

RUNNYMEDE BOROUGH COUNCIL

SUPPLEMENTARY COUNCIL SUMMONS

11 DECEMBER 2003

9. (ii) RECOMMENDATIONS OF COMMITTEES

Planning Committee - 3 December 2003

a) Local Plan Review (AKA Local Development Framework) - Open Space Topic Paper

The Committee considered a report on further work which had been undertaken as part of the new Local Development Framework (LDF) document emerging as the proposed replacement for the local plan.

The Committee received details of the Open Space, Sport and Recreation Study in the Egham Hythe, Virginia Water, Addlestone, New Haw and Woodham areas. Studies of other settlements in the Borough had been approved at previous meetings.

These latest studies of Open Space, Sport and Recreational facilities completed part 1 of the quantitative assessment. The next part would examine qualitative issues and set the context for policy development for inclusion in the LDF.

RECOMMEND that -

- i) **the detailed analysis of Egham Hythe, Virginia Water, Addlestone, New Haw and Woodham set out in Appendix '1' be approved, subject to any minor drafting changes, as part of the preparatory work associated with the proposed Local Development Documents; and**
- ii) **a further report be submitted setting a framework for policy guidance for the Local Development Framework and the sustainability audit.**

Corporate Management Committee - 4 December 2003

b) Capital Strategy

(Ref: Minutes of Corporate Management Committee, July 2002, page 317, para. 157)

The Committee considered a revised Capital Strategy, with aims and targets which had been updated to take account of the Leader's Position Statement for 2004/05. The Council had approved its last Capital Strategy in July 2002 and the Government Office for the South East (GOSE) had awarded it a "good" rating. As a result of this assessment, the Council had received additional credit approval of £50,000 in 2003/04 and was not required to make a further submission to GOSE in future years, although it had to submit background information on its Capital Strategy each year.

RECOMMEND that -

the Capital Strategy at Appendix '2' be approved.

(Councillor P.A. Greenwood requested to be recorded as having voted against this Recommendation in accordance with Standing Order 25.3).

c) Determination Of The Council's Tax Base For 2004/05

(Ref: Minutes of Corporate Management Committee, December 2002, page 812, para. 469)

In accordance with the requirements of the Local Government Finance Act 1992, Members received details of the Council Tax Base calculation for 2004/05 (Appendix '3' herewith) together with the necessary adjustments.

The reduction in the tax base from 32,458 to 32,370 was mainly due to the increase in the number of discounts and student exemptions. 9,870 dwellings had only a single adult resident. These people would have their bills discounted by 25% thereby reducing the tax base by 2,445. There were 733 dwellings that had no adult residents and attracted a discount of 50%. This reduced the tax base by 366.5. There were 1,113 properties in the Borough subject to 100% exemption. This category included dwellings which were unfit, those whose only adult residents were students and six month exemptions on dwellings which had been left empty by deceased persons and on dwellings undergoing structural repair.

Statutory instruments recently issued under the Local Government Act 2003 would provide discretion for billing authorities to change discounts and a report would be submitted to the Committee's next meeting on the implications.

RECOMMEND that -

- i) the report of the Director of Finance for the calculation of the Council's tax base for the year 2004/05 be approved; and**
- ii) pursuant to this report and in accordance with the Local Authorities' (Calculation of Council Tax Base) Regulations 1992, the amount calculated by Runnymede Borough Council as its Council Tax Base for the year 2003/04 shall be 32,370.**

Additional Note

Under regulations which come into force on 19 December 2003, the Relevant Day upon which the Council Tax Base is to be calculated for 2004 is 20 December 2003. Although this is not likely to result in any significant change to the approved figures, Officers recommend that the Director of Finance be authorised to make any consequential adjustments. Such authorisation is now possible under Section 84 of the Local Government Act 2003.

OFFICERS' RECOMMENDATION that -

the Director of Finance be authorised to make any adjustments to the Council Tax Base which may be required as a consequence of the Relevant Date for this year being 20 December 2003.

- d) Monitoring Officer Protocol

The Committee received a protocol setting out the functions of the Monitoring Officer and the understanding that would apply to his exercise of them. The Council had designated the Director of Administration and Leisure as its Monitoring Officer under Section 5 of the Local Government and Housing Act 1989. The Monitoring Officer's basic functions were to report if the Council, its Committees, or Officers were trespassing into illegality or maladministration, and to carry out a range of functions supporting the role of the Standards and Audit Committee in maintaining ethics and probity within the authority. Runnymede, like a number of other authorities, had also allocated some constitutional functions to the role. Approval of a suitable protocol was advised as best practice.

RECOMMEND that -

the Monitoring Officer protocol at Appendix '4' be adopted by the Council.

- e) Calendar Of Meetings 2004/05

The Committee considered the proposed Calendar of Meetings for the Municipal Year 2004/2005. The Government had proposed that Borough Council Elections be held on the same day as the European Election, namely Thursday 10 June 2004. This had implications for the Calendar of Meetings in May, June and July. The Committee noted the main changes compared to previous years. These consisted of the scheduling of the full Committee cycle in May rather than June to avoid holding the normal number of meetings in the month of the elections. The Council Meeting would be in July as usual in order to approve recommendations from Committees held in the May cycle. Meetings of Corporate Management Committee were scheduled to consider any urgent business in May, June and

twice in July (with the latter of the two meetings in July to approve the Statement of Accounts in accordance with the new legislative requirements). Annual Council would meet on 24 June in order to elect the Mayor and appoint Committees for the new Municipal Year. Meetings of the new Licensing Committee were included in the Calendar, but the meetings of its sub committees had not as yet been scheduled because the new Licensing Regulations were still awaited.

RECOMMEND that -

the Calendar of Meetings for the Municipal Year 2004/2005, as set out in Appendix '5', be approved.

Tables 1-3 OPEN SPACE AND POPULATION AUDIT**SETTLEMENT Addlestone**

Table 1 Population Data (2001 Census - 10389 approx)

0-9 years	10-15 years	16-24 years	25-44 years	45-RA	RA +
1285	576	1215	3444	1936	1933

Table 2 – Open Space Audit

NPFA Standard	2.4 ha per 1000	Requirement	Provision
Addlestone Population	Children's play area 0.8ha per 1000 Outdoor sports playing fields 1.6ha per 1000	Children play area - 8.31ha Outdoor Sport's playing field - 16.62 = 24.93ha	The total area of both children's play area and formal sports fields significantly exceeds the requirement of 24.93 ha.

