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11 February 2025

A meeting of the **Council** of North Norfolk District Council will be held in the Council Chamber - Council Offices on **Wednesday, 19 February 2025 at 6.00 pm.**

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to arrive at least 15 minutes before the start of the meeting. It will not always be possible to accommodate requests after that time. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel:01263 516010, Email:Democratic.Services@north-norfolk.gov.uk. Please note that this meeting is livestreamed: [NNDCEDemocracy - YouTube](#)

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so should inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

**Emma Denny**  
**Democratic Services Manager**

**To:** Cllr T Adams, Cllr P Bailey, Cllr M Batey, Cllr K Bayes, Cllr D Birch, Cllr H Blathwayt, Cllr J Boyle, Cllr A Brown, Cllr S Bütikofer, Cllr C Cushing, Cllr N Dixon, Cllr P Fisher, Cllr A Fitch-Tillett, Cllr T FitzPatrick, Cllr A Fletcher, Cllr W Fredericks, Cllr M Gray, Cllr M Hankins, Cllr C Heinink, Cllr P Heinrich, Cllr V Holliday, Cllr N Housden, Cllr K Leith, Cllr R Macdonald, Cllr G Mancini-Boyle, Cllr P Neatherway, Cllr L Paterson, Cllr S Penfold, Cllr P Porter, Cllr J Punchard, Cllr C Ringer, Cllr L Shires, Cllr E Spagnola, Cllr M Taylor, Cllr J Toyce, Cllr K Toyce, Cllr E Vardy, Cllr A Varley, Cllr L Vickers and Cllr L Withington

**If you have any special requirements in order to attend this meeting, please let us know in advance**  
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

## A G E N D A

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

**2. MINUTES**

1 - 14

To confirm the minutes of the meeting of the Council held on 18 December 2024 and the Extraordinary Meeting held on 29<sup>th</sup> January 2025.

**3. TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS**

15 - 20

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest (see attached guidance and flowchart)

**4. ITEMS OF URGENT BUSINESS**

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B (4)(b) of the Local Government Act 1972.

**5. CHAIRMAN'S COMMUNICATIONS**

To receive the Chairman's communications, if any.

**6. LEADER'S ANNOUNCEMENTS**

**7. PUBLIC QUESTIONS AND STATEMENTS**

To consider any questions or statements received from members of the public.

**8. PAY POLICY STATEMENT 2025 - 2026**

21 - 34

<b>Executive Summary</b>	Section 38 of the Localism Act 2011 ("The Act") required the Council to produce an annual pay policy statement ("the statement") for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2025/2026. It is a legal requirement the Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.
<b>Options considered</b>	There are no other options to consider as part of this paper.
<b>Consultation(s)</b>	No consultation is required.

<b>Recommendations</b>	<b>To adopt the attached Pay Policy Statement and to publish the statement for 2025/2026 on the NNDC Website.</b>
<b>Reasons for recommendations</b>	To comply with the requirements of the Localism Act.
<b>Background papers</b>	Pay Policy Statement 2025/2026

<b>Wards affected</b>	N/A
<b>Cabinet member(s)</b>	Cllr Tim Adams
<b>Contact Officer</b>	Susan Sidell, HR Manager, susan.sidell@north-norfolk.gov.uk

9. **CAR PARK ORDER 2025**

35 - 40

<b>Executive Summary</b>	The proposed car parking charges for 2025 were agreed at Full Council on 20 November 2024. A new car parking order, consolidating the existing orders as well as introducing new charges has been advertised. The closing date for objections was 22 January 2025. In all 1 objections/comments was received.
<b>Options considered</b>	<ol style="list-style-type: none"> <li>1. Introduce the car parking order 2025.</li> <li>2. Continue with the current car parking order</li> </ol>
<b>Consultation(s)</b>	The period for public objections ran from 19 December 24 to 22 January 2025. The order was made available via our website with hard copies at the Cromer and Fakenham offices. The notice of proposals was advertised in the North Norfolk News on 19 December 2024 and also displayed on every car park.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That the Council introduces the car parking order 2025 (as advertised) on Monday 07 April 2025.</li> <li>2. That the Council considers it is appropriate to make the order without modification.</li> </ol>
<b>Reasons for recommendations</b>	Car parking income represents a significant income source to the Council and as such has a substantial contribution to make to the Council's long term financial sustainability. The objections do not constitute substantive reasons for not bringing the order into force.
<b>Background papers</b>	Report to Full Council on 20 November 2024

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Shires PFH Finance
<b>Contact Officer</b>	Glenn Durrant Glenn.durrant@north-norfolk.gov.uk

10. **RECOMMENDATIONS FROM CABINET 3RD FEBRUARY 2025**

41 - 176

The following recommendations were made by Cabinet to Full Council at the meeting held on 3<sup>rd</sup> February:

Recommendation 1

Cabinet Agenda Item 9 - Medium Term Financial Strategy 2025 - 2026

RESOLVED

To recommend that Full Council approves the Medium Term Financial Strategy 2024/25 to 2027/2028

Recommendation 2:

Cabinet Agenda Item 10 - Treasury Management Strategy Report 2025/26

RESOLVED

To recommend to Full Council that the Treasury Management Strategy 2025/26 is approved.

Recommendation 3:

Cabinet Agenda item 11 - Capital Strategy 2025 - 2026

RESOLVED

To recommend to Full Council that the Capital Strategy 2025/2026 is approved.

Recommendation 4:

Cabinet Agenda Item 12 - Council Tax Discounts & Premiums Determination 2025-26

RESOLVED to

Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:

- 1) The discounts for the year 2025-26 and beyond are set at the levels indicated in the table at paragraph 3.1.
- 2) To continue to award a local discount of 100% in 2025-26 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended). See the associated policy in Appendix B.
- 3) That an exception to the empty property levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report.
- 4) The long-term empty-property premiums for the year 2025-26 (subject to the empty premium exceptions shown in Appendix C) are set at the levels indicated in the table at paragraph 4.2
- 5) To continue to award a local discount of 100% in 2025-26 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).

- 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report.
- 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.
- 8) A new second homes premium of 100% as detailed in paragraph 4.3 (subject to the second home premium exceptions shown in Appendix C) is applied from 1 April 2025.

Recommendation 5:  
Cabinet Agenda Item 15 - Non-Domestic (Business) Rates Policy 2025-26

RESOLVED

- 1. It is agreed by Full Council that the Revenues Manager continues to have delegated authority to make decisions up to the NNDC cost value of £4k as indicated in Appendix A.
- 2. It is agreed by Full Council that the Revenues Manager continues to has delegated authority to make Hardship Relief decisions up to the NNDC cost value of £4k as indicated in Appendix C.
- 3. It is agreed by Full Council that the Rate Relief Policy is revised as indicated in Appendix A, B and C.

**11. RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 12TH FEBRUARY 2025**

To consider any recommendations from the Overview & Scrutiny Committee meeting held on 12<sup>th</sup> February 2025.

*Please note that the Full Council agenda was published before the Overview & Scrutiny Committee meeting took place. The Chairman will provide a verbal update at the meeting.*

**12. BUDGET AND COUNCIL TAX 2025 - 2026**

177 - 248

<b>Executive Summary</b>	This report presents for approval the budget for 2025/26 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2025/26. The report also includes the Chief Finance Officer’s report on the robustness of the estimates and adequacy of reserves.
<b>Options considered</b>	It is a statutory requirement to set the budget each year, whilst there are options around the content of the budget presented for approval, the budget now recommended reflects the recommendations made by Cabinet at its meeting on 3 February 2025.

<b>Consultation(s)</b>	The proposed budget has been presented to the Overview and Scrutiny Committee for pre-scrutiny at its meeting on 22 January 2025. Public and business consultations have also taken place on the Council's website and on all the Council's other social media platforms.
<b>Recommendations</b>	<p>That having considered the Chief Finance Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:</p> <ol style="list-style-type: none"> <li>1) The 2025/26 revenue budget as outlined at Appendix A;</li> <li>2) The service budgets detailed in Appendix B;</li> <li>3) The statement of the movement in reserves as detailed at Appendix C;</li> <li>4) The updated Capital Programme and financing for 2024/25 to 2027/28 as shown in Appendix D;</li> <li>5) The new capital bids recommended for approval as detailed at Appendix E;</li> <li>6) The statement of identified savings as detailed in Appendix F;</li> <li>7) That Members note the current financial projections for the period 2026/27 to 2028/29 that form the Medium Term Financial Strategy as presented as a Cabinet recommendation from its meeting on 3 February 2025;</li> <li>8) The the Optimum Level of the General Fund Reserve of £2.1m for 2025/26 to 2027/28;</li> <li>9) The Local Council Tax Support Scheme (LCTS) for 2025/26 as recommended for approval by Cabinet at its meeting on 3 February 2025;</li> <li>10) That Members undertake the Council Tax and statutory calculations set out at Appendix F, and set the Council Tax for 2025/26;</li> <li>11) The demand on the Collection Fund for 2025/26 is as follows: <ol style="list-style-type: none"> <li>a. £7,812,584 for District purposes which reflects the recommended Council Tax increase of £4.95 for the district element for a Band D equivalent property</li> <li>b. £3,755,203 for Parish/Town Precepts;</li> </ol> </li> </ol> <p>to approve the 2025/26 budget for revenue and capital and to make the statutory calculations in respect of the 2025/26 Council Tax.</p>

	To note the two capital schemes that will come forward in due course as detailed in paragraphs 5.5 and 5.6 relating to Overstrand and the Watch House.
<b>Reasons for recommendations</b>	It is a statutory requirement to set the budget each year. To enable the Council to set a balanced budget.
<b>Background papers</b>	Budget reports and briefings, precepts (NCC, Police and Parishes) Draft Revenue Budget Report for 2025/26 presented to Cabinet on 3 February 2025

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	All
<b>Contact Officer</b>	Tina Stankley Director of Resources and s151 Officer <a href="mailto:tina.stankley@north-norfolk.gov.uk">tina.stankley@north-norfolk.gov.uk</a>

### 13. PORTFOLIO REPORTS

249 - 302

To receive reports from Cabinet Members on their portfolios.

Cllr T Adams - Executive Support & Legal Services  
Cllr H Blathwayt – Coast  
Cllr A Brown – Planning & Enforcement  
Cllr W Fredericks – Housing and People Services  
Cllr C Ringer – IT, Environmental & Waste Services  
Cllr L Shires – Finance, Estates & Assets  
Cllr J Toye – Sustainable Growth  
Cllr A Varley – Climate Change & Net Zero  
Cllr L Withington – Community, Leisure & Outreach (Including Health & Wellbeing)

*Members are reminded that they may ask questions of the Cabinet Member on their reports and portfolio areas but should note that it is not a debate.*

***No member may ask more than one question plus a supplementary question, unless the time taken by members' questions does not exceed 30 minutes in total, in which case, second questions will be taken in the order that they are received (Constitution, Chapter 2, part 2, section 12.2)***

### 14. QUESTIONS RECEIVED FROM MEMBERS

None Received.

### 15. OPPOSITION BUSINESS

None Received.

### 16. NOTICE(S) OF MOTION

None Received.

**17. EXCLUSION OF PRESS AND PUBLIC**

To pass the following resolution – if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph(s) \_ of Part 1 of Schedule 12A (as amended) to the Act.”

**18. PRIVATE BUSINESS**



## COUNCIL

Minutes of the meeting of the Council held on Wednesday, 18 December 2024 in the Council Chamber - Council Offices at 6.00 pm

**Members Present:**

Cllr T Adams	Cllr P Bailey
Cllr M Batey	Cllr K Bayes
Cllr D Birch	Cllr H Blathwayt
Cllr J Boyle	Cllr A Brown
Cllr C Cushing	Cllr A Fitch-Tillett
Cllr T FitzPatrick	Cllr A Fletcher
Cllr W Fredericks	Cllr M Gray
Cllr M Hankins	Cllr C Heinink
Cllr P Heinrich	Cllr V Holliday
Cllr R Macdonald	Cllr G Mancini-Boyle
Cllr P Neatherway	Cllr L Paterson
Cllr P Porter	Cllr C Ringer
Cllr L Shires	Cllr E Spagnola
Cllr M Taylor	Cllr E Vardy
Cllr A Varley	Cllr L Withington

**Also in attendance:** Steve Blatch, Chief Executive  
Cara Jordan, Assistant Director Legal and Governance / Monitoring Officer  
Emma Childs, PA to the Corporate Leadership Team

### 70 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Butikofer, Cllr N Dixon, Cllr N Housden, Cllr K Leith, Cllr S Penfold, Cllr J Toye, Cllr K Toye, Cllr L Vickers.

### 71 MINUTES

The minutes of the Council held on 20 November 2024 were approved as a true and accurate record, and these were signed by the Chair.

Proposed by Cllr Shires and seconded by Cllr Brown

### 72 ITEMS OF URGENT BUSINESS

None Received

### 73 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None Received

### 74 CHAIRMAN'S COMMUNICATIONS

The Chairman updated members on the following Civic events she had attended: Royal British Legion Blakeney and Cley Branch Centenary Celebration – 05 December 2024 – The Harbour Rooms Blakeney. Very notable since the Royal British Legion was not established until 1923.

Christmas Carols in the Foyer – 18 December 2024 – NNDC. Thanks to all who

attended. Over £160 was raised for the Salvation Army Christmas Appeal.

### **Season's Greetings from the Chairman**

The Chairman offered Season's Greetings and Happy "Hollidays".

As we approach the conclusion of another year, she wished to extend her heartfelt thanks and gratitude to all the staff and councillors for their dedication and hard work. This year presented NNDC with both challenges and triumphs, and it is the steadfast commitment and resilience of everyone that ensures the residents and visitors to North Norfolk are served in the exemplary manner they deserve.

The holiday season offers a moment for reflection and appreciation. As we celebrate this festive season, she encouraged everyone to take the time to relax, rejuvenate, and cherish the company of loved ones.

The Chairman thanked everyone for their continued dedication and for being an integral part of the community. She looked forward to the achievements that will be accomplished in the coming year.

Thanks, were also given to everyone who purchased raffle tickets or a Pick your Patch square, a massive £555 has been raised for the Chairman's Dementia Charities.

The Chairman ended by wishing everyone a Merry Christmas and a prosperous New Year.

## **75 LEADER'S ANNOUNCEMENTS**

The Leader, Cllr T Adams began by discussing the attention brought to devolution and potential for local government reorganisation, which has required a shift in focus to allow for meetings with other local and District Councils.

The white paper published earlier this week presented lots of questions, many of which remain unanswered at the present time.

The leader took the opportunity to reassure all staff, that there is still going to be a requirement for services moving forward and asked that everyone continues to do the fantastic job currently being done.

He also confirmed that Councillors' objectives would not change due to the considerations taking place at a national level. It will continue to be busy as usual.

The Leader expressed that he had various concerns around the Government agenda, which had been hardened following the publication of the white paper.

Reassurance is needed that small towns won't be left behind, tourism and offer to visitors is not at risk, and that defences and adaptations to change along the coastline will continue. No mention was given to the coast in the white paper and a very narrow understanding of the role of district councils was portrayed.

He explained that we are yet to see a clear vision on social care and children's services and while Police reform is coming at a later date, it is hard to see at present how the services we currently offer sit alongside these changing demands.

The Leader confirmed that he will be looking to seek reassurances needed in the coming weeks and months. There is a good common understanding between leaders across Norfolk and Suffolk and a good potential around a mayoral combined authority in terms of improving transport, housing and development of the economy

in North Norfolk.

However, there is a lot of detail to emerge and members will be kept informed as discussion progress.

The Leader advised that efforts must be redoubled to secure the local economy and prosperity of our communities and infrastructure.

The Leader wished everyone a Merry Christmas and thanked them for their achievements and contributions over the past year.

The Chairman invited Cllr W Fredericks to speak.

Cllr Fredericks spoke about her delight in being able to attend the celebration of 130 years of women being allowed to stand for District Council. The event commemorated all the women who fought to give women the vote and to allow women to stand in local Government. Currently however only 37% of district councillors of women and it is thought that a woman has to be asked at least 5 times before their name is put on a ballot paper. This demonstrates that women do not put themselves forward as candidates and we need to be asking why this is.

Cllr Fredericks asked what the barriers are that prevent women from standing, are these family commitments, money, caring responsibilities, or a belief only a certain gender or area of society should stand. We need local and national government to reflect our local communities and represent local demographics.

Cllr Fredericks asked that over the coming year, if you know of someone who would be great at representing local communities that you ask them to stand for election. Everyone in this chamber stands on the shoulder of giants, those who have come before us and made a difference to our residents and communities. At this Christmas time, think of the person who persuaded or inspired you to stand and thank them for their belief in you.

## **76 PUBLIC QUESTIONS AND STATEMENTS**

None Received

## **77 PORTFOLIO REPORTS**

Cllr FitzPatrick asked the Leader what alternative savings are being proposed to prevent the closure of the public toilets at Walsingham, as this would affect 320,000 visitors annually, many of whom are elderly and disabled.

