



## Notes for Meeting of Council – 25 April 2024

**At the start of the meeting, the Lead Officer will confirm the Fire Evacuation Procedure.**

**The Lead Officer will announce that this meeting may be recorded and that anyone remaining at the meeting has provided their consent to any such recording – please see our protocol on [Attending and Reporting Meetings](#)**

### **1. Minutes of Previous Meeting**

To confirm the Minutes of the Meeting held on **22 February 2024**.

**Note: The only aspect of the Minutes that can be discussed is their accuracy.** Members have been asked to email Committee Services in advance of the meeting if they have any questions on the accuracy of the Minutes.

**The Chairman** to ask if he can sign the Minutes of the Meeting held on **22 February 2024**.

Two points of accuracy have been submitted.

Cllr Smith advised that the Minutes should be amended to reflect the Chairman of the meeting.

Cllr Quarterman advised that under Minute 68, an announcement was omitted.

The Portfolio Holder for Climate Change and Corporate Services, Councillor Quarterman informed Members that:

- The waste vehicle fleet is being converted to run on Hydrogenated Vegetable Oil, which delivers a 96% reduction in fuel carbon emissions. An allocation of £35,000 has been agreed by Cabinet and is contained in the budget papers.
- Regarding provision for the conversion of the boilers in the three largest and costliest buildings to heat, the Hart and Frogmore Leisure Centres and the Civic Offices, currently estimated to cost £2.25 million. An application for a grant under the next phase of the Public Sector Decarbonisation Scheme will be made. This will aim to reclaim 75% of the total costs of the projects, and reserves have been

earmarked to cover the remaining costs. This includes the work currently underway to assess the proposal for solar panels in the leisure centre car park.

- Council was urged to support the budget in relation to Climate Change.

## 2. Apologies for Absence

To receive any apologies for absence from Members\*.

**The Chairman** will ask the Committee Services Officer if any apologies have been received.

**\*Note:** Members have been asked to email Committee Services in advance of the meeting as soon as they become aware they will be absent.

## 3. Declarations of Interest

To declare disclosable pecuniary, and any other, interests\*.

**The Chairman** to state that, if any Members have any disclosable pecuniary or any other interests to declare in any of the items on the agenda, they should declare them at this point.

**\*Note:** *Members are asked to email Committee Services in advance of the meeting as soon as they are aware they may have a Disclosable Pecuniary Interest, and any other interests they may have with respect to matters which are to be considered at this meeting.*

## 4. Council procedure rule 12 - questions by the public

No questions received.

## 5. Council procedure rule 14 – questions by Members

No questions received.

## 6. Chairman's announcements

## 7. Cabinet Members' announcements

Chairman will ask Cabinet Member whether they have any announcements of importance to the Council.

- The Leader of the Council, and Portfolio Holder for Strategic Direction, and Partnerships, Councillor Neighbour
- The Deputy Leader and Portfolio Holder for Finance, Councillor Radley
- The Portfolio Holder for Communities, Councillor Bailey
- The Portfolio Holder for Digital and Communications, Councillor Clarke
- The Portfolio Holder for Planning Policy and Place, Councillor Cockarill
- The Portfolio Holder for Regulatory, Councillor Collins
- The Portfolio Holder for Community Safety and Development Management, Councillor Oliver
- The Portfolio Holder for Climate Change and Corporate Services, Councillor Quarterman

## 8. Chief Executive's reports

## 9. Minutes of Committees

The Minutes of the following Committees, which met on the dates shown, are submitted.

In accordance with Council Procedure Rule 14.1, Members are allowed to put questions at Council without Notice in respect of any matters in the Minutes to the Leader of the Council or any Chairman of the relevant meeting at the time those Minutes are received by Council.

- **Note:** Members are allowed to put questions at Council without notice **in respect of any matters in the Minutes** to the Leader of the Council or any Chairman of the relevant meeting at the time those Minutes are received by Council.

Meeting	Date	Page Numbers	For Decision
Licensing (draft)	6 February 2024	14 - 19	
Planning	14 February 2024	20 - 25	<b>See Minute No. 41 – Pay Policy Statement 2024-25</b> (copy of Pay Policy Statement 2024-25 attached)
Overview and Scrutiny	20 February 2024	26 - 33	
Staffing (draft)	6 March 2024	34 - 46	
Cabinet	7 March 2024	47 - 52	
Planning	13 March 2024	53 - 58	
Overview and Scrutiny	19 March 2024	59 - 65	
Audit (draft)	26 March 2024	66 - 70	
Cabinet (draft)	4 April 2024	71 - 76	
Planning (draft)	10 April 2024	77 - 80	

The Chairman will ask if there are any questions on the minutes of each Committee in turn, and to whom the question is to be put. After questions have been asked on that Committee's minutes the Chairman of the relevant Committee will ask for a vote for any recommendations to Council contained in those minutes.

## 10. Outside Bodies - feedback from Members

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### Notes:

### Rules of Council:

**When the Chairman asks, members must stop speaking at the time, and the Chairman may mute the microphone.**Page 3

## Rules of debate

### No speeches until motion seconded

1. No speeches may be made after the mover has moved a proposal and explained the purpose of it until the motion has been seconded.

### Seconders' speech

2. When seconding a motion or amendment, the Member may reserve their speech until later in the debate.

### Content and length of speeches

3. No speech may exceed three minutes without the permission of the Chairman.

### When a Member may speak again

4. A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

1. to speak once on an amendment moved by another Member
2. to move a further amendment if the motion has been amended

5. If the first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which they spoke was carried)

1. in exercise of a right of reply
2. on a point of order
3. by way of personal explanation
4. by way of a point of information.

### Amendments to motions

6. An amendment to a motion must be relevant to the motion, **may not have the effect of being a direct negative to the motion itself**, and will either be:

1. to refer the matter to an appropriate body or individual for consideration or reconsideration
2. to leave out words
3. to leave out words and insert or add others
4. to insert or add words

7. Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.

8. If an amendment is not carried, other amendments to the original motion may be moved.

9. If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments may be moved.

## **Right of reply**

10. The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.

11. If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment but may not otherwise speak on it.

12. The mover of the amendment has no right of reply to the debate on his or her amendment.

## **Point of order**

13. A Member may raise a point of order at any time whilst the specific item of business is under discussion. A point of order may only relate to an alleged breach of the Rules or the law. The Member must indicate the rule or law and the way in which he considers it has been broken.

## **Personal explanation**

14. Members do not have an automatic right to reply simply because they are named in another Members' speech. A Member may, however, make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member in the debate which may appear to have been misunderstood. The procedure should not be used as a way to continue or expand the Member's original speech but should focus solely on clarifying any misunderstanding.

## **Point of information**

15. A Member may raise a point of information during another Member's speech. It is within the absolute discretion of the Chairman to decide to accept the information. It is also within the discretion of the speaker to accept or decline the information. During the raising of this point of information the time allowed to the speaker will be extended to include the point of information.