

Notice of Meeting

Council

A meeting of the Test Valley Borough Council will be held on

Date: Wednesday 13 September 2023

Time: 5.30 pm

Venue: Crosfield Hall, Broadwater Road, Romsey, Hampshire SO51 8GL

when your attendance is required to consider the business set out in the agenda.



Head of Legal and Democratic Services

For further information or enquiries please contact:

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Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
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SP10 3AJ

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PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Council

Wednesday 13 September 2023

AGENDA

**The order of these items may change as a result of members
of the public wishing to speak**

- | | | |
|-----------|--|----------------|
| 1 | Prayers | |
| 2 | Apologies | |
| 3 | Public Participation | |
| 4 | Declarations of Interest | |
| 5 | <u>Minutes of the previous meeting</u> | 4 - 8 |
| | To approve as a correct record the minutes of the meeting of the Council held on 21 June 2023. | |
| 6 | Mayor's Announcements | |
| 7 | <u>To receive and adopt Committee reports</u> | 9 |
| | To receive and, where necessary, adopt reports of Committees. | |
| 8 | Questions under Rule 11.1 | |
| 9 | Questions under Rule 11.2 | |
| 10 | <u>Staff Pay Award</u> | 10 - 12 |
| | To consider the budgetary implications of the General Purposes Committee's approval of a staff pay award for the 2023/24 financial year. | |
| 11 | <u>To appoint to the Project Enterprise Board</u> | 13 - 16 |
| | To review the Member Panel for Project Enterprise. | |

12 Appointment to Outside Bodies 17 - 19

To approved the appointment of Council representatives to outside bodies.

13 Calendar of Meetings 2024/2025 and 2025/2026 20 - 28

To consider the proposed Calendar of Meetings for the municipal years 2024/2025 and 2025/2026.

14 Notice of Motion - Rule 12 29

To consider a Motion proposed by Councillor Gwynne.

ITEM 5 Minutes of the **Council**
of the **Test Valley Borough Council**
held in Upper Guildhall, High Street, Andover, Hampshire SP10 1NT
on 21 June 2023 at 5.30 pm

Attendance:

Councillor P Lashbrook
(Chairman)

Councillor G Bailey (Vice-Chairman)

Councillor N Adams-King
Councillor I Andersen
Councillor C Borg-Neal
Councillor Z Brooks
Councillor J Budzynski
Councillor P Bundy
Councillor J Burnage
Councillor G Cooper
Councillor M Cooper
Councillor N Daas
Councillor A Dowden
Councillor C Dowden
Councillor D Drew
Councillor M Flood
Councillor S Gidley
Councillor N Gwynne
Councillor I Jeffery
Councillor A Johnston
Councillor L Lashbrook

Councillor J Neal
Councillor K North
Councillor P North
Councillor J Parker
Councillor J Sangster
Councillor T Swain
Councillor A Warnes
Councillor K Brooks
Councillor D Cattell
Councillor A Ford
Councillor A Gillies
Councillor L Gregori
Councillor S Hasselmann
Councillor R Hughes
Councillor R Kohli
Councillor M Leech
Councillor L Matthews
Councillor S Yalden

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Prayers

Prayers were led by the Chief Executive.

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Apologies

Apologies for absence were received from Councillors C Donnelly, K Dunleavey, N Lodge and S MacDonald.

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Public Participation

Mr T Burley had registered to speak in accordance with the Council's Public Participation Scheme under item 10 - Overview and Scrutiny Committee Chairman's Annual Report.

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Declarations of Interest

There were no declarations of interest.

66 To approve the minutes of the meetings of the Council held on 5 April and Annual Council on 24 May 2023

Immediate Past Mayor, Councillor A Dowden, announced that during his mayoral year he had raised £5,050.38 for his Mayor's Charity Appeal. Councillor A Dowden would be meeting with representatives from Yellow Brick Road, Kids on Track, Andover Young Carers and Romsey Young Carers to present them with donations.

Resolved:

That the minutes of the meetings of the Council held on 5 April and Annual Council on 24 May 2023 be confirmed and signed as a correct record.

67 Mayor's Announcements

The Worshipful The Mayor of Test Valley welcomed Councillors to the first ordinary meeting of the full Council for the new four year term.

The Mayor confirmed that he would be undertaking a series of fund raising events over the coming year details of which would be shared with Councillors. The Mayor confirmed that the Mayoral Charity Appeal for the year would be to raise funds for the following charities; The Countess Brecknock Hospice, Enham Trust and Romsey District Scouts.

The Mayor advised that his Test Valley Civic Service would be held on Tuesday 11 July, 6pm at St Mary's Church, Andover and advised Councillors to confirm their attendance with the Mayor's Assistant.

The Mayor invited Councillors to attend the Freedom of the Borough Parade which was being held in Andover on Friday 14 July at 6pm.

68 To receive minutes and, where necessary, adopt Committee reports

68.1 Minutes of Meetings

Resolved:

That the minutes of the following Committees and Cabinet meetings be received.

