



GREAT YARMOUTH
BOROUGH COUNCIL

Full Council

Date: Tuesday, 12 April 2016
Time: 19:00
Venue: Council Chamber
Address: Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

AGENDA

Open to Public and Press

1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

2 **DECLARATIONS OF INTEREST**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

3 PUBLIC QUESTION TIME

a) Question from Mr D Barber :-

" How can the Council justify a decision to deprive the second largest sports club within the Borough, Gt. Yarmouth Indoor Bowls Club, of its facilities within the Marina Centre, against the background of a government directive to improve the health and fitness of all ages within the community. Prolonging an active life will also help reduce pressure on the NHS.

The bowlers were told by Sentinel that the bowls facility was being excluded from the redevelopment of the Marina because it was losing money. This was proved to be untrue as they were unable to produce a breakdown of numbers, costs and income relating to individual areas within the Marina. The proposed capital expenditure of 6 to 7 million pounds by the Council on the Marina and Phoenix sites to provide additional gym and fitness facilities seems to be difficult to understand against a surplus availability within privately owned fitness centres in the borough."

b) Question from Mr J Cannell, President Great Yarmouth and District TUC:-

"What does the Borough Council view as the reasons for the problems of the Town Centre, with unoccupied shops etc, and the lack of footfall, plus the reasons for the general economic decline of the Borough."

4 REPORTS TO COUNCIL FOR DECISION

(a) COMMITTEE SYSTEM OF GOVERNANCE

7 - 18

Report attached.

Please note : The Council's Constitution can be found at the bottom of the Full Council agenda web page.

(b) BUSINESS CASE FOR DEVELOPING HOUSING AT SITE 25 BEACON PARK

19 - 28

Report attached.

(c) BUSINESS CASE FOR DEVELOPING SITE 25 BEACON PARK - CONFIDENTIAL

Details

(d) QUEEN'S 90TH BIRTHDAY COMMUNITY GRANTS

29 - 36

Report attached.

5 **MINUTES**

37 - 60

To confirm the minutes of :-

- a) Council - 24 February 2016
- b) Cabinet - 4 April 2016
- c) Scrutiny - 25 February 2016
- d) Audit and Risk - 29 March 2016

6 **MEMBERS QUESTIONS**

To consider the following two questions from Councillor Sutton to Councillor C Smith, Cabinet Member (Environment) :-

- a) What progress has been made to address the repairs and maintenance issues in the children's play areas in Central and Northgate Ward drawn to your attention at the budget meeting?
- b) I have been calling for a meeting to discuss a new play area for the Beaconsfield since 2015 without success. Having visited the Beaconsfield play area what is your opinion of the standard and range of equipment for children and teenagers? Do you agree that the age and lack of play equipment, the size of the local population, justifies the call for significant investment in that play area and if so will you arrange a meeting of Ward Councillors and other interested parties to discuss a way forward?"

7 **MOTIONS ON NOTICE**

To consider the following Motions on Notice :-

- a) Motion from Councillors Walker, T Wainwright, H Wainwright, Williamson, Jeal and Robinson-Payne :-

"That the Council resolves to write to the Environment Minister to rethink planned changes in legislation allowing Ministers the power to override Local Council decisions not to grant Fracking Applications within their jurisdiction. This is a serious infringement of Local Democracy and an attack against communities wishing to protect their own environment."

- b) Motion from Councillors Wright, Williamson, T Wainwright, Jeal, Robinson-Payne and Walker :-

" Great Yarmouth Borough Council fully supports the BMA and the junior doctors in their dispute with the Government.

We believe it not to be in the interest of the citizens of our Borough of Great Yarmouth as well as throughout England to force a new contract on the junior doctors that will result in doctors having to work excessive hours at weekends and creating a situation that could put the welfare of hospital patients at risk.

It is noted that already our James Paget University Hospital has a shortage of

doctors which in itself creates extra stress on all the staff, and the Government insistence on forcing through their new contract will do nothing to encourage new recruits into our health service.

We call on our Member of Parliament to use his office to persuade the Secretary of State for Health, the Rt Hon Jeremy Hunt MP to return to the negotiating table to discuss the BMA proposal which is cost neutral whilst giving adequate cover for our junior doctors and gives extra protection for patients."

c) Motion from Councillors T Wainwright, H Wainwright, Walker, Williamson, Wright and Pratt :-

That the Council resolves to write to Gregg Clarke, Minister for Local Government, expressing GYBC's concerns regarding the devolution proposals.

It is fundamentally undemocratic to change the nature of our local democracy without full consultation with the people who will be affected by these proposals.

The proposals should be temporarily withdrawn until such time as due consultation has been held.

1. Where is the accountability, democracy and transparency in these proposals ?
2. Were these proposals put to the people at the 2015 Election ?
3. What evidence is there that shows the electorate support such changes ?

Until such time as these questions remain unanswered, GYBC should withdraw from all future negotiations.

d) Motion from Councillors Grey, Annison, Andrews, Cutting, Rodwell and Bird :-

" This Council notes the announcement by the Chancellor of a devolution deal for the East in his budget on the 16 March 2016. This Council welcomes the commitment of the Government for increased investment in infrastructure in the East of England, but regrets that in its current form is NOT acceptable to this Council.

This Council resolves to:-

1. That although reference is made to the Third River Crossing and dualling of the Acle Straight in the East Devolution Agreement, the Third River Crossing in Great Yarmouth must have a cast iron guarantee with a time frame for works to be implemented, as part of the East Devolution Agreement.

And

2. To formally declare and record GYBC's opposition to the proposal for an elected Mayor for Norfolk, Suffolk, Cambridgeshire and Peterborough.

8 ANY OTHER BUSINESS

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

Subject: Committee System of Governance

Report to: Council – 12 April 2016

Report by: Sheila Oxtoby, Interim Chief Executive

RECOMMENDATIONS

That four new committees are established, with each being made up of 13 politically balanced members, with the chairs being appointed by Council. These committees are Policy & Resources, Economic Development, Environment, and Housing & Neighbourhoods.

That the updated constitution is approved by full Council.

1. INTRODUCTION

1.1 On the 24th November 2015 full Council resolved to change its current leader and cabinet governance model to a committee system of governance. This was a binding decision that will last for a minimum of five years.

1.2 As a result of this decision the following work has been undertaken by the Governance Committee to develop the new committee system of governance:

- Development of the new committees, including frequency of meetings, size of membership and political makeup
- Appointment of chairs of committees
- A comprehensive review of the Council's constitution, governance and decision making processes
- A review of the scheme of delegation to Chief Officers

1.3 On completing this work the Governance Committee is now in a position to make a number of recommendations to full Council, so that the new arrangements regarding the committee system of governance can be implemented at the Annual Council meeting in May 2016.

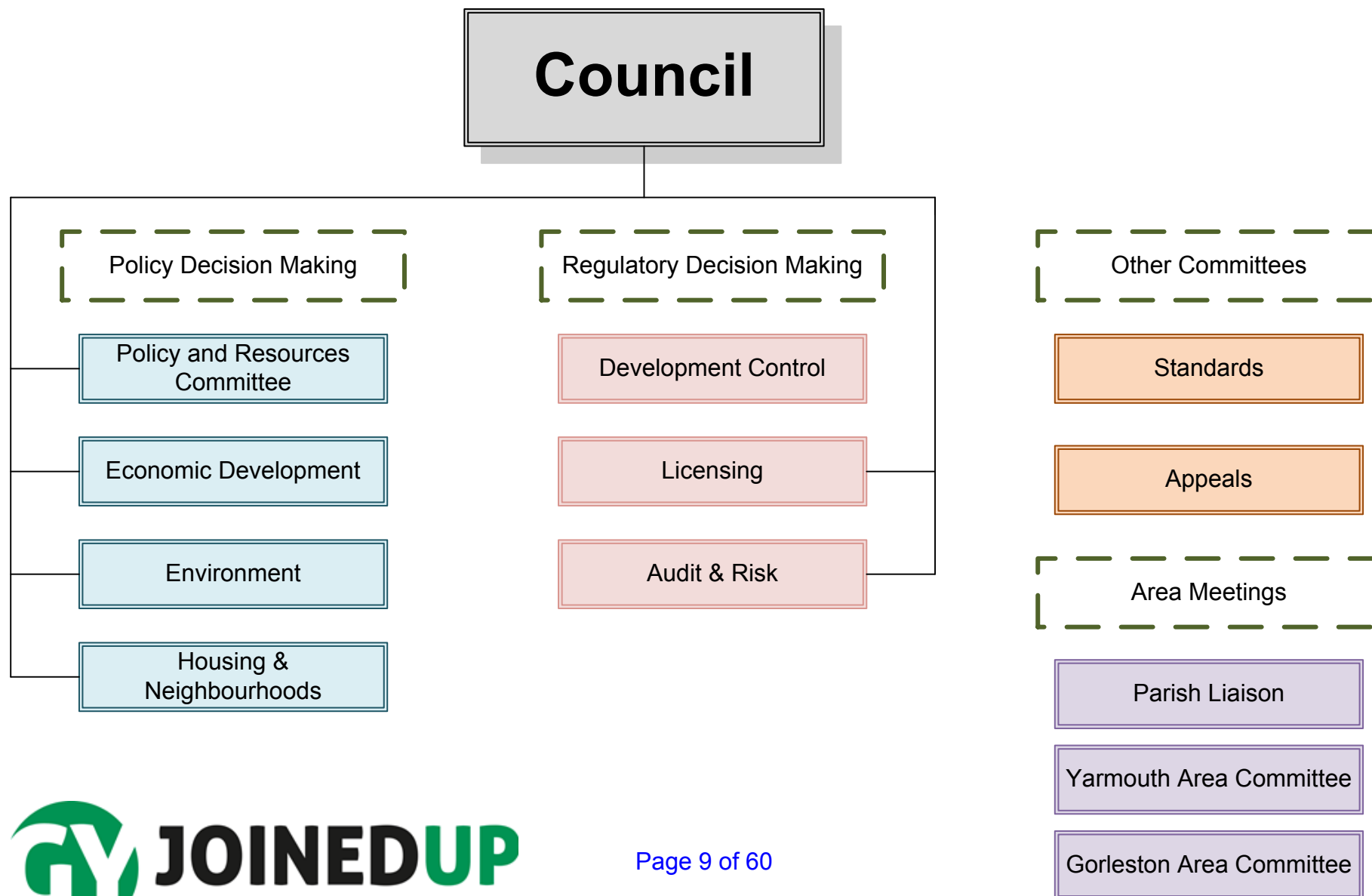
2. RECOMMENDATIONS

2.1 That four new committees are established, with each being made up of 13

politically balanced members, with the chairs being appointed by Council. These committees are Policy & Resources, Economic Development, Environment, and Housing & Neighbourhoods. Appendix 1 shows the structure of all committees that will be in place from May 2016 which also includes the new committee's terms of reference.

