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Council

**Thursday, 23rd November, 2023 at 6.30 pm, or at the end of the Cabinet meeting,
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

Jane Eaton
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. Questions from the Public To receive questions from the public under Rule 4j Public Speaking at Meeting Procedure Rules	
4. Recommendations from Cabinet To receive and, if approved, adopt the recommendations from the meeting of Cabinet held on 23 November:	5 - 6
(a) Swan Walk Car Park Works – contract award and budget allocation (report of the Cabinet Member for Local Economy & Place is available at: Agenda Item 11)	

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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
23 November 2023
CABINET RECOMMENDATION**

Recommendation to Council made at the Cabinet meeting held on 23 November

Swan Walk Car Park Works – contract award and budget allocation

The resurfacing of the top deck of Swan Walk car park is required to maintain the integrity of the building. A procurement exercise was completed in April 2023 in relation to these works and a contract was awarded to the winning bidder.

This contractual relationship has now ended with the consent of both parties, following the removal of the membrane; this work was carried out at the cost of £99,000. The Council's procurement officers have therefore sought new quotes from suppliers to ensure the proper and urgent completion of the works.

The winning bidder has provided a price, contained in Appendix 1, to repair areas of deterioration and to lay a new membrane.

The approved budget of £350,000 for this project is now insufficient and a further budget amount is required to complete these essential works.

The Cabinet is to consider the report of the Cabinet Member for Local Economy & Place immediately before this Extraordinary Council meeting. The Cabinet is recommended to approve the award of the contract to the winning bidder. Further to this, the Cabinet is recommended to delegate authority to the Director of Resources, in consultation with the Head of Legal & Democratic Services to finalise the terms and conditions of and enter into the Contract, on the terms contained in Appendix 1. As such, Cabinet is recommended to:

RECOMMEND TO COUNCIL

- (i) That a further capital budget amount of £298,845 is approved to enable the contract to be awarded to the winning bidder.

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