Table 3 – Open Space Provision

Name	Facility	Size (ha)	Comment
Abbey Fit/Jubilee High	3 Floodlit all weather courts for tennis, 5-a-side, 7-a-side football, hockey, netball and volleyball, gym and indoor sports hall, swimming pool (summer)	12.9	RBC/SCC Sub Borough Facility
St Paul's Infant School	Playground	0.29	SCC – concrete playground
Kingsthorpe Gardens	Amenity Area	0.52	RBC – park, well maintained, pathways, benches. Shrub-grass, trees located round area, landscaped
Between Birchfield & Church Close	Amenity Area	0.043	Private – grass verge. Separates house from the edge of road
Coronation Park	Park and Amenity Area	0.32	RBC – grass area with trees spread evenly throughout

			area, pathway that cuts through. Well maintained. Not much functional value but good amenity value
St Paul's Church	Grounds and Cemetery	0.34	CoE – well maintained
St Augustine's Green	Amenity Land	0.40	Private – shrub grasslands
St Augustine's Residential Home	Open Space and Amenity Area	1.76	Private – good open grounds. Seating area around open grass space.
Sumner Place	Equipped Play Area	0.10	RBC – play area - swings, slides, roundabout, benches. Fenced off. Well maintained, few trees, no litter
Oaklands Court	Amenity Land	2.60	Private – over grown – no access
Rickman Crescent	Amenity Land		SCC
Crouch Oak Green Open Spaces	Small Public Open Spaces	0.52	RBC – amenity land
Brackendene Open Space	BMX Track, Moto X Trials Motor Club (Juniors)	3.35	RBC
Coxes Lock/Mill Pond Open Space	Small Public Open Space	3.34	RBC/National Trust – river way. Path alongside river, grass verges, benches overlooking the water
Marnham Place	Equipped Play Area, Multi-Use Games Area	0.20	RBC – basketball, football. Very well used by kids
Victory Park	Staffed Recreation Ground, Bowling Green, Football Pitch, Cricket Square, Sport Changing Accommodation, Tennis Courts x2, Putting Green, Paddling Pool, Croquet area, Equipped play area, Car Park, Sensory Garden, Basketball Hoop, Half Pipe Skateboard Ramp, Ornamental Gardens, War Memorial	4.9	RBC – sub borough facility
St George's College	Running Track, Cricket Field, Large	28.81	Private – very well maintained – good quality.

	Open Space, Netball Courts, Hocey, Tennis		Public access for evening use
St Georges Road	Verge	0.09	SCC – shrub grassland
Burn Close	Car Park	2.2	Private – car park for residents, amenity grass area
Aviator Park	Junior sized football pitch	1.31	RBC – open shrub grassland behind. Not very accessible
Woburn Hill	Nursery	1.55	Private – open grass area
Woburn Hill Park/ House	Woods/Open Space/ Park	6.44	Private
Darley Dene Primary School	Play Ground	0.23	SCC – school area, grassed
Crockford Park	Wooded Area/Car Park	0.50	RBC – wooded area, path along river – well defined
Pitson Close	Communal/Residential Gardens	0.04	Private – very small area – gardens for flats – benches, bridge over canal to another small piece of grassed land
Millpond Court	Grass Verges - pathway	0.67	Private – car park for estate, grass on verge round river wey. Benches and bins. Amenity value for flat residents
Herondale	Playground	0.089	RBC – small playground – very well maintained, swings, slide, assault course, bins and benches. Grass well cut, tarmac round play equipment
Herondale	Verge/Open Space (access to Mill Pond)	0.22	RBC – overgrown grassland, footpath – well defined
River Wey	Tow Path (both sides)/Verge	3.17	National Trust – public access
Addlestone Road	River Walk/Verge	0.27	National Trust
Hamm Moor Open Space	Football kick about area/Equipped play area/Basketball Hoop	0.61	RBC
The Boathouse	Car Park	0.20	RBC
Weybridge Road	Grass verges	0.26	RBC
Caseldon Close Open Space	Small Play Area	0.28	RBC – small playground – fenced off, seesaws, slides, swings. Grassed area round edge – tall trees and bins – well maintained
Sandy Road Open Space	Small Open Space	0.060	RBC – very small open space – grass area surrounded by trees – maybe small amenity value
Sayes Woods	Woodland	2.42	RBC – woodland – footpath

			that goes a variety of ways through the woodland – well defined
Sayes Court Open Space	Equipped play area/Basketball Hoop/Football kick about area	4.24	RBC – large concrete playground, swings, roundabout, benches. Open space – football pitches, basketball ring. Very clean and open, lots of bins – well maintained.
Fernbank Road	Open Space	0.042	Private – amenity value
Ledger Drive	Amenity Land	0.028	RBC – grass area with trees round edge.
Sayes Court Junior School	Playground		Private

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Tables 1-3 OPEN SPACE AND POPULATION AUDIT

SETTLEMENT New Haw and Woodham

Table 1 Population Data 2001 Census - 9713

0-9 years	10-15 years	16-24 years	25-44 years	45-RA	RA +
1114	710	1121	2812	2203	1753

Table 2 – Open Space Audit

NPFA Standard	2.4 ha per 1000	Requirement	Provision
New Haw and Woodham Population 9731	Children's play area 0.8ha per 1000 Outdoor sports playing fields 1.6ha per 1000	7.78 ha 15.56 ha	The total area of both children's play area and formal sports fields exceeds the 23.34 ha requirement, although there is a shortage of playing fields.

Table 3 – Open Space Provision

Name	Facility	Size (ha)	Comment
Crockford Bridge	Meadows	26.22	Private – large open space. Football posts. Surrounded by trees. Very well maintained
Byfleet Road	Verges/Public Open Space	0.41	RBC – Grass / trees verges. Splits houses away from road. Very high amenity value
Marshall Place	Public Open Space	0.20	RBC – open space. Few trees around edge, grass cut. High amenity value especially for housing estate
The Church of All Saints New Haw	Church Grounds	0.29	CoE
Pinewood Avenue	Tennis Courts/ Footpath to Fields	1.29	RBC – lots of trees, situated by electrical station
Heathervale Recreation Ground	Tennis Courts/ Football pitches/ Paddling Pool/	4.93	RBC – Very large park, skate board ramp, football pitches, clubhouse, path

	Cricket Pitch/ Bowling Green/ Children's play area/ Multi - use games area/ Basketball hoop/ Putting/ Street Course Skate Facility		round edge for dog walking, tennis court, paddling pool, putting green
Manor Drive/Grange Road	Footpath to Fields	2.45	RBC – big open space, fenced off. No access. Public footpath around edge
The Grange County Infant School	Playing Fields	1.29	SCC – school playing field. Football pitches, well maintained
Fullbrook School	Sports Ground	4.56	SCC – playing field
Woodham Lodge	Playground/Park & Open Space	0.99	RBC – playground, assault course, swings, path along edge, very well maintained
Woodham Lock	Open Space	0.20	RBC – high amenity value. Footpaths
Basingstoke Canal	River/Amenity footpath	10.87	National Trust –pathway next to canal, very high amenity value
Fullbrook	Open Space	0.09	Private
New Haw Community Centre	Car Park	0.22	Community centre car park – has plans to re-tarmac and use as a play area

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Tables 1-3 OPEN SPACE AND POPULATION AUDIT

SETTLEMENT Hythe

Table 1 Population Data 2001 - approx 9927

0-9 years	10-15 years	16-24 years	25-44 years	45-RA	RA +
1266	563	1170	3314	1747	1867

Table 2 – Open Space Audit

NPFA Standard	2.4 ha per 1000	Requirement	Provision
Hythe Population 5940	Children's play area 0.8ha per 1000 Outdoor sports playing fields 1.6ha per 1000	4.75 ha 9.50 ha	The total area of both children's play area and formal sports fields exceeds the requirement of 14.25 ha.