- 2.2 Each committee will meet on a six weekly cycle and full Council will meet on an eight weekly cycle. A timetable of meetings for 2016 can be referred to in Appendix 2.
- 2.3 That the updated constitution is approved by full Council. Appendix 3 shows a summary table of the changed document and the whole amended constitution, which also includes the officer scheme of delegation.
- 2.4 The Governance Committee has also given detailed consideration to representation on Outside Bodies, and a proposed list for Outside Bodies for 2016/17 is attached as Appendix 4.

Great Yarmouth Borough Council Committee Structure



COMMITTEE TIMETABLE 2016-17 (WITH PRE-AGENDA MEETINGS (PAM'S)) – APPENDIX 2

	May	June	July	August	September	October	November	December	January	February	March	April
M	2			1		3			2			3 Eco Dev
T	3			2 PAM (DC)		4 PAM (ENV)	1		3 PAM (DC)			4 PAM (ENV)
W	4	1		3		5	2		4	1	1 ENV PAM (GAC)	5 DC PAM (HN)
T	5 Elections	2		4	1	6	3 Council	1	5	2	2 HN	6
F	6	3 PAM (LIC)	1 PAM (AR)	5	2	7 PAM (LIC)	4	2 PAM (AR)	6 PAM (LIC)	3 PAM (JCC)	3	7 PAM (JCC)
M	9	6 Eco Dev PAM (PR)	4	8	5 Licensing PAM (YAC)	10 Eco Dev PAM (PR)	7	5	9 Eco Dev	6	6 Audit & Risk	10 Licensing
T	10	7	5 PAM (DC)	9	6 P&R PAM (DC)	11 PAM (DC)	8 PAM (DC)	6 YAC PAM (DC)	10 P&R PAM (ENV)	7 P&R	7	11
W	11	8 ENV PAM (HN)	6	10 DC	7 PAM (HN)	12 ENV	9	7 PAM GAC	11 DC PAM (HN)	8 DC	8 DC	12 ENV
T	12	9	7	11	8 Council	13	10	8 HN	12	9	9 GAC	13 HN
F	13	10 Appeals	8 PAM (ED)	12	9	14 PAM (JCC)	11PAM (ED)	9 PAM (JCC)	13	10 PAM (ED)	10	14
M	16 Annual Council	13 Licensing PAM (YAC) PAM (GAC)	11 Audit & Risk	15	12	17 Licencing	14	12 Audit & Risk	16 Licensing	13 JCC	13 Parish Liaison PAM (PR)	17 JCC PAM (PR)
T	17 PAM (DC) Council	14 P&R PAM (DC)	12 PAM (ENV)	16	13 YAC	18 P&R	15 PAM (ENV)	13	17	14	14	18
W	18	15	13 DC	17	14 DC PAM (YAC)	19 DC PAM (HN)	16 DC PAM (HN)	14 DC	18 ENV	15	15	19
T	19	16 HN	14 Council	18	15 HN	20	17	15 GAC	19 HN	16	16	20 Council
F	20	17 PAM (JCC)	15 PAM (LIC)	19	16 PAM (AR)	21	18 PAM (LIC)	16	20	17 PAM (LIC)	17	21
M	23	20	18 Eco Dev PAM (PR)	22 PAM (ED)	19 Parish Liaison	24 JCC	21 Eco Dev PAM (PR)	19 JCC	23	20 Eco Dev PAM (YAC)	20	24
T	24	21 YAC GAC	19	23 PAM (ENV)	20	25	22	20	24	21 Budget Council PAM (ENV)	21 P&R	25 P&R
W	25 DC	22 DC	20 ENV PAM (HN)	24	21	26	23 ENV	21	25	22 PAM (HN)	22	26
T	26	23	21	25	22 GAC	27 HN	24 HN	22 Council	26	23	23 PAM (ED)	27
F	27 PAM (ED)	24	22	26 PAM (PR) PAM (LIC)	23	28	25 Appeals	23 PAM (ED)	27 Appeals	24	24 Appeals	28
M	30	27 JCC	25 Licensing	29	26 Audit & Risk	31	28 Licensing PAM (YAC)	26	30 PAM (PR)	27 Licensing	27 PAM (DC)	
T	31PAM (ENV)	28	26 P&R	30 Eco Dev	27		29 P&R	27	31 PAM (DC)	28 YAC PAM (DC)	28	
W		29	27	31 ENV	28		30 PAM (HN)	28			29	
T		30 Council	28 HN		29			29			31 PAM (LIC)	
F			29		30 Appeals PAM (ED)			30 PAM (PR)				

Council - 7pm
Policy & Resources - 6.30pm (P&R)
Economic Development – 6.30pm (ECO DEV)
Environment – 6.30pm (ENV)
Housing and Neighbourhoods – 6.30pm (HN)

Development Control – 6.30pm (DC)
Licensing – 6.30pm
Audit & Risk – 6.30pm
Appeals – 10am
Standards – 10am

Yarmouth Area Committee – 7pm (YAC)
Gorleston Area Committee - 6pm (GAC)
Parish Liaison – 7pm
Joint Consultative Committee – 10am (JCC)

PRE-AGENDA MEETINGS:-
PAM (JCC) PAM (PR)
PAM (ED) PAM (ENV)
PAM (HN) PAM (DC)
PAM (LIC) PAM (AR)
PAM (YAC) PAM (GAC)
(Times to be agreed with Chairs)

GREAT YARMOUTH CONSTITUTION
SUMMARY OF CHANGES

Please note that numbering and formatting will be extensively revised. Please contact David Johnson if you are unable to identify particular items in the old or proposed new constitution.

<u>Current Constitution</u>	<u>Proposed Change</u>	<u>Notes</u>
PART 1 SUMMARY AND EXPLANATION	Removal of references to cabinet, Scrutiny etc.	Changes reflect difference between legal models of governance.
PART 2 ARTICLES OF THE CONSTITUTION	NB. Please note that the Articles have been reordered and renumbered and items formerly elsewhere in the constitution now added to the Articles	
Article 1 – Summary of the constitution	No change	This article not greatly affected by change in governance style
Article 2 – members of the Council	No change	This article not greatly affected by change in governance style
Article 3 Citizens and the Council	Some minor changes to remove references to cabinet etc.	Changes reflect difference between legal models of governance.
Article 4 the Full Council	(a) Remove references to cabinet acting outside the Budget and Policy framework (no longer relevant) (b) Remove miscellaneous references to (c) Cabinet	Changes reflect difference between legal models of governance.

<u>Current Constitution</u>	<u>Proposed Change</u>	<u>Notes</u>
Article 5 Chairing the Council	– one paragraph removed as it referred to Cabinet and non Cabinet members.	Changes reflect difference between legal models of governance.
Article 6 Scrutiny Committee	Deleted in its entirety	No separate scrutiny in the new system.
Article 7.1 the Cabinet	Deleted in its entirety	Changes reflect difference between legal models of governance.
Article 8 Regulatory and other committees	No change	This function not affected by governance change
Article 9 Standards Committee	No change	This function not affected by governance change
Article 10 Audit and Risk Committee	Minor change to remove references to Cabinet	This function not affected by governance changes
Article 11 Joint arrangements	Changes to remove role of Cabinet from joint arrangements	Changes reflect difference between legal models of governance
Article 12 Officers	Minor change to remove references to Cabinet	Changes reflect difference between legal models of governance
Article 13 Decision making	Minor change to remove references to Cabinet and to key decisions	Changes reflect difference between legal models of governance. Key decisions are features only of executive governance not committee system.

<u>Current Constitution</u>	<u>Proposed Change</u>	<u>Notes</u>
Article 14 Finance, Contracts and legal Matters	This section has been revised and updated	
Article 15 Review and Revision of the of Constitution	No change	Remains Council function as currently.
Article 16 - Suspension, interpretation and publication of the constitution	Minor change to remove references to Director of Resources, Governance and growth.	
Article 17 – the civil contingency consultation group	Minor change to remove references to Cabinet and to Cabinet members	
Article 18– the Gorleston Area Committee	Minor change to remove references to “ruling party”	This usage probably originates in the context of cabinet governance so in the first instance is removed but other options could be used in the appointment of chair.
Article 19 – the Yarmouth Area Committee	Minor change to remove references to “ruling party”	This usage probably originates in the context of cabinet governance so in the first instance is removed but other options could be used in the appointment of chair.
Schedule 1 – Description of Executive Arrangements	Deleted in its entirety	There are no executive arrangements in the committee system.
PART 3 RESPONSIBILITY FOR FUNCTIONS AND OTHER MATTERS		

<u>Current Constitution</u>	<u>Proposed Change</u>	<u>Notes</u>
Delegations to Officers	Much duplication has been removed and remainder simplified.	
PART 4 Council procedure rules	No change but moved to be one of the articles	
Access to Information Procedure Rules	No change but moved to be one of the articles	
Cabinet Procedure Rules	Removed as now no cabinet.	
Officer Employment Procedure Rules	References to Cabinet members removed.	
PART 5 Members and Officers' Code of conduct	References to Cabinet meetings removed.	
PART 6 Members' Allowances Scheme	A review of the scheme about to begin. Contents will change after that review is implemented.	
Management Structure	Revised to reflect committee system and current management structure.	
Protocol of Member / Officer relations	No Change except to remove references to cabinet etc.	

<u>Current Constitution</u>	<u>Proposed Change</u>	<u>Notes</u>
Code of Corporate Governance	Changed to remove references to cabinet etc.	
Members' Job descriptions	Changed to reflect new roles of Leader and other members in committee system constitution.	
Petitions scheme	No change except to remove references to executive governance and to amend officer titles.	
Joint Arrangements	Removed	As joint arrangements are rare – only the Norfolk Museums Service at present – there appears little point retaining a section in the constitution for this alone.
Finance, Contract and legal matters	Amended and updated	
Review and Revision of the Constitution	No change	
Suspension, interpretation and publication of the constitution.	No change	

Subject: List of Outside Bodies 2016/17

Information to: Council – 12 April 2016

Report by: Interim Chief Executive

The Governance Committee as part of their work to move to a committee system instigated a review of the list of outside bodies to ensure that the list which will go to the Council meeting in May 2016 is as accurate and comprehensive as possible and that representation is of mutual benefit to the Council and the organisation, as well as considering if Members should continue on these outside bodies, as the Council changes its governance to the new committee system.

