

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

**CORPORATE PERFORMANCE PANEL**

**Minutes from the Meeting of the Corporate Performance Panel held on  
Wednesday, 2nd July, 2025 at 4.30 pm in the Council Chamber, Town Hall,  
Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillors Blunt (Chair), Spikings (Vice Chair), Bearshaw,  
Collingham (substitute for Long), Dickinson, Kirk, Nash,  
Osborne, Ryves and Sayers.

**PORTFOLIO HOLDER:** Councillor Ring – Deputy Leader and Portfolio Holder for Business

**MEMBERS PRESENT UNDER STANDING ORDER 34:** Councillors Colwell and Ware (remotely).

**OFFICERS:**

Alexa Baker – Monitoring Officer

Honor Howell – Assistant Director, Transformation and Change

Carl Holland – Deputy Section 151 Officer and Assistant Director Finance

Paul Lowes – Assistant Director, Corporate Services

**CP26                    APPOINTMENT OF VICE CHAIR FOR THE MEETING.**

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**RESOLVED:** That Councillor Spikings be appointed Vice Chair for the meeting.

**CP27                    APOLOGIES**

Apologies for absence were received from Councillors Beales, Bhondi, Long, Jones and Morley.

**CP28                    MINUTES**

**RESOLVED:** The minutes from the previous meeting were agreed as a correct record and signed by the Chair.

**CP29                    DECLARATIONS OF INTEREST**

There were no declarations of Interest.

**CP30                    URGENT BUSINESS UNDER STANDING ORDER 7**

There was none.

CP31 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors Colwell and Ware (remotely).

CP32 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was none.

CP33 **CALL INS (IF ANY)**

There were no call-ins to consider.

CP34 **CABINET REPORT- LEISURE FACILITIES FEASIBILITY STUDY**

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The Assistant Director presented the report which asked Members to consider progressing the option of relocating St James Pool to Lynnsport and a wider refurbishment of this site to RIBA stage 3.

The Assistant Director reminded Members that in 2024 Cabinet had resolved to award funding to carry out a feasibility study and as part of the study a range of options had been considered and preferred options were set out in the report.

The Chair thanked the Assistant Director for the report and invited questions and comments from Members as summarised below.

In response to a question from the Vice Chair, Councillor Spikings, the Assistant Director agreed to provide information on insurance of the facilities via email. It was also confirmed that costs of demolition and remedial costs would be included in the final scheme. The costs to take forward the feasibility study included architects, design work, planning application fees and ground surveys to achieve cost certainty.

In response to questions from Councillor Ryves, officers provided information on the cost of similar schemes and officers explained that in terms of operating the facilities, a range of options would be considered to achieve best value.

In response to a question from Councillor Bearshaw it was explained that the work would involve improvements to Lynnsport as a whole, including improvements to the current layout and more detail would be available in the RIBA Stage 3 report.

In terms of timescales, officers highlighted that they were aware of the impact of Local Government Reorganisation and Devolution.

Councillor Dickinson raised concern that the Oasis scheme was not being progressed and there was no timeline for the Hunstanton Masterplan to come forward. She commented that Hunstanton residents contributed to the economy and felt that there was disparity between Hunstanton and King's Lynn.

The Deputy Leader, Councillor Ring commented that the Oasis was costly to maintain and in need of repair or rebuild, however the Masterplan would regenerate Hunstanton and the Oasis was an integral part of this. He also referred to the Promenade and the work required to repair this.

Councillor Ring provided information on the type of pool that could be installed at Lynnsport to provide a greater offer and how the site would be looked at overall.

The Assistant Director explained that the conclusion of the study relating to the Oasis had concluded that the best location for the facility would be to remain on the promenade, therefore it would form part of the Hunstanton Masterplan area.

Councillor Spikings commented that work to the promenade and Oasis should take place at the same time to minimise disruption. She commented that the Oasis was an important facility in Hunstanton and needed an uplift.

Councillor Collingham commented that a systematic approach was needed, but hoped that work would be carried out as soon as possible for the benefits of tourists and residents.

The Assistant Director reminded the Panel of the need to provide swimming facilities for schools.

In response to a question from Councillor Ryves, it was explained that a timetable would be drawn up and this would have regard to Local Government Reorganisation and Devolution.

**RESOLVED:** That the Corporate Performance Panel support the recommendations to Cabinet as set out below, but wished the Cabinet to note that they were disappointed with delaying delivery of improvements to the Oasis, but understood the reasoning behind this.

That Cabinet recommend to Full Council:

- Note x 2 RIBA stage 2 reports (not full Council)
- Recommendation to progress to RIBA 3 for Lynnsport (not full Council)
- Cabinet recommends to Council an amendment to the capital programme of £1,462,184 to progress to RIBA Stage 3.
- Cabinet and council note that a further report at the end of RIBA stage 3 for Lynnsport will be brought forward in December 2025.

**CABINET REPORT- REVENUE OUTTURN REPORT**

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The Deputy Section 151 Officer presented the report which set out the revenue outturn for 2024/2025 for the Council and highlighted variances, draw down from reserves, bad debt provision, pension contributions and funding to support schemes such as the Local Plan and King's Lynn Masterplan.

The Chair thanked the officer for the report and invited questions and comments from the Panel as summarised below.

In response to a question from Councillor Sayers, it was explained that a quarterly report on bad debts was produced, and these mainly came from rents from Industrial and retail units, planning fees and wrongfully claimed benefits. He explained that at year end debts work to collect income was still carried out and any write offs were presented to the relevant Portfolio Holder for consideration. The Assistant Director agreed to send further information to the Panel.