Audit Committee – 27 March 2023

Northern Area Planning Committee – 30 March 2023

Cabinet – 12 April 2023

General Purposes – 17 April 2023

Overview and Scrutiny Committee – 19 April 2023

Northern Area Planning Committee – 20 April 2023

Southern Area Planning Committee – 25 April 2023

General Purposes Committee – 31 May 2023

Cabinet – 7 June 2023

General Purposes Committee – 12 June 2023

Southern Area Planning Committee – 13 June 2023

Overview and Scrutiny Committee – 14 June 2023

Audit Committee – 19 June 2023

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Questions under Rule 11.1

Councillor Gidley asked a question regarding the minutes included in the Council agenda under item 7 and in the minute book.

It was reported that several minutes listed in the agenda were not present in the minute book as those minutes were not available for hard copy print at the time of the Council agenda publication. On this occasion, the Audit Committee minutes of 27 March were included in the minute book but not listed in the agenda pack due to an error. It was noted the minutes from committees were received by Council, but it was for each committee to approve its own minutes.

Councillor Parker asked a question in relation to the minutes from the Overview and Scrutiny Committee held on 19 April 2023, minute number 571 – Enforcement Panel Final Report. Councillor Parker asked if the recommendations, having been resolved by the Committee and not recommended to Cabinet or Council, would be taken forward as set out in the minutes.

It was confirmed that officers had been closely involved in the panel's work and would be taking the recommendations as agreed by the Overview and Scrutiny Committee forward.

Councillor Celia Dowden asked a question in relation to the minutes from the Cabinet meeting held on 12 April 2023, minute number 557 – Public Spaces Protection Order. Councillor Celia Dowden referred to an incident at Knightwood where a duck had been allegedly attacked and killed by a dog and enquired as to the number of times the Public Spaces Protection Orders (PSPOs) had been enforced.

Councillor Phil North was disappointed to hear of the incident Councillor Celia Dowden referred to and confirmed that the PSPOs had been used in the past. Further information on the use of the PSPOs would be circulated to Councillor Celia Dowden outside of the meeting.

Councillor Celia Dowden asked a question in relation to the minutes from the Annual Council meeting held on 24 May 2023, minute number 7 – Appointments to Committees and Outside Bodies and dates and times of meetings of the Council.

Councillor Celia Dowden asked what support was in place for Councillors who were appointed to outside bodies and what mechanisms were in place for Councillors to report back on the work they undertake in relation to the outside bodies.

Councillor Phil North advised that appointments to outside bodies were reviewed in the lead up to Annual Council each year with outside bodies asked if they still required representation. The number of appointments to outside bodies had reduced over the last few years however Councillor appointments still played an important role in supporting organisations in the borough. Councillors were encouraged to provide feedback on the work of outside bodies which would be shared with all Councillors through an appropriate method. The Democratic Services Manager advised that information on outside body appointments had been shared following Annual Council and that any Councillors who had not received this should contact the Democratic Services Manager who would ensure this was sent to them.

Councillor Alan Dowden asked a question in relation to the minutes from the Cabinet meeting held on 12 April 2023, minute number 557 – Public Spaces Protection Order. Councillor Alan Dowden asked how the PSPOs would be enforced with limited community policing.

Councillor Phil North advised that the PSPOs had been enforced on a number of occasions and that he would respond with further details outside of the meeting.

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Questions under Rule 11.2

There were no questions under Rule 11.2.

71 Overview and Scrutiny Committee Chairman's Annual Report

Mr T Burley made a statement on the Overview and Scrutiny Annual Report which covered a number of topics the Committee had considered during 2022/23.

Councillor Jeffrey, Chairman of the Overview and Scrutiny Committee presented the Annual Report which set out an overview of the work undertaken by the Committee from May 2022 to May 2023. The report highlighted the wide range of work undertaken by the Committee and key achievements.

During 2022/23, the Committee had undertaken a range of activities including information-gathering, briefings, workshops, panel reviews and committee meetings. A number of panels had taken place during the course of the year to scrutinise Council services and policy including, the Climate and Ecological Emergency Bill, planning enforcement, Council communications and Section 106/ Community Infrastructure Levy.

Resolved:

That the Overview and Scrutiny Chairman's Annual Report 2023 be received and endorsed.

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Notice of Motion - Rule 12

There were no motions to consider.

(The meeting terminated at 6.19 pm)

ITEM 7 To receive and, where necessary, adopt reports of Committees

(Some reports may involve the disclosure of exempt information. If the Council wishes to debate them, for each individual case the Council will need to adopt a suitable motion).

- 7.1 **To receive the minutes of the following meetings:**
- 7.1.1 [Cabinet - 7 June 2023](#)
- 7.1.2 [Southern Area Planning Committee - 13 June 2023](#)
- 7.1.3 [Overview and Scrutiny Committee - 14 June 2023](#)
- 7.1.4 [Audit Committee - 19 June 2023](#)
- 7.1.5 [Northern Area Planning Committee - 29 June 2023](#)
- 7.1.6 [Southern Area Planning Committee - 4 July 2023](#)
- 7.1.7 [Overview and Scrutiny Committee - 19 July 2023](#)
- 7.1.8 [Northern Area Planning Committee - 20 July 2023](#)
- 7.1.9 [General Purposes Committee - 24 July 2023](#)
- 7.1.10 [Southern Area Planning Committee - 25 July 2023](#)
- 7.1.11 [Special Northern Area Planning Committee - 1 August 2023](#)
- 7.1.12 [Southern Area Planning Committee - 15 August 2023](#)
- 7.1.13 [Cabinet - 23 August 2023](#)

ITEM 10

Staff Pay Award

Report of the Finance & Resources Portfolio Holder

Recommended:

That a draw from Budget Equalisation Reserve of £477,000 be approved for the purposes of funding a staff pay award for 2023/24.

