BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET

Minutes 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), P Bland, S Lintern, J Moriarity, 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

CAB42 **APOLOGIES**

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

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CAB43 **URGENT BUSINESS**

There was no urgent business.

CAB44 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CAB45 **CHAIR'S CORRESPONDENCE**

There was none.

CAB46 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor Parish was present under Standing Order 34.

CAB47 **CALLED IN MATTERS**

There was none.

CAB48 **MATTERS REFERRED TO CABINET FROM OTHER BODIES**

The Panels had considered the following items and made comments which were taken into account 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

CAB49 **ACTION PLAN 2025-2027**

Click here to view the recording of this item on YouTube.

The Chief Executive presented the report.

The Chair invited questions and comments from Cabinet Members.

Councillor Moriarty questioned how the action plan would be disseminated beyond the Council.

The Chief Executive explained work with the Communications Team had been prepared subject to Cabinets approval of the plan. She added there was data in the plan which highlighted the work which had been achieved already. She commented the plan would be upload to the website, the resident newsletter and internal communications within the Council.

Councillor Moriarty commented there was overlap with work going forward such as the Transformation Programme and Planning and highlighted to be aware of not replicating work.

Councillor Rust commented on the outcomes of the action plan and acknowledged as Cabinet Members; work did overlap.

The Chair, Councillor Beales commented on the improvement on the plan which included accountability and responsibility along with including what has already been achieved.

The Cabinet Members acknowledged the recommendation made by Corporate Performance Panel and agreed this would be done within the planned Communications.

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.

CAB50 **EXTENSION OF THE PROCESSING OF CO-MINGLED DRY RECYCLABLES CONTRACT**

Click here to view the recording of this item on YouTube.

The Waste and Recycling Manager presented the report and highlighted a correction in the first recommendation. He explained the extension of the contract was through to 31st March 2030 not September 2030.

The Chair, Councillor Beales commented this was discussed at the Norfolk Leaders Group and there was unanimous agreement as this was a pragmatic approach. Councillor Beales sought the views of the Waste and Recycling Manager in relation to collection of plastic film becoming mandatory.

The Waste and Recycling Manager explained the difficulties in separating plastic film and the cost in commercial terms. He advised there was no established market to sell to with any value.

Councillor Moriarty questioned if the term ‘dry – recyclables’ should be tweaked in the existing contract.

The Waste and Recycling Manager explained once carboard or paper was collected wet, the product would go mouldy due to the moisture in the product. He explained this affected and devalued the product.

RESOLVED: Cabinet approved:

1. The extension of the Processing of Co-mingled Dry Recyclables contract (the Contract) with NEWS Ltd through to 31st 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.

CAB51 **APPOINTMENTS TO OUTSIDE BODIES**

Click here to view the recording of this item on YouTube.

The Chair, Councillor Beales introduced report.

Cabinet considered which nominations for Executive appointments to serve on outside bodies and partnerships for 2025/2026. Cabinet made amendments to the appointments in line with the changes of Portfolio Holders.

It was highlighted to Cabinet these appointments were different to those going to Full Council on the 31st July 2025.

The Chair, Councillor Beales advised a review of the Outside Bodies would be conducted following the submission of the business case in relation to Local Government Reorganisation.

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.

CAB52 **REVENUE OUTTURN 2024/25**

Click here to view the recording of this item on YouTube.

The Assistant Director for Finance and Deputy Section 151 Officer presented the report.

The Chair, Councillor Beales invited questions and comments from Cabinet Members.

Councillor Lintern referred to page 56 and questioned why the Local Plan was not budgeted for as this was a statutory requirement.

The Assistant Director for Finance and Deputy Section 151 Officer explained due to the change in government and the revised deadline of two years not five, funding needed to be found for the Local Plan.

Councillor Moriarty commented the importance of the Local Plan reflecting this administration. He added Officers are considering ways of funding from Central Government including grants.

The Assistant Director for Finance and Deputy Section 151 Officer explained Planning Officers had made an estimation on the cost of the Local Plan which had been reduced however the earmarked reserves was a significant contribution to the financial need.

RESOLVED: Cabinet Agreed:

1. The draft revenue outturn position for 2024/2025 (section 2)

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 (Section 4)

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

CAB53 **CAPITAL OUTTURN 2024/2025**

Click here to view the recording of this item on YouTube.

The Assistant Director for Finance and Deputy Section 151 Officer presented the report.

The Chair, Councillor Beales commented the Capital Budget for CCTV and Lynnsport was pragmatic however he questioned the inclusion of St James Pool in the Capital Program.

The Assistant Director for Finance and Deputy Section 151 Officer explained the Leisure Management Team had confirmed how the essential works were to be funded and confirmed they could be deferred.

In response to a further question from the Chair, the Assistant Director for Finance and Deputy Section 151 Officer explained assets which were sold were no longer used by the Council and this income was ringfenced as capital receipts.

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.

CAB54 **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.

CAB55 **EXEMPT - CAPITAL OUTTURN 2024/2025 EXEMPT ELEMENT OF THE REPORT**

The Assistant Director for Finance and Deputy Section 151 Officer presented the Exempt part of the report.

The Chair, Councillor Beales thanked the Assistant Director for Finance for the report.

Cabinet Members had no question in relation to the report.

RESOLVED: 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

CAB56 **EXEMPT - MICROSOFT ENTERPRISE LICENSE**

The Interim Assistant Director for Corporate Services presented the report.

The Technical Services Manager provided further details on the report.

The Chair, Councillor Beales invited questions and comments from Cabinet Members.

Cabinet Members sought further clarifications on the report and Officers responded with further details.

Cabinet considered the recommendations from Corporate Performance Panel and agreed to include the recommendation relating to Member training of the new products.

RESOLVED: Cabinet approved:

1. Approve 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.

CAB57 **EXEMPT - SALE OF LAND - SOUTHEND ROAD, HUNSTANTON**

Portfolio Holder, Councillor Ring introduced the report.

The Assistant Director Property & Projects provided further detail on the report.

The Chair invited Councillor Parish, under Standing Order 34 to comment on this item.

The Chair invited questions and comments from Cabinet Members which Officers responded to.

Cabinet Members considered the recommendations made by the Regeneration and Development Panel however did not agree to ringfence the Capital Receipts from this sale of land to be reinvested into Hunstanton.

In addition, it was discussed that the Portfolio Holder for Open Spaces and Parking would investigate Hunstanton Car Parking, and this was to be brought forward to a Panel to be scrutinised.

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