A number of Members were asked to complete a form about the outside body they represented the Council on. Not all Members were consulted as only certain outside bodies were looked at as some outside bodies require Member representation.

The revised list of outside bodies, see below, has been agreed by the Governance Committee and Member appointments will be made to those bodies at the Council meeting in May 2016.

List of Outside Body	Number of Members
A47 Alliance	1
Beacon Park Site 25 Project Board	5
Bowls Tournament Working Party	2
Broads Authority	1
Broads Internal Drainage Board	6
Chamber of Commerce - Norfolk (Great Yarmouth Committee) Chamber Council	2
Community Association Management Committee - South Yarmouth	2
Community Association Management Committees - Claydon Pavilion	2
Community Rail Partnership	1
Community Safety (Great Yarmouth) Ltd (CCTV Co)	1
East Anglia Port Welfare Committee	1
East of England LGA	1
Economic Reference Group	4*
enterpriseGY Board	1
Gorleston Poor Land Trustees	3
Great Yarmouth and Rambouillet Twinning Association	3

List of Outside Body	Number of Members
Great Yarmouth Development Company	1
Great Yarmouth in Bloom	2
Great Yarmouth Marketing Initiative	1
Great Yarmouth Municipal Charities	4
Great Yarmouth Preservation Trust	5
Great Yarmouth Racecourse	2
Great Yarmouth Sports Council	3
Great Yarmouth Sports Partnership	3
Great Yarmouth Transport & Infrastructure Steering Group (formerly Car Parking Strategy Steering Group)	3
Greater Yarmouth Tourism & Business Improvement Area Ltd/Interim Board of Directors	4
GY & Waveney Systems Leadership Partnership	1
GY Norse Company Board	1
GY Norse Liaison Board	3**
GYB Services Company Board	1
GYB Services Liaison Board	2**
High School Foundation	1
James Paget Healthcare NHS Trust (Governors' Council)	1
Local Government Association - Coastal Issues	1
Local Government Association - General Assembly	1
Neighbourhood Management Board - MESH (Gorleston)	2
Neighbourhood Management Boards - Make It Happen (Southtown, Cobholm and Halfway House)	2
Neighbourhood Management Boards - South Yarmouth	2
Nelson Museum Management Board	2
New Anglia Local Enterprise Partnership	1
Norfolk Archaeological Unit Advisory Committee	1
Norfolk Coast Partnership (Joint Advisory Panel)	1
Norfolk County Joint Museums Committee	1
Norfolk Health & Wellbeing Board	1
Norfolk Health Overview & Scrutiny Committee	1
Norfolk Parking Partnership Joint Committee	1
Norfolk Rail Group	1
Norfolk Records Committee	1

List of Outside Body	Number of Members
Norfolk Strategic Planning Framework	1
Norfolk Waste Partnership	1
Older Peoples Partnership	1
Parking and Traffic Regulations Outside London Adjudication Joint Committee (PATROL AJC)	1
Police and Crime Panel	2
SeaChange Board	1
Sentinel Leisure Trust	2
Sentinel Leisure Trust Partnership Board	1
St George's Trust	1
Town Centre Company (Great Yarmouth) Ltd	1
Waveney, Lower Yare and Lothingland Internal Drainage Board	3
Youth Advisory Board	1

* Leaders of political parties invited

** Includes Member on Company Board

Subject: Development of housing at site 25 Beacon Park

Report to: Full Council

Report by: Robert Read, Director of Housing and Neighbourhoods

Date: 12th April 2016

Subject Matter and Recommendation:

This report sets out the case for the Council, through the establishment of a Local Authority Trading Company, undertaking the development of residential properties at site 25 Beacon Park. The report is accompanied by a business plan (confidential papers) which sets out the strategic objectives and financial detail of the investment. Cabinet has approved the Business Plan, the establishment of a Local Authority Trading Company and model of governance. Cabinet is recommending that Full Council approves the required addition to the capital programme, adjustment to the Treasury Management Strategy and release of necessary funds to undertake the development.

1.0 Background

1.1 Beacon Park Housing was one of the seven projects which formed the first stage of the Council's Transformation Programme. It is a key element of the Medium Term Financial Strategy as an income generator through the Council making the best use of a major asset in its ownership.

1.2 On 17th February 2015, Full Council approved a report containing the following recommendations;

- a) Planning permission is sought for a residential development of site 25 of Beacon Park;
- b) Work is also undertaken to prepare options for the Council to develop the residential element of site 23
- c) A wholly owned company is formed to develop the site;

- d) The capital programme, treasury strategy and medium term financial strategy reflect the financial implications contained in this report;
- e) A Project Board is established to lead the project and to manage the project budget of £650,000, and ultimately to form the LATC Board;
- f) Include the potential for the Council to increase borrowing by £6m in the Treasury Management Strategy
- g) That no capital funding is released to the LATC until the governance arrangements and the business plan are approved by Cabinet and Council;
- h) The Council commences procurement of a builder in compliance with OJEU requirements.

- 1.3** Since this report was agreed and following ongoing consultation with a Members Working Group, a masterplan for site 25 has been drawn up by the Council's appointed architects, ready for a submission for planning permission. The site has been divided into three development phases and in addition to requesting outline planning permission for phases 2 & 3 of the site, a scheme for phase 1 has been drawn up in preparation for a submission for detailed planning permission.
- 1.4** Pre-application consultation was held on 20th January 2016 and was well attended with many positive comments received. Planning submission is scheduled for the beginning of April 2016.
- 1.5** The Architect's plans have been drawn up to reflect the aspirations for the site expressed by the Members Working Group to provide a scheme of quality which will complement the neighbouring enterprise zone. In addition, a report was commissioned to understand the sales potential of the homes. An Employer's Agent has also been procured to provide advice on costs for developing the site, to procure builders and to manage the build programme.

- 1.6** A Business Plan (**appendix 1 – Confidential Papers**) which details the financial forecasts of the Council developing the land has been drawn up. The Business Plan and financial details relating to the development and site 25 have been kept confidential due to their commercially sensitive nature as, following approval; the Company would be tendering the contract for development of the site. Cabinet approved the Business Plan at its meeting of 4th April 2016.
- 1.7** Options have been explored in relation to the procurement of a builder in order to ensure best value for the Beacon Park build.

2.0 Recommendation from the Members Working Group

- 2.1** The Members Working Group has been asked to make a recommendation to Cabinet and Council as to whether the authority should continue to pursue the role of developer for the site, through the establishment of a Local Authority Trading Company, or whether it should sell the site for a capital receipt. To enable this decision, as part of the sales report, an up to date valuation of the site was undertaken.
- 2.2** Following a meeting of the Members Working Group on 13th October, at which presentations were given on the sales report, architects designs, costs and build options and the outline business plan as a whole, the Members Working Group agreed to recommend to Cabinet and Council that the Council sets up a Local Authority Trading Company to develop phase 1 of site 25 Beacon Park.
- 2.3** In addition to the homes for sale in phase 1, it is proposed to build six flats, as a contribution to the 10% affordable housing quota for the whole site. These would be fully funded from the Housing Revenue Account (HRA), including the use of retained Right to Buy receipts and following build would transfer to the Housing Revenue Account as part of the Council's rented housing stock. The cost of building and managing these properties would not therefore impact on the business plan for the Housing Company. Financial provision

has already been made for this development within the Housing Major Works Capital programme for 2016/17.

3.0 Relation to Corporate Priorities

- 3.1** The housing development at Beacon Park is consistent with the Council's corporate priority in relation to Housing. In particular, 'working toward an attractive mix of housing, which will be fit for purpose for all and meet both the borough's existing and future needs. There will be good quality housing for all sectors of the community and workforce.' The corporate plan also says, 'The Council is leading a mixed tenure housing development on land that it owns at Beacon Park. The construction of around 250 homes is due to begin in early 2016 and will include homes for sale and private rent as well as affordable homes. The Council will be setting up a wholly owned Housing Company to undertake the development which will happen in phases of 30-50 units of high quality housing.'

4.0 Setting up a Local Authority Trading Company

- 4.1** In order to develop the site itself, the Council would need to set up a Local Authority Trading Company (LATC). This is because the development of new homes for sale and rent would be considered a commercial activity and therefore under section 1 of the Localism Act 2011 it would need to be carried out through the vehicle of a limited company. Following legal advice on the appropriate company structure, Cabinet has agreed to set up a Company limited by shares.
- 4.2** Advice on governance of the company has been taken from a specialist firm of lawyers, Trowers & Hamlin (T&H). Following consideration and recommendation by the Beacon Park Housing Members Working Group, Cabinet have approved an Officer Board and shareholder committee model with the addition of one elected Member onto the Company Board. The composition of the Company Board will therefore be 5 Company Directors, made up of 1 elected Member, 2 Council Officers and 2 non-executive

Directors (to include an independent chair). All Directors will be appointed by Full Council.

- 4.3** The elected Member would receive no additional allowance for this role. The Officers of the Council will provide services to the LATC by agreement with the company or by secondment as appropriate and will receive no additional salary for these duties. It would be expected that any non-executive directors appointed for their specific skills and expertise would receive remuneration for their contribution to the Board.
- 4.4** Members will establish a committee (or sub-committee) to exercise the shareholder role. The Shareholder Committee will be established as part of the current review of Council governance.
- 4.5** Key to the future success of the LATC is ensuring a balance between Council influence and the ability to operate in the private market. The Committee will need to agree governance structures that safeguard the Council from excessive risk or poor performance whilst allowing the LATC Board the appropriate degree of autonomy and flexibility.
- 4.6** Central to striking this balance will be agreeing key documents, specifically, Articles of Association and contract.
- 4.7** The Articles of Association is a relatively standard document, essentially the LATC's constitution and defines the responsibilities of the directors, kind of business and the means by which shareholders exert control over the Board of Directors, specifically:-
- nature of the company i.e. limited by shares with 100% shares owned by the Council;
 - arrangements for the appointment of Board Directors by full Council;
 - powers of Directors and arrangements for Board meetings;
 - arrangements for the auditing of accounts;
 - insurance arrangements;
 - payment of dividends.

4.8 The Council will procure specialist advice in setting up a LATC and to draw up the documents required and to ensure compliance with regulations.

