

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

## **CABINET DECISION SHEET**

**Decision Sheet from the Meeting of the Cabinet held on Thursday, 24th July, 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 P Bland, S Lintern, J Moriarty, S Ring (Vice-Chair) and J Rust

**PRESENT UNDER STANDING ORDER 34:** Councillor T Parish

### **OFFICERS:**

Kate Blakemore – Chief Executive  
James Arrandale – Deputy Monitoring Officer  
Michelle Drewery – Deputy Chief Executive (Section 151 Officer)  
Debbie Ess - Corporate Performance Officer  
Carl Holland – Assistant Director, Finance and Deputy Section 151 Officer  
Jason Birch – Interim Assistant Director, Property & Projects  
Barry Brandford – Waste and Recycling Manager  
Paul Lowes - Interim Assistant Director, Corporate Services  
Mark Willetts – Technical Services Manager

### **1 APOLOGIES**

Apologies of absence were received from Councillor Morley, Squire and de Whalley.

### **2 URGENT BUSINESS**

There was no urgent business.

### **3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

There was none.

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

Councillor Parish was present under Standing Order 34.

6 **CALLED IN MATTERS**

There was none.

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

The Panels had considered the following items and made comments which were considered by Cabinet during consideration of each item:

Action Plan 2025 – 2027  
Revenue Outturn Report  
Capital Outturn Report  
Extension of the Processing of Co-mingled Dry Recyclables Contract  
Exempt – Microsoft Enterprise License  
Exempt – Sale of Land

8 **ACTION PLAN 2025-2027**

**RESOLVED:** Cabinet endorsed and adopted the Action Plan for 2025-2027.

**REASON FOR DECISION:** To enable the Council to set out their priorities for 2025-2027, considering the budget setting process and external factors affecting the residents, businesses and visitors of the borough.

9 **EXTENSION OF THE PROCESSING OF CO-MINGLED DRY RECYCLABLES CONTRACT**

**RESOLVED:** Cabinet approved:

1. The extension of the Processing of Co-mingled Dry Recyclables contract (the Contract) with NEWS Ltd through to 31<sup>st</sup> March 2030 on its current terms is agreed.
2. Extending the scope of the services provided by NEWS Ltd to under the Contract from the year 2026/7 to comply with the change in law introducing Simpler Recycling and Extended Producer Responsibility requirements is agreed conditional on such changes being approved in accordance with the Shareholder Agreement with NEWS Ltd.

**REASON FOR DECISION:** To ensure a continuation of the current JV through the period of local government reorganisation to provide consistent recycling services to residents of Norfolk and west Norfolk. Develop and implement business cases, where these evidence efficiency and effectiveness which implement changes in law on Simpler Recycling and Extended Producer Responsibility.

10      **APPOINTMENTS TO OUTSIDE BODIES**

**RESOLVED:** Cabinet agreed:

1. That the Cabinet appoints representatives to serve in an Executive capacity on the outside bodies and partnerships requiring appointment in the Appendix attached.
2. That Cabinet note that a review of Outside Bodies will be carried out and brought back to Cabinet for consideration in due course.
3. To note that all other appointments to Outside Bodies will be made at the Council meeting on 31 July 2025.

**REASON FOR DECISION:** To ensure continued involvement in the community by the Council.

11      **REVENUE OUTTURN 2024/25**

**RESOLVED:** Cabinet Agreed:

1. The draft revenue outturn position for 2024/2025 (section 2)
2. The new transfers to earmarked reserves as stated in para 2.3.
3. The amendments to the Earmarked Reserves Policy (Section 4)

**REASON FOR DECISION:** To consider and approve the draft revenue outturn position for 2024/2025 for the Council

12      **CAPITAL OUTTURN 2024/2025**

**RESOLVED:** Cabinet:

1. Noted the outturn of the capital programme for 2024/2025 of £39,656,557 including Exempt Schemes;
2. noted the financing arrangements for the 2024/2025 capital programme;
3. Approved the commencement of spend by moving project from tier 3 to tier 2 (paragraph 9.1)
4. Approved reallocation of budget to new project at tier 2. (paragraph 9.2)

**REASON FOR DECISION:** To report the outturn 2024/2025 for the Capital Programme and receive an update to the Capital Programme 2024/2029.

13      **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

14      **EXEMPT - CAPITAL OUTTURN 2024/2025 EXEMPT ELEMENT OF THE REPORT**

**RESOLVED:** Cabinet approved addition of budget to existing exempt project at tier 1. (paragraph 15.2)

**REASON FOR DECISION:** To report the outturn 2024/2025 for the Capital Programme and receive and update to the Capital Programme 2024/2029

12      **EXEMPT - MICROSOFT ENTERPRISE LICENSE**

**RESOLVED:** Cabinet approved:

1. Approval of the purchase of M365 E5 as the new standard user license via framework agreement.
2. That Members be provided with training as required so that they could make the best use of technology available.

**REASON FOR DECISION:** To maintain service provision, enable delivery of the Council's Service Innovation & Digital Transformation pillar and ensure ICT provision going forward is fit for future.

16      **EXEMPT - SALE OF LAND - SOUTHEND ROAD, HUNSTANTON**

**RESOLVED:** The disposal of this land asset delineated on the Site Plan attached to this report and known as Seagate East Car Park, Southend Road, Hunstanton is progressed in accordance with the Disposal Terms set out within this report subject to the Assistant Director for Property and Projects being authorised to negotiate non-material changes to the Disposal Terms where necessary.

**REASON FOR DECISION:** The proposal set out within this report will facilitate the disposal of the asset to deliver a Capital Receipt.

**The meeting closed at 7.31 pm**