

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CABINET

Minutes from the Meeting of the Cabinet held on Tuesday, 2nd February, 2021 at 3.30 pm in a Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube

PRESENT: Councillor B Long (Chair)
Councillors R Blunt, S Dark, P Gidney, P Kunes, A Lawrence,
G Middleton and E Nockolds

CAB219 **MINUTES**

RESOLVED: The minutes of the meeting held on 5 January 2021 were agreed as a correct record and signed by the Chair.

CAB220 **CAPTAIN SIR TOM MOORE**

During the course of the meeting the news had broken that Captain Sir Tom Moore had passed away. The meeting held a silence as a mark of respect.

CAB221 **URGENT BUSINESS**

None

CAB222 **DECLARATIONS OF INTEREST**

None

CAB223 **CHAIR'S CORRESPONDENCE**

None

CAB224 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillors Dickinson, Moriarty, Morley, Rust and Ryves attended under standing order 34.

The Chair reminded Members that due to the cancellation of other meetings, he would be permitting questions from members rather than only statements.

CAB225 **CALLED IN MATTERS**

None

CAB226 FORWARD DECISIONS

The forward decision list was noted

CAB227 MATTERS REFERRED TO CABINET FROM OTHER BODIES

The recommendations from the Joint Panels meeting on the budget were noted.

The recommendations from the Environment and Community Panel was noted.

CAB228 FINANCIAL PLAN 2020-25

[Click here to view the recording of this item on You Tube](#)

Assistant Director and S151 Officer M Drewery presented the report setting out the revised budget for 2020/21 and the proposed budget for 2021/22 and projections to 2025. She explained that for the coming year the budget provided for a small surplus to contribute to the general fund reserve balance. However, it is estimated that for 2022/23 and 2023/24 there would be a requirement to drawdown from reserve balances to provide a funded budget for both years which would reduce the reserve to minimum levels. This left 2024/25 with an estimated budget gap which will need to be addressed.

She had given briefings to Members including the meeting of the Joint Panels who had considered the reports. A composite report would be submitted to Council including all the Council Tax resolution requirements and other precepting bodies requirements.

Under standing Order 34 Councillor S Collop had submitted a question but was unable to attend. The response given at the meeting would be emailed.

Under standing order 34 Councillors Rust, Moriarty and Ryves asked questions on the report. Responses to those questions were given.

It was confirmed that the recommendations were to approve the budget for 2021/22 and noting the projections for the future years.

Cabinet Members commented on the report and responded to the questions asked.

RECOMMENDED: 1) That Council approve the revision to the budget for 2020/2021 as set out in the report.

2) That Council to reaffirm the Policy on Earmarked Reserves and General Fund Working Balance and the maximum balances set for the reserves as noted in the report.

- 3) That Council :
- i. Approves the budget of £21,731,380 for 2021/2022 and notes the projections for 2022/2023, 2023/2024 and 2024/2025.
 - ii. Approves the level of Special Expenses for the Town/Parish Councils as detailed in the report.
 - iii. Approves the Fees and Charges for 2021/2022 detailed in Appendix 3.
 - iv. Approves a Band D council tax of £134.87 for 2021/2022
- 4) That Council approves a minimum requirement of the General Fund balance for 2021/2022 of £1,086,569.

Reason for Decision

In order to make recommendations to Council to set a budget for the forthcoming year.

CAB229 CAPITAL PROGRAMME 2020-25

[Click here to view the recording of this item on You Tube](#)

Cabinet considered the report which:

- revised the 2020/2021 projections for spending on the capital programme
- set out an estimate of capital resources that would be available for 2020-2025
- detailed new capital bids that were recommended to be included in the capital programme for the period 2020-2025
- outlined provisional figures for capital expenditure for the period 2020-2025
- Exempt section detailed corporate capital projects

Under standing order 34 Councillors Morley asked the questions he had submitted in writing, responses to those were given.

Councillors Rust and Ryves also asked questions under standing order 34 and responses were given.

RECOMMENDED: 1) That the amendments to capital schemes and resources for the 2020-2025 capital programme as detailed in the report be approved.

2) That new capital bids be funded from available capital resources and included in the capital programme 2020-2025 as detailed in the report.

Reason for Decision

To report amendments, rephrasing and resources to the 2020-2025 Capital Programme

CAB230 **CAPITAL STRATEGY 2021-22**

[Click here to view the recording of this item on You Tube](#)

Cabinet considered a report which explained that the Capital Strategy outlined the principles and framework that shaped the Council's capital decisions. The principal aim was to deliver a programme of capital investment that contributed to the achievement of the Council's priorities and objectives as set out in the Corporate Plan.

