

To: All Members of the Council

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Policy and Governance

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Calls may be recorded for training or monitoring

Date: 8 March 2019

Dear Councillor

COUNCIL MEETING - TUESDAY, 19 MARCH 2019

A MEETING of the WAVERLEY BOROUGH COUNCIL will be held in the COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS, GODALMING on **TUESDAY, 19 MARCH 2019** 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 - 30)

To confirm the Minutes of the Council meeting held on 12 February 2019 (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 [the following] questions from members of the public, received in accordance with Procedure Rule 10.

The deadline for receipt of questions is 5pm on Tuesday 12 March 2019.

6. QUESTION TIME

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

The deadline for receipt of questions is 5pm on Tuesday 12 March 2019.

7. MOTIONS

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

The deadline for receipt of motions is 5pm on Thursday 7 March 2019.

8. MINUTES OF THE EXECUTIVE

To receive the Minutes of the Executive meeting held on 12 March 2019, and to consider the recommendations set out within (*to follow*).

9. MINUTES OF THE LICENSING AND REGULATORY COMMITTEE (Pages 31 - 34)

To receive the Minutes of the Licensing & Regulatory Committee meeting held on 25 February 2019 (attached – coloured bright green).

There are no PART I recommendations to the Council.

Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 19 March 2019.

10. MINUTES OF THE AUDIT COMMITTEE (Pages 35 - 130)

To receive the Minutes of the Audit Committee meeting held on 4 March 2019 (attached – coloured lilac), and to consider the recommendations set out within.

There are four PART I recommendations to the Council:

AUD 54/18 Process and Documentation for Supplementary Estimates (Page no 36)

An update to the Financial Regulations is recommended to provide a clear process and appropriate documentation to be used whenever a supplementary estimate is to be considered by the Executive or Full Council.

Annexe 1 to these minutes sets out the proposed revisions to paragraph 4.27 of the Council's published Financial Regulations, and Annexe 2 sets out a new proposed pro forma to ensure a consistent approach is always taken and recorded.

The Committee RECOMMENDS to Council that:

- 1. paragraph 4.27 within the Council's published Financial Regulations be supplemented as set out within Annexe 1; and**
- 2. the pro forma attached at Annexe 2 to these minutes be added to the Council's published Financial Regulations.**

AUD 55/18 Income and Debt Collection Policy (Page no 37)

The new Income and Debt Collection Policy has been developed to achieve the prompt collection of all sums of money owed to the council, whilst ensuring that a fair, proportionate and consistent approach is taken to the recovery of sums that are not paid when due.

The Committee RECOMMENDS to Council that:

- 3. the Income and Debt Collection Policy, as attached at Annexe 3 to these minutes, be adopted.**

AUD 56/18 Revised Anti-Fraud and Corruption Policy (Page no 38)

The Anti-Fraud and Corruption Policy in has been revised as part of the scheduled cyclical review, to reflect changes in legislation, organisational restructure affecting job titles and positions and any new developments in the methodology in tackling fraud. A full revision of the Anti-Money Laundering Policy and Guidance has been carried out to meet legislative and professional institutions best practice guides.

The Committee RECOMMENDS to Council that:

- 4. the revised Anti-Fraud and Corruption Policy be approved and that offers be instructed to cascade using suitable media to publicise these documents to the appropriate recipients.**

Members of the Council wishing to speak on any Part II matters of report must give notice to the Democratic Services Team by midday on Tuesday 19 March 2019.

11. MINUTES OF THE STANDARDS COMMITTEE

To receive the Minutes of the Standards Committee meeting held on 12 March 2019, and to consider the recommendations set out within *(to follow)*.

12. ELECTORAL SERVICES ITEM

Report to follow.

13. 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).