Table 3 – Open Space Provision

Name	Facility	Size (ha)	Comment
Egham Sports Centre	4 Tennis courts 2 Five-a side courts 4 Football pitches 1 Cricket pitch	5.66	RBC
Magna Carta School	Playing fields	2.9	SCC
Hythe Social Centre Recreation Ground	1 Football pitch	0.89	RBC – well maintained. Very large open space, grass cut. Football posts provided, trees round edge, bins, benches
Hythe Junior School	Playground / recreational area	1.7	Playground
Bishops Way Recreation Ground	Children's play area Basketball hoop Football kick about area	2.41	RBC – Fenced off children's play area. Football pitch and basketball hoop, floodlights. Well maintained
Charta Road	Children's play	1.53	RBC

Recreation Ground	area Basketball hoop		
Pooley Green Recreation Ground	Children's play area Basketball hoop	1.73	RBC – large open space grass area – football pitch. Children's play area
Roundway Open Space	Amenity Land	0.52	Private – grass verge. High amenity value to surrounding housing estate. Grass well cut.
Wapshott Road Play Area	Children's play area	0.14	RBC – small open space. Very wild, overgrown. Rubbish lying across area. Very little amenity value.
Wendover Place Play Area	Children's play area	0.044	RBC – small children's play area on grass. Suitable for very small children. Well maintained.
Ayebridges open space	Open space	1.75	Private – couldn't gain access
Warwick Avenue	Playing field/Open Space/Lake & SSSI (Thorpe Lea Meadow)	21.08	Surrey Wildlife Trust/Private – path leading to open space. Large grass area. Football posts. Very well maintained, surrounded by trees. Children's playground fenced on the middle
Egham Cricket Club Ground	Club cricket pitch & pavilion	3.48	RBC – cricket pitch and clubhouse. Well maintained
Thorpe Lea Road	Open space/Lake	22.60	Private -
Egham Football Club	Football Pitch	0.81	RBC – well maintained football club. Lots of parking, stands, clubhouse.
Thorpe Lea Open Space	Open space	1.75	Private – Large open space, very flat. Trees and hedges round edge. Footpath leading

			round edge of park
Thorpe Lee School	School Grounds	2.09	Play area, children's play equipment, concrete playground at back
Vicarage Road	Allotments	0.87	RBC – allotment area
Lovett Road	Open space & Tennis courts	0.64	RBC – couldn't gain access to. Fenced in
Pooley Green Allotments	Allotments (including swan sanctuary)	4.6	Large allotments, partly overgrown. Some small sheds in each plot. Wire fencing.
Woodhaw Way	Woodland	1.14	Private – large grass verge in middle of housing estate. Very high amenity value. Trees planted round edge.

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Tables 1-3 OPEN SPACE AND POPULATION AUDIT

SETTLEMENT Virginia Water

Table 1 Population Data 2001 Census Data approx 5895

0-9 years	10-15 years	16-24 years	25-44 years	45-RA	RA +
756	501	436	1550	2155	497

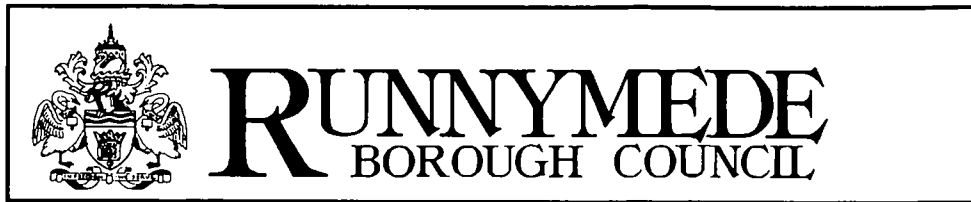
Table 2 – Open Space Audit

NPFA Standard	2.4 ha per 1000	Requirement	Provision
Virginia Water Population 5895	Children's play area 0.8ha per 1000 Outdoor sports playing fields 1.6ha per 1000	4.71 ha 9.43 ha	The total area of both children's play area and formal sports fields significantly exceeds the 14.14 ha requirement.

Table 3 – Open Space Provision

Name	Facility	Size (ha)	Comment
Trumps Green Road	Woodland	1.68	Private -
Trumps Mill Lane	Amenity Area	3.39	Private – wooded area – path for access, lots of trees
Virginia Water Memorial Gardens	War Memorial	0.40	RBC – small open space / grass verge. Trees surrounding
Riverside Walk Cabrera Trust	Nature Conservation Area	21.44	RBC Trustee
King George V Playing Field	Football Pitch, Football Training Area, Car Park, Club House, 2 tennis Courts and Pavilion, Play Area, Multi-Use Games Area, Children's fenced play ground	5.82	RBC – Fenced in children's playground. Very well maintained, tennis court, football pitch, clubhouse, parking. Path running along edge of park
Edgell Close Play Area	Children's Play Area	0.40	RBC – concrete children's playground, swings,

			slides, etc. Area of grass surrounding play area.
Cabrera Ave Playing Field	Basketball Hoop, Children's Play Area	0.75	Cabrera Ave TRustee
Coronation Playing Field	Playing Field	1.01	Large open space, even ground surrounded by trees and hedges
St Ann's Heath Junior School	Playing Field	3.58	SCC – playing field for football, etc. Inside grounds concrete playground for school's use.
Wellington Ave	Woodland/Open Space	3.37	Private – wooded area – lots of amenity value.
Christchurch C of E School	Playing Fields	0.65	CoE – playing field – very open, well maintained, grass cut – concrete playground – benches. Spiney
Trumps Green County Infant School	Playing Fields	1.51	SCC – open space
Stroude Road Allotments	Allotments	2.46	RBC
Wentworth Golf Course	Golf course, footpath and fitness facilities	(266.87)	Private – Club house, Bar, Conference Centre, Tennis Courts, Spa, Pool, Gym
Virginia Water Community Centre	Community Hall and Play Area	0.1	Virginia Water Community Association
Virginia Water	The Lake and Windsor Great Park	346.05	Crown Estate and open to public
Virginia Park	Pool, gyms and private open space	17.2	Private for residents of new development



1. Introduction

- 1.1 This Capital Strategy sets out the Council's approach to meeting community and service needs through its capital programme. The strategy is considered and approved by the Council annually in conjunction with its Asset Management Plan.
- 1.2 The Council reviews its aims and targets each year in its annual Position Statement. The Capital Strategy describes how the deployment of capital resources will contribute to the achievement of these aims.
- 1.3 This strategy is consistent with the Council's housing policies and programmes. These are covered in the Council's Housing Strategy and HRA Business Plan.
- 1.4 The strategy is also consistent with other plans and strategies, in particular the Borough Local Plan, the Best Value Performance Plan and the Community Strategy.

2. Aims and Targets

- 2.1 The Council's core objectives are:-
 - **Ensure we play an effective role in enhancing the quality of life for all our residents and visitors and provide an attractive environment for those who conduct their business in the Borough.**
 - **Maintain rigorous financial control of the Council's affairs to ensure we keep to a minimum any additional call on Council Taxpayers.**
- 2.2 The Council has identified five strategic objectives that underpin the work to achieve the two principal aims. These are reproduced below together with the related service objectives that are of particular relevance to the Capital Strategy.