Cllr Adams responded that it was never the intention to close the facilities at Walsingham. Walsingham is a wonderful and interesting village, and the provision of public toilets is important. However, we currently have over 60 families in temporary accommodation, with the number of children reaching over 80 at one-point last week which is putting great strain on budgets.

With regard to the toilets at Walsingham, we are in discussion with a number of organisations, to try and find another way to find savings that will cover the cost of the facilities. Members will be kept informed as discussions progress.

Similar discussions are taking place with regards to other toilets, with discussion due to commence in Stalham, Potter Heigham and West Runton. We have also recently completed the transfer to the freehold owners of the toilets at Hickling staithe.

The Council don't want to be in the position of removing discretionary services or

reducing the level of statutory services we are able to offer but the financial pressures are such that difficult decisions have to be made.

Cllr Fitzpatrick responded that there is currently a large element of borrowing within the budget and these repayments which will be needed year on year are falling disproportionately across the district.

Cllr Adams replied that all capital investments are considered very carefully particularly in light of current considerations. Conversations will continue to be had with the aim to prevent the facilities closing.

Cllr Fitch-Tillett asked Cllr Blathwayt why the leader has been reporting on coastal issues and whether his appointment as Chair of the Broads Authority meant he no longer has time to focus on the Coast.

Cllr Blathwayt responded that he was still able to do his job for coast as well as being Chair of the Broads Authority. This is clearly demonstrated through the work being done through Coastwise, the Cromer and Mundsley schemes and other works that are on stream to go ahead in the near future.

Cllr Fitch-Tillett asked why Cllr Blathwayt had not attended the Trimmingham sub-committee meetings that have been held twice monthly.

Cllr Adams stated that it was not up to members of the Council to be casting judgements in terms of members diaries and workloads. Cllr Blathwayt has the busiest diary of any of the members of Cabinet and if he was not at Trimmingham, he was most likely at a meeting related to water somewhere else. Apologies that my colleague cannot be everywhere.

Cllr Blathwayt responded that the Trimmingham meeting was the only Coastwise meeting that he didn't attend as he was at another meeting relating to water.

Cllr Heinrich asked Cllr Varley if he was able to provide details of the benefits to the Victory Swim and Fitness Centre since the completion of the solar array.

Cllr Varley replied that it had been a fantastic project, and it was great that it had now been completed. Thanks go to all the officers involved and the Contractor Core Energy. This project shows that we are committed to still tackling our assets and our net zero target of 2030. Leisure centres are one of the biggest carbon emitters so it is right that we tackle these.

The solar panels are different from the original specification and offer increased energy creation from the predicted 188,000 kilowatts of energy. This Council has not just completed the project on budget and on time but also above specification.

Cllr Bayes spoke on behalf of himself and Cllr Taylor to enquire why when Stalham Baptist church applied for planning for solar panels on its roof that the greatest objections came from the Council's Conservation Officer and whether applications of this nature should have greater weighting given to the net zero aspect of the project.

Cllr Adams answered the questions as Cllr Varley was not aware of the application. The Leader stated his support for the application but explained that every statutory consultee has a right and responsibility to respond to the planning applications. In this case there were constraints over conservation and heritage. Not up to councillors to prevent professional observations being made. It is hoped that there will be a successful outcome in this case.

Cllr Varley agreed with the Leader and explained that it is important that all planning applications go through the planning process. If the local members have concerns, Cllr Varley offered his support to look into this.

The Chief Executive confirmed that the application was approved on 12 November 2024.

Cllr Taylor directed his question to Cllr Adams, in Cllr Toye's absence. He asked that in light of the Labour budget and increased National Insurance contributions for businesses, was the Leader concerned that economic growth and resilience in North Norfolk would suffer and if so, is there plans to unlock additional support for local businesses.

Cllr Adams shared Cllr Taylor's concerns. He confirmed that he has been in touch with a number of different sectors in light of the details that are emerging. The impacts of the increases in National Insurance are very concerning and we don't want employment hours and businesses to reduce.

He stated that in recent times North Norfolk has bucked the trend, the evidence of this is the increase in retained business rates. The Council want to do everything we can to retain business growth. It has been good to see planning applications for new businesses and we need to do everything we can to foster relationships with key accounts and help them expand.

The Council has a role to play at a wider strategic level, but it is an ever changing picture.

Cllr Boyle asked Cllr Fredericks if the housing strategy team will continue to find ways to increase the supply of temporary accommodation.

Cllr Fredericks replied that yes, the team will continue to find new sources of temporary accommodation. She said that currently the Council have 81 children in temporary accommodation, none of the children are in nightly paid bed and breakfast, they are all in our own or self-contained accommodation. The team are currently looking at three alternatives to dramatically increase temporary accommodation. The Council is bringing forward a number of affordable homes in the coming years.

Cllr Fredericks thanked communities as there are currently a lot less objections from communities for social houses. We are striving to make sure we have enough temporary accommodation and affordable homes before any local government reorganisation occurs.

Cllr Cushing questioned Cllr Adams on the effects he thought devolution would have on the budget and systems procurement moving forward.

Cllr Adams responded that it was great to be having positive conversations about the local government reorganisation. Good discussions are being had with the other District, Borough and City leaders across Norfolk and Suffolk.

He stated that he is concerned about three core elements – the coast, small towns, tourism infrastructure. It is necessary to consider our plans moving forward.

It is of vital importance that we see the delivery of the Fakenham leisure centre. We also need to be shoring up our assets - towns, communities and infrastructure. 2026 the Pier will be 125 years old, and we need to secure the Pier for tourism in North Norfolk. Look east to Stalham and Hoveton, to shore up assets and hand over the chance of prosperity and longevity as best as we can with the resources that we have. We will need to be agile and would welcome the opportunity to collaborate across the chamber

Cllr Vardy applauded the project to plant 110,000 trees across the District and stated that Norfolk County Council having planted 700,000 trees has a policy to inspect, review and replace where appropriate. He therefore asked if NNDC had a similar policy and budget for replacement.

Cllr Varley questioned whether the figure stated for the County Council was correct and explained that within the 110,000-tree planting project, it was for those people who planted the trees, to facilitate the planting, maintenance and the aftercare of the trees.

## **78 RECOMMENDATIONS FROM CABINET 02 DECEMBER 2024**

Council approved the following recommendations made by Cabinet at the meeting held on 02 December 2024:

### Cabinet Agenda Item 10: Housing Allocations Scheme Proposals 2024

Cabinet RESOLVED to recommend that Full Council approve:

- The proposed allocations scheme.

### Cabinet Agenda Item 13: Budget Monitoring P6 2024/25

Cabinet RESOLVED to seek approval from Full Council in respect of the following:

1. to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1
2. to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income.
3. to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2
4. to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3
5. to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4
6. to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4

### Cabinet Ageda Item15: Fees & Charges 2025/26

Cabinet RESOLVED to recommend to full Council:

- The fees and charges from 1 April 2025 as included in Appendix A.

That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the Decision List Monday, 2 December 2024 fees and charges not included within Appendix A as required (outlined within the report).

## **79 RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE 11 DECEMBER 2024**

The recommendations from Overview and Scrutiny Committee were deferred to the

next meeting as neither the Chair or Vice Chair of the Committee were in attendance.

## **80 PROGRAMME OF MEETING 2025-26**

Cllr Adams proposed that the recommended programme of meetings be approved. Seconded by Cllr Fredericks.

**Members unanimously agreed to adopt the Programme of Meetings for 2025-26**

## **81 BUDGET MONITORING P6 2024/25**

Cllr Shires explained that the budget monitoring paper had been to Cabinet and Overview and Scrutiny committee.

Cllr Shires drew members attention to recommendation four which related to an increase to the staffing in the licensing team due to an increase in the licensing work and recommendation seven which related to the Collectors cabin roof. Cllr Shires assured members money would not be spent until best value for money has been achieved.

Cllr Taylor asked Cllr Varley what the revenue savings and carbon savings would be created each year as a result of the LED lighting works and how these would be evidence and audited moving forward.

Cllr Varley explained that he did not have the information to hand and would provide Cllr Taylor with a written response.

Cllr Taylor expressed his dissatisfaction at this response and stated that he expected some more information to be available given that Councillors need to ensure residents are getting the best possible deal.

Cllr Shires replied that the question was asked at Overview and Scrutiny and Officer Stankley was going to provide a written response.

Cllr Taylor confirmed that he did not feel comfortable voting unless he knew the full information.

Cllr Shires explained she understood Cllr Taylor's discomfort. Could caveat the recommendation, but the Council has a net zero commitment to meet for which this work is required.

Cllr Taylor stated that he could not vote on something unless he understood the ramifications. It cannot be net zero at any cost.

Cllr Cushing asked Cllr Shires to confirm that the Council has so far internally borrowed £8 million and how much the Council will have internally borrowed by the end of 2024/25.

Cllr Shires asked that she be able to provide a written response to the question so the correct details are presented.

Cllr Cushing went on to ask about the reserve positions for both the general and earmarked funds.

Cllr Shires was unable to find the information so said she would provide Cllr Cushing with a written response following the meeting. She also stated that should Cllr Cushing have any questions; she was happy to provide information if given an understanding of the information required.

Cllr FitzPatrick asked if Cabinet had a sufficient grip on the Councils income and expenditure.

Cllr Shires explained that Cabinet were fully aware of the reasons agency staff have been required to meet the shortfall of staff within finance. Staff are working within a very difficult situation and have risen to the challenges time and time again and for that we thank them. With the announcement of the local government settlement, it cannot be said that Government understand the pressures felt within local government finance.

Cllr Fitzpatrick responded to say that maternity leave, sick leave, compassionate leave should all be built into the budget. The officers are all doing a very good job, it is the administration that does not have a grip on the finances. The administration is failing to lead the officers and that is no reflection on the officers of this Council.

Cllr Adams replied that the significant financial pressure for this Council is temporary accommodation, a factor that is shared by district, city and borough councils alike.

Cllr Bayes asked if a robust business case had been produced for item 4 to show the cost benefit analysis of this post and is this post a temporary post.

Cllr Ringer responded that revenue that comes in for licensing can only be used to fund the processing of licensing applications. Licensing is not profit making, extra demand needs to be adequately staffed.

Cllr Bayes asked how much will the applications bring in to justify the post.

Cllr Ringmer replied that he was happy to send Cllr Bayes the figures, but assured members that the Council would not be employing additional staff unless we were recouping costs.

Cllr Cushing asked if quotes had been received for the Collectors Cabin roof.

Cllr Shires confirmed that quotes had not been received for alternatives to a thatched roof.

The Chair moved to a vote.

Vote on recommendation 1 and 2

Proposed by Cllr Shires and seconded by Cllr Admas

Councillors voted unanimously in favour of these two recommendations.

Vote on recommendations 3,6 and 8.

Proposed by Cllr Shires and seconded by Cllr Withington

Councillors voted unanimously in favour of these three recommendations.

Vote on recommendations 4,5 and 7

Proposed by Cllr Shires and seconded by Cllr Admas

Favour – 20

Against – 11

Abstain – 0



All recommendations were approved

**Full Council:**

1. **Noted the contents of the report and the current forecast year end position.**
2. **Noted that officers will work together to take action to reduce the overall projected General Fund deficit for 2024/25.**

**Full Council approved:**

3. **to include an addition to the revenue budget of £13,000 for an addition to existing Exacom software as laid out in paragraph 4.8.1**
4. **to include a permanent increase to the revenue budget of £34,000 for an additional member of staff in the Licensing Team as detailed in paragraphs 4.8.2 to 4.8.5. This will be funded from the ring-fenced licencing income.**
5. **to include an additional capital budget of £22,000 to complete the Cromer Offices LED lighting project. This is to be funded from the Net Zero Initiatives reserve as detailed in paragraph 5.4.2**
6. **to include an additional capital budget of £5,600 to pay the retention sum for the Crinkle Crankle Wall and that this is funded from the Major Projects Reserve as detailed in paragraph 5.4.3**
7. **to include an additional capital budget of £30,000 to rethatch the Collector's Cabin roof and that this is to be funded from the Asset Management reserve as detailed in paragraph 5.4.4**
8. **to include an additional capital budget of £23,400 to develop the customer services C3 software and is to be funded from the Development Plan reserve. as detailed in paragraph 5.4.5**

## **82 FEES AND CHARGES 2025/26**

Cllr Shires explained that the fees and charges omitted in the original Full Council papers have been rectified and these have not changed since they were presented to Cabinet and Overview and Scrutiny.

The only addition is the

*Provision of legal advice and services to third-party public-sector organisations. This will be at Solicitor's hourly rate and is discretionary, set by district.*

Cllr Shires proposed, Cllr Adams seconded.

**Full Council unanimously agreed that:**

- **The fees and charges from 1 April 2025 as included in Appendix A.**
- **That delegated authority be given to the Section 151 Officer, in consultation with the Portfolio Holder for Finance and relevant Directors/Assistant Director to agree the fees and charges not included within Appendix A as required (outlined within the report).**

## **83 POLLING DISTRICT AND PLACES REVIEW**

Cllr Adams proposed the recommendations for polling places considered to be the best locations within local communities to be designated as polling places which will provide for electors the most convenient and accessible polling arrangements.

Seconded by Cllr Fredericks

**Full Council unanimously recommended the:**

- **Approval of the list of Polling Districts and Polling Places within the North Norfolk District following this periodic review as detailed in Appendix 1 to this report.**
- **Council should note that in exceptional circumstances (such as a polling place becoming unavailable) changes can be made to polling place designations between periodic reviews**

**84 QUESTIONS RECEIVED FROM MEMBERS**

None

**85 OPPOSITION BUSINESS**

None

**86 NOTICE(S) OF MOTION**

None

**87 EXCLUSION OF PRESS AND PUBLIC**

None

**88 PRIVATE BUSINESS**

None

The meeting ended at 7.10 pm.

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Chairman

## COUNCIL

### Minutes of the meeting of the Council held on Wednesday, 29 January 2025 in the Council Chamber - Council Offices at 6.00 pm

<b>Members Present:</b>	Cllr T Adams	Cllr M Batey
	Cllr K Bayes	Cllr D Birch
	Cllr H Blathwayt	Cllr J Boyle
	Cllr A Brown	Cllr S Bütikofer
	Cllr C Cushing	Cllr P Fisher
	Cllr W Fredericks	Cllr M Gray
	Cllr P Heinrich	Cllr V Holliday
	Cllr R Macdonald	Cllr G Mancini-Boyle
	Cllr J Punchard	Cllr C Ringer
	Cllr L Shires	Cllr E Spagnola
	Cllr M Taylor	Cllr J Toye
	Cllr E Vardy	Cllr A Varley
	Cllr L Vickers	

**Officers in attendance:** The Chief Executive, The S151 Officer, the Monitoring Officer

#### 89 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs P Bailey, N Dixon, A Fitch-Tillett, T FitzPatrick, A Fletcher, M Hankins, C Heinink, N Housden, P Neatherway, L Paterson, S Penfold, P Porter, K Toye and L Withington.

#### 90 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS

None received.

#### 91 ITEMS OF URGENT BUSINESS

None.

#### 92 RECOMMENDATIONS FROM CABINET 20 JANUARY 2025

##### Cabinet Agenda Item 10: Council Tax Support (CTS) Scheme 2025 – 2026:

The Leader, Cllr T Adams, introduced this item. He thanked the members and officers involved in the Council Tax Support Working Party for their support and hard work and the public for responding to the consultation.

Cllr W Fredericks, Portfolio Holder for Benefits, explained that the Working Party considered several options for the new council tax support scheme and after careful consideration, they recommended option 2. She said that this option was largely a continuation of the 2024/25 CTS scheme for working-age people, with changes proposed to align the scheme with Universal Credit, simplifying the process of claiming, and to bring efficiencies in the administration of these CTS claims. She added that CTS Scheme rules would also continue to reflect any relevant welfare benefit changes made to the working-age Housing Benefit scheme or Pension Age CTS scheme.

Cllr Fredericks explained that by choosing option 2, which introduced a flat rate, claimants would receive more money and the administration of the scheme would be simplified.

It was proposed by Cllr T Adams, seconded by Cllr W Fredericks and

RESOLVED

To approve the Council Tax Support Scheme for 2025/2026

### **93 CALCULATION OF THE COUNCIL TAX BASE 2025/2026**

Cllr L Shires, Portfolio Holder for Finance and Assets, introduced this item. She explained that an extraordinary meeting of Full Council had been called to consider this report due to the timing of the agreement of the 100% premium on second homes. Cllr Shires said that the implementation of an increase should have happened last year but had been delayed due to the slow progression of the Levelling Up Bill. This had now been enacted and a decision could now be taken. She invited the Leader, Cllr Adams, to update members on some additional information regarding the second homes premium.

The Leader thanked officers for their hard work on this issue which included engaging with their counterparts in neighbouring authorities to ensure that an agreement was reached. The same applied to elected members.

