

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's [web site](#) or contact **Kirsty Hunt Service Lead – Electoral & Democratic Services: 07817137289**

Recording of Meetings – In line with the council's commitment to transparency the Part I (public) section of the virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain. If you have any questions regarding the council's policy, please speak to the Democratic Services or Legal representative at the meeting

TO: EVERY MEMBER OF THE COUNCIL FOR THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD

YOU ARE HEREBY SUMMONED TO ATTEND the Meeting of the Council of the Royal Borough of Windsor & Maidenhead to be held in the **Council Chamber - Town Hall, Maidenhead** on **Tuesday 21 February 2023 at 7.00 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Friday 10 February 2023



Tony Reeves
Interim Chief Executive

The meeting will be opened with prayers by Reverend Drake.

A G E N D A

1. **Apologies for Absence**

To receive any apologies for absence.

2. **Council Minutes**

To receive the minutes of the meeting of the Council held on 26 January 2023.

(To Follow)

3. **Declarations of Interest**

To receive any declarations of interest.

(Pages 7 - 8)

4. **Mayor's Communications**

To receive such communications as the Mayor may desire to place before the Council.

(Pages 9 - 10)

5. **Public Questions**

The deadline for public questions (which must be directly related to the budget) is 5pm on Wednesday 15 February 2023. A supplement listing valid questions received will be added to the agenda after the deadline.

The Council will set aside a period of 30 minutes to deal with public questions, which may be extended at the discretion of the Mayor in exceptional circumstances. The Member who provides the initial response will do so in writing. The written response will be published as a supplement to the agenda by 5pm one working day before the meeting. The questioner shall be allowed up to one minute to put a supplementary question at the meeting. The supplementary question must arise directly out of the reply provided and shall not have the effect of introducing any new subject matter. A Member responding to a supplementary question will have two minutes to respond.

6. **Petitions**

To receive any petitions presented by Members on behalf of residents.

Notice of the petition must be given to Service Lead – Electoral and Democratic Services not later than noon on the last working day prior to the meeting. A Member submitting a Petition may speak for no more than 2 minutes to summarise the contents of the Petition.

7. **2023/24 Budget**

To consider the referral from Cabinet for the financial plans for the Royal Borough of Windsor and Maidenhead and its Net Budget Requirement and associated Council Tax level for 2023/24.

Appended to the report are the various elements that form the basis of the budget, including:

- Appendix 1 – the Revenue Budget, including its funding, growth and savings affecting service budgets, proposed Council Tax and the Council's reserves and balances position. This appendix also includes the overall Equality Impact Assessment for the Budget.
- Appendix 2 – the proposed Fees and Charges for 2023/24.
- Appendix 3 – the Capital Budget, including the Capital Strategy and the proposed Capital Programme.
- Appendix 4 – Treasury Management, including the Treasury Management Strategy which contains the counterparty lending criteria, the Minimum Revenue Provision and Prudential Code indicators.
- Appendix 5 – the proposed Pay Policy Statement as required by statute.
- Appendix 6 – the Proposed Pay Award for the year 2023/24.
- Appendix 7 – Public Consultation and feedback from Overview and Scrutiny Panels. *Please note this includes Part II minutes from the Place Overview and Scrutiny meeting which are not for publication by 31 - 360 virtue of Paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972.*
- Appendix 8 – Equality Impact Assessments

(Pages 11 - 342)

8. **Council Tax Reduction Scheme**

To consider the referral from Cabinet regarding the outcome of the consultation into the proposed amendments to the Council Tax Reduction scheme for 2023/24.

(Pages 343 - 424)

9. **Statutory Officer Appointments**

To approve the statutory appointments of Section 151 Officer and Monitoring Officer on an interim basis.

(Pages 425 - 436)

10. **Returning Officer and Electoral Registration Officer Appointments and Approval of Elections Payment Scheme**

To consider a number of proposals to support the delivery of elections:

- Appointments to the role of Returning Officer and Electoral Registration Officer
- Appointments to Deputy Electoral Registration Officer with duties limited to completing the Temporary Voter Authentication Certificate process as required by the Elections Act 2022
- increase the hourly rate paid to staff working in key roles to deliver the elections in May and future elections as set out in Appendix B of the report

(Pages 437 - 450)

COUNCIL MOTIONS – PROCEDURE

- Motion proposed (mover of Motion to speak on Motion)
- Motion seconded (Seconded has right to reserve their speech until **later** in the debate)
- Begin debate

Should An Amendment Be Proposed: (only one amendment may be moved and discussed at any one time)

NB – Any proposed amendment to a Motion to be passed to the Mayor for consideration before it is proposed and seconded.

- Amendment to Motion proposed
 - Amendment must be seconded BEFORE any debate can take place on it

(At this point, the mover and seconder of original Motion can indicate their acceptance of the amendment if they are happy with it)
 - Amendment debated (if required). Members who have spoken on the original motion are able to speak again in relation to the amendment only
 - Vote taken on Amendment
 - If Agreed, the amended Motion becomes the substantive Motion and is then debated (any further amendments follow same procedure as above).
 - If Amendment not agreed, original Motion is debated (any other amendments follow same procedure as above).
- The mover of the Motion has a right to reply at the end of the debate on the Motion, immediately before it is put to the vote.
 - At the conclusion of the debate on the Motion, the Mayor shall call for a vote. Unless a named vote is requested, the Mayor will take the vote by a show of hands or if there is no dissent, by the affirmation of the meeting.
 - If requested by any **5** Members the mode of voting shall be via a named vote. The clerk will record the names and votes of those Members present and voting or abstaining and include them in the Minutes of the meeting.
 - Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the motion or abstained from voting

(All speeches maximum of 5 minutes, except for the Budget Meeting where the Member proposing the adoption of the budget and the Opposition Spokesperson shall each be allowed to speak for 10 minutes to respectively propose the budget and respond to it. The Member proposing the budget may speak for a further 5 minutes when exercising his/her right of reply.)

Closure Motions

a) A Member who has not previously spoken in the debate may move, without comment, any of the following Motions at the end of a speech of another Member:

- i) to proceed to the next business;
- ii) that the question be now put to the vote;
- iii) to adjourn a debate; or
- iv) to adjourn a meeting.

b) If a Motion to proceed to next business is seconded, the Mayor will give the mover of the original Motion a right of reply and then put the procedural Motion to the vote.

c) If a Motion that the question be now put to vote is seconded, the Mayor will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.

d) If a Motion to adjourn the debate or to adjourn the meeting is seconded, the Mayor will put the procedural Motion to the vote without giving the mover of the original Motion the right of reply

Point of order

A Member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of the Council Rules of Procedure or the law. The Member must indicate the procedure rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

Personal explanation

A Member may make a personal explanation at any time with the permission of the Mayor. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the requirement of a personal explanation will be final.