

## Cabinet – Monday, 8 July 2024 Decision List

### Notes:

All decisions in this Decision List which are not identified as RECOMMENDATIONS to Council are capable of being "called-in" under Section 8 of Chapter 4, Part 3 of the Constitution. If not called-in, they will take effect on the expiry of 5 clear working days after the publication of this decision list.

For the avoidance of doubt, the deadline for a call-in request for this decision list will be **Tuesday 16<sup>th</sup> July 2024.**

The officer listed as taking action will generally be the author of the original report unless otherwise notified to the Democratic Services Team.

### ACTION BY

<p><u>9 - Outturn Report 2023 - 2024</u></p> <p>Decision RESOLVED</p> <p>a) The provisional outturn position for the General Fund revenue account for 2023/24 (as shown in Appendix A);</p> <p>b) The transfers to and from reserves as detailed within the report (and Appendix C) along with the corresponding updates to the 2024/25 budget;</p> <p>c) The deficit of £0.937m relating to service overspends be funded from the General Reserve (£0.737m) and the Treasury Management Reserve (£0.200m);</p> <p>d) The balance on the General Reserve of £2.148m</p> <p>d) The surplus of £2.1m relating to retained business rates be transferred to the Business Rates Reserve;</p> <p>e) The financing of the 2023/24 capital programme as detailed within the report and at</p>	<p>Recommendation to Full Council</p>
--	---------------------------------------

<p>Appendix D.</p> <p>f) The updated capital programme for 2024/25 to 2026/27 and scheme financing as outlined within the report and detailed at Appendix E;</p> <p>g) The roll-forward requests as shown in paragraph 5.5.</p> <p>h) Approval of additional funding to cover capital project overspends of £0.429k as detailed in paragraph 6.7.</p> <p>Reason for the recommendations:</p> <p>To provide a draft outturn position for the General Fund, Capital Accounts and Reserves which will form the basis to produce statutory accounts for 2023/24. Also to provide a draft opening position for the financial year 2024/25.</p>	
<p><u>10 - Treasury Outturn Report 2023/24</u></p> <p>Decision RESOLVED</p> <p>To recommend the outturn position to Full Council for approval, subject to amendment following clarification of figures in Table 1 and Table 2 (Appendix A).</p> <p>Reason for the recommendation: The Treasury Management activity for the year requires approval by full Council for the Council to comply with the CIPFA Treasury Management and Prudential Codes.</p>	<p>Recommendation to Full Council</p>
<p><u>11 - Debt Recovery 2023 - 2024</u></p> <p>Decision RESOLVED</p> <p>To recommend to Full Council to</p> <p>1. approve the annual report which details the Council's write-offs, in accordance with</p>	<p>Recommendation to Full Council</p>

<p>the Council's Debt Write-Off Policy and performance in relation to revenues collection.</p> <p>2. approve the suggested change to the delegated authority as shown in appendix 2 for write offs (increase team leaders' authorisation levels from £4k to £5k which is line with other authorisations).</p> <p>Reason for the recommendations: The recommendations ensure the Council makes best use of its staff resources and manages its finances to ensure best value for money.</p>	
<p><u>12 - Housing Benefit Debt Recovery Report - 1st April 2023 to 31st March 2024</u></p> <p>Decision RESOLVED to recommend to Full Council:</p> <p>To approve the annual report giving details of Housing Benefit Overpayment debt recovery in accordance with the Council's Debt Recovery Policy, Write-Off Policy, and Housing Benefit Overpayment Recovery Policy.</p> <p>Reason for the recommendation:</p> <p>Recommendation is to approve the annual report in relation to Housing Benefit Overpayment recovery and to approve the continued use of legislated recovery methods to ensure income maximisation for the council.</p>	<p>Recommendation to Full Council</p>
<p><u>13 - Rocket House, Cromer - Proposed new Long Term Lease agreement</u></p> <p>Decision RESOLVED</p> <p>1. Delegate authority to the Asset Strategy Manager (ASM) to arrange for an independent rental valuation of the space previously occupied by the RNLI so as to inform future negotiations for the long-term lease of these parts of the Rocket House</p>	<p>Renata Garfoot Asset Strategy Manager</p>