He said that the additional income generated by the 100% second homes council tax premium would be put towards addressing the housing crisis in North Norfolk. This would include investment in temporary accommodation as well as new affordable housing, adding that there could be a range of responses to address the issue. This would be reported back through future Cabinet meetings. He said that it was a significant additional amount that had been agreed and it would be put to good use. In conclusion, he said that it was an annual agreement and the same process would need to happen next year.

Cllr G Mancini-Boyle sought clarification on other projects in addition to temporary accommodation and affordable housing. The Leader replied that there were several housing projects coming up and said that temporary accommodation was a priority, with investment in affordable housing a longer-term aim. The County Council was intending to spend their portion of the settlement on social care and children's services. He said the settlement for the Police was quite harsh and it was not yet known how they would spend it.

Cllr Shires added that these figures were in addition to a balanced budget and confirmed the money was ring-fenced to spend on affordable housing. As it was an annual negotiation, this funding would not be incorporated into the budget process but sit alongside it.

Cllr C Cushing said that it was an essential step to address the homelessness crisis in the district. He added that he hoped that it would be communicated to second home-owners that this is what the money would be used for. He welcomed Cllr Adams assurance that it would be ring-fenced for temporary housing matters and he suggested that it would be helpful if members could be kept updated as the year progressed as to where the money was being spent. Cllr Adams confirmed that any spend would be monitored by Cabinet and via the budget monitoring process too.

A recorded vote was taken and it was unanimously **RESOLVED**

To approve that the Council Tax Base for 2025/26 be set at 45,024.1 Band D equivalent properties.

**94 EXCLUSION OF PRESS AND PUBLIC**

**95 PRIVATE BUSINESS**

The meeting ended at 6.25 pm.

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Chairman

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## Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

## Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

## Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative, close associate; or
  - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

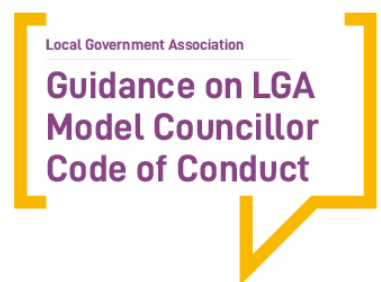
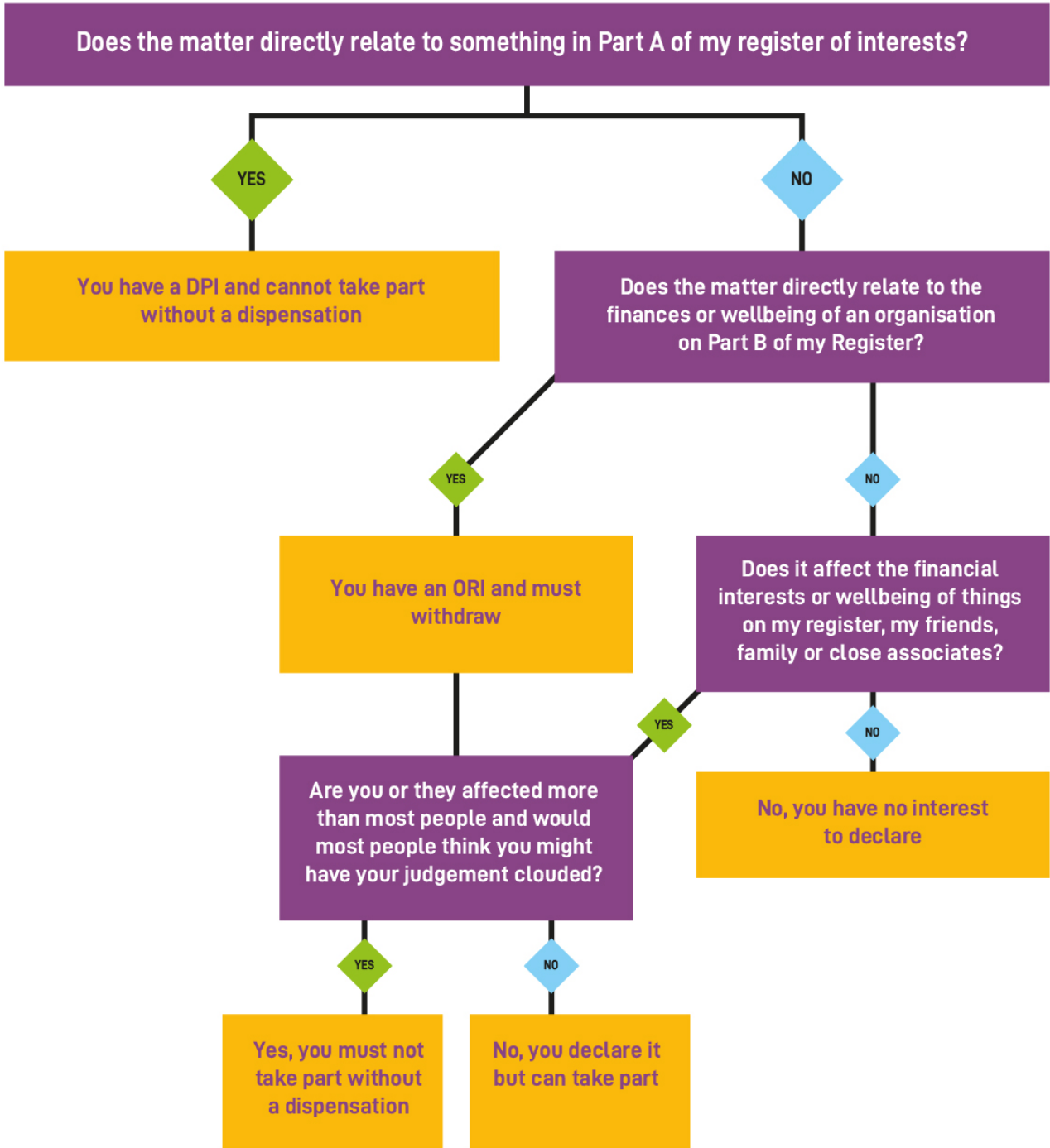
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> <li>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</li> <li>b) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) any body directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul>
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# Agenda Item 8

<b>Pay Policy Statement 2025 - 2026</b>	
<b>Executive Summary</b>	Section 38 of the Localism Act 2011 (“The Act”) required the Council to produce an annual pay policy statement (“the statement”)for the start of each financial year. The attached statement is drawn up in compliance with the Act to cover the period 2025/2026. It is a legal requirement the Full Council formally signs off this statement and the responsibility cannot be devolved to any other person or committee.
<b>Options considered</b>	There are no other options to consider as part of this paper.
<b>Consultation(s)</b>	No consultation is required.
<b>Recommendations</b>	<b>To adopt the attached Pay Policy Statement and to publish the statement for 2025/2026 on the NNDC Website.</b>
<b>Reasons for recommendations</b>	To comply with the requirements of the Localism Act.
<b>Background papers</b>	Pay Policy Statement 2025/2026

<b>Wards affected</b>	N/A
<b>Cabinet member(s)</b>	Cllr Tim Adams
<b>Contact Officer</b>	Susan Sidell, HR Manager, susan.sidell@north-norfolk.gov.uk

<b>Links to key documents:</b>	
Corporate Plan:	N/A
Medium Term Financial Strategy (MTFS)	N/A
Council Policies & Strategies	Pay Policy Statement

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	N/A

## **1. Purpose of the report**

- 1.1. To achieve sign off for the pay policy statement in order to comply with Section 30 (1) of the Localism Act 2011.

## **2. Introduction & Background**

- 2.1. Section 38 (1) of the Localism Act 2011 (“the Act”) requires English and Welsh local authorities to produce a pay policy statement (“the statement”) for each financial year. The statement is signed off by Full Council immediately before the commencement of the year to which it relates.

## **3. Proposals and Options**

- 3.1. The statement must set out:

- The local authority’s policy on the level and elements for remuneration for each Chief Officer
- A local authority’s policy on the remuneration of its lowest-paid employees (together with its definition of “lowest-paid employees” and its reasons for adopting that definition)
- A local authority’s policy on the relationship between the remuneration of its Chief Officers and other officers
- A local authority’s policy on other specific aspects of Chief Officer’s remuneration, remuneration on recruitment, increases and additions to remuneration, use of performance related pay and bonuses, termination payments and transparency.

- 3.2. With regard to the processes for approving the statement, it must:

- Be approved formally by Full Council and cannot be delegated to any sub-committee. This includes any amendments in each financial year
- Be approved by the end of March each year
- Be published on the authority’s website and in any other manner that the Council thinks appropriate as soon as it is reasonably practicable after it is approved or amended
- Be complied with when the authority sets the terms and conditions for a Chief Officer

- 3.3. For the purpose of the statement the term ‘Chief Officer’ in a local authority context is defined as set out in the Local Government and Housing Act 1989 as:

- The Head of Paid Service (Chief Executive Officer)
- The Monitoring Officer
- A Statutory Chief Officer and non-statutory Chief Officer (Section 2 of that Act)
- The deputy Chief Officer (section 2 of that Act)

- 3.4. This definition of Chief Officer is wider than that contained within the Constitution when the term ‘Chief Officer’ indicates the senior posts which sit on Corporate Leadership Team i.e. the Director of Resources (S151), Director for Place and Climate Change and Director for Communities.

#### 4. Living Wage Supplement

4.1 The Council has paid a living wage supplement to affected posts since 1 January 2015 and the Joint Consultative Committee recommended reviewing this payment on an annual basis. The supplement currently paid reflects the latest published rate for the 'real' living wage.

#### 5. Travel Policy

5.1 The travel policy is attached at Appendix A. No permanent changes have been made since the last update, which was reviewed in August 2023.

#### 6. Financial Implications and Risks

6.1 There are no increased risks as a result of setting and publishing the Pay Policy Statement. The report and the statement outline arrangements for 2024/2025, subject to any national pay award.

##### Comments from the S151 Officer:

*The S151 Officer (or member of the Finance team on their behalf) will complete this section.*

#### 7. Legal Implications

7.1. Not agreeing to the statement may amount to a breach of contract in terms of the nationally agreed pay increase.

##### Comments from the Monitoring Officer

*The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.*

#### 8. Risks

8.1. Please see 7.1 above

## **9. Net ZeroTarget**

9.1. There are no net zero implications arising from this statement.

## **10. Equality, Diversity & Inclusion**

10.1 The Equality Act 2010 places requirements upon the public sector bodies to ensure that its policies and procedures promote equality, this document supports that requirement.

## **11. Community Safety issues**

11.1. There are no Community Safety Issues arising from this statement.

## **Conclusion and Recommendations**

The statement meets the statutory requirements of the Localism Act and it is therefore recommended that the statement be approved.



## Pay Policy Statement 2025/26

### 1. Context

1.1 This policy statement has been produced in accordance with Sections 38 to 43 of the Localism Act 2011 ("the Act"), which, from 2012 onwards, requires all local authorities to publish an annual statement of their policy for the relevant financial year.

2. The statement sets out the Council's policy with regards to:

- The remuneration of their most senior employees, which the Act defines as:
  - The Head of Paid Service (Chief Executive),
  - The Monitoring Officer,
  - The Chief Officers (or Directors), and
  - The Deputy Chief Officers (i.e. managers who report directly to a Chief Officer);
- The remuneration of their lowest-paid employees; and
- The relationship between the remuneration of Chief Officers and that of other employees.

Remuneration for the purposes of this statement includes three elements:

- Basic salary
- Pension
- All other allowances arising from employment

2.1 The Secretary of State has produced guidance on the provisions in the Act relating to transparency and accountability in local pay, which local authorities must have regard to in preparing and approving their annual pay policy statements. This Pay Policy Statement takes full account of this guidance as well as the provisions of the Act.

2.2 The policy statement also refers to information which the Council already publishes under other legislation:

- Information on the level of remuneration paid to senior managers, as required by the Accounts and Audit (England) Regulations 2011 (Statutory Instrument 2011/817).
- Policy on the exercise of its discretions over payments upon termination of employment under the Local Government Pension Scheme, as required by Regulation 66 of the Local Government Pension Scheme (Administration) Regulations 2008
- Policy on the exercise of its discretions over payments upon termination of employment under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006, as required by Regulation 7 of those regulations.

2.3 This Pay Policy Statement must be reviewed on an annual basis and a new version of the policy will be submitted to Full Council for approval by 31 March immediately preceding the financial year to which it relates.

2.4 The Pay Policy statement can also be amended during the course of the financial year, but only by a resolution of the Full Council. If it is amended during the year to which it relates, the revised version of the statement must be published as soon as possible after the amendment is approved by Full Council.

2.5 This policy statement was considered by Full Council on 19<sup>th</sup> February 2025. It is available on the Council's website. The Council's website also includes separately published data on salary

information relating to Senior Officers and this can be viewed on our website.

2.6 For the purpose of the pay policy statement the term 'Chief Officer' in a local authority context is defined as set out in the Local Government and Housing Act 1989:

- a) The Head of Paid Service (i.e. the Chief Executive) as designated under section 4 of that Act;
- b) The Monitoring Officer designated under section 5(1) of that Act;
- c) A statutory Chief Officer and non-statutory Chief Officer under section 2 of that Act;
- d) A deputy Chief Officer mentioned in section 2 of that Act.

### 3. Remuneration subject to national and local determination

#### 3.1 Pay Awards

Pay awards are determined nationally in accordance with the Joint Negotiating Committee (JNC) for Chief/Deputy Chief Officers and the National Joint Council (NJC) for staff paid under the national spinal column points covered by internal grades 5-12.

The spinal column points were last increased in April 2024.

#### 3.2 Car Allowances

The council pays car allowances for the use of private vehicles on council business in accordance with the National Joint Council agreement on pay and conditions of service. The current rates are:

<b>Essential User Rates</b>	
Lump sum per annum (Monthly payment pro rata)	£963.00
Per mile – up to 10,000	45 p
Per mile – over 10,000	25 p
<b>Casual User Rates</b>	
Per mile – up to 10,000	52.2 p
Per mile – over 10,000	25 p

### 4. The Local Government Pension Scheme and policy with regard to the exercise of discretions

4.1 Pension provision is an important part of the remuneration package.

All employees may join the Local Government Pension Scheme (LGPS). The scheme is a statutory scheme with contributions from employees and from employers. For more comprehensive details of the LGPS please see:

[Home | Norfolk Pension Fund](#)

### 5. Remunerating the Lowest Paid in the Workforce

5.1 The Council applies terms and conditions of employment that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of Council decisions, these are then incorporated into contracts of employment. The lowest pay

point in use by the Council for employees on the council's pay scale is spinal column point (SCP) 2. This relates to an annual salary of £23,656 (full time equivalent (FTE) and can be expressed as an hourly rate of pay of £12.2615. This rate was effective from 1 April 2024 and remains in place at the date of this statement. Employees on this pay point are defined as our lowest paid employees. This pay point and salary has been determined by the National Joint Council (NJC). Full Council agreed to pay a Living Wage supplement where rates of pay were below the 'real living wage'. The 'real living wage' is currently £12.60 per hour and should any employee be paid below this rate the supplement would be received. See Appendix C for pay scales for staff on grades 5-12. Continuation of the Living Wage supplement will be reviewed and determined annually.

5.2 The Council employs a number of apprentices and the salary for these staff complies with the National Minimum Wage.

## **6. The Relationship between Chief Officer Remuneration and that of other employees**

6.1 The highest paid salary point in the Council is that of the Chief Executive and Head of Paid Service at £121,541 as at 1 April 2024. The median for Chief Officers is £66,784 and for non-Chief Officers is £37,035. This gives a ratio of 1:1.80. The Council does not have a policy on maintaining, reaching or applying a specific pay multiple. However, the Council is conscious that remuneration at all levels needs to be adequate to secure and retain high quality employees but not be seen as excessive.

## **7. Other Aspects of Chief Officer Remuneration**

7.1 Other aspects of Chief Officer remuneration are appropriate to be covered by this policy statement. These other aspects are defined as remuneration on recruitment, pay increases, additions to pay, performance related pay, earn back, enhancements of pension entitlements and termination payments. These elements are shown in Appendix A.

## **8. Pay Awards**

8.1 Pay awards are determined nationally in accordance with the Joint Negotiating Committee (JNC) for Chief Executives, the Joint Negotiating Committee (JNC) for Chief/Deputy Chief Officers and the National Joint Committee (NJC) for staff paid under the national spinal column points covered by internal grades 5-12.

## **9. Job Evaluation and Pay Bands**

9.1 All employees including Chief Officers have their basic pay grade/band determined by a job evaluation scheme (the Inbucon Scheme) which ensures that different jobs having the same value are paid at the same rate/within the same pay band. The "job score" determines the pay band for the post within which there is provision for progression by way of annual pay increases until the top of the pay scale is reached.

## **10. Allowances on appointment**

10.1 The Council does make use of "Golden Hello" incentive payments for hard to fill roles.

10.2 Where it is necessary for a newly appointed employee to relocate to take up appointment the Council may make a contribution towards relocation expenses.