Councillor Spikings referred to the accelerated timetable for the Local Plan and commented that it was important to speed up this process. The Assistant Director explained that Planning had devised a timetable that they were comfortable with to achieve delivery.

Councillor Spikings also asked about the second homes premium for Council tax and the Assistant Director explained that this was being monitored closely, but presently collection rates had been good.

In response to a question from Councillor Ryves, the Assistant Director explained that the revised budgets reflected savings and efficiencies. He explained that some savings were banked so that they did not show as a surplus.

The Chair, Councillor Blunt commented that savings should be used to enhance services, for example Car Parking. The Assistant Director explained that opportunities for future years would be looked at, as well as earmarked reserves and investment opportunities to improve service delivery and he reminded the Panel of the Transformation programme and savings plan.

Councillor Dickinson referred to the levels of earmarked reserves and asked what would happen to these post Local Government Reorganisation. The Assistant Director explained that some were statutory earmarked reserves and a deep dive on reserve level would be carried out

Councillor Ryves asked about losses on major projects and the Assistant Director explained that this fell outside of this report and was monitored by the Member Major Projects Board.

Councillor Collingham referred to the tourism savings and felt that more money should be spent in this area, not less. The Assistant Director commented that the savings achieved could be down to more digital marketing rather than hard copies. The Deputy Leader, Councillor Ring acknowledged the importance of tourism and marketing, referred to the marketing plan which was being prepared and noted that savings could have been generated due to one Member of staff leaving the organisation.

In response to a question from Councillor Ryves, the Assistant Director provided an overview of the external audit fees, the backlog in audits and legislation which was being implemented to speed up the process. It was also noted that there was a process available for contesting fees.

**RESOLVED:** That the Corporate Performance Panel support the recommendations to Cabinet, as set out below.

It is recommended that Cabinet approves:

1. The draft revenue outturn position for 2024/2025
2. Review and agree the new transfers to earmarked reserves as stated in para 2.3
3. Review and agree the amendments to the Earmarked Reserves Policy

CP36

### **CABINET REPORT - CAPITAL OUTTURN REPORT**

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The Deputy Section 151 Officer presented the Capital Programme Outturn for 2024/2025 and provided information on capital receipts, risks and current schemes.

The Chair thanked the officer for the report and invited questions and comments from the Panel, as summarised below.

Councillor Collingham referred to the New Homes Bonus and how this was conflicting with the slowdown in the market. The Assistant Director explained that it was difficult when there was conflicting priorities and targets and pressures from Government.

In response to questions from Councillor Ryves the Assistant Director provided information on the position update, relating to the development of units and how profit share agreements were in place with contractors to manage and mitigate risk. The Assistant Director also provided information on West Norfolk Property.

**RESOLVED:** That the Corporate Performance Panel support the recommendations to Cabinet, as set out below:

That Cabinet:

1. Note the outturn of the capital programme for 2024/2025 of £39,656,557 including Exempt Schemes;
2. Note the financing arrangements for the 2024/2025 capital programme.

**The Panel adjourned for a comfort break from 6.18pm to 6.22pm.**

CP37

**CABINET REPORT- 2025 STAFF COST OF LIVING PAY AWARD**

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The Panel received the report which recommended the approach to the 2025 award and the way forward from 2026 onwards which was to match the national settlement. It was noted that Trade Unions had been consulted and many other Local Authorities followed the national pay settlement.

The Chair thanked the officer for the report and invited questions and comments from the Panel, as summarised below.

In response to a question from Councillor Dickinson it was confirmed that this proposal would have no impact on Terms and Conditions, it was just relating to the pay award.

In response to a question from Councillor Spikings, it was confirmed that Performance Related Pay was a separate scheme and would not be impacted by these proposals.

Councillor Spikings raised concern if the national settlement was lower than what would normally be awarded.

In response to a question from Councillor Ryves, it was confirmed that this proposal would have no impact on the current pay scales and structures.

**RESOLVED:** That the Panel support the recommendations to Cabinet, as set out below.

1. That with effect from 1<sup>st</sup> April 2026, the Council agrees to adopt the National Joint Council for Local Government Services annual cost of living pay award, as determined by the national pay bargaining process on an ongoing basis.
2. That the Council agrees that its 2025 cost of living pay award should match the award agreed via the NJC national pay bargaining process.

CP38            **CABINET FORWARD DECISIONS LIST**

**RESOLVED:** The Cabinet Forward Decisions List was noted.

CP39            **PANEL WORK PROGRAMME**

**RESOLVED:** The Panels Work Programme was noted.

CP40            **SHAREHOLDER COMMITTEE WORK PROGRAMME**

**RESOLVED:** The Shareholder Committee Work Programme was noted.

CP41            **DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel was scheduled to take place on 3<sup>rd</sup> September 2025 at 4.30pm in the Town Hall, Saturday Market Place, King's Lynn.

CP42            **EXCLUSION OF PRESS AND PUBLIC**

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**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.

CP43            **EXEMPT - CABINET REPORT- MICROSOFT ENTERPRISE AGREEMENT 2025-2028**

The Assistant Director presented the report and responded to questions and comments from the Panel relating to the technology available and training for Members and officers.

The Assistant Director agreed that training was crucial and would be made available to Councillors.

Councillor Bearshaw commented that it would be good to have telephone numbers for services available, so that if you did not know the officers name, you could still get through to a department via telephone.

**RESOLVED:** That the Corporate Performance Panel support the recommendations to Cabinet, as set out in the report with the below two additional recommendations:

1. That Members be provided with training as required so that they could make the best use of technology available.
2. That telephone numbers be attributed to service areas rather than individuals to make it easier to contact a department.

**The meeting closed at 6.55 pm**