The Capital Strategy needed to be updated annually and would be put before Cabinet alongside the Treasury Management Strategy so that it could be approved before the year to which it relates begins.

The Strategy defined at the highest level how the capital programme was to be formulated; it identified the issues and options that influenced capital spending and set out how the resources and capital programme would be managed.

Under standing order 34 Councillors Morley, Rust and Ryves asked questions and responses were given.

It was agreed that in the future when business had returned to normal, a training session for all members would be included on the Capital Strategy.

RECOMMENDED: That the Capital Strategy 2021/22 as attached to the report be approved.

Reason for Decision

Not to approve these policies would contravene the requirements of both legislation and good practice. In addition, the external auditors may comment in their report to those charged with governance (ISA260).

CAB231 **TREASURY MANAGEMENT STRATEGY STATEMENT, MINIMUM REVENUE PROVISION POLICY STATEMENT AND ANNUAL INVESTMENT STRATEGY 2021-22**

[Click here to view the recording of this item on You Tube](#)

Cabinet considered a report which explained that the Council was required to receive and approve a Treasury Management Strategy

Statement; Annual Investment Strategy; and Minimum Revenue Provision Policy Statement which covered:

- The Treasury Management Strategy
- Capital plans, including prudential indicators
- A Minimum Revenue Provision (MRP) Policy
- An Investment Strategy

The report covered the requirements of the Local Government Act 2003, the Chartered Institute of Public Finance Accountants (CIPFA) Prudential Code, the Ministry of Housing, Communities and Local Government (MHCLG) MRP Guidance, the CIPFA Treasury Management Code and the MHCLG Investment Guidance.

The Council's Treasury Advisor, Link Asset Services, provided a template document for the Treasury Management Strategy Statement, which was fully compliant with CIPFA's code and MHCLG's guidance. The Council had used this template in preparing the report.

The report looked at the period 2020-2025, which fitted with the Council's Financial Plan and Capital Programme. Officers of the council had prepared the report based on their views of forecasts for interest rates, and had used information provided by the council's Treasury Management Advisor, Link Asset Services.

Under standing order 34 Councillor Morley received responses to his pre submitted questions.

Under standing order 34 Councillor Ryves asked a question and received a response.

RECOMMENDED: 1) That the Treasury Management Strategy Statement 2021/2022, including treasury indicators for 2021-2025 be approved.

2) The Minimum Revenue Provision Policy 2021/2022 be approved.

3) The Investment Strategy 2021/2022 be approved.

Reason for the Decision

The Council must have approved a Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy 2021/2022 by 31 March 2021.

CAB232 GARDEN WASTE COMPOSTING CONTRACT

[Click here to view the recording of this item on You Tube](#)

The report details the procurement exercise completed for a new garden waste processing service to commence at the end of March 2021.

Under standing order 34 Councillor Ryves complimented the outcome of the tender.

Cabinet welcomed the report and outcome of the tender exercise which whilst saving money also awarded the contract to a local company. Officers working on the tender were congratulated.

The Environment and Community Panel had considered the report and supported the recommendation.

RESOLVED: That the Council enters into a contract with the preferred bidder identified in Confidential Appendix 1 to the report for the provision of Composting.

Reason for Decision

To provide a continuation of composting of collected garden waste and grounds maintenance waste arrangements after the conclusion of the current contract with Kier.

CAB233 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 and appendices to reports 11 and 14 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act.

CAB234 HUNSTANTON BUS STATION

Cabinet considered a report which set out that on 18th September 2018 Cabinet recommended to Council, that we enter into contract with Homes England to accept their accelerated funding offer to bring this site forward. The contract with Homes England was agreed on the basis that this development should be taken forward as part of the Major Housing contract with Lovell Partnerships Limited, to facilitate the acceleration of the development.

The report updated Members on the progress made and sought approval to sign contracts with Lovell and the NCC to enable the project to enter the build phase.

There were no questions under standing order 34, but Councillor Morley complemented the proposal.

Cabinet discussed the proposals and looked forward to seeing the area upgraded. Councillor Nockolds proposed an amendment to recommendation 2: “which will include West Norfolk Tourism information (subject to further negotiation)”. This amendment was agreed.

RECOMMENDED: 1) That the Council enters a contract with Lovell Partnerships Ltd under the Major Housing Contract to deliver this project.

2) That the Council enter into a contract with the Norfolk County Council that swaps their land and existing Library which will include an area for West Norfolk tourism information (subject to further negotiation) in exchange for the Council incorporating a new improved Library in the new development.

Reason for Decision

- 1) To develop this site using the Major Housing contract with Lovell Partnerships Limited.
- 2) To allow the scheme to be developed using traditional methods.
- 3) To include the tenure mix shown in section 2.5 of this report.

The meeting closed at 5.35 pm