Service Objectives approved in the Annual Position Paper

1. Achieve quality services

- 1.1 We will continue to invest in smart systems that will improve Council processes, help us stop doing repetitive low value tasks and help free people to provide excellent customer services.
- 1.2 The development of the Abbeyfit Centre, in partnership with the Jubilee High School, will be progressed in order to provide a first class affordable sports facility in the South of the Borough.
- 1.3 We will support Egham Sports Centre in order to maintain its high public esteem, achieve its performance targets and to drive up its membership. We will consider further enhancement of the facilities based upon a realistic and achievable business plan

2. Achieve value for money

- 2.1 We will find cost effective ways with strategic partners to meet our affordable housing target of 750 homes over five years. Our Registered Social Landlord partners will be selected according to the standard of their services, their record of delivery and their ability to provide value for money.
- 2.2 We will actively promote any alternative methods of providing housing using DIYSO (shared ownership schemes) and whatever Government financial support may be available.
- 2.3 We will ensure the provision of sufficient allotment plots to meet sustained demand and explore options to release under-utilised allotment land for other purposes. Where possible we will seek to encourage self-management of allotment sites with improvement incentives. Following the discovery of contaminants, we will explore options for an alternative use of the Bemonds allotment site.

Service Objectives approved in the Annual Position Paper

- 2.4 We will seek to secure prudent and effective management of the Council's asset portfolio, land acquisitions and disposals to assist both in the medium term financial strategy and support other major corporate goals.
- 3. Improve the quality of life**
- 3.1 We will utilise all available schemes to improve private housing through loans and grants with priority for those who are unable by reason of finance or health to improve their own properties.
- 3.2 We will act to make owners repair and refurbish sub standard properties , and if necessary, compulsorily purchase those properties which owners have wilfully neglected and which blight their neighbourhoods.
- 3.3 We propose to continue to improve the general environment of our three main town centres whilst encouraging and maintaining local and village economic vitality and will develop some specific goals and timetables for the emerging proposals, whilst also encouraging and maintaining local and village economic vitality.
- 4. Achieve economic prosperity**
- 4.1 We will seek to maintain a good standard and range of affordable housing via our municipal housing stock and so ensure those working, but on lower incomes, can contribute effectively to the local economy.
- 5. Achieve continuous improvement**
- 5.1 Our own housing stock will be maintained and, when appropriate, improved or redeveloped, so that it continues to meet the 'Decent Homes Standard'.
- 5.2 As part of the Safer Runnymede Campaign, CCTV coverage has been established across the Borough. The system will be maintained and updated, and we will seek external funding to support the installation, replacement and running costs of any new cameras. We will develop a dedicated CCTV section in the proposed new Council Offices that can be used for control of major incidents such as flooding, and will seek to provide a multi purpose area that can be used as a viewing area for visitors.
- 5.3 We will continue to work with other agencies to widen the range of leisure activities as a contribution to the Surrey Youth Strategy and continue our support of the Duke of Edinburgh Awards Scheme, the scouts and guides movement and other organised youth groups and the Runnymede Splash scheme.
- 5.4 We will explore the options available to maintain cemetery provision at Addlestone where there is limited capacity for future interment, and keep cemetery land available in the Borough under review to meet demand while releasing surplus lands.
- 5.5 We will keep under review the management of our parks and open spaces that are highly regarded by residents, and we will seek to maintain the current high standards of service we provide.
- 5.6 Following the successful completion of the Chertsey Museum extension, the plans for the Runnymede room, interpreting the history of the local area, will be brought forward, and sources of external funding explored.
- 5.7 We will seek to develop a range of benchmarks and targets around our corporate property management and associated activities.

3. The Council's key partners

- 3.1 The Council has long established links with local community and voluntary groups, many of whom it supports through grant funding. A compact between the Council and the voluntary and community sector is currently being finalised. In addition, the Council works with the following organisations:-
- Surrey County Council and neighbouring Borough Councils
 - Surrey Police
 - Registered Social Landlords
 - Primary Care Trusts, Health Trusts and the Health Authority
 - Runnymede Business Partnership and the universities
 - Local voluntary and community groups and sports clubs

3.2 The Council actively encourages service delivery through partnerships and the involvement of local communities. Some examples of this are:-

Dial A Ride	To provide door to door transport for Runnymede residents with a mobility difficulty.	Managed through a multi-agency monitoring group (including Runnymede BC and Surrey CC) using the services of Woking Community Transport.	<ul style="list-style-type: none"> • Meeting identified needs of client group. • Pooling joint resources. • Using expertise already established by Woking Community Transport. • Lower cost than in-house provision or contractors.
Public Halls and Allotments	To provide public halls and allotments that meet the needs of the local community.	Construction or funding by Runnymede BC. Facility rented to community groups at a nominal or low rent. Management provided by community groups.	<ul style="list-style-type: none"> • Higher utilisation of amenities. • Community involvement • Reduced costs falling on the taxpayer. • Promoting sustainability in the community.
Community Safety	To enhance the quality of life for residents and businesses and to promote sustainability in the community.	Collaboration with Home Office, Surrey Police, Surrey CC, Spelthorne BC, local businesses, residents, neighbourhood watch groups.	<ul style="list-style-type: none"> • Emergency response 24 hours a day. • Lower fear of crime (survey results). • Reduced crime rate.
Key Worker Housing	To provide accommodation for key workers who cannot afford the high cost of housing in the Runnymede area	Facilitated by Runnymede BC. Funded by a Housing Association or major developer. Programme managed by the Housing Association.	<ul style="list-style-type: none"> • Meeting housing need. • Assisting public service providers with the recruitment and retention of staff. • Using project management skills of the housing association • Attracting Housing Corporation funding. • Promoting sustainability in the community.
Special Needs Housing	To provide extra care accommodation in Runnymede for older people with support needs.	Funded by Runnymede BC and Hanover Housing Association. Constructed by Hanover HA with grant support from RBC. Care support provided by Social Services. Negotiated benefits with major developers.	<ul style="list-style-type: none"> • Meeting identified needs of this client group. • Using project management skills of the housing association • Attracting Housing Corporation funding.
Town Centre Regeneration	To revitalise the town centres as a place to live and work.	Land assembly by the Council and developed with private developers and housing associations.	<ul style="list-style-type: none"> • Developing the local economy. • Attracting investment. • Improving the street scene in accordance with community and business wishes. • Meeting housing need. • Promoting sustainability in the community.

4. How the Council works to achieve cross-cutting outcomes

4.1 Examples of the Council's collaborative approach are as follows:-

<p>Redeveloping the Pooley Green area following extensive consultation with the local community, using the 'Planning for Real' model, and in partnership with Thames Valley Housing Association and the Primary Care Trust.</p>	<ul style="list-style-type: none"> • A new social centre and local park in consultation with the local community. • 13 units of social housing to help meet housing needs. • A new purpose built doctors' surgery. • Better use of community land assets. • Investment in improved allotment facilities.
<p>Rationalisation of Chertsey allotments in consultation with allotments users and providing 60 units of social housing with Apex Housing Association.</p>	<ul style="list-style-type: none"> • Better use of under-utilised allotment asset. • Investment in improved allotment facilities on other sites. • Meeting identified need for additional cemetery land. • Providing extra social housing to help meet the housing strategy needs target. • Facilitating redevelopment of unpopular PRC built Council estate.
<p>Working with Rosebery HA and the Young Builders Trust to provide a youth building scheme yielding 17 units of accommodation.</p>	<ul style="list-style-type: none"> • Meeting identified need for single person housing. • Youth training. • Social inclusion.