- a** The vehicle intended to be used is a company limited by shares and regulated by Companies House under the Companies Act 2006. This gives the advantage of limited liability (the council as shareholder can never be liable for any sum beyond the nominal value of the shares) and of transmissibility (shareholdings can be sold in whole or in part).
- b** As a wholly owned local authority company there is a residual regulation regime stemming from the Local Government and Housing Act 1989. This means that the stipulations set out in the following paragraphs are likely to apply. The Secretary of State has long had the power to repeal these restrictions but this has not happened.
- c** A regulated company must have mentioned on all relevant documents (e.g. notepaper) the fact that it is a company controlled by a local authority and naming the relevant authority or authorities.
- d** A regulated company must not in respect of the carrying out of any relevant duty, pay to a director who is also a member of a relevant authority remuneration in excess of the maximum amount in respect of expenditure on travelling or subsistence payable by the authority.
- e** A regulated company must not publish any material which the relevant authority would be prohibited from publishing by section 2 of the Local Government Act 1986
- f** Where a director becomes disqualified for membership of a local authority (otherwise than by being employed by a local authority

or a controlled company), the company shall make such arrangements as may be necessary for a resolution to be moved for his removal.

- g** A regulated company must provide such information to the authority's auditor as that person may require for the purposes of the audit of the local authority's accounts.
- h** A regulated company must provide to a member of a relevant authority such information about the affairs of the company as the member reasonably requires for the proper discharge of his or her duties except where to provide information would be in breach of any enactment, or of an obligation owed to any person.
- i** A controlled company shall, before it first appoints any person as auditor of the company, obtain the Audit Commission's consent to the appointment of that person.
- j** A controlled company which is not an arm's length company must, until the expiry of the period of four years beginning with the date of the meeting, make available for inspection by any member of the public a copy of the minutes of any general meeting of the company except for any disclosure which would be in breach of any enactment, or of an obligation owed to any person.

5.0 Financial Arrangements between the Council and the LATC

- 5.1** Following establishment of the LATC, the Council would borrow the money required to undertake the development and would lend it to the LATC at a commercial rate of interest.
- 5.2** The company would repay the loan plus interest and on sale of the housing, would pay the capital receipt for the value of the land.

5.3 The Council would then receive the profit in a post-tax dividend, plus any rent from properties let. Alternatively it could leave the profit in the company to fund future phases or other developments.

5.4 Advice on tax liabilities is that the transfer of land would be exempt from Stamp Duty land Tax (SDLT). In terms of the new build, VAT would be zero rated, however, there may be VAT on future repairs and maintenance if carried out through third parties. The company would be subject to corporation tax on surpluses.

6.0 Alternatives Considered

6.1 The Council could choose to sell the site with planning permission to a developer. This would bring in a capital receipt for the site and would avoid taking on the risk associated with being the developer.

6.2 However, by selling the site, the authority would not achieve the return that it could as the developer.

6.3 In addition, by selling the land to a developer, the council will have less control over how the site is developed. This is particularly significant given its strategic importance as part of the Beacon Park growth area.

6.4 The Council can continually reduce the risks of the development by incremental management of the project, for example, reconsidering its position again following the receipt of post tender prices and further consideration at that stage of property market forecasts. The Council should also ensure that it maintains up to date advice on tax liabilities and valuations.

7.0 Cabinet Decision

At its meeting of 4th April Cabinet resolved to;

- a.** Approve the establishment of a Local Authority Trading Company limited by shares

- b.** Approve the model of governance and Board appointments as recommended by the Members Working Group and set out in 4.8 of this report

- c.** Approve the first Business Plan for the company, including the development of phase 1, site 25, Beacon Park

- d.** Recommend to Council that the capital programme, treasury strategy and medium term financial strategy reflect the financial implications contained in the confidential report

- e.** Recommend to Council that it approves the release of Capital Funding for the project as detailed in the confidential report and business plan

- f.** Recommend to Council to Include the required borrowing in the Treasury Management Strategy

- g.** Delegate to the Director of Housing and Neighbourhoods, in consultation with the Cabinet Portfolio Holder for Transformation (and after May to the relevant Committee), the Deputy Monitoring Officer and the s151 Officer, the power to make any decisions in order to establish the Local Authority Trading Company.

8.0 Recommendations

8.1 Full Council resolves to

- a. Approve the adjustment of the capital programme, treasury strategy and medium term financial strategy to reflect the financial implications contained in the confidential Business Plan
- b. Approve the release of Capital Funding for the project as detailed in the confidential business plan
- c. Include the required borrowing in the Treasury Management Strategy

List of Appendices

- **Appendix 1 – LATC Business Plan 2016/17 to 2020/21**

Does this report raise any legal, financial, sustainability, equality and diversity, crime and disorder, human rights or Every Child Matters issues, and, if so, have they been considered?	Issues	
	Legal	Yes, and addressed in report
	Financial	Yes, and addressed in report
	Sustainability	No
	Equality and Diversity	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No

Subject: **Queen's 90th Birthday community grants**

Report to: **Full Council**

Report by: **Robert Read, Director of Housing & Neighbourhoods**

Date: **12th April 2016**

SUBJECT MATTER/DECISIONS TO BE MADE

The report outlines a summary of activity to be undertaken in order to promote, award and administer the Queen's 90th birthday community grants fund.

Full Council is asked to:

- 1) Approve the timeframe for inviting applications and awarding of the grants
- 2) Approve the outline eligibility criteria for award of grants and allow the Grants Panel to finalise the criteria within the framework agreed
- 3) Appoint a Grants Panel to appraise applications and award the grants

1.0 Background

During Full Council on 24th February it was agreed that £90k from the General Reserve be allocated to create a Community Grants fund to celebrate The Queen's 90th birthday. It was intended that the grants are given in recognition of the valuable contribution of volunteers, groups, clubs and societies in the borough, both large and small.

2.0 Process, timeline and criteria

Promotion: Grants will be promoted via the GYBC website, GYBC social media feeds, local press, and on a direct level through Neighbourhood Management programmes and Voluntary Sector networks.

Application: A simple grant application form will be created, accessed online via the GYBC website or in paper form on request. Accompanying guidance will be available, plus additional support provided to those who might need it by Community Development Workers and other development support officers operating in the borough.

Eligibility criteria: It was proposed at the council meeting that no group would be too big or small. The existing Communities portfolio holder and shadows have recently formed a Grants Panel to review the Council's grants to the Voluntary & Community Sector. This group met at the end of March 2016 to set criteria and will approve the Queen's birthday grants applications once the deadline has passed. The guidance set by the Grants Panel is listed below;

Criteria

- Groups can apply for awards of between £250 and £1,500
- Projects or activities must be led by Community or Voluntary groups, including clubs, societies and faith based organisations
- All groups/ organisations must be based within the borough of Great Yarmouth
- Proposals should aim to instigate community projects/activities, which build upon the existing great work contributing to community life in the borough
- All projects and activity must be delivered within the borough of Great Yarmouth
- Project and activities must be inclusive and should aim to foster local pride and bring people together
- Projects and activities should pay recognition to the Queen's 90th birthday in any publicity

Applications will also be assessed on:

- How an award would benefit communities
- How an award would promote sustainable positive action, new connections, and wellbeing in communities
- Its value for money, or the added value it brings
- The applicant's capacity to deliver what has been proposed- including existing capabilities, expertise or track record

We particularly welcome applications that can demonstrate local partnership working as part of the approach.

Appraisal and awarding

Once all applications are received they will be reviewed by GYBC officers, ensuring eligibility. A precis of each application will be created for recommendation to the Grant Panel for final decision making (this approach is the same as that undertaken by Norfolk Community Foundation, in recognition of the potential for large numbers of applications). Once decisions have been made, grants can be announced at a small event at the Town Hall.

Timeframe

Nationally, the celebrations commence on 12th May and continue through to the Queen's official birthday weekend of 11th and 12th June. The timetable below will ensure that awards can be announced to coincide with the national celebrations.

Date	Actions/Activity
WC 04.04.16	Create location on the community grants area of GYBC website containing general holding information Draft documents, including online application form, guidance, and promotional material
WC 11.04.16	Formal launch of the grant fund- live form on website, press release plus associated promotional activity

April 13 th – May 6 th 2016	Application period
06.05.16	Deadline for applications
WC 16.05.16	Grant allocation panel convened – applications appraised- awards made
WC 30.05.16	Announcements and awarding of grants

Great Yarmouth Borough Council has already received a number of enquiries requesting information and application packs. Currently we are replying with holding notices. Considering this and the above timeline, it is recommended that the scheme is launched as promptly as possible during April 2016.

Payment of grants All applications will be required to include relevant bank details within their applications form. Funds will only be paid into a group account. Where an informal community group does not have their own account, funds can be paid into a local host group account on their behalf. Once approved, supplier forms will be completed and funds transferred via BACS payment. A specific finance code will be required to keep adequate records for audit.

Monitoring All successful applicants will be required to fill in a short monitoring form after their project or activity has finished/or within a 3 month timeframe- whichever is sooner. This should contain a short statement describing activity, plus electronic photographs with signed consent for GYBC use.

Grant administration:

- Customer services will be briefed and be asked to **direct people to the GYBC website**.
- For **further enquiries, a point of contact** has been established to field more detailed enquiries and act as a general liaison where required.
- VCS support officers will be available to provide **additional assistance** to people in completing application forms and in developing project ideas.

- **Coordinative administration** support has been identified to facilitate the appraisal process, to lead on direct communications with applicants, to oversee payments, to collect monitoring information and to ensure the entire process is clear and undertaken to time within general GYBC guidelines.

3.0 RECOMMENDATIONS

3.1 Council resolves to:

- Approve the timeframe for delivery of process and timeline for award of the grants
- Approve the outline eligibility criteria for award of grants and allow the Grants Panel to finalise the criteria within the framework agreed
- Appoint a Grants Panel to appraise and award the grants. The panel should be made up of 6 nominees based on Widdecombe rules.

Does this report raise any legal, financial, sustainability, equality, Crime and Disorder or Human Rights issues and, if so, have they been considered?	Issues	
	Legal	No
	Financial	No
	Sustainability	No
	Equality	No
	Crime and Disorder	No
	Human Rights	No
	Every Child Matters	No
	Risk	No

The Queen's 90th Birthday: Community grant awards

GUIDANCE FOR APPLICANTS

Great Yarmouth Borough Council is committed to recognising the dedicated people who run community and voluntary groups across the borough. Local people are invited to apply for a special award, in recognition of the valuable contribution that voluntary, community and faith based groups and organisations bring to the borough.

Groups can apply for awards of between £250 and £1,500 to either support their existing work or fund a new project or activity. The application period is between 13th April to 6th May 2016. The council welcomes applications from both new and established voluntary, faith or community sector groups. All applicants must be able to explain what a grant would mean to them and how they would use it to build upon existing great work in their community.

How to get a Grant

This is very straightforward. Firstly, check if you fit the criteria below. Then, think about your idea and how much it will cost. Lastly, fill in the application form online! The **deadline for applications is 17.00 on 6th May 2016**. Once submitted, your application will be reviewed by a panel. A decision on the applications will be made during May 2016 and you will be informed once finalised.