The same policy applies to Chief Officers and other employees in that payment will be made against a range of allowable costs for items necessarily incurred in selling and buying a property and moving to the area.

Details of the full scheme can be found in the Council's Relocation Policy.

## **11. Termination Payments**

### **11.1 Redundancy**

The Council has a single redundancy scheme which applies to all employees without differentiation.

The redundancy payment is based on age and length of continuous local government service which is used to determine a multiplier which is then applied to actual pay; the Council uses the statutory Redundancy pay calculation method, but bases weekly pay on contractual pay rather than the capped statutory method. The maximum number of years service taken into account is 30 and the resulting maximum potential payment is 45 weeks pay for anyone aged 61 or older. Details of the full scheme can be found in the Council's Redundancy Policy.

### **11.2 Other Termination**

The Council does not provide further payment to employees leaving the Council's employment other than in respect of accrued leave which by agreement is untaken at the date of leaving, or other contractual entitlement.

The Council does however recognise that situations may arise, and where the need for expediency is such, that it may be in the best interests of the authority for it to make individual payments relating to the termination of employment. In such cases these will be approved in line with the Council's Constitution.

## **12. Professional Fees and Subscriptions**

12.1 The Council will meet the cost of employees' professional fees and/or subscriptions where these are relevant to the office or employment, and are included in HM Revenues & Customs 'List 3', in accordance with section 343 and 344 Income Tax (Earnings and Pensions) Act 2003. This applies to both Chief Officers and other officers.

## **13. Returning Officer Fees**

13.1 The Council's appointed Returning Officer receives a Returning Officer fee in respect of County, District and Parish Council elections. The fee for undertaking this role in Norfolk is calculated in accordance with a formula provided annually by a panel made up of the chairmen of the Independent Remuneration panels of each of the 8 Norfolk principal councils, and based on a recommendation by the County Electoral Officers' Group. Fees for conducting Parliamentary Elections are determined by way of a Statutory Instrument, for the role of Acting Returning Officer.

## **14. Tax Avoidance**

14.1 The Council is committed to tackling all forms of tax avoidance and therefore encourages the direct employment of staff and pays them via the payroll system. In a few circumstances where it

is more appropriate to engage people on a self-employed basis, the Council will utilise the procurement policy and the Employment Status for Tax guidelines to ensure that the correct employment status is identified before being engaged. When a need arises for an 'interim' appointment, the Council may consider the use of an agency.

## **15. Re-engagement of ex North Norfolk District Council staff within the scope of this policy**

15.1 All permanent / fixed term posts are advertised in accordance with the Council's recruitment practices and procedures and appointment is made on merit. Interim management appointments are made in accordance with the Council's procurement policy.

## **16. Setting Salaries**

### **16.1 For the post of Chief Executive**

All salaries are determined by way of Job Evaluation.

The appointment to the post of Chief Executive shall be by resolution of the Council on the recommendation of the Employment and Appeals Committee, in line with the Council's Constitution.

### **16.2 For Chief Officer Posts**

All salaries are determined by way of Job Evaluation.

The appointment to Chief Officer posts shall be by resolution of the Council on the recommendation of the Employment and Appeals Committee, in line with the Council's Constitution.

## **17. Publication and Access to information**

17.1 The Publication of and access to information relating to the remuneration of Chief Officers will be set out in this document and published on the Council's website.

## **18. Gender Pay Gap**

18.1 We are an employer, required by law to carry out Gender Pay Reporting under the Equality Act 2010 (Gender Pay Gap Information) Regulation 2017.

Using a snapshot date of 31 March 2024 the Mean Gender Pay Gap was 12.449%.

Full details of these reporting requirements are published on the Council's website.

## **19. Review**

19.1 The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. The next statement will be submitted to Full Council for approval by 31 March 2026.

19.2 As necessary, the Council may by resolution amend the pay policy statement at times other than that of the prescribed annual statement.



**Appendix A – Other aspects of Officer Remuneration as at 1 April 2024**

<b>Post</b>	<b>Salary grade</b>	<b>Expenses / car allowances</b>	<b>Bonuses / PRP / Earn Back</b>	<b>Honoraria / Acting Up</b>	<b>Market/Salary Supplements</b>	<b>Election Fees</b>	<b>Severance Arrangements</b>
Chief Executive Officer	1	Travel and other expenses are reimbursed through normal Council procedures. Car allowances are paid in accordance with the rates set out in Council's Travel Policy (see Appendix D)	The current terms and conditions of employment do not provide for any of the above elements	Honoraria and acting up payments do not apply	None	Returning Officer fees for national elections are set by Central Government. Local election fees are paid in accordance with a scale of fees which is based on national election rates and agreed locally. Election fees are paid separately.	The Council's normal policies regarding redundancy and early/flexible retirement apply to the postholder
Director for Resources – S151 Officer	2	As above	As above	As above	None	As above (where applicable)	As above
Director for Place and Climate Change	2	As above	As above	As above	None	As above (where applicable)	As above
Director for Communities	2	As above	As above	As above	None	As above (where applicable)	As above
Monitoring Officer (Assistant Director for Finance, Assets, Legal)	4	As above	As above	As above	£5,564 per annum, pro rata	As above (where applicable)	As above
Data Protection Officer	6	As above	As above	As above	£3,300 per annum, pro rata	As above (where applicable)	As above
Deputy Data Protection Officer	6	As above	As above	As above	£2,200 per annum, pro rata	As above (where applicable)	As above

<b>Aspects of Officer Remuneration (inc Chief Officers)</b>	<b>Council Policy</b>
Recruitment and Retention	<p>All posts in the Council are evaluated using the Council's job evaluation scheme. Each grade comprises a range of pay points (spinal column points). Employees will receive an annual increment (and in some cases, 6 months after starting work with the Council), subject to the top of their grade not being exceeded.</p> <p>The post will be advertised and appointed to at the appropriate approved salary for the post in question and individuals will be placed on the appropriate SCP within the pay grade for the post that they are appointed to.</p> <p>Where the Council is unable to recruit to a post at its designated grade, it will consider the use of temporary market supplements or 'Golden Hello's'. Golden Hello's are re-payable in whole or in part in certain circumstances should the officer leave before an agreed period has been served.</p> <p>In areas of skills shortages (locally or nationally) the Council will consider the use of retention payments.</p> <p>Access to appropriate elements of the Council's relocation scheme may also be granted in line with the policy when new starters move to the area.</p> <p>All staff are covered by the Council's appraisal scheme.</p> <p>The above applies to all employees.</p> <p>The rules regarding appointment to a Chief Officer role are set out in the Constitution.</p>
Pay Increases	<p>The Council will apply any pay increases that are agreed by the relevant national negotiating bodies. The Council will also apply any pay increases that are as a result of Council decisions to significantly increase the duties and responsibilities of the post in question beyond the normal flexing of duties and responsibilities that are expected in senior posts.</p> <p>This applies to all employees.</p>
Additions to Pay	<p>The Council would not make additional payments beyond those specified in the terms and conditions of employment and this policy statement.</p> <p>This applies to all employees.</p>
Professional Subscriptions	<p>These are payable where they are required for the post and should be limited to one subscription per Officer.</p> <p>This applies to all employees.</p>
Employee Assistance Programme (EAP)	<p>Access to the EAP scheme is available to all employees and elected Members.</p>
Contract for Services	<p>Where the Council remains unable to appoint Chief Officers on recruitment, or there is a need to provide interim support to cover for a vacant substantive Chief Officer post, the Council may, where necessary, consider engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate value for money from competition in securing the relevant service.</p>
Redundancy and payments on termination	<p>The Council has a single policy statement on discretionary payments which applies to all employees.</p> <p>Where termination of employment is subject to a settlement agreement, that agreement may include a negotiated payment in exchange for which the employee undertakes not to pursue claims against the Council. This is always subject to the completion of a business case and appropriate authorisation as laid out in the above policy.</p>
Pension contribution rates	<p>Staff who opt to join the Local Government Pension Scheme (LGPS) pay current contribution rates between 5.5% to 12.5%. The employer contribution rate is currently 14.5% and this is the same rate for all staff.</p>



**Appendix B**  
**Salary grades for Chief Officers and Deputy Chief Officers (1 April 2024)**

Grade	SCP	Annual Salary	Monthly Amount	Hrly Rate	Wkly Rate
4	331	£57,623.00	£4,801.92	£29.8675	£1,105.10
	332	£59,071.00	£4,922.58	£30.6181	£1,132.87
	333	£60,530.00	£5,044.17	£31.3743	£1,160.85
	334	£65,292.00	£5,441.00	£33.8426	£1,252.18
	335	£66,784.00	£5,565.33	£34.6159	£1,280.79

3	321	£68,780.00	£5,731.67	£35.6505	£1,319.07
	322	£70,637.00	£5,886.42	£36.6130	£1,354.68
	323	£77,341.00	£6,445.08	£40.0879	£1,483.25
	324	£79,039.00	£6,586.58	£40.9680	£1,515.82
	325	£81,709.00	£6,809.08	£42.3519	£1,567.02

2	311	£83,716.00	£6,976.33	£43.3922	£1,605.51
	312	£89,850.00	£7,487.50	£46.5716	£1,723.15
	313	£92,103.00	£7,675.25	£47.7394	£1,766.36
	314	£94,636.00	£7,886.33	£49.0524	£1,814.94
	315	£97,266.00	£8,105.50	£50.4155	£1,865.37

1	300	£119,036.00	£9,919.67	£61.6995	£2,282.88
	301	£121,541.00	£10,128.42	£62.9979	£2,330.92

**Appendix C**  
**Salary grades 5-12 (1 November 2024)\***

Grade	SCP	Salary	Hrly Rate	Wkly Rate
Grade 12	1	Not used		
	2	23,656	12.2615	453.68
	3	24,027	12.4538	460.79
	4	24,404	12.6492	468.02
Grade 11	5	24,790	12.8493	475.42
	6	25,183	13.0530	482.96
	7	25,584	13.2609	490.65
	8	25,992	13.4723	498.48
Grade 10	9	26,409	13.6885	506.47
	10	26,835	13.9093	514.64
	11	27,269	14.1342	522.97
	12	27,711	14.3633	531.44
	13	28,163	14.5976	540.11
Grade 9	14	28,624	14.8366	548.95
	15	29,093	15.0797	557.95
	16	Not used		
	17	30,060	15.5809	576.49
	18	Not used		
	19	31,067	16.1029	595.81
	20	31,586	16.3719	605.76
Grade 8	21	Not used		
	22	Not used		
	23	33,366	17.2945	639.90
	24	34,314	17.7859	658.08
	25	35,235	18.2632	675.74
	26	36,124	18.7240	692.79
	27	37,035	19.1962	710.26
Grade 7	28	Not used		
	29	38,626	20.0209	740.77
	30	39,513	20.4806	757.78
	31	40,476	20.9798	776.25
	32	41,511	21.5163	796.10
	33	42,708	22.1367	819.06
Grade 6	34	43,693	22.6472	837.95
	35	44,711	23.1749	857.47
	36	45,718	23.6969	876.79
	37	46,731	24.2219	896.21
	38	47,754	24.7522	915.83
Grade 5	39	Not used		
	40	49,764	25.7940	954.38
	41	50,788	26.3248	974.02
	42	51,802	26.8504	993.46
	43	Not used		
	44	53,810	27.8912	1031.97
	45	54,901	28.4566	1052.89

REAL LIVING WAGE
<b>£12.60 per hour</b>
<b>£24,309.00</b>
to be paid as a salary supplement to any employee on SCP4 or below

APPRENTICE RATES	
Under 18's	<b>£12,348.00</b>
18 - 20	<b>£16,592.00</b>
21 +	<b>£22,072.00</b>

# Agenda Item 9

<b>Car Park Order 2025</b>	
<b>Executive Summary</b>	The proposed car parking charges for 2025 were agreed at Full Council on 20 November 2024. A new car parking order, consolidating the existing orders as well as introducing new charges has been advertised. The closing date for objections was 22 January 2025. In all 1 objections/comments was received.
<b>Options considered</b>	<ol style="list-style-type: none"> <li>1. Introduce the car parking order 2025.</li> <li>2. Continue with the current car parking order</li> </ol>
<b>Consultation(s)</b>	The period for public objections ran from 19 December 24 to 22 January 2025. The order was made available via our website with hard copies at the Cromer and Fakenham offices. The notice of proposals was advertised in the North Norfolk News on 19 December 2024 and also displayed on every car park.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. That the Council introduces the car parking order 2025 (as advertised) on Monday 07 April 2025.</li> <li>2. That the Council considers it is appropriate to make the order without modification.</li> </ol>
<b>Reasons for recommendations</b>	Car parking income represents a significant income source to the Council and as such has a substantial contribution to make to the Council's long term financial sustainability. The objections do not constitute substantive reasons for not bringing the order into force.
<b>Background papers</b>	Report to Full Council on 20 November 2024

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Shires PFH Finance
<b>Contact Officer</b>	Glenn Durrant Glenn.durrant@north-norfolk.gov.uk

<b>Links to key documents:</b>	
Corporate Plan:	The provision of car parking facilities directly supports a wide variety of economic and social activities within the district.
Medium Term Financial Strategy (MTFS)	Income raised from car parking is a significant funding stream for the Council and this will continue to be factored in as such when formulating the MTFS.
Council Policies & Strategies	

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	N/A
Details of any previous decision(s) on this matter	<p><b>Car Park Fees and Charges</b></p> <ul style="list-style-type: none"> <li>a. Fees for the Council's Standard Car Parks be increased by 10p per hour, 20p per hour for Resort Car Parks, and 30p for the Coastal Car Parks.</li> <li>b. No Evening or Seasonal Charges be introduced at this time.</li> <li>c. Season Ticket prices be increased in line with inflation.</li> <li>d. Coach Car Parking Charges be increased £2.50 hr / £13 for 24hr. No weekly charge to be introduced at this time.</li> <li>e. 3hrs Car Parking be offered for leisure users at Victory Leisure Centre. Hornbeam Road (North Walsham) to be as standard but charged via app only with permit holders also having usage.</li> <li>f. Beach Road and Gold Park (Mundesley) be re classified as a Resort Car Park.</li> <li>g. To proceed with consultation on the updated Off-Street Parking Places Order.</li> <li>h. Car Parking fees and charges be reviewed again in 2025/2026</li> </ul>

## **1. Introduction & Background**

- 1.1. Cabinet recommended the revised car parking charges for 2025/26 at the meeting on 04 November 2024 and Full Council approved these on 20 November 2024. Subsequently, the legal process of preparing and advertising the order took place. This order revokes all previous Off-street Parking places orders.
- 1.2. The statutory process for making a Car Parking Order requires a local authority to allow at least 21 days for any person to make a written representation to the draft proposals and to place the proposed order on deposit for public inspection during the objection period. At the end of the consultation period, a Council's duty is to 'consider all representations duly made and not withdrawn' and before making the final order a local authority may modify the order in consequence of the objections. This report provides Members with a summary of the objections.

## **2. Representations**

- 2.1. The period for public objections ran from 19 December 2024 to 22 January 2025. The order was made available via our website with hard copies at the

Cromer and Fakenham offices. The notice of proposals was advertised in the North Norfolk News on 19th December and also displayed on every car park. In total 1 representation was received.

2.2. Of the individual objections/comments;

- 1 was objecting to large increases in charges happening this year rather than being spread over multiple years.

**3. Corporate Priorities**

- 3.1. The proposals contained within this report directly contribute towards the “A Strong, Responsible and Accountable” element of the Corporate Plan.
- 3.2. This proposal directly links with the objective under maximising opportunities - Reviewing our parking management contract to ensure we are realising all opportunities to generate revenue from these assets
- 3.3. The Council has the opportunity to generate additional income whilst at the same time considering the expansion and/or acquisition of new car parks which would further increase this opportunity.
- 3.4. This area represents a fundamental external income stream for the Council and as such can contribute significantly to helping sustain the Council’s medium term financial position.

**4. Financial and Resource Implications**

- 4.1. These proposed changes are anticipated to generate in the region of £470,000 additional income per annum. A budget of £20,000 was established as part of the previous report to cover the cost of implementing the changes to the current charges to include new signage and installation, advertising of the CPO, car park leaflets and reprogramming of the car park machines.

**Comments from the S151 Officer:**

*The S151 Officer (or member of the Finance team on their behalf) will complete this section.*

**5. Legal Implications**

- 5.1. As outlined above, the statutory process for making a Car Parking Order requires a local authority to allow at least 21 days for any person to make a written representation to the draft proposals and to place the proposed order on deposit for public inspection during the objection period.
- 5.2. The Council has advertised the consultation within the local press and has a section of the internet to support the provision of consultation responses.
- 5.3. At the end of the consultation period, a Council’s duty is to ‘consider all representations duly made and not withdrawn’ and before making the final order a local authority may modify the order in consequence of the objections. This report provides Members with a summary of the objections.