4.2 The Council establishes multi-disciplinary project groups to ensure that schemes achieve corporate outcomes. Progress is regularly monitored by the Chief Officers' Management Team.

5. Prioritisation of capital project proposals

5.1 Potential schemes are evaluated in terms of the following categories to give an order of priority.

Priority 1

- Schemes essential to comply with statutory obligations
- Schemes for which there is a contractual commitment to another party
- Schemes necessary to avoid a service breakdown
- Schemes necessary in the interests of safety

Priority 2

- Schemes necessary to maintain an existing asset
- Schemes necessary to maintain required standards of service
- Schemes which will avoid greater expense later
- Schemes to meet urgent established need
- Schemes which will permit future savings or increased efficiency
- Schemes which a business plan demonstrates to be self-financing

Priority 3

- Schemes to permit the development of services in accordance with approved policies
- Schemes representing other desirable development services
- Schemes to meet emerging needs and/or demands emanating from consultation, benchmarking or Best Value exercises.

6. Capital Resources

6.1 The Council considers the resources required to finance the capital programme when it reviews its Housing Strategy and Business Plan in July, its medium term (5 year) financial forecast in September and at its budget setting meeting in February each year. The capital programme is regularly updated, monitored and reported to Members throughout the year to ensure finance is available and to take account of new opportunities and demands.

- 6.2 The Council is debt free. Until now, the capital programme has been funded from a combination of usable capital receipts, revenue reserves, grants, contributions and operational leases. Under the new prudential code, the Council will evaluate the financial case for financing capital expenditure from borrowing and set a borrowing limit each year.
- 6.3 The Council seeks to attract private finance where this offers better value for money than internally generated resources. This approach has been successful in achieving urban renewal schemes in partnership with private developers and rolling out e-government. For large value schemes, it is Council policy to invite developers to submit alternative funding proposals such as PFI.
- 6.4 The Council seeks to attract grant funding to support service development where it can demonstrate that scheme objectives fulfil the purpose set by the grant-giving body.

7. Evaluation and Monitoring of Capital Schemes

- 7.1 The Council's capital programme includes spending plans for the ensuing five years. The Financial Forecast and Capital Programme are based on the Council's strategic objectives (see section 2). The revenue implications of capital schemes (i.e. financing costs, running costs, income and savings) are reflected within the Financial Forecast. Decisions on the phasing of capital schemes will depend upon the availability of funds, the priorities accorded to each scheme and the implications for future Council Tax levels.
- 7.2 Evaluation and monitoring is co-ordinated by the Property Management Group who report to the Chief Officers' Management Team. This is a group of senior officers including the legal, property and finance disciplines and key service managers. It implements programmes, monitors progress and develops plans and strategies for the effective management of the Council's portfolio.
- 7.3 New capital schemes are submitted to the relevant Committee with a report containing a description of the proposed project together with an estimated overall order of cost. The Committee determines whether it is a worthwhile scheme that warrants pursuing in greater detail, taking into account the extent to which the proposal meets key aims and targets.
- 7.4 Subject to approval of the scheme in principle, a more detailed report is submitted to a subsequent Committee meeting containing
- the objectives to be achieved by the scheme and the performance measures to be used;
 - a cross reference to the Council policy or strategy that will be fulfilled by the scheme;
 - costed details including an itemised breakdown of the capital scheme, the revenue implications, the cost of financing the scheme and an evaluation of alternative methods of delivering the scheme (e.g. direct Council provision, via partnership arrangements or through a third party).
 - the project appraisal which will include the availability of grants and the potential for partnership working.
- A Capital Programme Project Appraisal form has to be completed for each scheme at this stage.
- 7.5 If the scheme receives support on consideration of the detailed submission, the Committee will need to look at its existing three year programme and determine the priority of the scheme under review. If there are insufficient resources to add the scheme to the existing capital programme, the scheme will either be placed in a holding list or will replace an uncommitted scheme already in the capital programme if it has a higher priority.
- 7.6 Monitoring of resources takes place throughout the year. Project management disciplines are used to ensure that targets are met and expenditure is contained within budgetary provision. Financial Regulations require Chief Officers to report any anticipated overspending in excess of 10 per cent or £25,000 (whichever is the less) to the Corporate Management Committee stating the amount of the anticipated excess and the reason. In any event, the Committee receives regular progress reports on all schemes over £100,000 and, on completion, an evaluation of the success of the schemes in meeting the stated objectives. The more significant schemes are subject to a formal project management procedure (see paragraph 4.2).
- 7.7 In addition to the monitoring of progress during the year, the Council receives an annual report on the expenditure achieved in the last financial year compared with the capital programme. All strategic schemes require a further report within 12 months of completion to review their success in achieving the stated objectives.

8. Procurement Strategy

- 8.1 The Council is committed to achieving best value for money in the procurement of its services. Each service is required to demonstrate that the service specified by the Council is being provided at a cost at or close to optimal. The preferred approach is through competition but may also be achieved through benchmarking where it is clear that the costs of a competitive exercise will outweigh the potential benefits. These principles are set out in the Council's Procurement Strategy.
- 8.2 The Council's Standing Orders For Contracts and Financial Regulations set out the rules that apply to the commissioning of works or services to ensure that the Council receives value for money for the expenditure it authorises. Separate instructions deal with the value for money and probity aspects of land acquisition and disposal.
- 8.3 Industry quality standards for plant, vehicles and capital equipment are also used where available.

9. Best Value

- 9.1 All services of the Council will be the subject of a Best Value Review over a four year cycle. The assets used by each service and any capital needs are identified as part of these reviews. Housing needs are determined in accordance with the Housing Strategy and the HRA Business Plan.
- 9.2 All Best Value Reviews are reported to the Council and the Best Value Improvement Plans require the approval of Council. Progress on the plans are reported to the appropriate Policy Committees. Where these include capital spending implications, they require a justification in accordance with the practice described in section 7. Subject to approval, the proposals are incorporated in the capital programme when the Council's three year forecast of its revenue and capital spending plans is prepared.
- 9.3 The Council has a long established process of reviewing service provision and asset holdings with a view to seeking 'Create/Save' opportunities. Under this initiative, the Council looks at alternative ways of service provision which might enhance the service at no extra cost or yield financial savings. This process has now been subsumed by Best Value reviews. An important element in the reviews is to consider the need to hold assets and the opportunities for asset disposals to fund future service initiatives. This finds expression in the capital programme when the Corporate Management Committee reviews funding requirements over the lifetime of the medium term financial forecast each September.

10. Consultation

- 10.1 The Council consults on its strategies and provides feedback with the community and a wide variety of interested groups. This is undertaken through the Residents' Panel, special interest groups (e.g. Disability Liaison Group, Tenants Associations and Allotment Users), the Runnymede Business Partnership, other local authorities and other strategic partners. This two-way process is informed by the use of relevant performance indicators, benchmarks and detailed outcome reports.
- 10.2 The views obtained inform the development of service strategies, the Community Strategy and the Leader's Position Paper and these feed into the Capital Strategy.
- 10.3 Major capital investment will be in response to evidence based work, need, demographic trends and the appropriate local or user group consultation. Effective ward networks provide an important source of policy and service aspirations.