Criteria

- Projects or activities must be led by Community or Voluntary groups, including clubs, societies and faith based organisations
- All groups/ organisations must be based within the borough of Great Yarmouth
- Proposals should aim to instigate community projects/activities, which build upon the existing great work contributing to community life in the borough
- All projects and activity must be delivered within the borough of Great Yarmouth
- Project and activities must be inclusive and should aim to foster local pride and bring people together
- Projects and activities should pay recognition to the Queen's 90th birthday

Applications will also be assessed on:

- How an award would benefit communities
- How an award would promote positive action, new connections, and wellbeing in communities
- Its value for money, or the added value it brings
- The applicant's capacity to deliver what has been proposed- including existing capabilities, expertise or track record

We particularly welcome applications that can demonstrate local partnership working as part of the approach.

Questions and Answers

What can the funds be used for? It can fund projects and activities designed to build upon existing great community based work in the borough. It must be inclusive- promoting sustainable wellbeing, positive action, new friendships, new connections and should aim to bring people together. All projects and activities must pay recognition to the Queen's 90th birthday.

What it *can't* be used for... All grants will be considered individually. However, we are unable to fund projects and activities which do not primarily aim to bring communities together. We also cannot fund projects with an exclusive religious focus, or projects that have already been completely funded. Funds can not be used to purchase large capital items, or for building works. Funds cannot be used to pay debts or fund employees.

NB. Costs for staffing and management overheads will not usually be considered, unless explicitly authorised and under exceptional circumstances

Who can receive the payment? Although many types of groups may be awarded funds, money can only be transferred to an organisational/group bank account – e.g. an official community group with its own bank account, a registered charity, or a voluntary sector organisation with a recognised legal status.

What if we don't have a 'group account'? Individuals or groups without a group account can still apply for a grant, but payments must be paid through a 'host' organisation, e.g. through your local Community Association, Youth Club, school, church etc. Please remember to arrange for this in advance of your application.

Is there a limit to the grant I can request? Yes, the upper limit is £1,500, and the minimum award is £250. A grant may be given to fully or partly support a request. Only one grant is available per group/project, so please think carefully about your application.

My project is already running – can I request funding? Yes. It should however build upon existing great work that contributes to community life in the borough and must be able to demonstrate added value, in addition to meeting wider criteria.

Can I get help to plan my project, and get help to fill in the form? Yes. Free help is available from one of our development workers, listed below. They are always happy to help. You will find the grant Application Form on the Great Yarmouth Borough Council website grant page www.great-yarmouth.gov.uk/queens-birthday

Your area	Contact person	Telephone	Email
Southtown, Cobholm and Halfway House, Gorleston & Rural areas (Make it Happen programme)	Ella Smyth	01493 651081	ella.smyth@voluntarynorfolk.org.uk
Gorleston area (MESH programme)	Alan Whistlecraft	01493 604739	alan.whistlecraft@voluntarynorfolk.org.uk
South, Central and North Yarmouth (Comeunity programme)	Tom Richards	01493 845922	tom.richards@voluntarynorfolk.org.uk

Who can submit a grant application? The grants are available to groups of residents in communities, sports clubs, youth groups, community groups, clubs and societies, cadet groups, faith based organisations, charities, parish councils schools and educational institutions, voluntary sector organisations, and other not-for-profit organisations across the borough.

Additionally, we do encourage partnership working to get bigger and better outcomes for all. **Deadline for applications is 17:00 on 6th May 2016**

What records do we need to keep if we receive a grant? You will need to obtain and keep all invoices and receipts (for a period of three years). You will also need to keep any other material such as newspaper/press clippings, posters and photos of the project. We will require you to acknowledge GYBC in all publicity.

NB. This is important as you may be requested to provide evidence of all expenditure for audit purposes.

What will we need to do if we are successful? You will complete a short form showing how the grant was used and how effectively it met the aims outlined in your application. You will also be asked to provide photos to celebrate the success of the projects we may aim to use any photographs and detail provided in the Great Yarmouth Borough News and other publications.

Deadline for applications is by 17:00 on 6th May 2016.

Apply online at www.great-yarmouth.gov.uk/queens-birthday

For general enquiries, or for a paper based form, contact us on

Hilary.Rickwood@great-yarmouth.gov.uk or call 01493 846219

DRAFT

Full Council

Minutes

Wednesday, 24 February 2016 at 19:00

PRESENT :

Her Worship the Mayor Councillor Weymouth (in the Chair), Councillors, Andrews, Annison, Bird, Carpenter, B Coleman, M Coleman, Collins, Connell, Cutting, Davis, Fairhead, Fox, Grant, Grey, Hanton, Jeal, Jermany, Lawn, Linden, Mavroudis, Myers, Plant, Reynolds, Robinson-Payne, Rodwell, C Smith, J Smith, Stenhouse, Sutton, Thirtle, H Wainwright, T Wainwright, Walker, Williamson and Wright

In attendance were :

Mrs S Oxtoby (Interim Chief Executive Officer), Ms K Sly (Interim Section 151 Officer), Mrs J Beck (Director of Customer Services), Mr R Read (Director of Housing and Neighbourhoods), Mr D Johnson (Deputy Monitoring Officer), Mrs D Summers (Group Manager Resources), Mrs J Cooke (Head of HR) and Mr R Hodds (Cabinet Secretary).

1 DECLARATIONS OF INTEREST

Councillors B Coleman, Jeal and Linden declared a Non Pecuniary interest as Members of the Great Yarmouth BID.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Blyth, Jones and Pratt.

3 PUBLIC QUESTION TIME

Council considered a question from Stephen Siegert as follows :-

“Retroskate Artistic Club has very successfully delivered an Annual Gala for the past 6 years, last years gala attracted nearly 300 skaters and had over 1000 spectators over the weekend, bringing significant benefits to the borough through tourism alone. The club is under threat due to the continuing uncertainty over the Marina Centre. Please can the council provide a guarantee that this years Gala in November can continue to be part of the National Skating calendar at the Retroskate Venue?”

In response the Cabinet Member for Neighbourhoods reported that he could provide a guarantee that this years Gala in November could take place at the retroskate Venue.

In accordance with the Constitution Mr Siegert was then entitled to ask a supplementary question as follows :-

" With regard to the proposals for the future for the Marina Centre and the redevelopment plan how much will it cost to demolish the Retroskate facility and how many car park spaces would be provided through such demolition?"

In response, the Cabinet Member reported that the Marina Centre Working Group was currently looking at all options and that no decisions have been made as yet on the future proposals in respect of the Marina Centre.

4 REPORTS TO COUNCIL FOR DECISION

a) Treasury Management Strategy 2016/17

Council considered the Group Manager (Resources) report on the Treasury Management Strategy 2016/17.

Proposer: Councillor Plant

Seconded: Councillor B Coleman

1) To approve the Treasury Management Strategy 2016/17.

2) To approve the prudential indicators and limits for the 3 year period 2016/17 to 2018/19 as detailed in the Group Manager's report.

3) To approve the Minimum Revenue Provision Statement.

4) To approve the Annual Investment Strategy.

CARRIED

b) 2016/17 Budget Report

The Cabinet Secretary reported that the Local Authorities (Standing Orders) (England) regulations 2014 require Local Authorities to take recorded votes at Budget Council meetings in relation to the item regarding the setting of the Local Authorities Budget.

Proposer: Councillor Plant

Seconded: Councillor B Coleman

That Paragraph 13.4 of Part IV (Rules of Procedure) of the Constitution be waived in respect of the main speakers in the budget debate, both of the opening speeches and the summing up.

CARRIED

(The Cabinet Secretary explained that the main speakers on this item would be the Group Leaders, Deputy Leader and the Shadow Cabinet Members with responsibility for Resources.)

Ahead of making decisions in relation to setting the Council Tax each year, the Chief financial Officer is required to report to the Council on the robustness of the estimates made for the purpose of the calculations along with the adequacy of reserves held by

Council.

In respect of the robustness of the estimates - in reference to pages 70 to 73 of the agenda, this provided details of the process carried out in producing the budget.

It highlighted a number of financial risks facing the authority including :-

- The level of income from a number of demand led services for example Car parking, planning income and waste ad recycling credits, upon which the budget is reliant, for which external factors can have a significant impact on;
- Local Authority funding and in particular the risks around the retention of business rates and the impact of current and new appeals on the level of income retained locally;
- The level of planned savings and additional income factored into the budget for the year.

In order to mitigate these risks estimates should be put together within a robust framework which reflects past financial performance, along with current service delivery which is regularly monitored within developed financial control processes.

The report highlighted that there had been a lack of financial reporting to Members over a number of years and that the current systems an financial processes are not sufficiently developed to ensure there is a pro active financial management approach.

Whilst there has been significant work by the Finance team and EMT into the production of the budget, which has been informed by the quarter three financial monitoring programme, without the assurance of regular in year financial monitoring reports this does reduce the robustness of the estimates for the budget process.

A more thorough detailed review of the Council's spending would be carried out and used to inform the updated financial strategy to be presented to Members later in the year. In addition a more pro-active approach to financial management needed to be developed further to ensure that the financial reporting is aligned to the Council's decision making and reporting processes.

The robustness of the estimates is not the only factor that should be considered as part of the approval of the budget for the coming year as the adequacy of the Reserves needs to be considered.

In relation to the Adequacy of reserves the report provided a commentary on the adequacy of reserves held by the Council, including both earmarked and general reserves. Local authorities should have a clear statement on their level and use of reserves and this had been reflected in the Council's reserves policy framework.

When calculating the Council Tax requirement billing authorities must have regard to the level of reserves needed for meeting future expenditure.

The policy framework for reserves outlines the process for determining the minimum level of general reserve which takes into account a number of factors.

Following the assessment the recommended minimum level of general reserve for the coming year is £2m.

The Interim Section 151 officer advised that in her opinion on the adequacy of

reserves, the balance of the general reserve is not considered in isolation but alongside :-

- The level of earmarked reserves
- the robustness of the estimates that are presented for approval and used for calculating the Council Tax
- The level of financial risks facing the authority.

In conclusion, the Interim Section 151 Officer advised that :-

- There is sufficient contingency within the current general reserve balance to mitigate any unforeseen weaknesses in the 2016/17 budget and the overall level of reserves held remains adequate in the short to medium term.

Council considered a number of questions submitted by the Labour Group in relation to specific issues concerning the budget, and Council agreed that written responses to all of the questions submitted should be made to the Shadow Leader to be shared with the Labour Group Members.

