

# **BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

## **CABINET DECISION SHEET**

**Decision Sheet from the Meeting of the Cabinet held on  
Tuesday, 4th February, 2025 at 6.00 pm in the Council Chamber,  
Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor A Beales (Chair)  
Councillors M de Whalley, J Moriarty, C Morley, S Ring, J Rust and S Squire

Apologies for absence were received from Councillor B Anota

### **1 MINUTES**

**RESOLVED:** The Minutes of the Meeting held on 14 January 2025 were approved as a correct record and signed by the Chair.

### **2 URGENT BUSINESS**

#### **APPROVAL UNDER STANDING ORDER 23 THAT RESTRUCTURED CHIEF OFFICER POSTS ARE NECESSARY**

**RESOLVED:** That under Standing Order 23 that the restructured chief officer posts of Deputy Chief Executive and Chief Operating Officer are necessary enabling the Chief Executive to progress the recruitment of her senior team.

#### **Reason for Decision**

To provide sufficient capacity and expertise at a senior level to support the Chief Executive and wider organisation in delivering the Corporate Strategy and Council services.

### **3 DECLARATIONS OF INTEREST**

None

### **4 CHAIR'S CORRESPONDENCE**

None

### **5 MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors S Collop and A Ware attended under standing order 34.

6 **CALLED IN MATTERS**

There were no matters called in.

7 **FORWARD DECISIONS**

The Forwards Decision List was noted.

8 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The Panel meetings below considered the items shown:

- Regeneration and Development Panel on Conservation Areas Committee – 22 January 2025.
- Corporate Performance Panel on Members Allowances – 28 January 2025
- Joint Panels on the financial items – 29 January 2025

All comments were taken into account when considering the items.

9 **COMMUNITY GOVERNANCE REVIEW TERMS OF REFERENCE - BURNHAM MARKET**

**RECOMMENDED:** That Officers conduct a Community Governance Review in respect of Burnham Market Parish Council to potentially reduce parish councillor numbers using the Terms of Reference attached to the report.

**Reason for Decision**

Cabinet and Council must agree to the Terms of Reference for the Community Governance Review to proceed

10 **COMMUNITY GOVERNANCE REVIEW REQUEST BY PETITION - HILGAY**

**RECOMMENDED:** That Officers be requested to conduct a Community Governance Review in respect of Hilgay Parish in line with the Terms of Reference drafted to potentially reorganise the parish into two parishes with parish councils using existing parish and ward boundaries as a guide.

**Reason for Decision**

BCKLWN have a statutory duty to carry out a Community Governance Review when a valid Community Governance Petition is received.

BCKLWN a statutory duty to agree and publish a Terms of Reference for the Community Governance Review to proceed. Once agreed and published, BCKLWN must comply with them.

## 11 **THE FINANCIAL PLAN 2024-2029**

**Cabinet noted that the final figures would be updated following recent announcement of the final Financial Settlement from Government. These will be updated in the papers for Council.**

### **RECOMMENDED 1**

It is recommended that Council note the revision to the Forecast for 2024/2025 as set out in the report.

### **RECOMMENDED 2**

Council is recommended to approve the Policy on Earmarked Reserves and General Fund Balance and the maximum balances set for the reserves as noted in the report and at Appendix 8 of the report.

### **RECOMMENDED 3**

That Council :

1) Approves the budget requirement of £26,329,130 for 2025/2026 and notes the projections for 2026/2027, 2027/2028 and 2028/2029.

2) Approves the Fees and Charges 2025/2026 detailed in Appendix 4a and 4b and approves the new Fees and Charges Policy at Appendix 4c

3) Approves the Pay Policy at Appendix 5

4) Approves the level of Special Expenses for the Town/Parish Councils as detailed in the report (Appendix 7).

5) Approves a Band D council tax of £152.87 for 2025/2026.

### **RECOMMENDED 4**

That Council approves a minimum requirement of the General Fund balance for 2025/2026 of £1,316,460 (5% of estimated budget requirement).

### **RECOMMENDED 5**

Pursuant to Section 25 of the Local Government Act, Council is asked to have due regard to this statement at Section 9 of this report when considering and approving the budget and the level of council tax for 2025/2026.

12 **CAPITAL STRATEGY 2025-26**

**RECOMMENDED:** That the Capital Strategy 2025/2026, as attached to the report, be approved.

13 **TREASURY MANAGEMENT STRATEGY 2025-26**

**RECOMMENDED:** That the Treasury Management Strategy Statement 2025/2026 be approved including:

- treasury indicators for 2025-2029.
- The Minimum Revenue Provision Policy 2025/2026
- The Investment Strategy 2025/2026

**Reason for the Decision**

The Council must have approved a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2025/2026 by 31 March 2025.

14 **MEMBERS ALLOWANCES 2025-2029**

**RECOMMENDED:** 1) That the content and recommendations of the report of the Independent Remuneration Panel dated November 2024 be noted.

2) The Members Allowances for 2025-2026 set out in Table 3 of this report are approved.

3) That the Members' Allowance Scheme 2025-2029 attached as Appendix 2 be approved to come into effect on 1 April 2025 for a period of four years, subject to being updated with the Members Allowances approved at recommendation 2 above.

4) That following the 2025-26 year, indexation be applied to Members Allowances for 3 years in line with the percentage increase to the national joint council for local government pay services pay grades spinal column point 43.

5) That the Chief Finance Officer be delegated to approve non-material revisions to the Members' Allowance Scheme, including the levels of allowances to reflect the current figures after indexation has been applied.

**Reason for Decision**

To comply with the requirements of The Local Authorities (Member's Allowances) (England) Regulations 2003 and set the allowances for 2025/29.

The Cabinet has had regard for the recommendations of the IRP and is recommending to Council Changes to the recommendations on the items set out in the report, including the reduction of the public service discount (PSD) from 20% to 5% as it was deemed appropriate to have a level of PSD, but not as high as that recommended by the panel.

The Cabinet noted that it is important that some element of the work of members continues to be voluntary, but that in accordance with the issued guidance, this must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained. Cabinet considers that a 5% public sector discount is the appropriate balance.

15 **CONSERVATION AREAS COMMITTEE**

**RECOMMENDED:** That the Conservation Areas Advisory Panel (CAAP) be disbanded.

**Reason for Decision**

The CAAP panel has been in existence for a long time and while the input of the panel has been invaluable, the National Planning Policy Framework now places greater emphasis upon specialist advice on design, which this panel are not qualified to deliver.

16 **CAPITAL PROGRAMME AND RESOURCES 2024-2029**

**RECOMMENDED:** 1) That the amendments to capital schemes and resources for the 2024-2029 capital programme as detailed in the report be approved.

2) That new capital bids as set out in section 5, table 6 of the report, are to be funded from available capital resources and included in the capital programme 2024-2029 as detailed (subject to pending approval from SLT) of the report be approved.

**Reason for Decision**

To report amendments, rephrasing and resources to the 2024-2029 Capital Programme. Cabinet chose not to exclude the press and public to discuss in detail the exempt elements as further detailed consideration of those would be made at a later date.

**The meeting closed at 7.41 pm**