) investments is £10 million.

170.9 These policies and limits update those stated in the approved Treasury Management Policy. They are intended primarily to maximise the security and liquidity of Waverley's investments, but they must also enable flexibility in investment options and allow for the practicalities of day-to-day investment dealing. Whilst maximising the interest earned on investments is of secondary importance behind security, it is nevertheless a high priority and the limits set must enable both security and high yield to be achieved.

170.10 The following prudential indicators are required under the Prudential Code for Capital Finance in Local Authorities. Minute No. 169 also refers.

- The upper limit on fixed rate investments for 2010/11, 2011/12 and 2012/13 to be 100% of net outstanding principal sums
- The upper limit on variable rate investments for 2010/11, 2011/12 and 2012/13 to be 40% of net outstanding principal sums
- The maturity structure of borrowing (as % of overall projected fixed rate borrowing) in 2010-11 is:
 - under 12months - upper limit 100%, lower limit, 0%
 - between 1 and 25 years – upper limit 100%, lower limit 0%
- The upper limit of principal sums invested for periods of more than 365 days is £10 million.

170.11 The Executive accordingly

RECOMMENDS that

66. the annual Investment Strategy, as set out in paragraph 170.8 be approved; and

67. the prudential indicators in paragraph 170.10 be approved.

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

171. REVISING THE COUNCIL'S SOCIAL HOUSING TENANCY AGREEMENT
(Agenda Item 24; Appendix R)

171.1 A tenancy agreement is a legal contract between the landlord and the tenant and is a set of responsibilities which both parties are required to abide by. It is important in managing council housing properly that the tenancy agreement is kept up to date in terms of best practice and current legislative requirements. Reviewing the tenancy agreement was one of the Audit Commission's recommendations from its inspection of the Council's landlord services.

171.2 The Landlord Services Partnership SIG considered a draft document on the 21 May 2009. The Tenants Panel made a valuable contribution to the discussion and comments and amendments from this meeting were included in the version reported to the Overview and Scrutiny Committee on the 15 June 2009.

171.3 Officers then embarked on the legal consultation process as required by Section 103 of the Housing Act 1985. Every tenant, including joint tenants, was sent a copy of the draft document and information about the proposed changes and invited to comment on the changes. This amounted to 6,027 documents.

171.4 Part of the consultation process requires the Council to identify changes between the existing and the proposed new agreement. The layout and ordering of clauses in the proposed draft agreement differed significantly from the existing agreement making it difficult to make a comparison on a line by line basis. Identifying the changes was therefore based on highlighting new clauses and, if similar clauses appear in the existing agreement, where these are located.

171.5 60 responses making detailed comments including constructive criticisms on various clauses were received. There were also 16 tenants who responded that they were satisfied with the new agreement. The Chairman of the Heath End and Weybourne Tenant Association attended a Community Overview and Scrutiny Committee to ask a question about the new agreement. A number of other tenants also signed and returned the agreement although they were not required to do so. All the comments have been carefully considered and where appropriate the draft document has been revised accordingly.

- 171.6 The tenancy agreement is the most important document tenants have in relation to their tenancy and the occupation of their home. If a tenant breaches a condition of their tenancy it can ultimately lead to them losing their home. It is Waverley's responsibility as landlord to make every effort to ensure that tenants understand fully their obligations.
- 171.7 Your officers have therefore had the document reviewed by the Plain English Campaign. This organisation has edited the document to ensure that the language used is clear, straightforward and unambiguous but without altering the meaning of the clauses. The Plain English Campaign has awarded the Crystal Mark this tenancy agreement. The amended version has also been submitted for review.
- 171.8 It is important that the presentation of the document to tenants underlines its importance as well as being an easy to use document. It has therefore been redesigned and the new format also reflects the corporate style. The whole document will be 32 pages in total.
- 171.9 The legal process requires the Council to write to all tenants giving at least one month's notice that the new agreement is coming into effect. This includes the requirement to identify all the variations that were first proposed to the existing agreement and any subsequent changes following the consultation. It is proposed that the effective date will be 1 April 2010. All tenants, including joint tenants, will receive the required notice and a copy of the new final agreement which they will be required to abide by from 1st April 2010. Existing tenants will not be required to sign acceptance of the new agreement – it is enforceable without their signature. The agreement will be operational for new tenants from the 1 April 2010.
- 171.10 The Community Overview and Scrutiny Committee considered the revised draft Tenancy Agreement and resolved to RECOMMEND to the Executive that:
1. The new tenancy agreement be approved for implementation with effect from the 1st April 2010 with suitable amendments made to Section 7, paragraphs (1) and (2); and
 2. A meeting take place between the Chairman and Vice Chairman of Weybourne & Heath End Tenants' Association and Housing Officers to examine the local issues.
- 171.11 This meeting had taken place and having considered the views expressed, amendments had been made where appropriate, including to Section 7. In addition, a Tenant Panel member had recently submitted various suggestions, some of which can be adopted.
- 171.12 The final revised Tenancy Agreement incorporating changes made will follow as Annexe 5.
- 171.13 The Executive accordingly

RECOMMENDS that

- 68. the new tenancy agreement be approved for implementation effective from 1 April 2010 and the Head of Housing be authorised, in consultation with the Portfolio Holder for Housing, to make final detailed changes to the document.**

Background Papers

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

Part II – Matters Reported in Detail for the Information of the Council

There were no matters falling within this category.

