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Extraordinary Council Meeting

Thursday, 24th March, 2022 at 6.45 pm or immediately after Cabinet, whichever is later
Conference Room, Parkside, Chart Way, Horsham

To: All Members of the Council

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

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GUIDANCE ON EXTRAORDINARY COUNCIL PROCEDURE

1. **Apologies for absence**
2. **Declarations of Members' Interests**
To receive any declarations of interest from Members
3. **Announcements**
To receive any announcements from the Chairman of the Council, the Leader, Members of the Cabinet or the Chief Executive
4. **Recommendations from Cabinet** 5 - 6
To receive the recommendations from the meeting of Cabinet held on 24 March:

Grant income from Government received late in the 2021/22 financial year and extension of budget for the Drill Hall into June 2022

Report of the Cabinet Member for Finance & Parking available at: [Agenda Item 10](#)
5. **Urgent Business**
To consider matters certified by the Chairman as urgent

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GUIDANCE ON EXTRAORDINARY COUNCIL PROCEDURE

(Full details in Part 4a of the Council's Constitution)

Addressing the Council	<p>Members must address the meeting through the Chairman. When the Chairman wishes to speak during a debate, any Member speaking at the time must stop. The Chairman will decide whether he or she prefers Members to stand or sit when addressing the Council.</p>
Quorum	<p>Quorum is one quarter of the whole number of Members. If there is not a quorum present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.</p>
Declarations of Interest	<p>Members should state clearly in which item they have an interest and the nature of the interest (i.e. personal; personal & prejudicial; or pecuniary). If in doubt, seek advice from the Monitoring Officer in advance of the meeting</p>
Announcements	<p>These should be brief and to the point and are for information only – no debate/decisions</p>
Rules of debate	<p>The Chairman controls debate and normally follows these rules but Chairman's interpretation, application or waiver is final.</p> <ul style="list-style-type: none"> - No speeches until a proposal has been moved (mover may explain purpose) and seconded - Chairman may require motion to be written down and handed to him/her before it is discussed - Secunder may speak immediately after mover or later in the debate - Speeches must relate to the question under discussion or a personal explanation or a point of order (max 5 minutes) - A Member may not speak again except: <ul style="list-style-type: none"> o On an amendment o To move a further amendment if the motion has been amended since he/she last spoke o If first speech was on an amendment, to speak on the main issue (whether or not the amendment was carried) o In exercise of a right of reply. Mover of motion at end of debate on original motion and any amendments (may not otherwise speak on amendment). Mover of amendment has no right of reply. o On a point of order – must relate to an alleged breach of Council Procedure Rules or law. Chairman must hear the point of order immediately. The ruling of the Chairman on the matter will be final. o Personal explanation – relating to part of an earlier speech by the Member which may appear to have been misunderstood. The Chairman's ruling on the admissibility of the personal explanation will be final. - Amendments to motions must be to: <ul style="list-style-type: none"> o Refer the matter to an appropriate body/individual for (re)consideration o Leave out and/or insert or add others (as long as this does not negate the motion) - One amendment at a time to be moved, discussed and decided upon. - Any amended motion becomes the substantive motion to which further amendments may be moved.

	<ul style="list-style-type: none"> - A Member may alter a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion). - A Member may withdraw a motion that he/she has moved with the consent of the meeting and seconder (such consent to be signified without discussion). - The mover of a motion has the right of reply at the end of the debate on the motion (unamended or amended).
Voting	<p>Any matter will be decided by a simple majority of those voting, by show of hands or if no dissent, by the affirmation of the meeting unless:</p> <ul style="list-style-type: none"> - Two Members request a recorded vote - A recorded vote is required by law. <p>Any Member may request their vote for, against or abstaining to be recorded in the minutes.</p> <p>In the case of equality of votes, the Chairman will have a second or casting vote (whether or not he or she has already voted on the issue).</p>

**EXTRAORDINARY COUNCIL
24 March 2022
CABINET RECOMMENDATIONS**

Recommendation to Council made at the Cabinet meeting held on 24 March

Grant income from Government received late in the 2021/22 financial year and extension of budget for the Drill Hall into June 2022

Three grants were received very late in the 2021/22 financial year that were unexpected and do not have budget lines for the income or expenditure in 2021/22. All three grants can be carried forward into 2022/23 if unspent at 31 March 2022.

The grants are to be spent for cyber-security, biodiversity net gain and to establish a business case to support future funding bids to create a collaborative co-working space in Horsham Town.

The Royal British Legion has recently made us aware that due to internal delays with their central surveyors and valuations teams, it is increasingly unlikely to be able to agree legal terms over the Drill Hall before the agreed handover date of 1 April 2022. This report requests that a budget for operating the Drill Hall for three months is created in 2022/23. This will enable the discussions and any legal work to continue to the end of April, and the Drill Hall to remain open during this time.

The report also includes a recommendation to Council to approve a £20,000 budget so that the Monitoring Officer can instruct Hoey Ainscough Associates Ltd to undertake a review of Steyning Parish Council and provide support for that Parish Council.

Cabinet are to consider the report of the Cabinet Member for Finance & Parking immediately before this Extraordinary Council Meeting. Cabinet are recommended to:

RECOMMENDED TO COUNCIL

- i) To approve the creation of a revenue budget in 2021/22 of £100,000 which will be spent on cyber security.
- ii) To approve the creation of a £10,047 revenue budget in 2021/22 in strategic planning to be spent on the introduction of biodiversity net gain.
- iii) To approve the creation of a £35,000 revenue budget in 2021/22 in strategic planning to be spent on establishing a business case to support future funding bids.
- iv) To approve the creation of a revenue budget in Leisure services for the Drill Hall of £9,000 income and £18,600 expenditure, which is a net cost of £9,600 in the 2022/23 budget.
- v) To approve the budget sum of £20,000 in 2022/23 to pay for a review of Steyning Parish Council to be conducted by Hoey Ainscough Associates Ltd.

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REASON

- i) The funding will be used on the delivery of our Cyber Treatment Plan and actions to reduce risk created by the use of legacy operating systems.
- ii) The funding will be used in our preparations for the introduction of a mandatory Biodiversity Net Gain requirement, which is due to come into force in 2023.
- iii) The funding will be used to establish a business case to support future funding bids to create a collaborative co-working space in Horsham Town.
- iv) The budget will enable the Council to continue to operate the Drill Hall in April 2022 whilst discussions with the Royal British Legion are finalised.
- v) The Budget will allow for alternative action to be taken for dealing with the ever increasing and continuing code of conduct complaints that have been received from Steyning Parish Council.