DETERMINATION OF THE COUNCIL'S TAX BASE FOR 2004/05

REPORT TO CORPORATE MANAGEMENT COMMITTEE ON 4TH DECEMBER, 2003

1. Purpose of Report

- 1.1 The Local Government Finance Act 1992 requires each billing authority to determine its Council Tax base before 31 January, 2004. The tax base calculation has to be ratified by full Council and is not a matter that can be delegated. The purpose of this report is to set out the relevant calculations and recommend the tax base to be determined.

2. Background

- 2.1 The Tax Base establishes the basis upon which precepting authorities calculate their demand on each Council Tax payer. When the Council approves its net budget requirement in February, the result will be divided by the Council Tax Base to determine the Council's tax demand.
- 2.2 Surrey County Council and the Surrey Police Authority undertake similar calculations, but in their case the Council Tax Base is the sum of the tax bases of all the Surrey Districts.

3. The Calculation

- 3.1 The Tax Base calculation is set out in full on the third page of this Appendix. It takes as its starting point the 32,207 dwellings that appear on the Listing Officer's valuation list as at 16th October 2003. These are aggregated by band.
- 3.2 This figure is adjusted to reflect the estimated changes to the list that will take place between now and the end of 2004/05. These are:-
- a) An estimate of the full year effect of new dwellings being added to the list. The estimate of 226 is based on an assessment of the developments currently taking place in the Borough averaged over the year.
 - b) The effect of disabled persons' reductions. Eligible persons will have their charge reduced by the amount of one band on their property. The estimate of 154 is based on the numbers currently in receipt of disabled persons' relief.
 - c) An estimate of the number of properties that will be demolished or removed from the list of dwellings.
- 3.3 The next stage in the calculation is to take account of the discounts and exemptions to which people will be entitled. These figures are based on the numbers granted in the current financial year which indicate that:-
- i) 9,780 dwellings have only a single adult resident. These people will have their bills discounted by 25% thereby reducing the tax base by 2,445.
 - ii) There are 733 dwellings that have no adult residents and attract a discount of 50%. This reduces the tax base by 366.5.
 - iii) There are 1,113 properties in the Borough subject to 100 per cent exemption. This category includes dwellings which are unfit, those whose only adult residents are students and six month exemptions on dwellings left empty by deceased persons or where they are undergoing structural repair.
- 3.4 The totals for each band are then multiplied by the proportions applicable to each band, namely:-

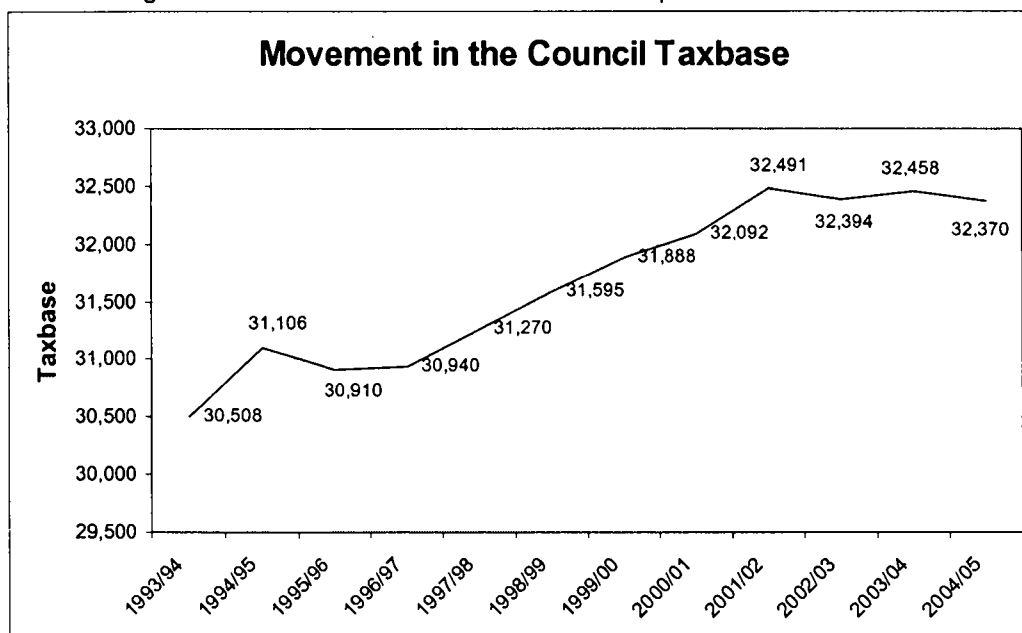
Band	A disabled	A	B	C	D	E	F	G	H
Proportion	5/9ths	6/9ths	7/9ths	8/9ths	9/9ths	11/9ths	13/9ths	15/9ths	18/9ths

3.5 Allowance needs to be made for voids and non collection. The allowance assumed during the current financial year is 98¼ per cent. Non-collection amounts to less than ½ per cent and, based on the experience of previous years, it is considered that the total allowance should remain at 98¼ per cent for 2004/05. This compares with the Government's assumption of 98% that is included in the revenue support grant calculation. Using a rate of 98¼% produces a total of 32,324.55 Band D equivalent properties.

3.6 To this figure needs to be added the number of Band D equivalent dwellings that are exempt because they are occupied by armed forces personnel. 50 properties fall into this category which in total produce a Band D weighted number of 46.2. The Ministry of Defence makes a contribution for these properties equivalent to the Council Tax that would otherwise be charged. The addition of these properties produces a final tax base of 32,370.

4. Comparison with previous years

4.1 The following table shows the movement that has taken place in the tax base since 1993/94.



4.2 The reduction in the tax base between 2003/04 and 2004/05 is mainly due to the increase in the number of discounts and student exemptions.

OFFICERS' RECOMMENDATION that -

- i) **the report of the Treasurer for the calculation of the Council's tax base for the year 2004/05 be approved, and**
- ii) **pursuant to this report and in accordance with the Local Authorities' (Calculation of Council Tax Base) Regulations 1992, the amount calculated by Runnymede Borough Council as its Council Tax Base for the year 2004/05 shall be 32,370.**

(TO RECOMMEND)

Background Papers

Listing Officer's statement of numbers and bands of all properties.

COUNCIL TAX BASE CALCULATION 2004/05

	PROPERTY BANDS									
	A	B	C	D	E	F	G	H	Total	
(disabled)	A	B	C	D	E	F	G	H	Total	
Number sent by the Listing Officer	0	1,473	1,112	5,358	10,051	6,640	3,713	2,900	960	32,207
ADJUSTMENTS										
(a) Full year effect of new dwellings added to the list	12	17	29	65	56	16	19	12	12	226
(b) Disabled reductions - banding reduced by one band	0	-3	-15	-40	-38	-30	-23	5	-5	-154
	0	3	40	38	30	23	5			154
(c) Demolitions / Removed from the list	0	-1	-31	-1	0	0	0	0	-2	-35
	0	1,487	1,141	5,381	10,113	6,688	3,722	2,901	965	32,398
LESS Allowance for discounts										
One discount (25%)	0.00	-179.00	-165.75	-673.00	-761.75	-373.75	-165.25	-109.50	-17.00	-2,445.00
Two discounts (50%)	0.00	-23.00	-18.00	-88.00	-72.00	-45.00	-33.50	-50.00	-37.00	-366.50
Other exemptions (100%)	0.00	-57.00	-56.00	-199.00	-452.00	-158.00	-58.00	-71.00	-62.00	-1,113.00
Equivalent number of dwellings	0.00	1,228.00	901.25	4,421.00	8,827.25	6,111.25	3,465.25	2,670.50	849.00	28,473.50
Proportion of Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Number of Band D equivalent dwellings	0.00	818.70	701.00	3,929.80	8,827.30	7,469.30	5,005.40	4,450.80	1,698.00	32,900.30
Allowance for voids & non collection	0.00	804.37	688.73	3,861.03	8,672.82	7,338.59	4,917.81	4,372.91	1,668.29	32,324.55
ADD Contributions in lieu for MOD property									46.20	
Tax base										<u><u>32,370.75</u></u>

DRAFT MONITORING OFFICER PROTOCOL

1. Purpose of Document

The purpose of this protocol is to explain the role of the Monitoring Officer and provide a guide for staff and Members as to how it will be exercised in Runnymede.