Proposer : Councillor Sutton

Seconder : Councillor T Wainwright

That with reference to page 35 recommendation 5 an appendix of the Capital Programme approval be given to an amendment that £20,000 of unsupported borrowing is added for the year 2016/17 for a phased £200,000 project to improve the Beaconsfield play area, the additional £180,000 to be found through external funding.

LOST

Councillor Myers asked a question with regard to the Town Centre BID and asked why the same terms did not apply to the Tourism BID. The Chief Executive Officer gave an assurance that she would personally look at the Tourism bid process and would respond direct to Councillor Myers on this issue.

Councillor Fox asked for an explanation as to why the baseline budget for the Executive Team had increased from the 2015/16 Budget Plan.

Councillor Fox was assured a written response to his question.

With regard to the issue of the proposed fees and charges in respect of dog kennelling Council discussed whether the imposition of increased charges would have an impact on those Members of the public who could not afford to meet the cost of the increased charges. And as a result questions were raised as to what would happen to those dogs where the charges could not be met. The Director of Customer Services reported that the proposed fees and charges for dog kennelling was in line with the Council's fees and charges policy. Councillor Grey sought an assurance as to whether the Council could give a guarantee that no dogs would be destroyed where there was a case where the charges could not be met. In response the Deputy Leader reported that he could not give this guarantee although he would expect every effort would be made to ensure that the dogs would be returned to their owners. The Interim Chief Executive Officer stated that the Officers would look at the appeal process with regard to the dog kennelling issue.

Proposer : Councillor Fox

Seconder : Councillor T Wainwright

That the fees and charges in respect of dog kennelling be kept to the current statutory limit of £25.

CARRIED

The Shadow Leader asked Council to consider the allocation of funds from the General Reserves to be ear marked for Committee Grants to celebrate her Majesty the Queen's 90th birthday celebrations.

Proposer : Councillor T Wainwright

Seconder : Councillor Jeal

That an allocation of £90,000 form the General Reserve be earmarked for a Community Grants fund to celebrate her Majesty Queen Elizabeth II 90th birthday, to be overseen by a cross party of Councillors and prominent Members of our community to consider application from groups across the Borough for awards of up to £1500.

CARRIED

The Shadow Leader asked Council to consider amendments to the proposed recommendations in respect of the 2016/17 budget report.

Proposer : Councillor T Wainwright

Seconder : Councillor Jeal

That recommendation 6 be amended as follows :-

That an allocation of £1m from the General Reserves be earmarked in a invest to save reserve as detailed within the Interim Section 151 Officers report and that decisions on the spend be referred to the appropriate Committee.

CARRIED

Proposer : Councillor T Wainwright

Seconder : Councillor Jeal

That recommendation 8 be amended as follows :-

" That delegated authority be given to the appropriate Committee to submit the Council's Efficiency Plan in consultation between the Interim Chief Executive Officer and the Group Leaders as required once further guidance is published and that the Council accepts the 4 year finance settlement as referred to within the Section 151 Officers report.

CARRIED

Proposer : Councillor Plant

Seconder : Councillor B Coleman

That the substantive motion in respect of the 2016/17 Budget report be agreed as follows :-

- 1) The 2016/17 Revenue Budget as detailed in Appendix a of the report be approved.
- 2) The surplus of £107,223 be allocated to the General Reserve.
- 3) The demand on the collection fund for 2016/17 will be :-
 - a) £3,914,239 for District Purposes
 - b) £354,143 for Parish Precepts
- 4) The Statement of and Movement of Reserves as detailed in Appendix d of the report be approved.
- 5) The updated Capital Programme and financing for 2015/16 to 2018/19 as detailed in Appendix e of the report be approved.
- 6) That an allocation of £1m from the General Reserves be earmarked in an invest to save reserves as detailed within the Interim Section 151 Officers report and that decisions on the spend be referred to the appropriate Committee.
- 7) That Members note the current financial projections for 2017/18 to 2019/20.
- 8) That delegated authority be given to the appropriate Committee to submit the Councils Efficiency Plan in consultation between the Interim Chief Executive Officer and Group Leaders as required once further guidance is published and that the Council accepts the 4 year finance settlement referred to within the Section 151 Officers report.

That a recorded vote be taken on this issue as follows :-

For the Motion - Councillors Andrews, Annison, Bird, B Coleman, M Coleman, Collins, Cutting, Grant, Grey, Hanton, Lawn, Mavroudis, Myers, Plant, Reynolds, Rodwell, C Smith, Stenhouse, Thirtle, Weymouth.

Against the Motion - Councillor Connell

Abstentions - Councillors Carpenter, Davis, Fairhead, Fox, Jeal, Linden, Robinson-Payne, J Smith, Sutton, H Wainwright, T Wainwright, Walker, Williamson and Wright.

CARRIED

c) Council Tax Setting Report 2016/17

Council considered the Interim Section 151 Officers report which presented for approval the Budget for 2016/17 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2016/17. The report also includes the Chief Financial Officer's report on the robustness of the estimates and adequacy of reserves.

Proposer : Councillor Plant
Secunder : Councillor B Coleman

1. That the Budget for 2016/17 as detailed in the Revenue Budget and Council Tax 2016/17 is approved
2. The Policy Framework for the Earmarked Reserves and the Optimum Level of the General Reserve 2016/17 to 2019/20 (Appendix A within this report) is approved.

3. That Members undertake the Council Tax and statutory calculations set out in the following recommendations:

4. Under the Localism Act 2011, the Council is recommended that it be noted that on 9 December 2015 the following was calculated:

(a) the Council Tax Base 2016/17 for the whole Council area as 26,722 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,

(b) for dwellings in those parts of its area to which a Parish precept relates as in the Revenue Budget and Council Tax 2016/17 Report Appendix C.

5. Tax requirement for the Council's own purposes for 2016/17 (excluding Parish precepts) is £3,914,268.

6. That the following amounts be calculated for the Council for the year 2016/17 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992 and the relevant regulations and directions as follows:

(a) £71,013,400 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

(b) £66,744,989 Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(c) £4,268,411 Being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).

(d) £159.73 Being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).

(e) £354,143 Being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.

(f) £146.48 Being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

(g) Appendix D being the amounts given by adding to the amount at 6(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 4(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate

7. That it be noted that for the year 2016/17 Norfolk County Council have issued their precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings within the Council's area as indicated in the table in Appendix B. Norfolk County Council met on 16 February 2015 and set their precept at £1190.79. The Council's precept has increased by 3.99% on last year.

This results in a Band D Council Tax of £1190.79 and an increase of £45.72 from 2015/16.

8. That it be noted that The Norfolk Police and Crime Commissioner has issued his precept of £5,690,225 to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings within the Council's area as indicated in the table in Appendix B. The Commissioner's precept has increased by 1.98% on last year. This results in a Band D Council Tax of £212.94 and an increase of £4.14 from 2015/16.

9. The Council, in accordance with Sections 30 to 36 of the Local Government Finance Act 1992, hereby sets the aggregate provisional amounts shown in the table in Appendix C as the amounts of Council Tax for 2016/17 for each of its area and categories of dwellings.

10. Excessiveness Determination - The Council's basic amount of council tax as calculated above is the same as that calculated for 2015/16, and therefore within the 2.0% and £5 increase limit at which a referendum would be required.

11. The Council has determined that its relevant basic amount of Council Tax for 2016/17 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2016/17 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

12. If the formal Council Tax Resolution is approved, the total Band D Council Tax for 2016/17 will be as follows :

	2015/16 £	2016/17 £	Increase %
Great Yarmouth Borough Council	146.48	146.48	0%
Norfolk County Council	1,145.07	1,190.79	3.99%
Norfolk Police Authority	208.80	212.94	1.98%
Sub-Total	1,500.35	1550.21	
Parish Council (average)	11.94	13.25	11.00%
Total	1,512.29	1,563.46	

That a recorded vote be taken on this issue as follows :-

For the motion - Councillors Andrews, Annison, Bird, Carpenter, B Coleman, M Coleman, Collins, Connell, Cutting, Fox, Grant, Hanton, Lawn, Mavroudis, Myers, Plant, Reynolds, Rodwell, C Smith, Stenhouse, Thirtle, Weymouth and Wright.

Against the motion - None

Abstentions - Councillors Davis, Fairhead, Grey, Jeal, Linden, Robinson-Payne, J Smith, Sutton, H Wainwright, T Wainwright, Walker and Williamson.

CARRIED

d) Housing Revenue Account - Budget estimates 2016/1/ to 2020/21.

Council considered the Director of Housing and Neighbourhoods report as presented by the Cabinet Member (Neighbourhoods) which set out the Housing Revenue Account (HRA) budget, Rent and Service Charge Proposals for 2016/17 and the revised HRA forecast for 2015/16.

The Cabinet Member also reported on an addendum tabled at the meeting with regard to the issue of rent increases for tenants in sheltered housing.

Proposer : Councillor Carpenter
Seconder : Councillor Plant

1) That the draft budget estimates provided within the budget for the period 2016/17 to 2020/21 be approved.

2) To approve the revised forecast for 2015/16.

3) To approve the proposed fees and charges for 2016/17.

4) To review the Government proposals set out in the Welfare Reform and Work Bill 2015 and the Housing Planning Bill which include the 1% decrease per year for 4 years.

5) To agree to freeze the sheltered housing rents for 2016/17 at the 2015/16 level.

CARRIED

e) Housing Major Works Programme - Budget estimates 2016/17/2020/21

Cabinet considered the Director of Housing and Neighbourhoods, as presented by the Cabinet Member (Neighbourhoods), which provided estimates in respect of the Housing Revenue Account (HRA) Major Works Capital Programme 2016/17 to 2020/21.

Proposer : Councillor Carpenter
Seconder : Councillor Plant

1) To approve the proposed Housing Major Works Capital Programme budget and programme for 2016/17 and the provisional programme for 2017/18 to 2020/21.

2) To approve the revised forecast programme for 2015/16.

CARRIED

Councillor Jeal raised the issue of the contract with regard to the repair of broken TVs and he was given an assurance that he would receive a written response to his question.

Councillor T Wainwright also raised a question with regards to a maintenance cost and he was assured that he would receive a written response to his question.

f) Pay Policy Statement 2016/17

Council considered the Head of HR's report with regard to the Pay Policy Statement

2016/17.

With regard to the issue of the living wage figure, the Interim Chief Executive Officer reported that the Living Foundation wage would be paid and that this would be included as an amendment to the Pay Policy Statement.

Proposer : Councillor Plant
Seconder : Councillor B Coleman

That approval be given to adopt the Pay Policy Statement 2016/17 and to publish on the Council's website, subject to the inclusion of the amendment as outlined above.