5.4. The Council's legal team have been involved throughout the CPO process.

### **Comments from the Monitoring Officer**

*The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.*

## **6. Risks**

6.1. There is a financial risk to the Council if the new charging regime is not introduced on 7th April 2025 and would see the loss of potential additional income. Members should however note that it is possible to delay the making of an order for up to two years from the start of the objection period.

## **7. Net Zero Target**

7.1. The works will be undertaken in accordance with relevant Council policies.

## **8. Equality, Diversity & Inclusion**

8.1. There are no direct equality and diversity issues or sustainability issues arising from the car parking order although parking in towns has wider implications in relation to accessibility.

## **9. Community Safety issues**

9.1. There are no issues relating to community safety arising from this car park order.

## **Conclusion and Recommendations**

The objections received do not raise substantive reasons for not introducing the car parking order.

### **It is therefore recommended that:**

- That the Council introduces the car parking order (as advertised) on Monday 7<sup>th</sup> April 2025.
- That the Council considers it is appropriate to make the order without modification.

### **Comments following consultation**

I think the increase should happen over a at least 2 years rather than all at once



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# Medium Term Financial Strategy

2024/25 to 2027/28

North Norfolk District Council

# Executive Summary

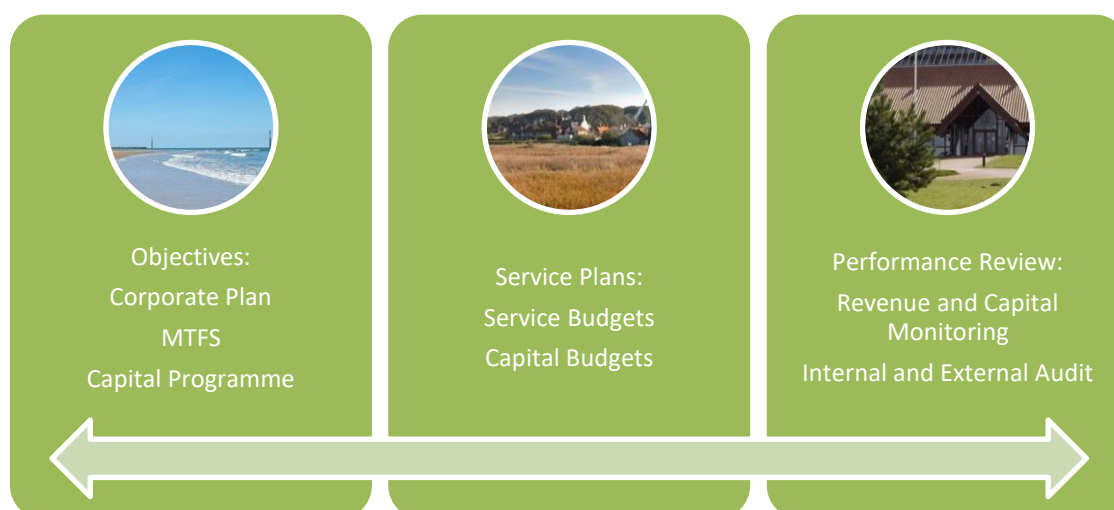
North Norfolk District Council's Medium Term Financial Strategy (MTFS) is a strategic document that supports the delivery of the Corporate Plan. The MTFS sets out how Council's priorities will be achieved by setting out the framework within which resources are available to the Council over the medium term and the financial challenges facing the Council in terms of future funding gaps.

## The MTFS aims to:

- provide a high-level assessment of the resources available and outlines the projections for the following four financial years (beyond the current year);
- refresh the financial projections taking into account a number of local and national factors. These will include known spending pressures and commitments, along with forecast future funding reductions and the impact of the national economic outlook;
- provide preparatory work for the following year's budget;
- explore the demands on the capital programme both in terms of ambition and resources along with the impact on the revenue account and reserve levels held by the Council;
- address the sustainability of the Council's financial position.

The MTFS is fundamentally linked to the Corporate Plan, a summary of which can be found at: <https://www.north-norfolk.gov.uk/media/9394/corporate-plan-2023-to-2027.pdf>

The following diagram provides an overview of the financial processes undertaken by the Council to ensure value for money for the tax payers.



The Council is currently projecting a deficit position for the coming years. Forecasting the deficit allows the Council time to plan mitigating actions more effectively, meaning they are more likely to be successful. This strategy will explore some of the Council's plans for addressing this deficit.

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1. Context
2. National Pressures
3. Local Pressures
4. Inflation
5. Funding changes
6. Income
7. Looking forward
8. Closing the budget gap

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Chart 2: Settlement Funding Assessment

Chart 3: Funding Sources

Chart 4: Funding from Business Rates Retention

Chart 5: Council Tax Shares

Chart 6: Fee & Charges Income

Chart 7: Reserves Balances as at 1 April 2024

Chart 8: Projected Reserve Balances to 1 April 2028

Chart 9: Impact on overall deficit projections as a result of inflation movements

Chart 10: The impact of effective interest rates earned on investment on the Deficit position

Chart 11: The level of projected grant funding expected to be received.

Table 1: General Fund Summary 2024/25 – 2027/28

Table 2: Reserves

Table 3: Capital Programme

Appendix 1: General Fund Summary

Appendix 2: Reserve Statement

Appendix 3: Capital programme

# 1. Context

The population of North Norfolk is gradually increasing, with residents living longer. There is a higher than average number of residents migrating into the district, particularly in the 50-64 years age group as people retire to the area. When compared to county and regional averages, there are far more over 55 year olds proportionately that live in North Norfolk; this puts pressure on services such as Adult Social Care in the district.

North Norfolk has a fairly low index of deprivation score, but is higher than the Norfolk and East of England averages. Areas of deprivation often require higher levels of service provision and are a budget pressure for both NNDC and the County Council. Barriers to housing services and living environment are the highest deprived domains within North Norfolk and these are increasing in deprivation.

The strongest business sectors in the district are:

- Accommodation and food services
- Manufacturing
- Arts, entertainment and recreation
- Retail

There is a higher than average number of micro-businesses in North Norfolk and this trend is increasing. This area has a lower than average number of new business start-ups. The Council offers support for its small businesses through Business Rates relief schemes.

North Norfolk has proportionally more residential property sales than the East of England average, with house prices higher than the County average. The unaffordability of houses and number of second homes is proportionally higher in North Norfolk and is on the increase. The high number of second homes particularly increases the burden on Council services, as well as affecting the sense of community in individual areas with a high number of second homes.

A large part of the North Norfolk economy is dependent on tourism and travel to the area, with the Council itself benefiting directly from tourism in the form of car parking income. Visitor trips to North Norfolk are increasing, with July, August and December being the most popular months for tourists. Overall, visitors spend and the numbers of jobs in the tourism sector are increasing.

## 2. National Pressures

*Some financial pressures are driven nationally and are beyond the control of the Council and may come about due to policy directions or new legislation from Central Government. Some of these which act NNDC are shown below.*

### National Pay Review

The discussions on pay come at a time whereby other public sectors have negotiated pay deals with junior doctors agreeing a 22.3% increase in pay over two years, alongside teachers who have negotiated a 5.5% pay increase. NHS Nurses have recently been awarded a 5.5% pay increase.

For Local Government Specifically, the 2022/23 and for 2023/24 pay awards have been given as a flat rate increase for all NJC staff at £1,925 per annum for, giving an average increase of around 5% for each year. The pay award for 2024/25 was agreed with the Unions on 23 October 2024 of a flat rate increase of £1,290 for Grade 12 – Grade 5, with an 2.5% increase for Grade 4 – Grade 1.

### Interest rates

Interest rates fluctuate based on several factors, driven primarily by economic conditions, Bank of England policies, and market dynamics

The current Bank of England base rate, as of October 2024, stands at 5%, following a series of significant rate increases throughout the past 4 years peaking at 5.25% in August 2023 aimed at controlling inflation. The Bank of England base rate was reduced to 5% in August 2024. These changes in rates have impacted the Council's investment strategy, as investment income remains a crucial source of revenue derived from the investment of reserves and surplus funds, including the timing of daily cash inflows and outflows.

While the higher interest rates have improved returns on investments, the cost of borrowing has increased, therefore meaning that any borrowing either short term to cover potential shortfalls in cash flows, or longer-term borrowing which may be sort to cover larger projects becomes more expensive. Therefore, requiring careful consideration in the current interest rate environment.

### 3. Local Pressures

#### Local Economic changes

NNDC derives significant sums of income from fees and charges for services such as car parking and planning. These will be affected by factors outside the Council's control, such as the weather, consumer confidence and the general health of the economy.

#### Coastal Erosion & Environmental considerations

North Norfolk's coastline is vulnerable to erosion and the impacts of climate change. Protecting coastal areas and managing flood risks is a growing priority that requires significant investment. The council must also address the environmental sustainability of its services, which includes reducing carbon emissions. Grants are sought where possible for such coastal schemes.

#### Local Council Tax Support Schemes (LCTS)

The LCTS scheme was implemented in April 2013 as a replacement to Council Tax Benefit. This change was part of wider welfare reforms to reduce expenditure, giving responsibility of the replacement scheme to Local Councils. LCTS schemes should encourage people into work and be based on the ability to pay. Previously the Council Tax Benefit scheme was 100% funded through subsidy paid to the Council from the Department for Work and Pensions (DWP).

From April 2013 each billing authority was given the discretion to set their own scheme, although at the outset the government did stipulate that the scheme would not change the 100% maximum support for low-income pensioners i.e. they would receive the same level of support as they did under the system of Council Tax Benefit. Funding for LCTS is no longer received as a separate subsidy grant but is now within the overall Local Government Funding system as non ring-fenced funding within the Revenue Support Grant (RSG) and baseline funding level. The local scheme (for North Norfolk) has remained the same since the introduction of LCTS in 2013/14. The local scheme means that those of working age previously entitled to 100% maximum council tax benefit are required to pay a maximum of 8.5% of their council tax liability.

The Council Tax Support Working Group are currently meeting to consider the options for the LCTS for 2025/26. The Council will need to review options going forward to ensure this remains a cost effective, affordable scheme. There is currently a live consultation on this revised scheme - a report will be presented to members shortly regarding this matter.

## 4. Inflation

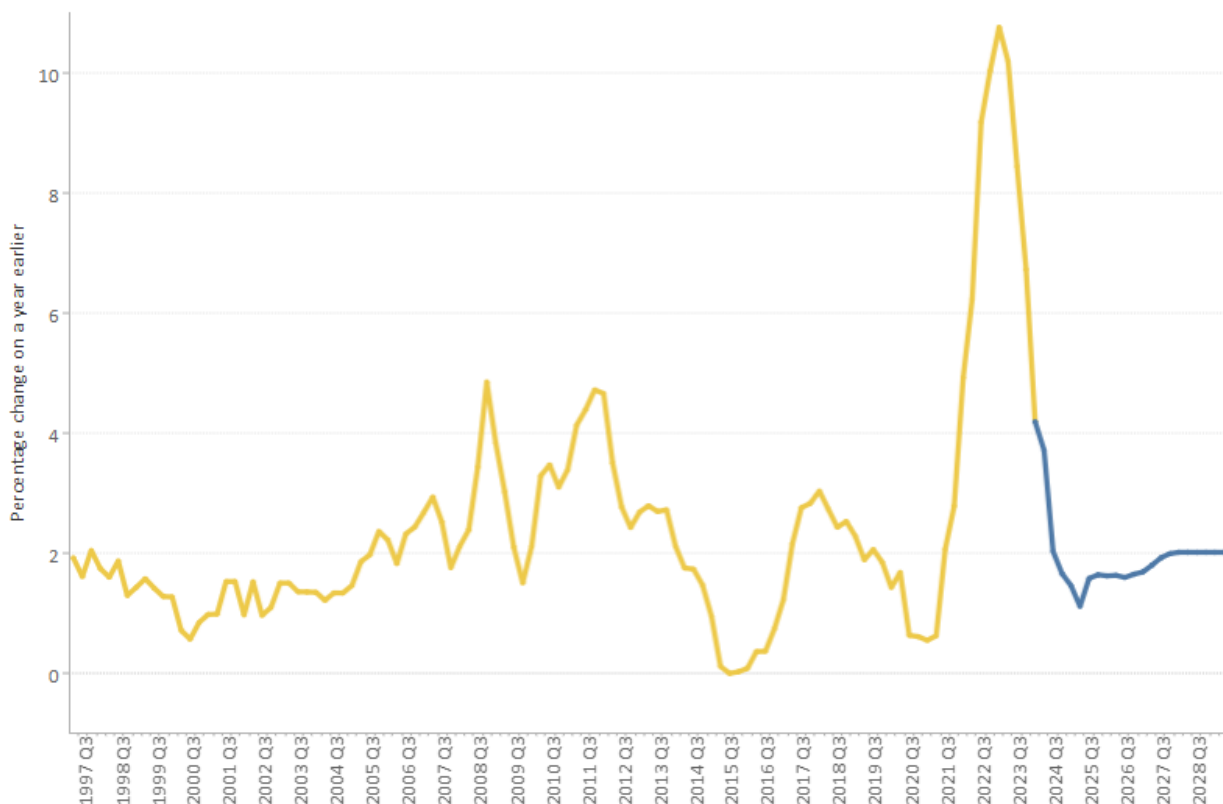
*Inflation is the rate at which the prices for goods and services that the Council buys are expected to rise. At the end of September, Consumer Price Index (CPI) inflation was at 1.7%, largely in line with the Government's target rate of 2%*

Inflation in recent years has been particularly volatile. Inflation peaked at 11.1% in October 2022. This spike was driven largely by global supply chain disruptions, surging energy costs attributable to geopolitical tensions, and the economic recovery following the COVID-19 pandemic. The Bank of England Monetary Policy Committee has been altering the base rate to bring inflation back to the Government 2% target. Since the peak of inflation, it has slowly been brought back under control with the latest CPI inflation in September 2024 being 1.7% suggesting that further changes to the base rates are imminent. Please refer to Chart 1 for the inflation forecasts for the upcoming period to Q3 2028.

**General prices and contracts** – There are also some areas and contracts, such as the waste contract, which use different indices to calculate annual increases, and these are taken account of where appropriate.

**Income (fees and charges)** – In recent years budgets for fees and charges have included a percentage increase reflecting the rate of inflation at the time, unless there have been specific reasons for higher or lower increases or alternatively the Council is not able to influence them.

**Chart 1 – Inflation Forecast 2024/25 onwards (source OBR)**



Source: ONS, OBR

## 5. Funding changes

*Local Government is currently going through a significant period of change in terms of the way it is funded and the way the funding elements are to be calculated for the future.*

### Settlement Funding

The Local Government funding settlement is issued each year by the Ministry of Housing, Communities and Local Government (MHCLG) and for NNDC comprises several elements. These include Revenue Support Grant, New Homes Bonus, Baseline Funding Level (via the Business Rates Retention Scheme), Council Tax and Rural Services Delivery Grant. Revenue Support Grant is not ring-fenced grant and can be spent on services at NNDC's discretion. Based on the current financial projections it is currently showing negative revenue support grant. This occurs when a local authority is deemed to have enough local resources (e.g., from council tax or business rates) that, according to the funding formula, it would no longer require any Revenue Support Grant. Rather than requiring authorities to pay money back, the government has traditionally intervened to "cancel out" the effect of Negative Revenue Support Grant, meaning authorities with negative amounts are held at a zero level of Revenue Support Grant instead of being asked to return funds.

The total amount of settlement funding is anticipated to drop, as detailed below and is summarised below in Chart 2. Chart 3 shows the change in total funding sources, including Council Tax.

### Spending Review/Fair Funding Review

There are two large projects currently to be carried out, a review of the business rates systems, and the fair funding review, both of which have been delayed for a number of years. Business rate reform is also something being discussed with the potential resetting of the baseline, which would have a significant adverse effect potentially amounting to £2m - £3m less income per annum.