Part III – Brief Summaries of Other Matters Dealt With

172. EXECUTIVE FORWARD PROGRAMME (Agenda Item 7; Appendix A)
RESOLVED that the forward programme of key decisions for Waverley Borough Council be adopted.
173. BUDGET CONSULTATION FINDINGS (Agenda Item 8.6; Appendix B.6)
RESOLVED that the report be noted.
174. EQUALITY IMPACT ASSESSMENT ON STAR CHAMBER FINDINGS 2010/2011 (Agenda Item 8.7; Appendix B.7)
RESOLVED that the EqIA be noted and the positive net impact of those proposals on our ability to deliver equal life chances for all, particularly the most vulnerable members of our society be welcomed.
175. TREASURY MANAGEMENT – PERFORMANCE MEASUREMENT 2009/2010 (Agenda Item 14; Appendix H)
RESOLVED that the Quarter 3 Treasury Management Performance for 2009/10 be noted and the approach to managing investment activity be endorsed.
176. WAVERLEY'S VALUE FOR MONEY TARGET (Agenda Item 15; Appendix I)
RESOLVED that the progress to date on the Council's Value For Money Strategy be noted and the actions proposed in the report be endorsed to ensure that the target is met over the three-year period 2008 to 2011.

177. BANK CONTRACT EXTENSION (Agenda Item 16; Appendix J)

RESOLVED that, in accordance with the provisions of Contract Procedure Rule Q101a, the extension of the current banking contract to 31 March 2011 be approved.

178. HASLEMERE HALL - ESSENTIAL ROOF WORKS PROJECT (Agenda Item 17; Appendix K)

RESOLVED that

1. the level of Waverley's contribution towards the Haslemere Hall essential roof works project should be £32,000 and that this funding be met from unallocated 2009-2010 capital resources; and
2. Haslemere Town Council be encouraged to give further support to the Hall in future.

[NB. This item is also referred to in the Budget Monitoring report to Council at Appendix A.1 where it is recommended for inclusion in the 2009/10 capital programme]

179. FINANCIAL SUPPORT FOR GODALMING MUSEUM (Agenda Item 18; Appendix L)

RESOLVED that

1. Godalming Museum Trust's request for a one-off financial payment of £5,000 to assist with the projected deficit on its general operations in 2009/10 be supported, to be funded from the revenue contribution to the Revenue Reserve Fund;
2. officers review the building rent and rebate arrangements currently in place alongside the evaluation of the Museum's Waverley Community Partnership grant application; and
3. the support offered by Godalming Museums Trust's Chairman and Treasurer to work with Waverley during the proposed reorganisation at Farnham Museum be gratefully accepted.

180. EQUAL PAY PROJECT UPDATE (Agenda Item 19; Appendix M)

RESOLVED that the actions outlined in the report be endorsed.

181. WAVERLEY YOUTH STRATEGY 2010 TO 2015 (Agenda Item 20; Appendix N)

RESOLVED that the Youth Strategy and Action Plan be endorsed.

182. REVIEW OF GUILDFORD-CRANLEIGH RAIL LINK REOPENING (Agenda Item 21; Appendix O)

The Leader tabled an amendment to the report, referring to paragraph 23 which deleted the last sentence and replaced it with:-

“in conversation with officers prior to the ELOS Select Committee meeting, ATOC advised that the Department of Transport routinely add 60 percent to initial project estimates as an “optimism” factor. This would bring the project cost to around £100 million. ATOC advised that they nevertheless felt that their estimate of £63 million was realistic”.

RESOLVED that:

1. Waverley was not in any position to fund the capital costs of the reopening and therefore accepted the ELOS recommendation that the Council does not pursue further investigation into the reopening of the rail link;
2. the Council would give whatever encouragement and assistance it could to any party who wished to take forward such work; and
3. the Council would continue to work with Guildford Borough Council and Surrey County Council to protect and develop the Downs Link as a sustainable transport corridor.

183. REVIEW OF SUPPORTING PEOPLE SERVICE (Agenda Item 22; Appendix P)

RESOLVED that the report be endorsed in the knowledge that further reports will be made available as the future of Supporting People funded services is clarified.

184. HOUSING SERVICES COMPENSATION POLICY (Agenda Item 23; Appendix Q)

RESOLVED that the Compensation Policy be adopted, subject to clarification that compensation would not be payable if a tenant exercises their right to buy.