SUMMARY:

- The report considers the budget implications of a pay award to Council staff in respect of the 2023/24 financial year.
- The General Purposes Committee has approved a pay award for all staff, excluding the Chief Executive. The budgetary implications of the recommendation require Council approval before being implemented.

1 Introduction

- 1.1 This report is presented to Council to consider approval of the budget required to implement a pay award approved by the General Purposes Committee for staff in the 2023/24 financial year.

2 Background

- 2.1 On 4th September 2023, General Purposes Committee approved a pay award for the 2023/24 financial year of 6% for all staff, with the exception of the Chief Executive.
- 2.2 Further information relating to the options that were considered and consultations with trades unions are set out in the report on that agenda.
- 2.3 The recommended option exceeds the amount set aside in the 2023/24 revenue budget that was approved by Council.
- 2.4 This means that, whilst the principles of the pay award have been approved, it is necessary for Council to approve the budgetary implications before the recommendation can be implemented.

3 Corporate Objectives and Priorities

- 3.1 Remaining a high-performing council; motivating and valuing staff; and competitiveness in the marketplace can only be delivered if the Council remains attractive as an employer.

- 3.2 Undertaking an annual review of employee salaries is a fundamental part of ensuring pay remains competitive.

4 Consultations

- 4.1 None, as this report relates solely to the budget approval and not the principle of the pay award itself.

5 Options

- 5.1 Council has two options:
- Approve the budget allocation to implement the recommended pay award (recommended).
 - Not approve the budget and require further negotiation before any pay award is agreed

6 Options Appraisal

- 6.1 Councillors will be aware of the high levels of inflation that have been affecting the economy. Whilst rates are showing signs of reducing, our staff, like all households across the country, continue to feel the impact of rapidly rising prices.
- 6.2 The pay award approved by General Purposes Committee reflects an award that will ensure that all our staff's pay remains ahead of average inflation over the last ten years.
- 6.3 Approving the budget for the recommended pay award will enable staff to receive the uplift in their October pay.
- 6.4 Not approving the budget would lead to delays in any pay award being received by staff whilst further negotiations are undertaken and the matter further considered by the General Purposes Committee.

7 Resource Implications

- 7.1 The estimated cost of the pay award, after allowing for increased national insurance and pension fund contributions, is £1.395M.
- 7.2 The 2023/24 revenue budget, approved by Council on 23rd February 2023, included provision for £918,000 in respect of a pay award, taking into account amounts included in contingency for the impacts of inflation.
- 7.3 This means that there is a budget pressure of £447,000 to be able to accommodate the award. It is recommended that this be drawn from the Budget Equalisation Reserve. There is a sufficient balance in this reserve to meet the cost. Taking into account the recommended draw from the reserve, the forecast balance on it at 31st March 2024 is £822,000.

- 7.4 The draw from the Budget Equalisation Reserve means that the cost of the pay award is affordable in the current year. However, this is not a sustainable way to meet the additional cost and the £477,000 will need to be added to the budget gap for 2024/25 and future years.

8 Risk Management

- 8.1 There is a risk that the financial impact of the pay award will affect the Council's ability to set a balanced budget in 2024/25. However, the Council has an excellent record in setting a balanced budget and there are robust procedures in place to manage the effects this will have on the budget gap.

9 Legal Implications and Statutory Authority

- 9.1 There are no legal implications arising from this report.

10 Equality Issues

- 10.1 No matters related to equality issues have been identified in preparing this report.

11 Conclusion and reasons for recommendation

- 11.1 Consideration of the principles of a pay award for Council staff in 2023/24 has recently been considered by the General Purposes Committee.
- 11.2 The financial implications of the Committee's recommendations require Council approval as the total cost is in excess of the amount budgeted for the year.
- 11.3 It is recommended that the required budget to implement the 2023/24 pay award be approved.

Background Papers (Local Government Act 1972 Section 100D)

[General Purposes Committee - 4 September 2023](#)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:

0

File Ref:

N/A

(Portfolio: Finance and Resources) Councillor M Flood

Officer:

Carl Whatley

Ext:

8540

Report to:

Council

Date:

13 September 2023

ITEM 11 Appointment of Member Panel for Project Enterprise

Report of the Democracy and Governance Portfolio Holder

Recommended:

- 1. That Councillors A Dowden, Flood, Gwynne, Johnston and P North be appointed to the Member Panel to be consulted by the Head of Property & Asset Management in respect of proposed property investments.**
- 2. That capital budget allocation for Project Enterprise investments be reduced to a maximum of £1M.**

SUMMARY:

- A review of Project Enterprise has been undertaken in light of changing economic circumstances.
- In November 2015, Council approved a delegated authority to the Head of Property and Asset Management, in consultation with a Member Panel, to undertake certain property investments.
- The Member Panel comprises five Members. Following the borough elections in May 2023 it is recommended that the panel be re-appointed to in order to reflect the political balance of the Council.