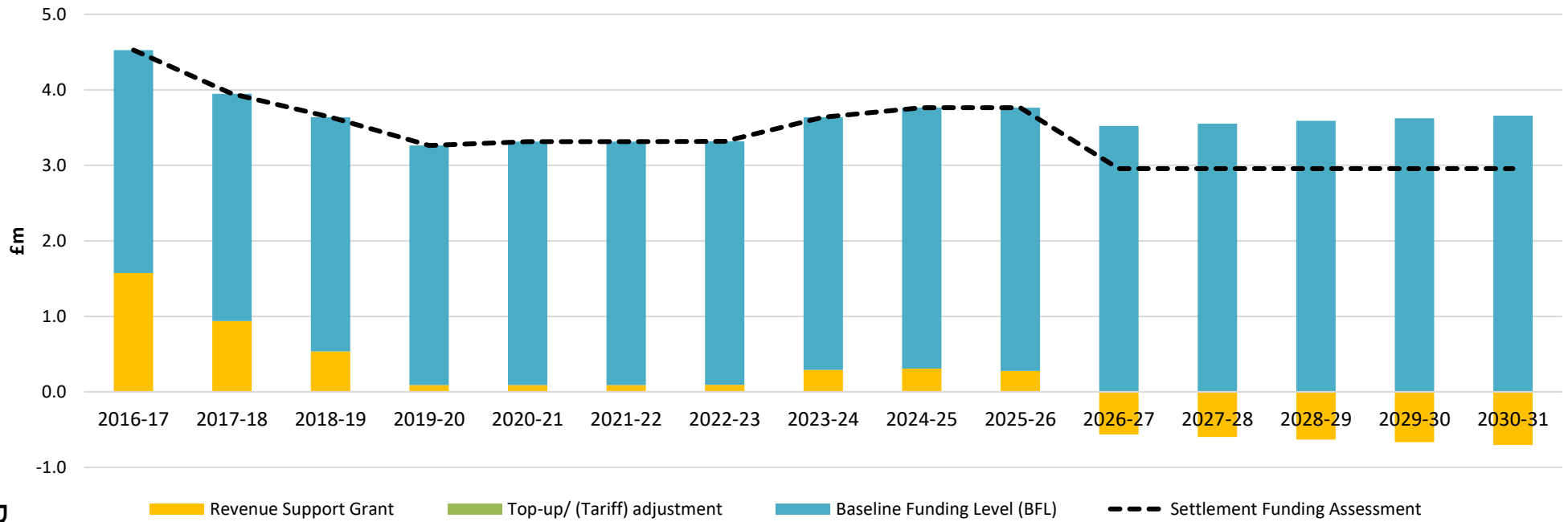
There are a number of projects currently being carried out by MHCLG which have the potential to have a large and unpredictable impact on the Council's finances. The Fair Funding Review is looking at refreshing the data and formulas that sit behind funding allocations for Local Authorities from Central Government. This has not been done since 2011, so even simply refreshing the data would potentially cause large shifts in funding between Councils.

The current crisis in social care funding is likely to mean that more money is channelled towards Authorities with social care responsibilities (such as the County) and away from Authorities such as NNDC. The Fair Funding Review will look again at what drives a Council's need to spend, what resources they can raise locally and create new funding allocations for each authority. Updates on this review, and the consequential financial implications are eagerly awaited from the new Government, who have stated their intention of progressing with the Fair Funding Review, and intention of including multi-year settlements as a part of that process.

The overall amount of funding available for allocation will be governed by the Spending Review, which will effectively decide how much money each Central Government department will have available to spend. Both of these reviews represent significant risk to NNDC's balanced budget position and are being monitored closely by officers.

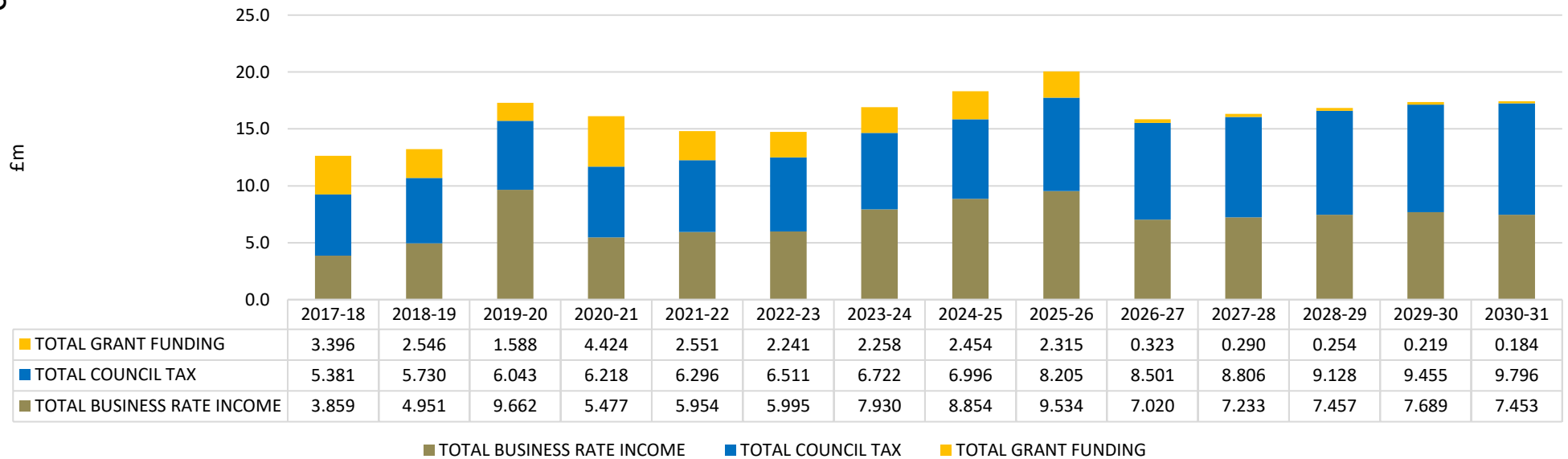


Chart 2 - Settlement Funding Assessment, Revenue Support Grant and Baseline Funding Level



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Chart 3 - Sources of Funding



## 6. Income

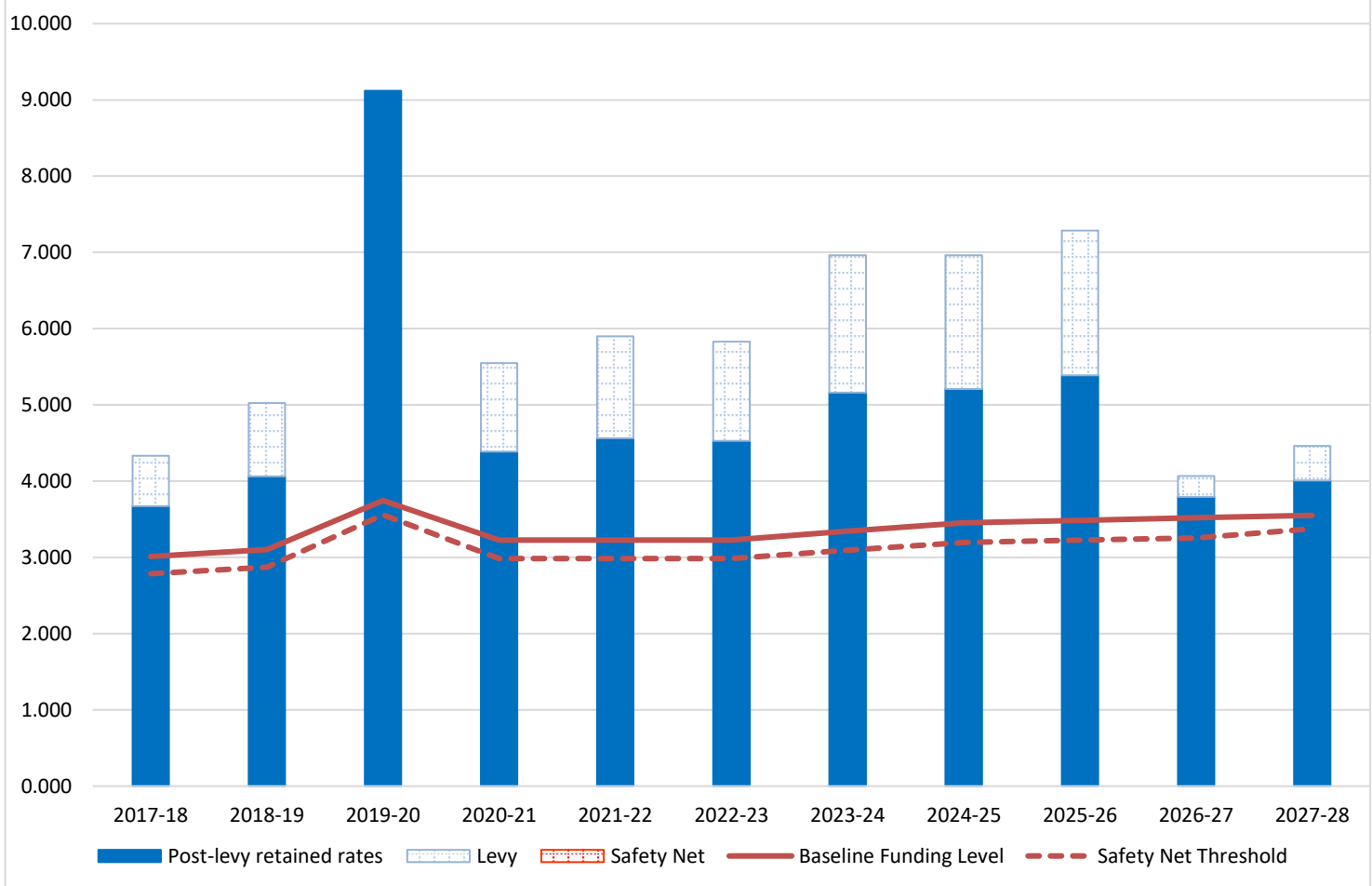
*The Council derives a limited and reducing amount of funding from Central Government, with the main sources of income now being locally raised taxes, fees and charges and specific grants. This section explains more about how the Council is funded and how this is expected to change over the coming years.*

### Business Rates Retention

Since the 2013/14 financial year, local government has been able to retain 50% of the growth in the local business rates income to support services. As part of a manifesto commitment, the Government had pledged to allow Councils more control locally over their finances, and as part of this began to plan for an eventual system of 100% local retention of business rates growth. In exchange for this, Councils would have to forgo certain grants received from Central Government.

The income from the current system is shared on the basis of 50% being returned to Central Government, 40% being retained by NNDC with 10% going to the County. However, while technically NNDC's share is projected to be around £15.9m, after the tariff payment is made the net income to NNDC reduces to around £5.4m for 2025/26. Chart 4 shows the anticipated funding for the Council from the Business Rates Retention Scheme.

Chart 4 - Funding from Business Rates (post-levy/ safety net)



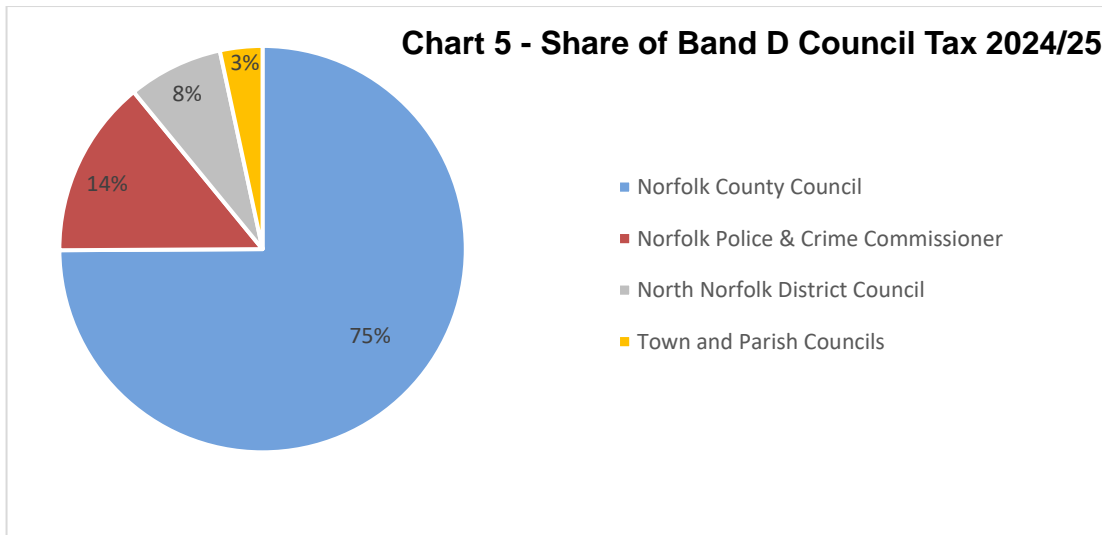
## New Homes Bonus

The New Homes Bonus (NHB) was introduced in 2011/12 as an incentive and reward mechanism to promote housing growth. Councils receive payment for new houses built in the district and also long term empty properties that have been brought back into use with 80% kept by NNDC and 20% returned to the County. Since its initial introduction the payment mechanism has undergone two fundamental changes which have significantly impacted on the income received by NNDC.

The first was the transition from payments rolled up over a 6 year period up to 2016/17 (for which the Council received £2.1m, to 5 years in 2017/18 to the new 'floor' of 4 years from 2018/19 onwards. The second was in 2017/18 when a national baseline of 0.4% (based on property numbers within the district) was introduced. The combined effect of these two changes is forecast has seen income drastically decrease from the highest point in 2016/17 of £2.1m to only £31k in 2023/24, further falling to a budgeted £5.6k in 2024/25. The level we receive depends upon the number of houses brought back into use alongside the number of new developments – this is an area that the current Government are looking to review.

## Council Tax

NNDC is the billing authority for the district of North Norfolk. This means that NNDC send out the Council Tax bills to residents and collect the Council Tax, but most of this is then distributed to the County Council and Norfolk Police Authority with a further element then going to town and parishes councils.



The charge on a Band D property which is retained by NNDC is currently £168.57. Any increases on this amount are restricted by a cap put in place by the Government, which means that NNDC cannot increase its precept by more than 3% or £5, whichever is the greater. The Government is currently consulting on this, but the current view is that this cap will remain the same for the coming year. Within the MTFS, it has been assumed that NNDC will increase its precept annually by the maximum amount to partly offset the reduction in grant funding from Central Government.

## Fees and charges

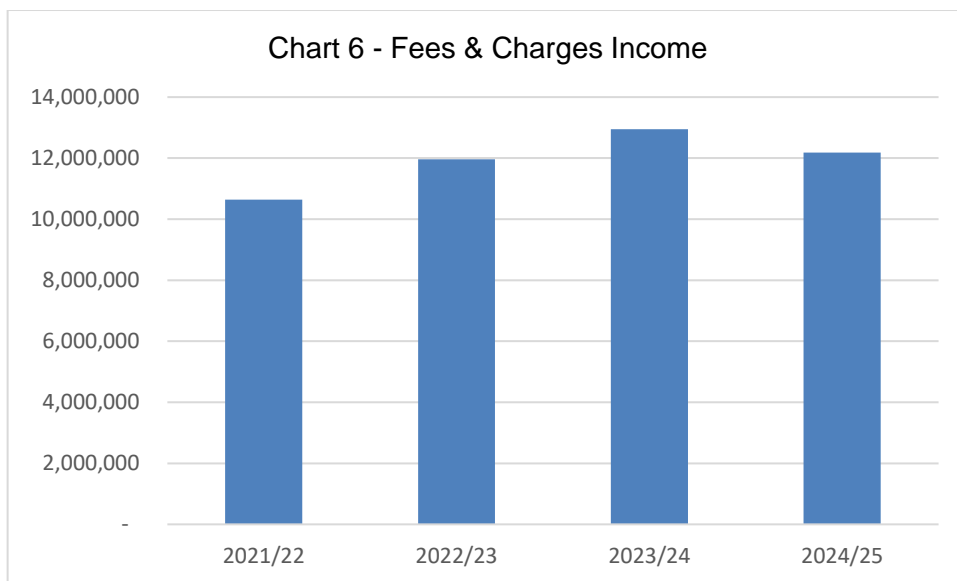
The Council generates income through various fees and charges for services provided to residents and businesses. These charges help fund essential services and maintain financial sustainability. The way these fees are determined can vary, with some being set by central government and others by the Council themselves. Additionally, some services have specific rules around how any profit or surplus is managed.

Typically fees and charges regulated by Central Government include the fee structures in place for planning applications and licencing fees, whereby any increases in such fees are within limits set by Central Government.

Other fees and charges are determined by local councils based on local priorities, needs, and economic conditions. Examples of such fees include leisure services and parking fees.

Ring fencing also exists for specific areas regarding any surplus generated through the fees and income, meaning that it can only be used in the specific area it was generated. This mechanism of Ring-fencing ensures transparency and accountability, ensuring that residents see a direct benefit from the fees they are charged.

Chart 6 below shows the actual income received for the years 2021/22 – 2023/24, alongside the budgetted income for 2024/25.



## 7. Looking forward

*In the context of these pressures and reduced funding, the Council has produced a forecast for spend for Capital and Revenue purposes and also anticipated use of Reserves*

### General Fund

The General Fund shows how much the services provided by the Council cost the taxpayer, and how much funding is required from other sources.

This General Fund Summary is as presented and approved on 21 February 2024.

**Table 1: General Fund Summary 2024/25 – 2027/28**

	<b>2024/25 Base Budget £</b>	<b>2025/26 Projection £</b>	<b>2026/27 Projection £</b>	<b>2027/28 Projection £</b>
Net Operating Expenditure	22,062,303	21,934,464	22,471,738	23,255,185
Contributions to/(from) Earmarked Reserves:	(1,796,456)	(189,330)	(3,053)	7,707
Amount to be met from Government Grant and Local Taxpayers	20,265,847	21,745,134	22,468,685	23,262,892
Income from Government Grant and Taxpayers	(20,265,847)	(19,898,824)	(19,476,542)	(19,941,455)
<b>(Surplus)/Deficit</b>	-	1,846,310	2,992,143	3,321,437

### Reserves

The Council holds a number of 'useable' reserves both for revenue and capital purposes which fall within one of the following categories:

- General Reserve
- Earmarked Reserves
- Capital Receipts Reserve

The General Reserve is held for two main purposes:

- to provide a working balance to help cushion the impact of uneven cashflows and avoid temporary borrowing
- a contingency to help cushion the impact of unexpected events or emergencies

As part of setting the budget each year the adequacy of all reserves is assessed along with the optimum level of general reserve that an authority should hold. The optimum level of

the general reserve takes into account a risk assessment of the budget and the context within which it has been prepared.