185. REVIEW OF WAVERLEY'S PREFERRED PARTNERSHIP ARRANGEMENTS WITH REGISTERED SOCIAL LANDLORDS (Agenda Item 25; Appendix S)

RESOLVED that

1. Accent Peerless, Downland, Southern Housing Group, Pavilion, Sentinel, Thames Valley, Ability, English Rural, Mount Green and Surrey Community Development Trust act as preferred partners for the period 2009-2015;
2. Raglan's preferred partner status be withdrawn;

3. Preferred partners would work on the affordable housing schemes that are negotiated on the larger development sites (PPG3) that come forward between 2009 and 2015;
4. The selection of preferred partners be based on an annual review of performance; and
5. Housing associations not selected would still have a role to play and would continue to contribute towards the development of affordable housing in the district.

186. LOCAL DEVELOPMENT FRAMEWORK SPECIAL INTEREST GROUP
(Agenda Item 26; Appendix T)

RESOLVED that an LDF Special Interest Group be established, together with the membership and terms of reference set out in the report.

187. CENTRAL OFFICES SHARED ACCOMMODATION - SURREY POLICE
(Agenda Item 27; Appendix U)

[This item contains exempt information by virtue of which the public is likely to be excluded. The information is as specified in paragraph 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information)].

RESOLVED that the proposed lease be agreed, on the terms and conditions as set out in the Exempt Annexe to the Executive report, and any other terms and conditions to be agreed by the Estates and Valuation Manager.

188. WEBCASTING REVIEW (Agenda Item 28; Appendix V)

RESOLVED that

1. the provision of an internally-managed webcasting service be agreed and that the one-off set-up costs be met from a capital provision of £18,000 in 2009/10; and
2. officers be asked to amend the revenue estimates for 2010/11 to reflect the reduced running costs.

[NB. This item is also referred to in the Budget Monitoring report to Council at Appendix A.1 where it is recommended for inclusion in the 2009/10 capital programme]

189. DEVOLUTION OF PROPERTY TO GODALMING TOWN COUNCIL AND FARNHAM TOWN COUNCIL (Agenda Item 29; Appendix W)

[This item contains exempt information by virtue of which the public is likely to be excluded. The information is as specified in paragraph 3 of the revised Part I of Schedule 12A to the Local Government Act 1972, namely:-

Information relating to the financial or business affairs of any particular person (including the authority holding that information)].

RESOLVED that, for the Borough Hall

1. the progress on the transfer of property to Godalming Town Council be noted;
2. the tapered funding arrangement with Godalming Town Council for the transfer of the Borough Hall as set out in the report be approved;
3. a further report be received with the specific terms of the proposed lease for the transfer of the Borough Hall at its next meeting; and

RESOLVED that for the Farnham Council Offices,

4. in principle Waverley Borough Council transfer the Farnham Council Offices at nil value to Farnham Town Council on the terms set out in (Exempt) Annexe, and
5. the outcome of the final negotiations and business case be reported back to the next meeting of the Executive for agreement.

190. CALENDAR OF MEETINGS 2010/2011 AND DRAFT 2011/2012 (Agenda Item 30; Appendix X)

RESOLVED that the calendar of meetings for 2010/2011, agreed in principle last year but now updated to include a slightly amended pattern of planning meetings be agreed and the draft calendar for 2011/2012 be agreed, subject to bringing the date of the Finance Seminar forward into September on both calendars. A copy of the calendar for 2010/2011 is attached as Annexe 6 for information.

191. ACTION TAKEN SINCE LAST MEETING (Agenda Item 31)

The Executive noted the actions taken by the Chief Executive after consultation with the Chairman and Vice-Chairman since the last meeting

192. CONTINUATION OF MEETING

At 9.50 p.m., in accordance with Procedure Rule 9, it was agreed that the meeting should continue until all business on the agenda had been concluded.

193. EXCLUSION OF PRESS AND PUBLIC (Agenda Item 32)

At 9.51 p.m. it was

RESOLVED that, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the appropriate paragraph(s) of the revised Part I of Schedule 12A to the Act, namely:-

Minutes 194 and 195

Information relating to any individual (Paragraph 1);

Minute 195

Information which is likely to reveal the identity of an individual (Paragraph 2);

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3).

| 194. END OF TEMPORARY CONTRACT (Agenda Item 33; (Exempt) Appendix Y)

RESOLVED that the decision set out in the (Exempt) Annexe be agreed.

195. PROPOSED EXTENSION TO COUNCIL HOUSE DWELLING (Agenda Item 34; (Exempt) Appendix Z)

RESOLVED that the decision set out in the (Exempt) Annexe be agreed.

The meeting commenced at 6.45 p.m. and concluded at 10.08 p.m.

Chairman