1 Introduction

- 1.1 Since 2015, the Council has operated a work stream known as Project Enterprise as a programme to increase income and sustain delivery of frontline services.
- 1.2 The Scheme of Delegation includes a delegation to the Head of Property and Asset Management, in consultation with a panel of Members (appointed by Council, consisting of five Members, with a quorum of three for each decision) to consider property investments and authorise expenditure from a pre-approved capital budget allocation.
- 1.3 This report provides an update on Project Enterprise to date, and invites Council to appoint five Members to the Member Panel reflecting the political proportionality of the Council.

2 Background

- 2.1 Project Enterprise has been a successful investment programme for the Council since it was established. In total, £33.9M had been invested in commercial property and £2.9M in residential property as at 31 March 2023.

- 2.2 All investments made under Project Enterprise have been financed from existing capital balances. There has been no borrowing taken out to finance activities.
- 2.3 Overall, income from Project Enterprise is now some £12M greater than the equivalent average earnings from cash holdings.
- 2.4 With changing macro-economic circumstances and a reversal of government guidance on the approach to local authority commercialisation, a review of Project Enterprise has been undertaken to consider the approach in the future.
- 2.5 Over the last year, central government has also updated its guidance to local authorities on how they should restrict commercial activities. This, in part, reflects the increasing number of local authorities who find themselves in financial distress, as a result of imprudent investment decisions.
- 2.6 In the light of the above, the focus for future investments will be in two main areas:
- Re-development of our existing asset base.
 - Investment in property for Valley Housing. Any properties would also serve to meet local housing need and would therefore not be wholly commercial.
- 2.7 The Head of Property & Asset Management currently has authority, after consultation with the Member Panel, to purchase investment properties of up to £3M, with a report back to Council after completion of a purchase.
- 2.8 Since the delegation to the Member Panel was introduced in 2015, several properties have been purchased under this authority. Reports are submitted to Council following each acquisition.
- 2.9 Given the changes proposed for future investment, it is recommended that the £3M threshold be reduced to £1M. Any decision of a higher value would need to be reported to Council ahead of approval being given.
- 2.10 It is considered that a Panel of five Members is still appropriate (given the provision that a quorum of three is needed for decision-making).
- 2.11 Council is kept aware of the investments being made, as each is reported to full Council after the approval decision has been taken.

3 Corporate Objectives and Priorities

- 3.1 Project Enterprise has been established to support the objectives of the Medium Term Financial Strategy, by increasing the Council's income in order to reduce its reliance on government support.
- 3.2 Investments under Project Enterprise generate income, thereby contributing to this objective.

4 Options and Option Appraisal

- 4.1 Option 1 – to not appoint to the Member Panel and not reduce the Capital Budget allocation for Project Enterprise investments.
- 4.2 If the Member Panel was not re-appointed to then the current Membership of the Panel would contain a number of vacancies and would not reflect political proportionality.
- 4.3 Option 2 – to appoint to the Member Panel and reduce the Capital Budget allocation for Project Enterprise investments.
- 4.4 This is the recommended option.
- 4.5 Appointing Members to the Member Panel to fill vacancies and to reflect political proportionality of the Council will allow the Panel to operate in an effective manner and respond to any investment opportunities in a timely manner.
- 4.6 It is not anticipated that the reduction of the capital budget allocation for Project Enterprise will impact on the investment opportunities being considered by the Panel. Any investments in excess of the threshold will be considered by Council.

5 Resource Implications

- 5.1 Investments considered by the Member Panel are limited to a pre-approved budget.

6 Legal Implications

- 6.1 Property investment decisions should be taken in accordance with appropriate authority. Appointing a Member Panel would allow decisions made by the Head of Property and Asset Management (in consultation with the Panel) to be properly made.
- 6.2 The Member Panel is not an ordinary committee for the purposes of the Local Government and Housing Act 1989, and therefore appointments do not have to comply with the rules on proportionality contained in that Act. It is therefore a matter for full Council to determine who should be appointed to the Panel, and in so doing it could appoint on similar principles which were applied when appointments were made to the Council's ordinary committees at Annual Council, but it would not be obliged to do so.

7 Equality Issues

- 7.1 None.

8 Other Issues

- 8.1 Community Safety – none.
- 8.2 Environmental Health Issues – none.
- 8.3 Sustainability and Addressing a Changing Climate – no specific issues.
- 8.4 Property Issues – this report facilitates the Council’s investment in suitable property opportunities.
- 8.5 Wards/Communities Affected – property investment opportunities may arise in any Ward.

9 Conclusion

- 9.1 Appointing five Members to the Member Panel to reflect political proportionality replicates the principles which were applied when appointments are made to the Council’s ordinary committees at Annual Council.
- 9.2 The Member Panel will facilitate property investment when suitable opportunities arise. The appointed Members will be able to consider relevant issues surrounding particular proposed purchases, and all Members will be kept informed of decisions taken by reports back to full Council following such decisions.
- 9.3 Property investments using the pre-approved budget provide income which assists in achieving the Council’s agreed Medium Term Financial Strategy.

