

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

**SHAREHOLDER COMMITTEE**

**Minutes from the Meeting of the Shareholder Committee held on Monday,  
4th August, 2025 at 10.00 am in the Council Chamber, Town Hall, Saturday  
Market Place, King's Lynn PE30 5DQ**

**PRESENT:**

Councillors A Beales (Chair), S Ring and J Rust

**ALSO PRESENT:**

Andy Walder – Board Member for West Norfolk Housing Company  
Graham Woodcock – Board Member for West Norfolk Property Limited  
Councillor Alex Ware – Board Member for West Norfolk Housing Company and  
West Norfolk Property Limited

**OFFICER PRESENT:**

Alexa Baker – Monitoring Officer  
Carl Holland – Assistant Director for Finance and Deputy Section 151 Officer  
Duncan Hall – Assistant Director for Regeneration, Housing and Place  
David Reason - Governance & Compliance Officer

**1           APOLOGIES FOR ABSENCE**

An apology of absence was received from Councillor Morley.

**2           MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** The Minutes of the meeting held on the 15<sup>th</sup> April 2025 were approved as a correct record.

**3           DECLARATIONS OF INTEREST**

There were none.

**4           CHAIR'S CORRESPONDENCE**

There was none.

**5           MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor A Ware was present under Standing Order 34.

6 **URGENT BUSINESS**

There was none.

7 **EXCLUSION OF 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.

Board Members of West Norfolk Property Limited left the meeting for items relating to West Norfolk Housing Company.

8 **WEST NORFOLK HOUSING COMPANY REPORT ON PERFORMANCE AGAINST BUSINESS PLAN**

The Monitoring Officer presented the report.

The Assistant Director for Regeneration, Housing and Place highlighted key points.

The Chair invited comments from Board Members of West Norfolk Housing Company

The Chair invited questions and comments from the Committee and Officers responded.

**RESOLVED:** The Shareholder Committee:

1. Delivery and performance by WNHC during 2024/2025 against the Business Plan Update 2024/2025 at Appendix 1 (exempt) was considered.
2. Approved the WNHC Company Business Plan Delivery Update for 2025/2026 as set out in Appendix 2 (exempt)
3. Agreed Key Performance Indicators for delivery against WNHC's Business Plan are to be formulated by the Shareholder to hold WNHC to account for performance and delivery.

**REASON FOR DECISION:** In furtherance of the Terms of Reference for the Shareholder Committee:

4.4 Approval of the Business Plan for each of the Council Companies on an annual basis.

4.5 Holding each of the Council Companies to account for their performance against the respective Business Plan.

9                    **WEST NORFOLK HOUSING COMPANY FINAL BUSINESS DELIVERY PLAN FOR 2025/2026**

The Monitoring Officer and Assistant Director for Regeneration, Housing and Place introduced this item with item 8.

10                   **WEST NORFOLK HOUSING COMPANY LOAN AGREEMENT PROPOSALS**

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

The Chair invited comments from Board Members of West Norfolk Housing Company.

The Chair invited questions and comments from the Committee and Officers responded.

**RESOLVED:** The Shareholder Committee

1. Noted the timescales for gaining agreement to a Loan Agreement for WNHL.
2. Reviewed the process and concept of the Loan Agreements and recommend provisions or amendments for consideration, to those with delegated authority to agree the final terms of the drawdown facility for the companies.

**Reason for Decision**

To deliver affordable and private rented housing for acquisition by the council's wholly owned housing companies to support the delivery of council corporate objectives.

11                   **WEST NORFOLK PROPERTY LIMITED REPORT ON PERFORMANCE AGAINST BUSINESS PLAN**

Board Members of West Norfolk Housing Company left the meeting for the items in relation to West Norfolk Property Limited.

The Monitoring Officer presented the report.

The Assistant Director for Regeneration, Housing and Place highlighted key points.

The Chair invited comments from Board Members of West Norfolk Property Limited.

The Chair invited questions and comments from the Committee and Officers responded

**RESOLVED:**

1. Delivery and performance by WNPL since the previous update to Shareholder Committee against the Business Plan Update 2024/2025 dated September 2024 at Appendix 1 (exempt) was considered.
2. Approved the Business Plan Delivery Update 2025/2026 at Appendix 2 (exempt).
3. Agreed Key Performance Indicators for delivery against WNPL's Business Plan are to be formulated by the Shareholder to hold WNPL to account for performance and delivery.

**REASON FOR DECISION:** In furtherance of the Terms of Reference for the Shareholder Committee:

4.4 Approval of the Business Plan for each of the Council Companies on an annual basis.

4.5 Holding each of the Council Companies to account for their performance against the respective Business Plan

12                    **WEST NORFOLK PROPERTY LIMITED FINAL BUSINESS DELIVERY PLAN FOR 2025/2026**

The Monitoring Officer and Assistant Director for Regeneration, Housing and Place introduced this item with item 11.

13                    **COMMITTEE FORWARD PLAN**

**RESOLVED:** The Committee Forward Plan was noted.

14                    **DATE OF FUTURE MEETING**

The next was to be scheduled for late October 2025.

**The meeting closed at 11.50 am**