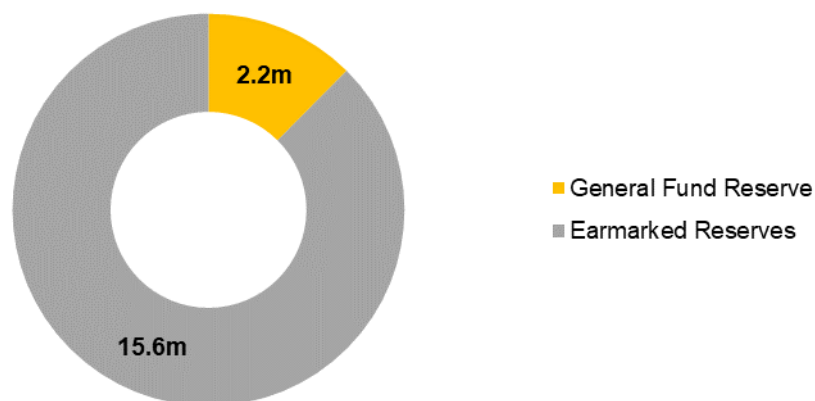
*Earmarked Reserves* provide a means of building up funds to meet known or predicted liabilities and are typically used to set aside sums for major schemes, such as capital developments or asset purchases, or to fund restructurings. A number of contingency reserves are also held by the Council to reduce the impact on Council Taxpayers of future uncertain events such as business rate appeals or clawback of benefit subsidy.

All reserves, general and earmarked, will be reviewed over the coming months as part of setting the budget for 2025/26, with a view that where commitments have not been identified and funds or reserve balances are no longer required these are re-allocated to specific reserves to address other requirements as applicable.

Use of reserves to balance a budget provides only a short term solution as the funds can only be used once. They can however be used to smooth the impact of funding gaps over the short to medium term and to allow for planning and implementing projects and work streams that will deliver a longer term financial benefit through reduced costs and/or additional income.

**Chart 7 – Reserves Balances as at 1 April 2024**

**Reserve Balances at 1 April 2024**

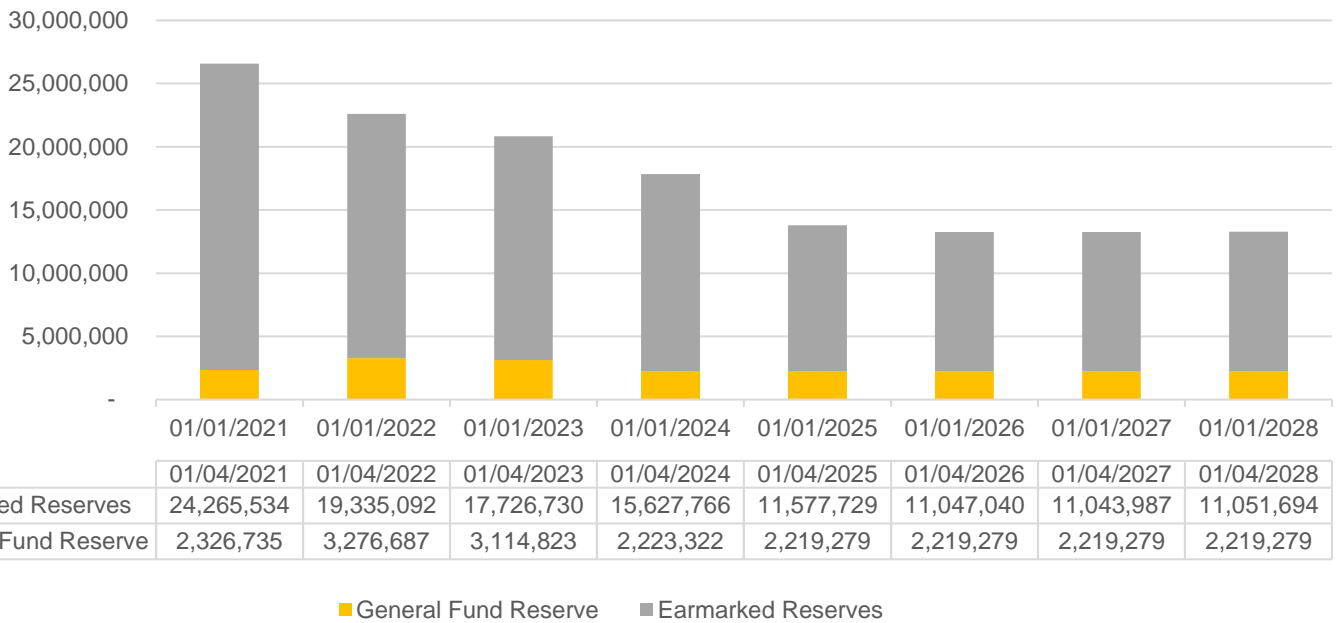


There are currently 26 earmarked reserves alongside the General Fund Reserve. The names and individual details of these earmarked reserves can be found in Appendix 2.

Similarly, reserves can be used to fund one-off costs for projects that will deliver a longer-term benefit. For example the use of the Restructuring and Invest to Save reserve to fund one-off restructuring costs, where a restructuring will deliver a longer term saving for a service and for some of the implementation and project costs for the Business Transformation programme that will deliver future savings. The use of reserves in this way will be considered as part of the full business case for individual project proposals, taking into account the payback period of the project along with indirect financial implications, for example, reduced balances available for investment and the associated loss of investment income.

The Capital receipts Reserve consists of capital receipts from the disposal of assets and land and is used to fund the capital programme. Capital receipts can not ordinarily be used to fund revenue expenditure.

Chart 8 - Projected Reserve Balances to 1 April 2028



The above projection with Chart 8 predicts a fall in the levels of Reserves held from £17.85m to £13.27m by April 2028.

Forward Looking Assumptions

Assumptions play a critical role in the development of a local council’s Medium Term Financial Strategy. The assumptions made about future income, expenditure, inflation, and service demand directly affect the accuracy of forecasts and budgets. If assumptions are overly optimistic or fail to account for potential risks, the council could face significant financial shortfalls, while overly conservative assumptions might lead to under-utilisation of resources or unnecessary service cuts.

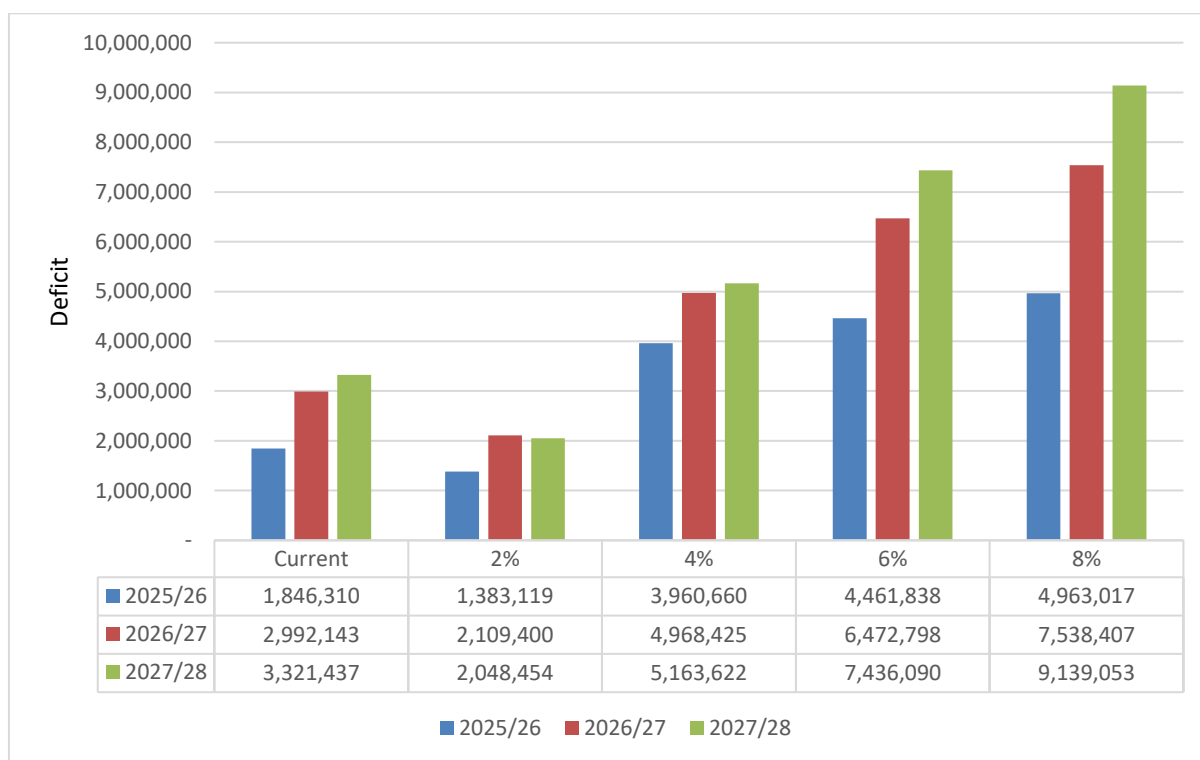
Some of the key forward-looking assumptions involve the following:

- **Inflation** – Inflation assumptions affect the costs of delivering services and are essential when forecasting salaries, contracts, and procurement costs. If inflation rises higher than forecasted, costs could outpace available funding.
- **Interest rates** – The Council invests when there is surplus cash, the returns on these investments are typically linked to interest rates. When interest rates are low, the Council earns less on their investments, reducing the income that can support service delivery. When interest rates rise, the cost of servicing debt increases, which can reduce the funds available for other services if borrowing is sought.

- **Government Funding** – A major factor for the Council is the assumption around future government grants and funding levels. Central government funding can fluctuate due to changes in national policy or funding formulas. Councils need to carefully project how much they can expect to receive, especially when funding levels are uncertain.
- **Service Demands** – If demand increases due to demographic changes or social factors, councils will need to allocate more resources, impacting their budgets. Incorrectly predicting demand can lead to underfunding or over-provision of services.

Inflation rates have been turbulent since 2021. To demonstrate how these variances have the potential to impact the projections Chart 9 below shows the impact of inflation on the overall surplus/deficit position at various increments; 2%, 4%, 6%, 8% alongside the current budget and projection as approved by the Council.

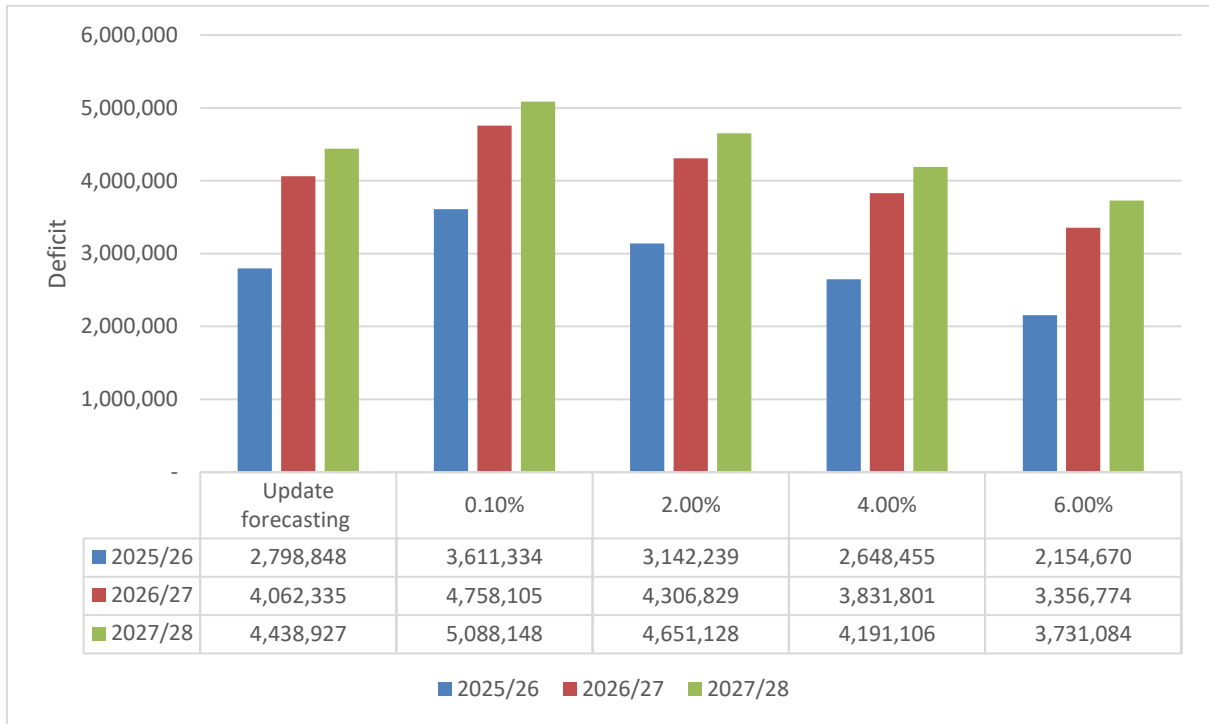
**Chart 9 - Impact on overall deficit projections from inflation movements**



Interest rates have increasing since the beginning of 2022 until it stabilised for a 12-month period at 5.25%, recently have reduced to 5%. Interest is linked to inflation with the Bank of England base rate often set as an attempt to control inflation. As demonstrated in Chart 10 inflation is beginning to settle towards the target set by Central Government, therefore meaning drops in the base rates could be reasonably expected. However, there is scope for interest rates decreases to be held, or for subsequent rises should the economic environment not improve as forecasted. Chart 10 demonstrates the impact of effective return on investments rates on the overall surplus/deficit position at various increments; 0.1%, 2%, 4%, 6%, alongside an updated forecast based on latest interest rate projections.

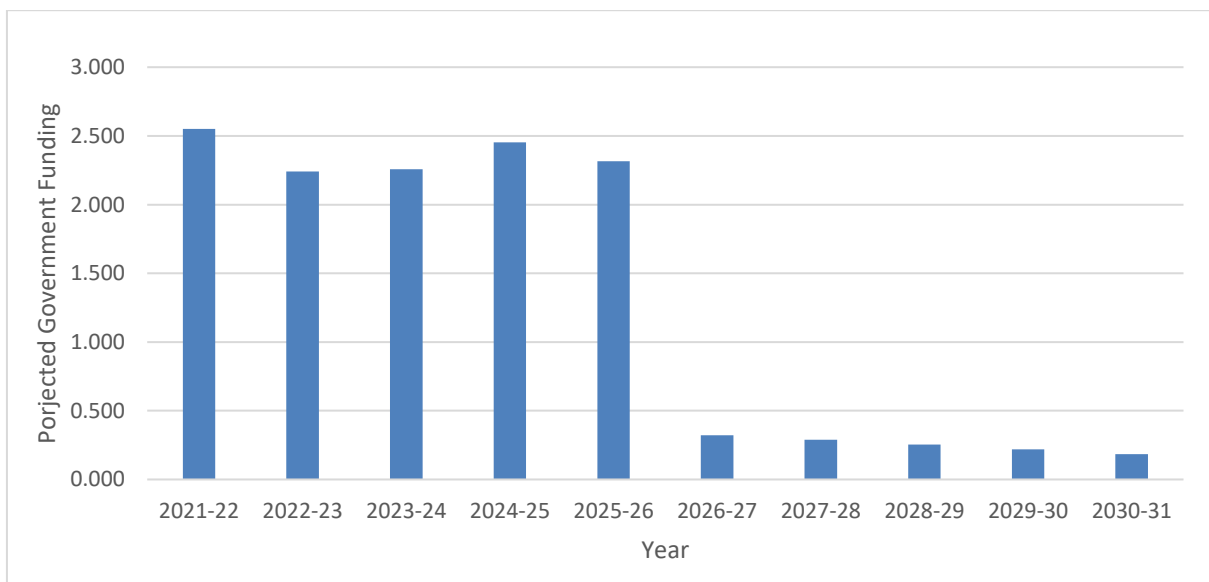


Chart 10: The impact of effective interest rates earned on investment on the Deficit position



The future of government funding remains uncertain and is inherently difficult to predict with a complete rework of the system possible, with all Councils eagerly awaiting further news from the recently elected Government regarding any funding reviews considering the financial turmoil faced by many Councils across the country. However, to demonstrate the sensitivity of this in relation to the projections Chart 11 below shows the expected levels of government funding currently projected to be received, assuming that the fair funding review proceeds in the 2026/27 year.

Chart 11: The level of projected grant funding expected to be received.