<u>Background Papers (Local Government Act 1972 Section 100D)</u> Report to full Council 11 November 2015			
<u>Confidentiality</u> It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0	File Ref	N/A
(Portfolio: Democracy and Governance) Councillor N Lodge			
Officer	Emma Silverton/ Carl Whatley	Ext	8001/ 8540
Report to	Council	Date	13 September 2023

ITEM 12

Appointments to Outside Bodies

Report of the Democracy and Governance Portfolio Holder

Recommended:

1. That Councillor Cattell be appointed as the Council's representative to Finding Freedom from Abuse.
2. That Dorothy Baverstock be appointed as the Council's representative to Unity.

SUMMARY:

Council approval is sought for the appointment of Council representatives to outside bodies.

1 Introduction

- 1.1 This report sets out details of a number of appointments to outside bodies for which Council approval is required.

2 Background

- 2.1 The Council's outside bodies are normally appointed at Annual Council in May each year.
- 2.2 Following the Annual Council meeting held on 24 May 2023, Finding Freedom from Abuse have confirmed that they would like a representative from Test Valley Borough Council to be appointed to their organisation.
- 2.3 Unity have also since confirmed their wish for a representative to be appointed to their organisation on behalf of Test Valley Borough Council.

3 Corporate Objectives and Priorities

- 3.1 The appointments to Finding Freedom from Abuse and Unity supports community and voluntary organisations and our communities which contribute to the Council's Corporate Objectives.

4 Options and Option Appraisal

- 4.1 Finding Freedom from Abuse.
- 4.2 Option 1 – not to appoint to Finding Freedom from Abuse.

- 4.3 Finding Freedom from Abuse have indicated that a Council representative is valued by the organisation. Not making an appointment could result in a weaker working relationship with Finding Freedom from Abuse which provides support to vulnerable members of the community.
- 4.4 Option 2 – to appoint to Finding Freedom from Abuse.
- 4.5 This is the recommended option.
- 4.6 Appointing a Councillor to Finding Freedom from Abuse will allow the Council to maintain a good working relationship with the organisation who have requested support in the form of a member representative, and share knowledge and ideas.
- 4.7 It is proposed that Councillor Cattell be appointed.
- 4.8 Unity
- Option 1 – not to appoint to Unity.
- 4.9 Unity have confirmed that they still wish for the Council to appoint a non-voting representative to their management board. The person appointed may be, but does not need to be, a member of the Council.
- Option 1 – to appoint to Unity.
- 4.10 This is the recommended option.
- 4.11 Historically the Council has appointed both councillor and non-councillor representatives to outside bodies depending on circumstances and the needs and requirements of the outside body making a request for representation.
- 4.12 Appointing a representative to Unity will continue to strengthen the Council's relationship with Unity who provide services to communities across the borough.
- 4.13 Former Councillor Baverstock, who retired from her role at the Borough Council in May 2023, has worked closely with Unity in her role as a councillor and it is therefore proposed that Mrs Baverstock be appointed as the Council's representative to maintain continuity and to continue to share knowledge and skills.

5 Resource Implications

- 5.1 There are no resource implications identified with the proposed appointments to Finding Freedom from Abuse and Unity.

6 Legal Implications

- 6.1 There are no identified legal implications associated with the appointment to Finding Freedom from Abuse or Unity.

7 Equality Issues

- 7.1 None identified.

8 Other Issues

- 8.1 Community Safety – none.
- 8.2 Environmental Health Issues – none.
- 8.3 Sustainability and Addressing a Changing Climate – none.
- 8.4 Property Issues – none.
- 8.5 Wards/Communities Affected – none.

9 Conclusion

- 9.1 It is recommended that Councillor Cattell be appointed to Finding Freedom from Abuse in order for the Council to continue to support outside bodies that have requested support from the Council in the form of a representative.
- 9.2 It is recommended that Former Councillor Baverstock be appointed to Unity in order for the Council to continue to fulfil its obligations to outside bodies that have requested support from the Council in the form of a representative.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	0	File Ref	N/A
(Portfolio: Democracy and Governance) Councillor N Lodge			
Officer	Emma Silverton	Ext	8001
Report to	Council	Date	13 September 2023

ITEM 13 Calendar of Meetings 2024/2025 and 2025/2026

Report of the Democracy and Governance Portfolio Holder

Recommended:

That the Calendar of Meetings for the municipal years 2024/2025 and 2025/2026, as set out in Annex 1 and Annex 2 to the report, be approved.

SUMMARY:

To consider the proposed Calendar of Meetings for the municipal years 2024/2025 and 2025/2026.

1 Introduction

- 1.1 Each year, the Council approves a Calendar of Meetings which sets out the schedule of ordinary meetings of the Council, Cabinet and Committees. This year Council is requested to approve two years; 2024/2025 and 2025/2026,
- 1.2 Council at its meeting on 23 February 2023 agreed that the Calendar of Meetings should generally follow a six weekly schedule with the exception of Council and Area Planning Committees, both these Calendars follow that schedule.
- 1.3 Annex 1 to this report sets out a proposed Calendar of Meetings for 2024/2025 and Annex 2 sets out a proposed Calendar of Meetings for 2025/2026.
- 1.4 Should there be business that requires consideration by a Committee between scheduled meetings there are a number of options in place to ensure any items of business are progressed as needed.

2 Corporate Objectives and Priorities

- 2.1 The Council's Committees are required in order to progress the business of the Council in accordance with legislation. An efficient and effective Calendar of Meetings directly contributes to all of the Council's corporate objectives and priorities.

