

To: All Members of the Council

Fiona Cameron, Democratic Services Manager

Policy and Governance

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Calls may be recorded for training or monitoring

Date: 5 October 2018

Dear Councillor

COUNCIL MEETING - TUESDAY, 16 OCTOBER 2018

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 16 OCTOBER 2018** at **7.00 pm** and you are hereby summoned to attend this meeting.

The Agenda for the Meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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AGENDA

1. MINUTES (Pages 5 - 14)

To confirm the Minutes of the Council meeting held on 17 July 2018 (herewith).

2. APOLOGIES FOR ABSENCE

The Mayor to report apologies for absence.

3. DECLARATIONS OF INTEREST

To receive from Members, declarations of interest in relation to any items included on the agenda for this meeting in accordance with the Waverley Code of Local Government Conduct.

4. MAYOR'S ANNOUNCEMENTS

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer any questions from members of the public, received in accordance with Procedure Rule 10.

6. QUESTION TIME

To answer any questions from Members received in accordance with Procedure Rule 11.2.

7. MOTIONS

To receive any motions submitted in accordance with Procedure Rule 12.1.

8. MINUTES OF THE EXECUTIVE

To receive the Minutes of the Executive held on 8 October 2018 (attached, coloured grey) and to approved the recommendations within. **[TO FOLLOW]**

9. MINUTES OF THE AUDIT COMMITTEE (Pages 15 - 106)

To receive the Minutes of the Audit Committee meetings held on 24 July 2018 and 25 September 2018 (attached, coloured lilac), and to approve the following recommendations contained within:

Recommendations:

AUD 24/18 Tax Strategy (page 50)

The Council is required to have a Tax Strategy in place in order to fulfil its responsibilities under the Criminal Finances Act 2017. In September 2017, MH Revenue and Customs (HMRC) also issued guidance on the legislation for the corporate offence of failure to prevent the criminal facilitation of tax evasion.

The guidance contains six principles to help relevant bodies understand the processes and procedures that can be put in place to prevent criminal activity with regard to tax. These principles are addressed in the Tax Strategy and are to be applied proportionately to the perceived risk of the offence.

The Committee RECOMMENDS that the Council approves the Tax Strategy, attached as Annexe 1 to these Minutes.

AUD 25/18 Financial Regulations Update (pages 50-51)

The Financial Regulations have been reviewed, and updates are recommended covering large contracts (stage and final payments), and debt write-off.

The Committee RECOMMENDS that the Council approves the update to the Financial Regulations, attached as Annexe 2 to these Minutes.

AUD 26/18 Contract Procedure Rules (pages 51 – 52)

The Contract Procedure Rules have been reviewed, and a number of relatively minor updates are recommended in relation to turnover sign-off, large contracts (stage and final payments), contract sign-off levels and sealing, contract extensions, and waivers.

The Committee RECOMMENDS that the Council approves the proposed amendments to the Contract Procedure Rules, attached as Annexe 3 to these Minutes.

10. EXCLUSION OF PRESS AND PUBLIC

To consider the following motion, to be moved by the Mayor, where appropriate:-

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 any matter on this agenda 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 the item(s), 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 of the Local Government Act 1972 (to be identified at the meeting).