

Policy and Resources Committee

Minutes

Tuesday, 27 November 2018 at 18:30

Present :

Councillor Plant (in the Chair); Councillors Annison, B Coleman, Flaxman-Taylor, Grant, Jeal, Smith, Wainwright, Walker, Williamson and T Wright.

Councillor Bensly attended as substitute for Councillor G Carpenter

Councillor Drewitt attended as substitute for Councillor K Grey

Also in attendance :

Mrs K Watts (Strategic Director); Mrs K Sly (Finance Director); Mrs J Beck (Head of Property and Asset Management); Mrs M Lee (Head of Customer Services); and Mr S Ellwood (Interim Democratic Services Manager)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors G Carpenter and K

Grey.

2 DECLARATIONS OF INTEREST

Councillor Smith declared a personal interest in the item relating to Asset Management Strategy in his capacity as a Director of Great Yarmouth Racecourse.

3 MINUTES

The minutes of the meeting held on 16 October 2018 were confirmed.

4 FORWARD PLAN

The Committee received and noted the items contained within the Forward Plan for the Policy and Resources Committee.

5 2018/19 TREASURY MANAGEMENT MID YEAR REPORT

The Committee considered the Finance Director's 2018/19 Treasury Management mid-year report. The report presented for the 2018/19 financial year the following :-

- the mid-year position for treasury management
- the borrowing requirement and debt for the current financial year
- the mid-year borrowing position

compared with the Treasury Management Strategy.

RESOLVED :

That the Treasury Management mid-year report for 2018/19 be approved.

6 2018/19 PERIOD 6 BUDGET MONITORING REPORT

The Committee received the Capital Projects and Senior Accountant's report on the 2018/19 budget monitoring position. The report compares the actual expenditure and income position at the end of September to the updated budget for 2018/19.

The original Base Budget has been updated for in-year virements and for 2017/18 year end budget carry forwards for planned expenditure in the current financial year.

RESOLVED :

That the 2018/19 Period 6 Budget monitoring report be noted.

7 CAR PARK INCOME ANALYSIS COMPARISON

The Committee considered the Head of Customer Services report providing information and data in relation to car park income performance over the last 3 financial years and an updated position in relation to the year end forecast.

RESOLVED :

That the contents of the report and the updated year-end budget forecast be noted.

8 QUARTER 2 PERFORMANCE REPORT

The Committee considered the Strategic Director's (KW) report on the Quarter 2 Key Projects which gave an update on current performance for the second quarter of 2018/19 (July to September) where progress was assessed against targets which are set at the start of the financial year. The report also gave an update to the position of Key Projects that are linked to the Corporate Priorities from "The Plan" 2015/2020.

Progress against targets is assessed by RAG (Red/Amber/Green) ratings and is also assessed in terms of direction of travel through arrows.

During consideration of the report the following were raised :

- HN09 - number of days taken to complete works seemed a long time. Officers would provide a written explanation to Members.
- EN04 - the Rangers team should be congratulated in the amount of prosecutions being taken for waste related offences
- KP02 - query as to why this was shown as green but confirmation was provided that works on site had started

RESOLVED :

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

(2) That all Key Projects continue to be monitored over the next quarter with the aim of maintaining green status and where possible attaining a green status for those Key Projects which are currently amber.

9 THE WINTER GARDENS PROGRESS UPDATE

The Strategic Director (KW) submitted a report updating the Committee on progress on the work that has been on-going to repair, renovate and bring the Winter Gardens back into use. KW referred to the appendices circulated at the meeting outlining a project plan and confidential advice on the design and legal structure of the project.

Members were asked to consider agreeing to a procurement process to

identify a suitable partner who would provide a sustainable end use for the building.

RESOLVED :

That the commencement of a procurement process with the aim of identifying a future commercial operator for the Winter Gardens (subject to sourcing the necessary funding) which would provide a sustainable end use for the building and support any future potential funding opportunities be undertaken.

10 MEDIUM TERM FINANCIAL STRATEGY 2019/20 TO 2021/22

The Committee considered the Finance Director's report on the Medium Term Financial Strategy for 2019/20 to 2021/22. The Finance Director reported that the Strategy had been updated to support the current plan and would be used to inform the detailed budget for 2019/20.

