

WAVERLEY BOROUGH COUNCIL

MINUTES OF THE SPECIAL MEETING OF THE EXECUTIVE – 9 JULY 2010

SUBMITTED TO THE COUNCIL MEETING – 20 JULY 2010

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

- |                                  |                        |
|----------------------------------|------------------------|
| * Cllr Robert Knowles (Chairman) | * Cllr Stephen O’Grady |
| * Cllr Mike Band (Vice-Chairman) | * Cllr Stefan Reynolds |
| * Cllr Mrs Carole King           | Cllr Roger Steel       |
| * Cllr Bryn Morgan               | Cllr Adam Taylor-Smith |
| * Cllr David Munro               | * Cllr Keith Webster   |
- \* Present

Cllrs David Inman and Ken Reed attended the meeting and spoke on Agenda Item 8  
(Minute No. 49)

Cllrs Maurice Byham and Peter Isherwood were also in attendance

44. MINUTES (Agenda Item 1)

The Minutes of the Meeting of the Executive held on 29 June 2010 were confirmed and signed.

45. APOLOGIES FOR ABSENCE (Agenda Item 2)

Apologies for absence were received from Cllrs Roger Steel and Adam Taylor-Smith.

46. DISCLOSURE OF INTERESTS (Agenda Item 3)

Cllr Stephen O’Grady declared a personal and prejudicial interest in Agenda Item 6 (Devolution of Property to Farnham Town Council). He withdrew from the meeting during consideration and voting on this item.

**PART I - RECOMMENDATIONS TO THE COUNCIL**

47. DEVOLUTION OF PROPERTY TO FARNHAM TOWN COUNCIL (Agenda Item 6; Appendix C)

*[This item contains exempt information by virtue of which the public is likely to be excluded. The information is as specified in the 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)].*

- 47.1 Waverley’s adoption of the policy of subsidiarity requires that consideration be given to devolving property to parish and town councils where it is required for the services undertaken by these councils. Farnham Town Council has indicated its desire to acquire the Council Offices building in South Street

Farnham from Waverley and this item seeks approval to the transfer of the freehold to the Town Council.

- 47.2 The Executive, at its meeting in June 2009, agreed that the Property Portfolio Holder and the Portfolio Holder for Communities and Partnerships be authorised to set the detailed policy parameters for negotiation with Farnham Town Council.
- 47.3 The Town Council currently holds a 150 year lease (with 138 years remaining) for approximately 25% of the building and the proposal is for the freehold of the property to be transferred to the Town Council. The building currently accommodates Waverley's Locality Office but since the closure of the Cash Desk, the space requirement for this function has been greatly reduced. In addition Waverley rarely uses the Farnham Council Offices Council Chamber for meetings particularly as planning meetings are now held at the Godalming Central Offices.
- 47.4 Meetings have been held with representatives of Farnham Town Council and positive progress has been made on the transfer of the Farnham Council Offices building to the Town Council. It is proposed that the transfer of the property would be on a nil cost basis as agreed in principle by the Executive at its meeting on 2 February 2010 and based on the business case set out in (Exempt) Annexe 1.
- 47.5 Under the proposal recommended, the Town Council would accept responsibility for all capital and revenue maintenance that might be due on the building i.e. the building would be transferred as is, with no liability on Waverley. The Town Council would provide for a period of 5 years, rent and cost free shared accommodation for Waverley's locality office to operate from a shared reception desk – the provision would allow for two members of Waverley staff. An exclusive interview room for Waverley purposes would also be provided rent and cost free for 5 years.
- 47.6 The Executive now

**RECOMMENDS that**

- 12. Farnham Town Council Offices be transferred at nil value to Farnham Town Council, on the terms set out in (Exempt) Annexe 1 and subject to agreeing a mutually acceptable clawback arrangement, to be agreed by the Deputy Chief Executive in consultation with the Portfolio Holder for Property.**

Background Papers

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

48. EXCLUSION OF PRESS AND PUBLIC (Agenda Item 7)

At 12.15 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 this item there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified in the following paragraphs of the revised Part I of Schedule 12A to the Act, namely:-

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

49. STREAMLINING WAVERLEY'S SENIOR MANAGEMENT TEAM (Agenda Item 8; (Exempt) Appendix D)

The Executive has considered a report on this matter. The report is attached as (Exempt) Annexe 2. The Executive accordingly

**RECOMMENDS that**

13. the recommendations set out in (Exempt) Annexe 2 be approved.

**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**

50. INTERIM BUDGET UPDATE - EMERGENCY BUDGET (Agenda Item 4; Appendix A)

RESOLVED that the areas where the Chancellor's Emergency Budget could impact on Waverley's budget be noted and officers be asked to incorporate this within the mid-year Budget Review for the September meeting of the Executive.

51. REPLACEMENT OF ELECTORAL REGISTRATION AND ELECTION MANAGEMENT SOFTWARE (Agenda Item 5; Appendix B)

RESOLVED that

1. a waiver be agreed under Contract Procedure Rule 3.1. as set out in paragraph 8 of the report, and the company which best meets the Council's needs be invited to tender a best and final offer for the supply and support of the new election management system;

Executive 32  
09.07.10

2. the capital costs be met from the unallocated emergency schemes budget identified in the approved 2010/11 capital programme, up to the amount specified in the (Exempt) Annexe to the report; and
3. the Chief Executive be authorised, in consultation with the Deputy Chief Executive and the Portfolio Holders for Finance and IT to agree the final terms and duration of the contract in time for implementation in September in order to ensure value for money.

The meeting commenced at 12.00 p.m. and concluded at 13.10 p.m.

Chairman