<p>building.</p> <ol style="list-style-type: none"> <li>2. Request that the ASM undertakes additional enquiries as to the social, economic or environmental factors, as detailed in the General Disposal Consent Order 2003, prior to agreeing a new long-term lease with the RNLI.</li> <li>3. Delegate authority to the ASM to enter into negotiations for the long-term lease of the premises</li> <li>4. To prepare a further report to Cabinet once negotiations with the RNLI are finalised to: <ul style="list-style-type: none"> <li>• Ensure Cabinet are satisfied that one or more of the General Disposals Consent Order 2003 criteria is met,</li> <li>• Inform the outcome of negotiations as to rent proposed,</li> <li>• Inform of the proposed lease Heads of Terms</li> </ul> </li> </ol> <p>Reason for the recommendations:</p> <p>To provide an opportunity to the RNLI tenant, subject due governance and successful negotiation, to return to the building, under a long-term lease following completion of repairs.</p>	
<p><u>14 - Leases for the Fakenham Leisure and Sports Hub Project</u></p> <p>Decision RESOLVED to</p> <p>It is recommended to Cabinet to provide approval to:</p> <ul style="list-style-type: none"> <li>• Surrender of the lease for the existing leisure centre site to enable the new lease to be entered into.</li> <li>• Enter into a new 99-year Lease with Fakenham Town Council for the site, which is required to develop the proposed extended leisure centre and 3G all-weather pitch.</li> </ul>	<p>Renata Garfoot Asset Strategy Manager</p>

<ul style="list-style-type: none"> <li>• Surrender the current sub-lease to Leisure Centre Operator for the existing Leisure centre.</li> <li>• Enter into a new Lease with Leisure Centre Operator for the redeveloped leisure centre for the duration of their leisure contact.</li> <li>• Enter into short term legal agreements with the Leisure Centre Operator to allow them to continue occupation of existing leisure centre during the redevelopment works.</li> <li>• Delegate approval to the Asset Strategy Manger to agree the exact terms of the above legal agreements.</li> </ul> <p>Reason for the recommendations:</p> <p>To facilitate the delivery of the Fakenham Leisure and Sports Hub project, approved at Full Council on the 20<sup>th</sup> of December 2023</p>	
<p><u>15 - North Walsham Football Club Lease</u></p> <p>Decision RESOLVED</p> <p>To agree to a 25-year lease as outlined in the exempt appendix.</p>	<p>Renata Garfoot Asset Strategy Manager</p>
<p><u>16 - Property Cromer Promenade - Rent Review</u></p> <p>Decision RESOLVED</p> <p>To approve the proposed rental increase outlined in the exempt appendix. To delegate authority to the Asset Strategy Manager to sign the rent review memorandum.</p> <p>Reason for the recommendation:</p>	<p>Renata Garfoot Asset Strategy Manager</p>

<p>To support the Council's Corporate Plan objective in managing the Council finances and contracts robustly.</p> <p>To comply with the Council obligation under the Section 123 of the Local Government Act to achieve best value.</p>	
<p><u>17 - Fakenham Industrial Unit Lease Renewal</u></p> <p>Decision RESOLVED to approve</p> <ul style="list-style-type: none"> <li>• A new lease with the existing tenant as per Option 1 detailed in the exempt appendix.</li> <li>• Delegate approval to the Asset Strategy Manager to agree the exact terms of the above legal agreement.</li> </ul> <p>Reason for the recommendations:</p> <ul style="list-style-type: none"> <li>• Granting a new lease at the property will secure the Council's revenue income from the property at a market rent ensuring best value is achieved in line with the Council obligation under the Section 26 of the Local Government Act.</li> <li>• Granting a new lease at the property will provide security to the tenant's business and secure skilled jobs in the district.</li> </ul>	<p>Renata Garfoot Asset Strategy Manager</p>
<p><u>18 - Seasonal Overflow Car Park - Gold Park, Mundesley</u></p> <p>Decision RESOLVED to agree</p> <ul style="list-style-type: none"> <li>• A short-term licence as detailed in Option 1 of the exempt appendix.</li> <li>• Delegated authority to the Asset Strategy Manager to commence negotiation of terms for a new lease.</li> </ul>	<p>Renata Garfoot Asset Strategy Manager</p>

Reason for the recommendations:

A short-term licence agreement would allow the District Council to utilise a grassed area in the centre of the Gold Park public open space in Mundesley as overflow parking from the adjoining surfaced District Council owned Beach Road Pay and Display car park during peak periods when demand for parking is at its highest and provide data on the extent of usage to inform future decisions and equitable sharing of income between the District Council and the Landlord thereby ensuring that best value is achieved from the site.