3 Options and options Appraisal

- 3.1 Option 1 - to approve the Calendar of Meetings for 2024/2025 and 2025/2026. This is the recommended option.

- 3.2 The Calendar of Meetings for the municipal years 2024/2025 and 2025/2026 sets out ordinary meetings of Council, Cabinet and Committees over the municipal year which allows for oversight of the decision making schedule and effective management of business to be considered.
- 3.3 Option 2 - to not approve the Calendar of Meetings for the municipal years 2024/2025 and 2025/2026.
- 3.4 Council could chose not to adopt the schedules for 2024/2025 and 2025/2026 or adopt an alternative schedule of meetings however this is not recommended as the proposed meeting schedules as set out in Annex 1 and Annex 2 have been developed in line with the required reporting deadlines and in a schedule that allows the flow of business across Committees in an effective manner.

4 Risk Management

- 4.1 An evaluation of the risks associated with the matters in this report indicate that further risk assessment is not needed because the changes/issues covered do not represent significant risks or have previously been considered by Councillors.

5 Resource Implications

- 5.1 No additional resource implications have been identified.

6 Legal Implications

- 6.1 Full Council approves the Council's Calendar of Meetings.. It is for Council to decide the frequency of meetings for each of the Committees.

7 Equality Issues

- 7.1 None

8 Other Issues

- 8.1 Community Safety – none
- 8.2 Environmental Health Issues - none
- 8.3 Sustainability and Addressing a Changing Climate - none
- 8.4 Property Issues - none
- 8.5 Wards/Communities Affected – none

9 Conclusion and reasons for recommendation

- 9.1 It is recommended that the Calendar of Meetings for 2024/2025 and 2025/2026 as set out in Annex 1 and Annex 2 to the report be approved.

Background Papers (Local Government Act 1972 Section 100D)

[Council 25 February 2022: Review of Committee Meeting Arrangements](#)

[Calendar of Meetings 2023 to 2024](#)

Confidentiality

It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.

No of Annexes:	2	File Ref:	N/A
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(Portfolio: Democracy and Governance) Councillor N Lodge

Officer:	Emma Silverton	Ext:	8001
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Report to:	Council	Date:	13 September 2023
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	<u>Date</u>		<u>Meeting</u>	<u>Time</u>	<u>Venue</u>
May 2024	15	Wednesday	ANNUAL COUNCIL	11.00 am	Andover
	16	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	17	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	21	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	27	Monday	Bank Holiday		
	29	Wednesday	Cabinet	5.30 pm	Andover
	30	Thursday	Licensing Committee	5.30 pm	Andover
Jun 2024	3	Monday	General Purposes Committee	5.30 pm	Andover
	5	Wednesday	Overview and Scrutiny Committee	5.30 pm	Andover
	5	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	6	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	7	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	11	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	17	Monday	Audit Committee	5.30 pm	Andover
	26	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	27	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	28	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
Jul 2024	2	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	8	Monday	Budget Panel	5.30 pm	Andover
	10	Wednesday	Cabinet	5.30 pm	Andover
	11	Thursday	Licensing Committee	5.30 pm	Andover
	15	Monday	General Purposes Committee	5.30 pm	Andover
	17	Wednesday	Overview and Scrutiny Committee	5.30 pm	Andover
	17	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	18	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	19	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	23	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	24	Wednesday	Council	5.30 pm	Andover
Aug 2024	7	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	8	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	9	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	13	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	21	Wednesday	Cabinet	5.30 pm	Romsey
	22	Thursday	Licensing Committee	5.30 pm	Romsey
	26	Monday	Bank Holiday		
	27	Tuesday	General Purposes Committee	5.30 pm	Romsey
	28	Wednesday	Overview and Scrutiny Committee	5.30 pm	Romsey
	28	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	29	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	30	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
Sep 2024	3	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	18	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	19	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	20	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	23	Monday	Audit Committee	5.30 pm	Romsey
	24	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey

Date			Meeting	Time	Venue
Oct 2024	1	Tuesday	Budget Panel	5.30 pm	Romsey
	2	Wednesday	Cabinet	5.30 pm	Romsey
	3	Thursday	Licensing Committee	5.30 pm	Romsey
	7	Monday	General Purposes Committee	5.30 pm	Romsey
	9	Wednesday	Overview and Scrutiny Committee	5.30 pm	Romsey
	9	Wednesday	Northern Viewing Panel	9.00 am	tbc
	10	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	11	Friday	Southern Viewing Panel	2.00 pm	tbc
	15	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	16	Wednesday	Council	5.30 pm	Romsey
	30	Wednesday	Northern Viewing Panel	9.00 am	tbc
	31	Thursday	Northern Area Planning Committee	5.30 pm	Andover
Nov 2024	1	Friday	Southern Viewing Panel	2.00 pm	tbc
	5	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	14	Thursday	Licensing Committee	5.30 pm	Andover
	18	Monday	General Purposes Committee	5.30 pm	Andover
	20	Wednesday	Cabinet	5.30 pm	Andover
	20	Wednesday	Northern Viewing Panel	9.00 am	tbc
	21	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	22	Friday	Southern Viewing Panel	2.00 pm	tbc
	26	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	27	Wednesday	Overview and Scrutiny Committee	5.30 pm	Andover
Dec 2024	4	Wednesday	Council	5.30 pm	Andover
	11	Wednesday	Northern Viewing Panel	9.00 am	tbc
	12	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	13	Friday	Southern Viewing Panel	2.00 pm	tbc
	16	Monday	Audit Committee	5.30 pm	Romsey
	17	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	19	Thursday	Licensing Committee	5.30 pm	Romsey
	25	Wednesday	Christmas Day		
	26	Thursday	Boxing Day		
Jan 2025	1	Wednesday	New Year's Day		
	6	Monday	General Purposes Committee	5.30 pm	Romsey
	8	Wednesday	Northern Viewing Panel	9.00 am	tbc
	9	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	10	Friday	Southern Viewing Panel	2.00 pm	tbc
	13	Monday	Budget Panel	5.30 pm	Romsey
	14	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	15	Wednesday	Cabinet	5.30 pm	Romsey
	22	Wednesday	Overview and Scrutiny Committee	5.30 pm	Romsey
	29	Wednesday	Council	5.30 pm	Romsey
	29	Wednesday	Northern Viewing Panel	9.00 am	tbc
	30	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	31	Friday	Southern Viewing Panel	2.00 pm	tbc
Feb 2025	4	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	6	Thursday	Licensing Committee	5.30 pm	Andover
	17	Monday	General Purposes Committee	5.30 pm	Andover
	19	Wednesday	Northern Viewing Panel	9.00 am	tbc
	20	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	21	Friday	Southern Viewing Panel	2.00 pm	tbc
	25	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	26	Wednesday	Cabinet	5.30 pm	Andover
	27	Thursday	Council	5.30 pm	Andover

<u>Date</u>		<u>Meeting</u>	<u>Time</u>	<u>Venue</u>
Mar 2025	5	Wednesday	Overview and Scrutiny Committee	Romsey
	12	Wednesday	<i>Northern Viewing Panel</i>	tbc
	13	Thursday	Northern Area Planning Committee	Andover
	14	Friday	<i>Southern Viewing Panel</i>	tbc
	18	Tuesday	Southern Area Planning Committee	Romsey
	20	Thursday	Licensing Committee	Romsey
	24	Monday	Audit Committee	Romsey
	31	Monday	General Purposes Committee	Romsey
Apr 2025	2	Wednesday	<i>Northern Viewing Panel</i>	tbc
	3	Thursday	Northern Area Planning Committee	Andover
	4	Friday	<i>Southern Viewing Panel</i>	tbc
	8	Tuesday	Southern Area Planning Committee	Romsey
	9	Wednesday	Cabinet	Romsey
	16	Wednesday	Overview and Scrutiny Committee	Romsey
	18	Friday	Good Friday	
	21	Monday	Easter Monday	
	23	Wednesday	Council	Romsey
	23	Wednesday	<i>Northern Viewing Panel</i>	tbc
	24	Thursday	Northern Area Planning Committee	Andover
	25	Friday	<i>Southern Viewing Panel</i>	tbc
	29	Tuesday	Southern Area Planning Committee	Romsey
	30	Wednesday	Licensing Committee	Andover
May 2025	5	Monday	Bank Holiday	
	6	Tuesday	General Purposes Committee	Andover
	15	Wednesday	<i>Northern Viewing Panel</i>	tbc
	14	Wednesday	ANNUAL COUNCIL	Romsey

Date		Meeting		Time	Venue
May 2025	14	Wednesday	ANNUAL COUNCIL	11.00 am	Romsey
	15	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	16	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	20	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	26	Monday	Bank Holiday		
	28	Wednesday	Cabinet	5.30 pm	Andover
	29	Thursday	Licensing Committee	5.30 pm	Andover
Jun 2025	4	Wednesday	Overview and Scrutiny Committee	5.30 pm	Andover
	4	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	5	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	6	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	10	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	16	Monday	Audit Committee	5.30 pm	Andover
	17	Monday	General Purposes Committee	5.30 pm	Andover
	25	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	26	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	27	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
Jul 2025	1	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	7	Monday	Budget Panel	5.30 pm	Andover
	9	Wednesday	Cabinet	5.30 pm	Andover
	10	Thursday	Licensing Committee	5.30 pm	Andover
	16	Wednesday	Overview and Scrutiny Committee	5.30 pm	Andover
	16	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	17	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	18	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	22	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	23	Wednesday	COUNCIL	5.30 pm	Andover
	28	Monday	General Purposes Committee	5.30 pm	Romsey
Aug 2025	6	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	7	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	8	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	12	Tuesday	Southern Area Planning Ciommittee	5.30 pm	Romsey
	20	Wednesday	Cabinet	5.30 pm	Romsey
	21	Thursday	Licensing Committee	5.30 pm	Romsey
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	8	Tuesday	General Purposes Committee	5.30 pm	Romsey
	17	Wednesday	<i>Northern Viewing Panel</i>	9.00 am	tbc
	18	Thursday	Northern Area Planning Committee	5.30 pm	Andover
	19	Friday	<i>Southern Viewing Panel</i>	2.00 pm	tbc
	22	Monday	Audit Committee	5.30 pm	Romsey
	23	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
	29	Monday	Budget Panel	5.30 pm	Romsey