RESOLVED :

That Council be recommended to :-

- (a) note the updated Medium Term Financial Strategy
- (b) note the current Financial Forecast for 2019/20 to 2021/22
- (c) note the revised reserved statements as detailed in Appendix C of the report

11 ASSET MANAGEMENT STRATEGY

The Committee considered the report of the Head of Property and Asset Management on the Asset Management Strategy for 2018-22.

The Asset Management Strategy and Action Plan identifies the total number of sites within Borough ownership, detailing in a high-level breakdown the number of assets within groupings. The document identifies the key drivers for the strategy together with the proposed outcomes.

The Head of Property and Asset Management also referred to the confidential appendices as part of the report, which are confidential due to the detailed commercial information contained in them.

RESOLVED :

That the Asset Management Strategy and Action Plan as contained in the report be adopted.

12 FEES AND CHARGES 2019-20

The Committee considered the Finance Director's report which detailed for

approval the scheduled Fees and Charges for the 2019/20 Financial Year. The Finance Director advised that some of the figures contained in Page 179 would be amended when the report is submitted to Council.

Members discussed the Fees and Charges for the Market (Page 170) and it was agreed that the market charges be referred back to Policy and Resources Committee after consideration by the Economic Development Committee at its meeting in January.

RESOLVED :

That, subject to the provisos mentioned above, Council be recommended to agree the schedule of Fees and Charges for 2019/20 as detailed in the Finance Director's report.

13 COUNCIL TAX DISCOUNTS

The Committee considered the Revenues Manager's report proposing the levels of Council Tax Discount that should apply for 2019/20.

RESOLVED :

That Council be recommended to approve :

- (a) the Council Tax discounts and premiums as shown in Section 5.1 of the report which will apply for 2019/20
- (b) in principal to adopt the discount/premium changes in Section 2.3 for the future years, subject to recommendations and approvals each year.

14 COUNCIL TAX REDUCTION SCHEME

The Committee considered the Head of Customer Services report which sought approval of the 2019 Local Council Tax Support / Reduction Scheme.

RESOLVED :

That Council be recommended to agree to continue with the existing Scheme for 2019 based on a maximum award of 91.5% of the Council Tax liability for working age.

15 COUNCIL TAX - TAX BASE

The Committee considered the Revenue Manager's report which asked Members to approve the calculation of the 2019/20 Tax Base totalling 28,560. This is the total number of domestic properties within the Borough using Band D as the average property band.

RESOLVED :

That Council be recommended to approve the estimated Tax Bases for the Borough and for each Parish as detailed in Appendix A of the Revenue Manager's report.

16 REVENUES WRITE OFF REPORT

The Committee considered the Revenue Manager's report seeking approval to authorise individual write-offs as detailed in Schedule 1 attached to the report. The Revenue Manager also referred to two confidential appendices attached to the report which (a) provided an update on the recovery of Business Rates regarding the former BHS Store at 115 Regent Road, Great Yarmouth and (b) gave an update on the recovery of Business Rates in respect of the Cliff Hotel, Gorleston.

RESOLVED :

(1) That the individual write offs as detailed within Schedule 1 of the Revenue Manager's report be approved.

(2) That the update on the recovery of Business Rates regarding the former BHS Store at 115 Regent Road, Great Yarmouth as detailed in the confidential appendix of the Revenue Manager's report be noted and that the write-off be approved.

(3) That the update on the recovery of Business Rates regarding the Cliff Hotel, Gorleston as detailed in the confidential appendix of the Revenue Manager's report be noted.

17 ANY OTHER BUSINESS

There were no items of any other business.

18 EXCLUSION OF PUBLIC

RESOLVED :

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act.

19 ASSET MANAGEMENT STRATEGY - CONFIDENTIAL APPENDIX (Confidential Minute on this Item)

20 REVENUES WRITE OFF - CONFIDENTIAL APPENDIX
(Confidential Minute on this Item)

The meeting ended at: 19:35