CARRIED

g) Taxi fees

Council considered the Licensing and Election Manager's report as presented by the Cabinet Member (Environment) which informed Members of the changes to taxi legislation following the Deregulation Act 2015. This act introduced changes to taxi legislation which include the requirement that drivers licenses should last for 3 years and operators licences for 5 years. In light of these changes a review of the taxi licensing policy and license fees had been undertaken.

Proposer : Councillor C Smith
Seconder : Councillor Plant

1) That approval be given to the option of an annual licence in certain circumstances as detailed in the Licensing and Elections Managers report.

2) That the proposed fees in Table 2 and 3 of the Licensing and Election Managers report be approved and take effect from 1st April 2016.

CARRIED

5 MINUTES OF MEETINGS

a) Minutes of Council meeting 26 January 2016.

The Mayor presented the minutes of the Council meeting held on the 26 January 2016.

With regard to the item in respect of the Council's representation on the St George's Theatre Trust Councillor T Wainwright asked whether there was any update on this matter. Councillor B Coleman reported that the Trustees had held a meeting on the 5 February when the Trust had agreed that extra representation should be agreed from the Borough Council and that final ratification on this matter had now been sought from the Charity Commissioners.

With regard to the item on the issue of grants to the voluntary sector, Councillor T Wainwright stated that the minutes had recorded that the voluntary sector would only receive these for 6 months where infact the Cabinet had agreed that the voluntary sector should receive these for the full 12 month period. The Leader of the Council agreed that the 12 month period should apply in this case.

With regard to the issue of the motion on notice in respect of the British Steel Industry

Councillor Sutton asked whether the Council had received a response from the Prime Minister, and the Cabinet secretary reported that to date no response had been received.

With regard to the motion on notice in respect of the Norfolk Fire and Rescue proposals Councillor Myers reported that the issue of Fire Service cuts had been discussed recently by the Communities Committee at the County Council and that the proposed cuts to areas of the fire brigade had not been agreed.

b) Minutes of Cabinet meeting 10 February 2016

The Leader presented the minutes of Cabinet meeting held on the 10 February 2016.

c) Minutes of Audit and Risk Committee Meeting 2 February 2016.

The Chairman presented the minutes of the Audit and Risk Committee meeting held on the 2 February 2016.

With regard to the item relating to Contract Standing Orders Councillor Fox raised the issue of whether Contracts under £25,000 should be advertised.

With regard to the item in respect of the Annual Audit Letter Councillor Sutton stated that the letter had recommended that there should be an urgent review of the capacity of the Finance Department and he asked if the Chair of the Audit and Risk Committee was happy that this would be adequately resourced. In response the Chair of the Audit and Risk Committee stated that she was confident in the current staff but accepted that the team was under resourced.

6 QUESTIONS BY MEMBERS

In accordance with paragraph 10.2 of Part 4 (Rules of Procedure) of the Constitution, Councillor Bird asked the following question of the Cabinet Member (Tourism and Business Services):-

"Would the Cabinet Member for Tourism and Business Services be so good to supply the Council with details of the operation of the Ice Skating Rink situated in the Market Square over the recent Christmas period to include attendance figures and the cost associated with this festive event. Could the Member also advise us as to whether something similar would be proposed for Christmas 2016?"

In response the Cabinet Member (Tourism and Business Services) reported that Great Yarmouth Town centre has experienced, like most town centres, a steady decline in occupied shops and footfall figures. Businesses, stakeholders and residents are all concerned about this trend. This was confirmed through public consultation at the end of 2014.

In February 2015 Budget, in response to these concerns, the previous Labour administration allocated £1 million for a Town Centre Initiative to fund short term initiatives and implement a longer term master planning exercise for future investment in the Town Centre.

By the middle of May 2015, when I became responsible for the Initiative, all that had been agreed was the spending of £120,000 on consultants to produce a master plan.

This is a lengthy and detailed exercise and is still progressing.

Whilst waiting to see what long term developments could take place, I felt that the Borough needed a bold statement of intent. Following discussions with officers the opportunity of a real ice rink became a real possibility at an approx. cost to the Town Centre Initiative of £100,000.

Following supportive comments from both other party leaders, the decision to proceed was taken in early October. Leaving just 5 weeks to get it operational. Something that the whole Council should congratulate the relevant offers on magnificent job.

The end result on January 3rd was a resounding success and vindicated the installation of the ice rink as a bold headlined feature – This can be evidenced through footfall figures in comparison with previous years, the highlights of which include;-

- The opening night combined with the Christmas Lights switch- on up 25%
- Last Wednesday before Christmas up 10%
- Boxing Day up 10%
- Tuesday after Bank Holiday up 12%

December saw Great Yarmouth buck both local and national trends by increasing footfall compared with previous years, a remarkable achievement, down to the presence of the ice rink.

The final cost to the Town Centre Initiative fund was £108,545.25 – a few thousand pounds less than Budget.

This figure would have been below £100,000 had it not been for extra security costs & exceptionally mild weather in December resulting in higher fuel costs, remember, some rinks melted completely!!!

Income surpassed budget expectations considerably;-

Sponsorship hit its target

Ticket sales at £67,000 were 20% higher than expected.

Auxiliary advertising for the Borough was considerable from extensive media coverage;-

- Hardly a week went by without an associated article in Mercury.
- Radio coverage was extensive including the whole 2 hour David Whitely Breakfast show on December 12th.
- Ice hockey Tournament that brought competitors from all over the county.

While this project was designed to improve the commercial activity of the Town Centre, it also gave a unique opportunity for the residents of the Borough to experience a new activity, at a reasonable cost.

£6 (£5 for children) for 45 minutes entertainment was excellent value.

I and others in the room here spend 3/4 times that amount for the equivalent time at Carrow Road quite regularly. Which often results in increased stress levels and raised blood pressure!!

The cost was set to be as inclusive as possible

There was no part of the Borough where children and adults of all ages did not take advantage of enjoying this opportunity.
It was especially popular with school children.

Some 11,200 skaters took to the rink over the 5 weeks.

Why should the people of Great Yarmouth Borough not have such a marvellous opportunity?

All this commercial success and community wellbeing was achieved in 5 weeks against a backdrop of completion from a rink in Norwich, which was not known when we decided to proceed.

Will something similar be proposed for 2016?

At the moment it is probably a little too soon to say, however, if we are to be successful as a Borough we have to build on this success, especially the investment in time, energy and money that has been spent already in upgrading the Christmas Market.

I personally would like to see a landmark feature in the town centre next December, and I think it would be difficult to better an ice rink. I am happy to campaign to offer residents such opportunities.

Following the May elections we have the opportunity to investigate all options with a much longer lead in period.

- If we can build on our experience gained this year.
- Substantially increase the sponsorship for the event
- Get the backing and financial support from the commercial sector of the town.

Anything is possible.

In accordance with the Constitution Councillor Bird was entitled to asked a supplementary question and he reinforced his question as to whether anything was proposed for 2016.

In response the Cabinet Member reported that events for 2016 were currently being looked at.

7 GREAT YARMOUTH SPORT AND LEISURE TRUST

Councillor Plant reported that as the Great Yarmouth Sport and Leisure Trust was no longer funded by Great Yarmouth Borough Council it would be appropriate for the Council to consider whether it would be necessary to appoint Members to serve on the Trust and whether appointments through the Outside Bodies list should be discontinued.

Proposer : Councillor Plant
Seconder : Councillor B Coleman

That the Borough Council's representation on the Great Yarmouth Sport and Leisure

Trust be deleted from the Outside Bodies list.

CARRIED

(Councillor Sutton stated that he would wish for the Borough Councils representation to be retained on the Great Yarmouth Sport and Leisure Trust and he asked that his views be recorded).

The meeting ended at: 11:04

Cabinet

Minutes

Monday, 04 April 2016 at 18:30

PRESENT :

Councillor Plant (in the Chair); Councillors Carpenter, B Coleman, Hanton, C Smith and Thirtle.

Councillors Grey, T Wainwright and Walker attended as observers.

Also in attendance :

Mrs S Oxtoby (Interim Chief Executive Officer), Mrs J Beck (Director of Customer Services), Mr R Read (Director of Housing and Neighbourhoods), Mrs K Watts (Transformation Programme Manager), Mrs D Summers (Group Manager Finance), Mrs J Cooke (Head of HR) and Mr R Hodds (Cabinet Secretary).

1 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Williamson.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3 MINUTES

The minutes of the meeting held on the 10 February 2016 were confirmed.

4 QUARTER 3 PERFORMANCE REPORT

Cabinet considered the Transformation Programme Manager's Quarter 3 Performance Report which gave an update on the current performance for the third quarter of 2015/16 (October - December 2015) for performance measures. The report highlighted some of the performance measures, with a detailed summary of performance in the planning and sickness measures, and gave an update on the position of key projects that are linked to the corporate priorities from the plan 2015 to 2020.

The Cabinet Secretary reported that this matter would be subject to Call In.

RESOLVED :

(1) That all corporate measures be monitored during the next quarter.

(2) That further investigation is undertaken by appropriate service leads in Planning and HR to work to improve performance for the next financial year.

5 WHISTLEBLOWING POLICY, ANTI FRAUD, CORRUPTION AND BRIBERY POLICY AND ANTI MONEY LAUNDERING POLICY

Cabinet considered the joint report of the Internal Audit Consortium Manager and the Corporate Risk Officer on the revised Whistleblowing Policy, Anti Fraud, Corruption and Bribery Policy and Anti Money Laundering Policy.

The Cabinet Secretary advised that this matter was subject to Call In.

RESOLVED :

(1) That the changes to the Whistleblowing Policy be noted and that the policy be endorsed.

(2) That the changes to the Anti Fraud, Corruption and Bribery Policy be noted and that the policy be endorsed.

(3) That the changes to the Anti Money Laundering Policy be noted and that the policy be endorsed.

6 CODE OF CORPORATE GOVERNANCE

Cabinet considered the Interim Head of Finance's report which provided an update on the Council's Code of Corporate Governance, in accordance with best practice.

The Cabinet Secretary advised that this matter was subject to Call In.

RESOLVED :

(1) That the updated Code of Corporate Governance be approved.

(2) That approval be given to delegate to the Monitoring Officer the power to make such changes to the Code of Corporate Governance as are necessitated by the Council's change to a Committee System from May 2016.

7 RISK MANAGEMENT FRAMEWORK

Cabinet considered the Corporate Risk Officer's report on the revised Risk Management Framework.

RESOLVED :

(1) That the revised Risk Management Framework be approved.

(2) That approval be given to delegate to the Monitoring Officer the power to make such changes to the Risk Management Framework as are necessitated by the Council's change to a Committee System from May 2016.