2. The Monitoring Officer and Deputy

2.1 The Council has designated the Director of Administration and Leisure as the Monitoring Officer under Section 5 (1) of the Local Government and Housing Act 1989.

2.2 The Monitoring Officer has designated the Head of Law as the Deputy Monitoring Officer under Section 5 (7) of the 1989 Act. The Deputy Monitoring Officer will perform the Monitoring Officer's duties where he is unable to act owing to absence or illness.

2.3 Both the Monitoring Officer's and the Deputy Monitoring Officer's duties are required to be performed by them personally.

3. Statutory Duties and Functions of the Monitoring Officer

These arise under the Local Government and Housing Act 1989, the Local Government Act 2000 as amended by the Local Government Act 2003, and relevant regulations. In summary they are as follows:

3.1 Local Government and Housing Act 1989, Section 5

3.1.1 It is the duty of the Monitoring Officer to make a report to the Council about any proposal, decision or omission by the Council, any of its Committees or Sub-Committees, or any of its office holders or employees which would or may result in:

- a) Contravention of a statute or rule of law; or
- b) Maladministration or injustice (but only if a Local Government Ombudsman has investigated the matter).

3.1.2 In preparing such a report the Monitoring Officer must consult the Head of Paid Service (in Runnymede, the Chief Executive Officer) and the Chief Finance Officer (in Runnymede the Director of Finance).

3.1.3 As soon as he has prepared the report, the Monitoring Officer must send it to every Member of the Council.

3.1.4 The full Council must consider the report within 21 days of the Monitoring Officer having sent it to the Members.

3.1.5 Once the Monitoring Officer has sent out the report, the Council cannot implement any proposal or decision to which it relates until the end of the first business day after they have considered it.

3.2 Local Government Act 2000

The Monitoring Officer is given a number of functions relating to the local authority ethical framework, including:

- a duty to establish and maintain a register of Members' interests (Section 81).
- the function of receiving matters referred from an Ethical Standards Officer appointed by the Standards Board for England relating to complaints against Members and co-opted Members of the Council, and dealing with those matters in accordance with the relevant regulations.

- where an Ethical Standards Officer completes an investigation against a Member or co-opted Member of the authority, the function of receiving a copy of his report or notification of the outcome and dealing with it in accordance with the relevant regulations.
- the function of receiving notice of a decision of an interim Case Tribunal of the Adjudication Panel for England, and taking the appropriate action on it.

Some regulations are still to be made but the Monitoring Officer will have duties to investigate or report on the matters in question to the Council's Standards Committee.

3.3 Local Government Act 2003 (amending the Local Government Act 2000)

The Monitoring Officer can nominate another person to perform any of his functions which arise under the Local Government Act 2000 (including relevant regulations). The Deputy Monitoring Officer has the same power in respect of any such functions falling to him in the illness or absence of the Monitoring Officer. The purpose of this provision is to allow the Monitoring Officer to arrange things in such a way as to avoid conflicts of interest or for better handling of the work. If he nominates someone else to perform any of his functions under this provision, that person must perform them personally and is entitled to appropriate resources. If the person concerned is not an Officer of the Council, he or she may also be paid a reasonable fee and proper expenses.

4. **Duties of the Council towards the Monitoring Officer**

- 4.1 Under Section 5 of the Local Government and Housing Act 1989, the Council must provide the Monitoring Officer with such staff, accommodation and other resources as are in his opinion sufficient to allow his duties to be performed.
- 4.2 Under the Local Authorities (Standing Orders) (England) Regulations 2001, the Council cannot take disciplinary action against its Head of Paid Service, Monitoring Officer, or Chief Finance Officer except in accordance with a recommendation made by a designated independent person who has investigated the matter. The Officer can be suspended on full pay for a maximum period of 2 months while the investigation is carried out.

5. **Provisions in the Council's Constitution**

- 5.1 The Monitoring Officer's functions are summarised in Article 11 of Runnymede Borough Council's Constitution. He is also given additional tasks of maintaining and reviewing the constitution, supporting the Standards and Audit Committee, acting as Proper Officer under Access to Information legislation, and advising Councillors on matters of legality, maladministration, financial impropriety, and probity.

6. **Recommended Practice in relation to the Monitoring Officer**

- 6.1 The Association of Council Secretaries and Solicitors, the professional body to which most Monitoring Officers belong, recommends that the Monitoring Officer should:
- be a Chief Officer or at least have a right to receive agendas and minutes of all meetings and attend and speak at them;
 - have a right of access to any meeting including Member briefings;
 - be recognised as the principal adviser to the Standards Committee and the point of reference for advice on the Council's constitution and powers;
 - have a protocol approved by the full Council setting out how they are expected to discharge their functions, the support and reporting arrangements required, and reporting duties of fellow Officers;
 - have a team with sufficient expertise to keep the Council's constitutional documents under review.
- 6.2 Runnymede Borough Council complies with all these recommendations and this document contains the protocol referred to.

7. Operative Provisions of Protocol

- 7.1 The Monitoring Officer undertakes to discharge his responsibilities outlined in this paper properly, impartially, and in a manner which upholds the reputation of the Council.
- 7.2 His ability to discharge these duties depends both on effective working relations with colleagues and Members and also on adequate resources, the flow of information, and access to debate particularly at early stages.
- 7.3 The following arrangements will be observed to this end:
- a) Chief Officers will give the Monitoring Officer advance notice of any formal or informal meeting with Committee Chairmen where any procedural, vires or other constitutional issues are likely to arise.
 - b) Chief Officers, staff, and Councillors will alert the Monitoring Officer to all issues of concern including legality, probity, vires and constitutional issues.
 - c) The Monitoring Officer or his staff will have copies of all reports to Members [on request].
 - d) The Monitoring Officer will review issues affecting legality, probity or the Council's procedures and constitution with the Head of Paid Service and Chief Finance Officer as may be required.
 - e) The Monitoring Officer will seek to develop good liaison and working relations with the Standards Board, the District Auditor and the Ombudsman including the giving and receiving of relevant information whether confidential or otherwise.
 - f) The Monitoring Officer will maintain good communication with the Mayor, Political Group Leaders, and the Chairmen of the Standards and Audit Committee and the Review Board. He will ensure that the Head of Paid Service and Chief Finance Officer have up to date information regarding emerging issues of legality, probity, or vires.
 - g) In carrying out any investigation (whether under Regulations or otherwise) the Monitoring Officer will have unqualified access to any information held by the Council and any employee who can assist in the discharge of his functions, subject to compliance with the Data Protection Act and the Human Rights Act and any other relevant internal protocol.
 - h) The Monitoring Officer will have a budget sufficient to enable him to seek Counsel's opinion on any matter arising out of his functions.
 - i) The Monitoring Officer will be responsible for preparing a training programme for Members on the ethical framework subject to the approval of the Standards and Audit Committee.
 - j) In consultation with the Mayor and the Chairman of the Standards and Audit Committee, the Monitoring Officer may defer the making of a formal report under Section 5 of the Local Government and Housing Act 1989 where another investigative body is involved.
 - k) The Monitoring Officer will report to the Council or the appropriate Committee from time to time as necessary on the staff, accommodation and resources he requires to discharge his functions.
 - l) The Monitoring Officer will appoint a deputy and keep him or her briefed on issues relating to his functions. The Deputy will comply with the relevant parts of this protocol when he or she has to act as the Monitoring Officer.
 - m) Chief Officers, staff and Councillors should consult the Monitoring Officer for advice on any issues relating to the Council's powers or constitution, doubts over legality of action proposed, maladministration, or probity.

