

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET DECISION SHEET

Decision Sheet from the Meeting of the Cabinet held on Tuesday, 23rd September, 2025 at 4.00 pm in the Card Room - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillors Ring (Chair), de Whalley, Lintern, Moriarty, Morley, Ring and Rust.

OFFICERS:

Kate Blakemore – Chief Executive
Alexa Baker – Monitoring Officer
Richard Allan – Assistant Director
Amanda Driver – Senior CIL Officer
Hannah Wood-Handy – Planning Control Manager
Stuart Ashworth – Assistant Director
Debbie Ess – Corporate Performance Officer
Michelle Drewery – Deputy Chief Executive
Carl Holland – Assistant Director
Duncan Hall – Assistant Director

1 APOLOGIES

Apologies for absence were received from Councillors Beales, Bland and Squire.

2 MINUTES

RESOLVED: The minutes from the meetings held on 21st July, 24th July and 16th September were approved as a correct record.

3 URGENT BUSINESS

RESOLVED: That under Standing Order 7.2 the Recruitment of Chief Officers Report be considered as Urgent Business at this meeting. It is required to be taken as an urgent decision as it is necessary to ensure that there is no delay in commencing the recruitment process.

It was noted that the Chair of the Corporate Performance Panel had agreed that the decision could be taken as urgent and therefore not subject to call-in.

RESOLVED:

Cabinet resolved to:

1. Approve the formalisation of the Chief of Staff/Monitoring Officer role at the Executive Team Level.

2. Approve the parallel recruitment for both the Chief of Staff/Monitoring Officer and Chief Operating Officer positions confirming both these posts are necessary organisational appointments.

3. Note that oversight of the recruitment processes will be undertaken by the Appointments Board, with final appointment recommendations submitted to Full Council in due course.

REASON FOR DECISION:

To strengthen Governance, elevating the Governance and Monitoring Officer to Chief of Staff/Monitoring Officer at the Executive Team level enhances strategic oversight and accountability. The resignation of the current role provides an opportunity to formalise and elevate its seniority, aligning with best governance practices.

Ensure operational continuity through parallel recruitment for both the Chief of Staff/Monitoring Officer and Chief Operating Officer roles ensuring smooth leadership transitions.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 CHAIR'S CORRESPONDENCE

None.

6 MEMBERS PRESENT UNDER STANDING ORDER 34

Councillor Kemp.

7 CALLED IN MATTERS

None.

8 FORWARD DECISIONS

RESOLVED: The Forward Decisions List was noted.

9 MATTERS REFERRED TO CABINET FROM OTHER BODIES

Cabinet noted the recommendations put forward by the Panels in relation to the following items:

Recommendations from Regeneration and Development Panel
CIL Funding Policy and Spending Strategy

Recommendations from the Corporate Performance Panel
 Quarter 1 25-26 Performance Management Report
 Changes to the Constitution
 Budget Monitoring Quarter 1 25-26

Recommendations from the Environment and Community Panel
 Playing Pitch and Sports Facilities Strategy Adoption
 King's Lynn Cemetery Provision

10 **QUARTER 1 2025-2026 PERFORMANCE MANAGEMENT REPORT**

RESOLVED: Cabinet reviewed the Performance Management Report and commented on the delivery against the Corporate Strategy.

REASON FOR DECISION: Cabinet should use the information within the management report to review progress on the agreed actions and indicators and satisfy themselves that performance is at an acceptable level. Where progress is behind schedule members can seek additional information to explain variances.

11 **COMMUNITY INFRASTRUCTURE LEVY (CIL) - FUNDING POLICY AND SPENDING STRATEGY**

RESOLVED: Cabinet approved the revised Community Infrastructure Levy Funding Policy and Spending Strategy for the allocation and spend of Borough Community Infrastructure Levy raised by this Council and a method of Scrutiny is developed to ensure funding allocation to strategic projects can be appropriately monitored.

REASON FOR DECISION: To ensure that the CIL monies collected are being spent on appropriate infrastructure projects to reflect the growth of population occurring in West Norfolk.

12 **PLAYING PITCH AND SPORTS FACILITIES STRATEGY ADOPTION**

RECOMMENDED: That Council agree to adopt the playing pitch and sports facilities strategies.

REASON FOR DECISION: To ensure that any decisions around the provision of sport and leisure facilities within the borough are in line with the overall strategy.

13 **BUDGET MONITORING QUARTER 1 - 2025/2026**

RESOLVED:

1. Cabinet noted the forecast outturn for revenue and capital monitoring position as at 30th June 2025 for 2025/26
2. Cabinet reviewed and approved the new transfer of Capital Items from Tier 3 to Tier 2.

RECOMMENDED: Revisions as set out in Appendix F to this report to the 'Capital Programme Process' within the approved Capital Strategy for 2025/2026 are adopted.

REASON FOR DECISION: To keep Cabinet informed of performance against budget for Capital and Revenue 2025/2026 based on Quarter 1 data.

14 **KING'S LYNN CEMETERY PROVISION**

RESOLVED: This item be deferred and referred to the Environment and Community Panel, who are asked to formulate recommendations to Cabinet on the way forward.

REASON FOR DECISION: To allow further scrutiny of the proposals to take place and Cabinet to consider recommendations to be formulated by the Environment and Community Panel in due course.

15 **RECOMMENDATIONS FROM THE REGENERATION & DEVELOPMENT PANEL - TRANSPORT AND INFRASTRUCTURE INFORMAL WORKING GROUP**

RESOLVED:

1. That Cabinet acknowledge and note the recommendations put forward by the Panel, as set out in part 3 of the report, and that they be submitted to officers to inform future plans, strategies and policies dealing with Transport and Infrastructure as appropriate.
2. That Cabinet express their thanks to Members, officers, outside experts and other groups that contributed to the Informal Working Group.

REASON FOR DECISION:

To allow for Member input on matters relating to Transport and Infrastructure during the development of policies and strategies.

16 **CHANGES TO THE CONSTITUTION**

RECOMMENDED: Cabinet recommends to Full Council that the Schedule of Substantive Changes to the Constitution at Annex 1 of the report are approved, to be effective immediately.

REASON FOR DECISION: To fulfil the Council's duty to review its Constitution and keep it up to date.

The meeting closed at 6.04 pm