8 ASSET MANAGEMENT STRATEGY

Cabinet considered the Director of Customer Services report on the Asset Management Plan 2016 to 2018. Members were advised that the Asset Management Plan considers the Council's asset holdings in relation to the Corporate Plan and Medium Term Financial Strategy objectives. It sets out aspirations to improve management and performance, both financial and operational, of the Council's property assets and the Property and Construction Services Team. The Plan aligns with the Borough Council's "Plan" and identifies assets using the same 6 key objectives reporting income and expenditure in addition to raising awareness of issues which are currently outside budget provision.

The Director of Customer Services reported that the action plan outlines the activities to be undertaken and the proposed timescales for delivery to achieve these aims. It was suggested that as part of this process regular updates are progressed through the new Committee process to ensure objectives are achieved and opportunities identified.

The Cabinet Secretary advised that this matter would be subject to Call In.

RESOLVED :

- (1) That the Asset Management Plan 2016 to 2018 be approved.
- (2) That a rolling programme be considered through the relevant Committee process.

9 BUSINESS CASE FOR DEVELOPING HOUSING AT SITE 25 BEACON PARK

Cabinet considered the Director of Housing and Neighbourhood's report which set out the case for the Council, through the establishment of a Local Authority Trading Company, undertaking the development of residential properties at Site 25 Beacon Park. Cabinet was informed that the report was accompanied by a Business Plan which set out the strategic objectives and financial detail of the investment. Cabinet was asked to recommend that Council approved the required addition to the Capital Programme and the establishment of a Local Authority Trading Company to undertake the investment.

The Cabinet Secretary advised that a number of the recommendations were Cabinet decisions and would be subject to Call In whilst the issues relating to the capital funding would be matters for determination by Full Council.

RESOLVED :

- (1) That Cabinet resolves to :-
 - a) Approve the establishment of a Local Authority Trading Company limited by shares
 - b) Approve the model of Governance and Board Appointments as recommended by the Members Working Group as set out in the Director of Housing and Neighbourhoods report.
 - c) Approve the first Business Plan for the company, including the development of Phase 1 Site 25 Beacon Park.

d) To delegate to the Director of Housing and Neighbourhoods, in consultation with the Cabinet portfolio holder for Transformation (and after May to the relevant Committee), the Deputy Monitoring Officer and the Section 151 Officer, the power to make any decisions in order to establish the Local Authority Trading Company.

2) That Council be recommended to agree :-

a) That the Capital Programme, Treasury Strategy and Medium Term Financial Strategy reflect the financial implications contained in the Director of Housing and Neighbourhoods report.

b) That it approves the release of Capital Funding for the project as detailed in the Director of Housing and Neighbourhoods report and Business Plan.

c) To include the required borrowing in the Treasury Management Strategy.

The meeting ended at: 19:25

Scrutiny Committee

Minutes

Thursday, 25 February 2016 at 18:30

PRESENT :

Councillor Williamson (in the Chair); Councillors M Coleman, Collins, Grant, Grey, Jeal, Jones, Lawn, Mavroudis, Sutton, T Wainwright and Walker.

Mr D Barker (Principal Conservation Manager), Mrs J Beck (Director of Customer Services), Mr A Carr (Group Manager - Tourism & Communications), Mr R Hodds (Cabinet Secretary), Mrs D Summers (Group Manager - Resources), Mrs K Watts (Transformation Programme Manager) and Mrs S Wintle (Member Services Officer).

1 DECLARATIONS OF INTEREST

Councillors Grant and Mavroudis declared a Non Pecuniary interest in the item relating to the Great Yarmouth Sport and Leisure Trust.

Councillors Williamson, M Coleman and Jeal declared a Non Pecuniary Interest in the item relating to the Winter Gardens in their capacities as Members of the Preservation Trust.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Fox.

3 MINUTES

The minutes of the meeting held on 3 December 2015 were confirmed.

4 MATTERS ARISING

A Member raised a question in relation to item 7 Transparency Code / Publication Scheme and asked for an update to be given at the next meeting from the HR Manager.

5 GREAT YARMOUTH SPORTS AND LEISURE TRUST

Councillor Plant gave an update to Members on the current position and future plans for the Great Yarmouth Sport and Leisure Trust.

The Chairman raised a question in relation to the applications and asked would they be for both public and voluntary sectors, Councillor Plant confirmed that these would be for both sectors.

Councillor Sutton asked for an indication as to how the Sports and Leisure Trust were to use monetary balances to pursue assets, Councillor Plant advised that a business plan would be produced.

6 THE WINTER GARDENS

The Committee received and considered the Principal Conservation Officers' report which informed Members of the current position and proposed programme for the Wintergardens.

A number of concerns were raised in regard to the restoration and redevelopment of the site.

The Principal Conservation Officer reported that the Winter Gardens is a dangerous structure and appears on Historic England's Buildings at Risk Register.

The Principal Conservation Officer advised Members that the last survey and cost report was produced by Morton Partnership in 2014 and at that time the estimated cost of repair was between £2.5 and £3m. He advised that it was likely that the cost would now have risen due to the continuing deterioration of the building.

It was reported that should an application for a Heritage Lottery Fund be successful the funding would be used to develop the application, and fund important elements such as the business plan, conservation plan and management plan.

Concern was raised over the previous leases of the site and a Member asked if copies of these were available, further concern was raised in regard to the annual cost to the Council for the building whilst standing empty.

A Member stated that the Wintergardens was a highly protected building and that officers working on the project would be governed by the law of the land. A suggestion was made in regard to obtaining a report from the English Heritage in regard to the dismantling of the premises and storing.

Members requested assurance from Morton Partnership and the Conservation Team and asked for a further update to be brought to the next meeting of Scrutiny.

RESOLVED :

1) That an update from the Conservation Team together with assurances from Morton Partnership be brought to the next meeting of Scrutiny.

2) That a report be sought from the English Heritage Association in regard to the disposal and storage of the Wintergardens.

7 BUDGET MONITORING PERIOD 9

The Committee received and considered the Budget Monitoring report which compared the actual expenditure and income position at the end of December 2015 to the updated budget for 2015/16.

A question was raised in regard to the IT Services and whether IT services would be separated across departments.

A Member asked in relation to the Benefits Section whether the introduction of Universal Credit had been taken into account. The Director of Customer Services advised that a grant had been secured for 2016/17.

Concern was raised in regard to the calculation for car parking, it was advised that the calculation is based on an estimated income.

In relation to a question raised in regard to a secondment post to Sports England, Members were advised that this post had been extended and had been fully funded by Sports England.

A Member asked for clarification how footway lighting is charged to the Council, the Director of Customer Services advised that this was paid direct to the utility companies.

RESOLVED:-

That the Budget Monitoring Report (Period 9) be noted.

8 TRANSFORMATION UPDATE

The Transformation Programme Manager provided an update on the Transformation Programme.

Members were advised that the Transformation Board were meeting next week and a further update would be provided to Members at the next meeting of Scrutiny.

Concern was raised in regard to length of time in relation to the Asset Management database, although it was reported that all assets had now been plotted and that the database is available for members of the public to view.

9 TOWN HALL EVENTS

The Committee considered the Transformation Programme Manager's report which provided an overview of the business case for the Town Hall and exploration of alternative delivery models.

The Transformation Programme Manager advised that the original business case figures for the development of the events were unrealistic, therefore this had resulted in changes to the 16/17 budget for these areas of work.

Members were advised that the catering contract was due for renewal in March 2016. Members were advised that this had presented an opportunity to see if a more cost effective way to run events could be sought by seeking a contractor who will manage the event in their entirety, from marketing, booking, setting of the venue, running the bar and catering elements and in return pay a fee to the Council. It was reported that an invitation to tender had been advertised.

A Member asked whether there were other plans in place if the tender process was unsuccessful. The Transformation Programme Manager advised that the Events

Team were reviewing the business case for the Town Hall events to further increase the forecasted income.

The Committee expressed their support for the Town Hall events although concern was raised in regard to expenditure and profit losses.

10 ANY OTHER BUSINESS

The Chairman advised Members that the next meeting would be held on the 7 April 2016.

11 EXCLUSION OF PUBLIC

The meeting ended at: 20:15

Audit and Risk

Minutes

Tuesday, 29 March 2016 at 18:30

PRESENT:

Councillor Grey (in the Chair); Councillors Lawn, Walker and Williamson.

Mrs K Sly (Section 151 Officer) and Mrs C Webb (Senior Member Services Officer)

Mrs E Hodds (Internal Audit Consortium Manager)

Mrs T Myer (Ernst & Young LLP)

1 DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest declared at the meeting.

2 APOLOGIES FOR ABSENCE

It was noted that there were no apologies for absence given at the meeting.

3 MINUTES

The minutes of the meeting held on 2 February 2016 were confirmed.

4 MATTERS ARISING

It was noted that there were no matters arising from the above minutes which were not covered elsewhere on the agenda.

5 PROGRESS REPORT ON INTERNAL AUDIT ACTIVITY 25 NOVEMBER 2015 TO 21 MARCH 2016

The Committee received and considered the comprehensive report from the Internal Audit Consortium Manager.

The Internal Audit Consortium Manager reported the progress made between 25 November 2015 and 21 March 2016 in relation to delivery of the Annual Internal Audit Plan for 2015/16, which included abbreviated executive summaries in respect of four audit reviews; Corporate Governance - Data Protection and Freedom of Information, Council Tax and National Non-Domestic Rates, Housing Benefit and Council Tax

Support and Private Sector Housing - Disabled Facilities Grants and Discretionary Improvement Loans.

In addition, the Internal Audit Consortium Manager reported two Position Statements with regard to Member Services and Business Continuity/Disaster Recovery and the salient areas of the summary of the Cross Authority Review of the Accounts Payable service.

RESOLVED:-

That the Committee received and noted the outcomes of those audits finalised during the period.

6 GYBC AUDIT PLAN YEAR ENDING 31 MARCH 2016

The Committee received and considered the Audit Plan for the year ending 31 March 2016 from the External Auditor which set out how they intended to carry out their responsibilities as auditor. The Audit Plan provided the Committee with a basis with which to review the proposed audit approach and scope for the 2015/16 audit in accordance with statutory requirements, auditing standards and other professional requirements. It was also to ensure that the audit was aligned with the Council's service expectations.

The Plan summarised the assessment of the key issues which drove the development of an effective audit for the Council and outlined the planned audit strategy in response to those risks.

RESOLVED:-

That the Committee received and noted the Audit Plan.

7 ANY OTHER BUSINESS

The Chairman reported that there was no other business for consideration.

8 EXCLUSION OF PUBLIC

The meeting ended at: 18:45