8. Relationship with other Protocols

8.1 Risk Management Strategy – (September 2003)

8.1.1 Managers will communicate to the Monitoring Officer any identified risk which is associated with a function for which they are responsible and which affects matters of legality, propriety, probity or maladministration.

8.1.2 The Monitoring Officer will have regard to the risk rating matrix and to other corporate factors in determining areas for further enquiry and/or advice, and their prioritisation.

8.2 Anti-Fraud and Corruption Policy (September 2003)

8.2.1 Any Chief Officer, or the Chief Finance Officer, or the Chief Internal Auditor, upon becoming aware of an allegation of fraud, corruption or illegality, will notify the Monitoring Officer.

8.2.2 The Monitoring Officer will determine, following consultation with the Chief Finance Officer and Head of Paid Service, the extent and timing of any necessary involvement in the matter by himself.

8.3 Internal Audit Terms of Reference (September 2003)

8.3.1 Paragraph 8 of the Internal Audit Terms of Reference requires the Chief Internal Auditor to inform the Monitoring Officer of any identified malpractice which may give rise to unlawful conduct or maladministration. This will also be done in respect of any other issue which appears to the Chief Internal Auditor to be relevant to matters of probity, propriety, or the ethical framework.

8.3.2 Paragraph 10 of the Terms of Reference requires that Internal Audit reports be copied to the Monitoring Officer.

8.3.3 The Monitoring Officer will notify the Chief Internal Auditor of any matter coming to his attention which appears to him to be capable of prejudicing the maintenance of the sound system of internal control required by the Accounts and Audit Regulations 2003.

8.3.4 The Monitoring Officer and the Chief Internal Auditor will maintain consultation and dialogue as required from time to time on matters of mutual interest or concern.

RUNNYMEDE BOROUGH COUNCIL

CALENDAR OF MEETINGS - MUNICIPAL YEAR 2004/05

MAY 2004

Mon		BH	10	17	24	BH
Tue		4	11	18	25	
Wed		5	PL	HCS	PL	
Thr		CM	ED	LE	LC	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

JUNE

Mon			7	14	21	28
Tue	1		C	15	22	29
Wed	2		9	PL	23	PL
Thr	CM	BCE/EE	17	AC		
Fri	4		11	18	25	
Sat	5		12	19	26	
Sun	6		13	20	27	

JULY

Mon			5	12	19	26
Tue			6	EAC	20	CM
Wed			7	PL	21	EG
Thr	CM	RB	C	22	(RB)	
Fri	2		9	16	23	30
Sat	3		10	17	24	31
Sun	4		11	18	25	

AUGUST

Mon		2	9	16	23	BH
Tue		3	10	17	24	31
Wed		PL	11	PL	25	
Thr		5	12	19	26	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1	8	15	22	29	

SEPTEMBER

Mon			6	13	20	27
Tue			7	SAC	21	28
Wed	PL	HCS	PL	22	PL	
Thr	CM	ED	LE	LC	CM	
Fri	3		10	17	24	
Sat	4		11	18	25	
Sun	5		12	19	26	

OCTOBER

Mon			4	11	18	25
Tue			5	12	19	26
Wed			6	PL	20	PL
Thr			RB	C	21	(RB)
Fri	1		8	15	22	29
Sat	2		9	16	23	30
Sun	3		10	17	24	31

NOVEMBER

Mon	1		8	15	22	29
Tue	2		9	16	23	30
Wed	HCS	PL	17	PL		
Thr	CM	ED	LE	LC		
Fri	5		12	19	26	
Sat	6		13	20	27	
Sun	7		14	21	28	

DECEMBER

Mon			6	13	20	BH
Tue			7	14	21	BH
Wed	EG	PL	15	PL	29	
Thr	CM	RB	C	23	30	
Fri	3		10	17	24	31
Sat	4		11	18	25	
Sun	5		12	19	26	

JANUARY 2005

Mon		BH	10	17	24	31
Tue		4	11	18	25	
Wed		PL	HCS	PL	26	
Thr		CM	ED	LE	LC	
Fri		7	14	21	28	
Sat	1		8	15	22	29
Sun	2		9	16	23	30

FEBRUARY

Mon			7	14	21	28
Tue	1		8	SAC	22	
Wed	PL	RB	PL	EG		
Thr	CM	C	17	24		
Fri	4		11	18	25	
Sat	5		12	19	26	
Sun	6		13	20	27	

MARCH

Mon			7	14	21	BH
Tue	1		C	15	22	29
Wed	PL	HCS	PL	23	PL	
Thr	CM	ED	LE	(RB)	CM	
Fri	4		11	18	BH	
Sat	5		12	19	26	
Sun	6		13	20	27	

APRIL

Mon			4	11	18	25
Tue			LC	12	19	26
Wed			6	PL	20	PL
Thr			7	RB	C	28
Fri	1		8	15	22	29
Sat	2		9	16	23	30
Sun	3		10	17	24	

MAY

Mon		BH	9	16	23	BH
Tue		3	10	17	24	31
Wed		4	PL	18	PL	
Thr		CCE	AC	19	(RB)	
Fri		6	13	20	27	
Sat		7	14	21	28	
Sun	1		8	15	22	29

LEGEND

AC	-	Annual Council
C	-	Council
CM	-	Corporate Management Committee
EAC	-	External Appointments Sub-Committee
ED	-	Economic Development Committee
EG	-	Englefield Green (7pm in Jurgen Centre)
HCS	-	Housing & Community Services Committee
LC	-	Licensing Committee
LE	-	Leisure & Environment Committee
PL	-	Planning Committee
RB	-	Review Board
SAC	-	Standards and Audit Committee
BCE/EE	-	Borough Council European Election
CCE	-	County Council Election
BH	-	Bank Holiday

The meetings shown in brackets and light typeface for the Review Board are provisional and will only be held if there is any business to transact

(All meetings commence at 7.30 p.m.)

and are held in the Council Chamber or Committee Room at the Civic Offices, Station Road, Addlestone, unless otherwise stated)

Published by the Committee Section