Date			Meeting	Time	Venue	
Oct 2025	1	Wednesday	Cabinet	5.30 pm	Romsey	
	2	Thursday	Licensing Committee	5.30 pm	Romsey	
	8	Wednesday	Overview and Scrutiny Committee	5.30 pm	Romsey	
	8	Wednesday	Northern Viewing Panel	9.00 am	tbc	
	9	Thursday	Northern Area Planning Committee	5.30 pm	Andover	
	10	Wednesday	Southern Viewing Panel	2.00 pm	tbc	
	14	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey	
	15	Wednesday	COUNCIL	5.30 pm	Romsey	
	20	Monday	General Purposes Committee	5.30 pm	Andover	
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	19	Wednesday	Cabinet	5.30 pm	Andover	
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	20	Thursday	Northern Area Planning Committee	5.30 pm	Andover	
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	25	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey	
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Dec 2025	1	Monday	General Purposes Committee	5.30 pm	Andover	
	3	Wednesday	COUNCIL	5.30 pm	Andover	
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	11	Thursday	Northern Area Planning Committee	5.30 pm	Andover	
	12	Friday	Southern Viewing Panel	2.00 pm	tbc	
	15	Monday	Audit Committee	5.30 pm	Romsey	
	16	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey	
	18	Thursday	Licensing Committee	5.30 pm	Romsey	
	25	Wednesday	Christmas Day			
	26	Thursday	Boxing Day			
Jan 2026	1	Wednesday	New Year's Day			
	5	Monday	General Purposes Committee	5.30 pm	Romsey	
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	8	Thursday	Northern Area Planning Committee	5.30 pm	Andover	
	9	Friday	Southern Viewing Panel	2.00 pm	tbc	
	12	Monday	Budget Panel	5.30 pm	Romsey	
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	14	Wednesday	Cabinet	5.30 pm	Romsey	
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	28	Wednesday	COUNCIL	5.30 pm	Romsey	
	28	Wednesday	Northern Viewing Panel	9.00 am	tbc	
	29	Thursday	Northern Area Planning Committee	5.30 pm	Andover	
		30	Friday	Southern Viewing Panel	2.00 pm	tbc
	Feb 2026	3	Tuesday	Southern Area Planning Committee	5.30 pm	Romsey
16		Monday	General Purposes Committee	5.30 pm	Andover	
18		Wednesday	Northern Viewing Panel	9.00 am	tbc	
19		Thursday	Northern Area Planning Committee	5.30 pm	Andover	
20		Friday	Southern Viewing Panel	2.00 pm	tbc	
24		Tuesday	Southern Area Planning Committee	5.30 pm	Romsey	
25		Wednesday	Cabinet	5.30 pm	Andover	
	26	Thursday	COUNCIL	5.30 pm	Andover	

<u>Date</u>		<u>Meeting</u>	<u>Time</u>	<u>Venue</u>
Mar 2026	4	Wednesday	Overview and Scrutiny Committee	Romsey
	10	Tuesday	Licensing Committee	Romsey
	11	Wednesday	<i>Northern Viewing Panel</i>	tbc
	12	Thursday	Northern Area Planning Committee	Andover
	13	Friday	<i>Southern Viewing Panel</i>	tbc
	17	Tuesday	Southern Area Planning Committee	Romsey
	23	Monday	Audit Committee	Romsey
	30	Monday	General Purposes Committee	Romsey
Apr 2026	1	Wednesday	<i>Northern Viewing Panel</i>	tbc
	2	Thursday	Northern Area Planning Committee	Andover
	2	Thursday	<i>Southern Viewing Panel</i>	tbc
	3	Friday	Good Friday	
	6	Monday	Easter Monday	
	7	Tuesday	Southern Area Planning Committee	Romsey
	8	Wednesday	Cabinet	Romsey
	15	Wednesday	Overview and Scrutiny Committee	Romsey
	21	Tuesday	Licensing Committee	Romsey
	22	Wednesday	COUNCIL	Romsey
	22	Wednesday	<i>Northern Viewing Panel</i>	tbc
	23	Thursday	Northern Area Planning Committee	Andover
	24	Friday	<i>Southern Viewing Panel</i>	tbc
	28	Tuesday	Southern Area Planning Committee	Romsey
May 2026	4	Monday	Bank Holiday	
	5	Tuesday	General Purposes Committee	Andover
	13	Wednesday	ANNUAL COUNCIL	Andover

ITEM 14

Notice of Motion – Rule 12

Councillor Gwynne will move that:

The current council budget includes an amount of money set aside specifically for CEAP actions, that is slightly below the amount set aside for maintenance of our car parks! This despite the fact that:

This council declared a climate emergency four years ago.

- The evidence of harm that is partly, or wholly, attributable to global warming is mounting – not least July 2023 being the hottest ever month recorded globally.
- This council's underspend against last year's budget was in seven figures – money which it simply placed into its reserves. Those reserves now exceed £36m.

It is against this backdrop that the following motion is proposed.

Motion

Test Valley Borough Council undertake to set aside £1m from its reserves in order to fund actions taken from the Climate Emergency Action Plan. Those actions to be identified and initiated in the current financial year.

Councillor Gregori will second the motion