## Capital

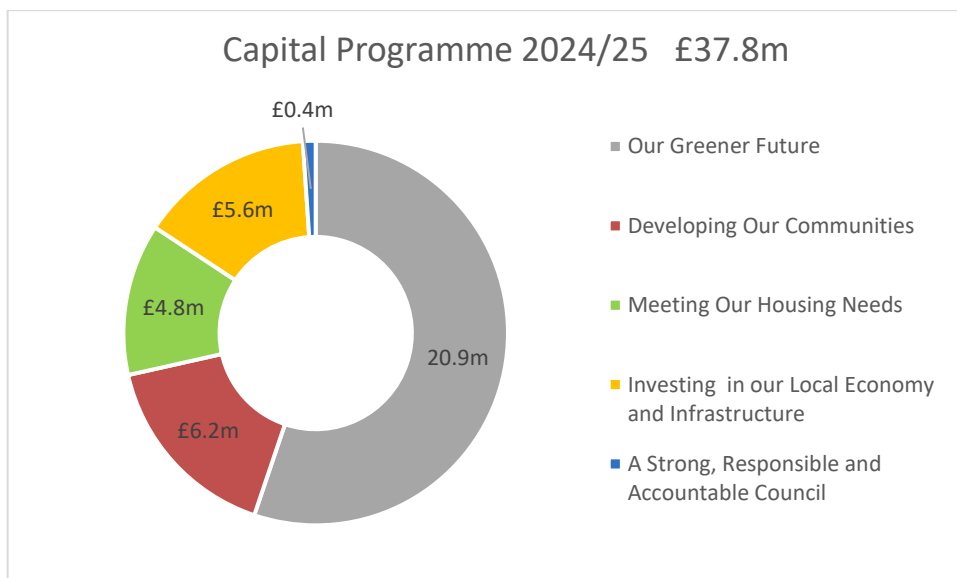
The capital programme shows what the Council intends to spend on purchasing new assets and improving its existing ones over the next three years.

As capital expenditure is incurred, a source of finance must be identified. This can be done through capital receipts, grants and other revenue resources or alternatively through borrowing.

Any expenditure that is financed through borrowing increases the Council's 'Capital Financing Requirement' (CFR). Each year a revenue charge called the Minimum Revenue Provision (MRP) is made to reflect the funding of the CFR by the taxpayer, it is required to be set aside to cover the repayment of debt caused by the need to borrow for capital purposes. As the need to borrow increases, the CFR and MRP also increase. If the Council has sufficient cash resources to meet the expenditure, it will not be necessary to borrow externally and cash balances can be used to cover the expenditure. This is referred to as 'internal borrowing' and attracts an MRP charge in the same way that external borrowing does.

New projects, which are included in the programme in the future, will need to be financed by MRP if no capital resources such as capital grants or capital receipts from future asset sales are available. Alternatively existing revenue reserves could be used to finance these projects through a revenue contribution to capital (RCCO) which would avoid the need to make an MRP charge.

Future external borrowing is assumed to finance a portion of the Sheringham Leisure Centre replacement project and could also be used to finance future capital projects. Short-term borrowing rates are currently very low, meaning it may be preferable to undertaking long-term borrowing at the current time.



## 8. Closing the Budget gap

*The Council's strategy for reducing the budget gap covers several work streams as outlined below.*

North Norfolk District Council faces a substantial budget gap over the next three years, as outlined in the above sectioned. Developing a detailed precise plan to achieve the required savings over the next 3 years is inherently challenging, as it depends on both internal and external factor. Internal factors include the council's operational efficiency and the ability to innovate, while external factors range from economic conditions and government policy changes to unforeseen global or regional events. This section sets out the strategy to address the shortfall, ensuring financial sustainability while maintaining essential services and meeting statutory obligations. The proposed measures encompass a combination of efficiency improvements, revenue generation, cost containment, and strategic realignment.

### Local Government Reorganisation

In December 2024, the UK government announced significant local government reforms aimed at enhancing efficiency, accountability, and financial resilience. Central to these proposals is the transition to larger, single-tier unitary authorities, which would replace the current two-tier system. This restructuring seeks to streamline governance and achieve economies of scale, with minimum populations for unitary authorities currently thought to be set at 500,000. Additionally, a comprehensive review of local authority funding is planned, with reforms anticipated to take effect from the 2026-27 financial year.

For North Norfolk District Council, the uncertainty surrounding the timeline, funding allocations, and transitional arrangements necessitates a flexible and adaptive approach to the Medium-Term Financial Strategy. Proactive engagement with stakeholders and close monitoring of developments will be essential to ensure the council is well-positioned to navigate these changes effectively and safeguard its financial sustainability.

### Property Investment and Asset Commercialisation

Opportunities for investment in property, whether direct or indirect, are being considered to achieve either a direct income stream from the asset or improved returns on investment.

Opportunities for the most efficient utilisation of the Council's assets and maximising returns where appropriate are vital. Indirect property investments via treasury instruments, such as the purchase of pooled property funds, can potentially provide a return in terms of a regular income and growth in the value of the investment. Under the Treasury Management Strategy, the Council has made investments in a number of pooled funds which invest in property. One of these funds, the LAMIT Pooled Property Fund, invests exclusively in various property assets with the aim of achieving a regular income and growth in the value of the investment. In addition to these investments, the Council has agreed to provide capital expenditure loans to registered providers of social housing to facilitate the

delivery of housing in the district, along with achieving an income return on its investment. The Council can choose to use its capital resources to finance a programme of asset commercialisation which aims to deliver long-term revenue streams for the Council and work on an ongoing basis is required to identify the most appropriate projects. This strategy of direct property investment can ensure a secondary benefit to the district as it is possible to generate an economic growth benefit when the investment is located in North Norfolk. This is; however, more resource intensive to manage than externalising these investments.

### Service Reviews

Service reviews often reveal areas where costs can be reduced without severely impacting service quality. For example, a review might uncover inefficient processes, opportunities for automation. Service reviews may find through reviews that alternative models - such as partnerships, outsourcing, or shared services with neighbouring authorities - could deliver the same or even improved services at lower costs.

Service reviews will proceed by conducting detailed reviews of all service areas to evaluate cost-effectiveness, relevance, and alignment with strategic priorities.

- Identification of potential cost savings through consolidation, improved efficiency, or changes in service delivery models.
- Comparison of service performance and costs with similar councils to identify areas for improvement.
- Where necessary, consultations with relevant people to understand their priorities and ensure that any service changes align with public expectations.
- Gradual introduction of service adjustments to minimise disruption and allow time for adaptation.

### Savings Proposals

The council will continue to engage with budget holders across all services to identify viable cost-saving measures and innovative solutions. Budget holders will be encouraged to propose initiatives aimed at reducing expenditure, improving efficiency, or generating additional revenue within their areas of responsibility. These proposals will undergo a structured evaluation process to assess their feasibility, potential savings, and impact on service delivery. Regular feedback will be provided to budget holders regarding the progress and implementation of accepted ideas, fostering accountability and transparency. This collaborative approach ensures that savings opportunities are identified comprehensively while maintaining a focus on strategic priorities and operational effectiveness.

### Generating additional income

Generating additional income through services like car parks and waste collection can provide a steady revenue stream that helps close the Council's budget gap reducing the

impact on services the Council provides. Additionally the annual review all discretionary will occur to ensure they reflect market rates and appropriately recover costs.

#### Cessation of non-economically viable non statutory services

One of the approaches to addressing the budget gap is the cessation of non-economically viable non-statutory services. Non-statutory services - those not legally required by government mandates - are often valued by communities but can significantly strain the Council's budget, especially when they operate at a financial loss. By carefully assessing which services are both non-statutory and non-viable economically, the council can make informed decisions about which offerings to discontinue or reduce.

This process typically involves a detailed cost-benefit analysis to identify services that may be underutilised, duplicative, or unsustainable without substantial subsidy. Redirecting funds from these services allows the council to prioritise statutory and essential functions.

#### Reduce level of statutory services

Investigating the standard of statutory services provided offers an opportunity to identify where levels of service can be adjusted while still meeting the essential needs of the community. By reviewing current service standards, the council can pinpoint areas where delivery might be scaled back without compromising basic requirements. For instance, reducing the frequency of certain services, such as routine maintenance.

#### Shared Services, collaboration and selling services

Creating efficiencies through shared services continues to be a priority for central government. Identifying such opportunities must therefore continue at a local level, ensuring that realistic and deliverable benefits can be achieved. This could include joint procurement opportunities such as the new banking contract, shared service delivery where appropriate and selling services.

#### Council Tax

In the current funding environment, increasing council tax has become an important consideration for maintaining essential services amidst rising costs and budget constraints. Reduced central government funding, combined with inflationary pressures on service delivery, has intensified the need for councils to generate more local revenue. An increase in council tax can provide the council with the necessary funds to bridge budget gaps, ensuring that statutory services and vital community support are maintained at an acceptable standard.

Alongside this the increased flexibilities around council tax discounts provides a further potential income stream. There is currently a review ongoing and recommendations on the

level of council tax discounts will be reported for approval as part of the budget reports for 2025/26.

### New opportunities

Given the current uncertainties around issues such as changes to the Local Government funding mechanisms it will be essential to identify new opportunities to either increase income, increase efficiency through the redesign of services, explore new partnership models for service delivery etc and this will be one of the main challenges over the medium term.

While the Council's reserves do provide some level of comfort over the short term and could be used to address budget deficits this is not a sustainable financial strategy for the medium to long term.

### Conclusion

Closing the budget gap requires a bold and balanced approach, combining cost efficiencies, revenue growth, and strategic realignment. Through disciplined execution of this strategy, the council will achieve financial sustainability while continuing to serve the community effectively.

Appendix 1 – General Fund Summary – As presented to full council

Service Area	2023/24 Base Budget £	2023/24 Updated Base Budget £	2024/25 Base Budget £	2025/26 Projection £	2026/27 Projection £	2027/28 Projection £
Corporate Leadership/ Executive Support	484,705	525,720	406,877	435,410	447,048	459,189
Communities	11,834,134	11,733,424	11,530,421	11,998,954	12,406,133	12,857,050
Place and Climate Change	6,509,032	6,500,859	7,121,376	6,606,105	6,577,614	6,721,991
Resources	5,518,103	5,518,103	4,707,483	4,560,815	4,693,816	4,855,348
Savings to be Identified	-	-	(250,000)	-	-	-
<b>Net Cost of Services</b>	<b>24,345,974</b>	<b>24,278,106</b>	<b>23,516,157</b>	<b>23,601,283</b>	<b>24,124,610</b>	<b>24,893,579</b>
Parish Precepts	2,875,207	2,875,207	3,129,194	3,129,194	3,129,194	3,129,194
Capital Charges	(2,456,953)	(2,456,953)	(2,962,374)	(2,962,374)	(2,962,374)	(2,962,374)
Refcus	(1,677,167)	(1,677,167)	(761,647)	(761,647)	(761,647)	(761,647)
Interest Receivable	(1,533,436)	(1,533,436)	(1,865,172)	(1,865,172)	(1,865,172)	(1,865,172)
External Interest Paid	-	-	40,285	23,880	23,880	23,880
Revenue Financing for Capital:	710,000	3,757,578	210,000	-	-	-
Minimum Revenue Provision	330,000	330,000	487,860	501,300	515,247	529,725
IAS 19 Pension Adjustment	265,496	265,496	268,000	268,000	268,000	268,000
<b>Net Operating Expenditure</b>	<b>22,859,121</b>	<b>25,838,831</b>	<b>22,062,303</b>	<b>21,934,464</b>	<b>22,471,738</b>	<b>23,255,185</b>
<b>Contributions to/(from) Earmarked Reserves:</b>	<b>2023/24 Base Budget</b>	<b>2023/24 Updated Base Budget</b>	<b>2024/25 Base Budget</b>	<b>2025/26 Projection</b>	<b>2026/27 Projection</b>	<b>2027/28 Projection</b>
Capital Projects Reserve	(400,000)	(400,000)	-	-	-	-
Asset Management	-	(405,564)	(120,000)	-	-	-
Benefits	(111,305)	(111,305)	(46,622)	-	-	-
Building Control	(81,866)	(89,690)	(122,542)	(11,883)	-	-

Business Rates Reserve	(1,278,267)	(1,278,268)	(18,000)	(18,000)	(18,000)	(18,000)
Coast Protection	-	(134,003)	(265,738)	-	-	-
Communities	(275,000)	(275,000)	(131,550)	-	-	-
Delivery Plan	(1,289,412)	(2,472,360)	(451,894)	(159,764)	(10,000)	(10,000)
Economic Development & Tourism	(44,800)	(44,800)	(10,000)	(10,000)	(10,000)	(10,000)
Elections	(100,000)	(133,015)	60,000	60,000	60,000	60,000
Enforcement Board	-	-	-	-	-	-
Environmental Health	(16,000)	(34,372)	(40,000)	-	-	-
Grants	-	(304,784)	(77,969)	(44,410)	(19,780)	(9,020)
Housing	(555,898)	(1,257,875)	(128,318)	(55,273)	(55,273)	(55,273)
Land Charges	-	-	(89,100)	-	-	-
Legal	(31,745)	(31,745)	(36,000)	-	-	-
Major Repairs Reserve	-	(341,223)	(50,000)	-	-	-
New Homes Bonus Reserve	(178,000)	(48,000)	(150,000)	-	-	-
Organisational Development	(42,742)	(42,742)	(26,123)	-	-	-
Planning Revenue	(148,965)	(128,965)	(37,300)	50,000	50,000	50,000
Restructuring/Invest to save	-	-	(45,456)	-	-	-
Contribution to/(from) the General Reserve	(356,461)	(356,460)	(9,844)	-	-	-
<b>Amount to be met from Government Grant and Local Taxpayers</b>	<b>17,948,660</b>	<b>17,948,660</b>	<b>20,265,847</b>	<b>21,745,134</b>	<b>22,468,685</b>	<b>23,262,892</b>

<b>Funding</b>	<b>2023/24 Base Budget</b>	<b>2023/24 Updated Budget</b>	<b>2024/25 Base Budget</b>	<b>2025/26 Projection</b>	<b>2026/27 Projection</b>	<b>2027/28 Projection</b>
Parish Precepts	(2,875,207)	(2,875,207)	(3,129,194)	(3,129,194)	(3,129,194)	(3,129,194)
Council Tax	(6,738,797)	(6,738,797)	(7,068,941)	(7,309,692)	(7,583,998)	(7,868,911)
Collection Fund Surplus	-	-	(108,332)	-	-	-
Retained Business Rates	(6,315,000)	(6,315,000)	(7,683,000)	(7,683,000)	(7,683,000)	(7,863,000)
New Homes bonus	(31,080)	(31,080)	(5,600)	-	-	-
Revenue Support Grant	(102,462)	(102,462)	(309,046)	(325,048)	(325,048)	(325,048)
Funding Guarantee	(974,416)	(974,416)	(1,230,666)	(700,273)	-	-



Rural Services Delivery Grant	(567,386)	(567,386)	(656,974)	(567,386)	(567,386)	(567,386)
LCTS Admin Grant	(136,747)	(136,747)	-	-	-	-
Ctax Discount Grant	(50,074)	(50,074)	(51,576)	(52,608)	(53,660)	(53,660)
Lower Tier Services Grant	-	-	-	-	-	-
Services Grant	(130,442)	(130,442)	(22,518)	(131,623)	(134,256)	(134,256)
Business rates Levy Surplus	(27,049)	(27,049)	-	-	-	-
<b>Income from Government Grant and Taxpayers</b>	<b>(17,948,660)</b>	<b>(17,948,660)</b>	<b>(20,265,847)</b>	<b>(19,898,824)</b>	<b>(19,476,542)</b>	<b>(19,941,455)</b>
<b>(Surplus)/Deficit</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,846,310</b>	<b>2,992,143</b>	<b>3,321,437</b>

Appendix 2 – Projected Reserve Movements

Reserve	Balance 01/04/24	Updated Movement 2024/25	Forecast Balance 01/04/25	Budgeted Movement 2025/26	Balance 01/04/26	Budgeted Movement 2026/27	Balance 01/04/27	Budgeted Movement 2027/28	Balance 01/04/28
	£	£	£	£	£	£	£	£	£
<b>General Fund - General Reserve</b>	<b>2,223,322</b>	<b>(4,043)</b>	<b>2,219,279</b>	<b>-</b>	<b>2,219,279</b>	<b>-</b>	<b>2,219,279</b>	<b>-</b>	<b>2,219,279</b>
<b><u>Earmarked Reserves:</u></b>			<b>-</b>						
Capital Projects	<b>555,618</b>	<b>(555,618)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Asset Management	<b>633,544</b>	<b>(248,186)</b>	<b>385,358</b>	<b>-</b>	<b>385,358</b>	<b>-</b>	<b>385,358</b>	<b>-</b>	<b>385,358</b>
Benefits	<b>725,822</b>	<b>(46,622)</b>	<b>679,200</b>	<b>-</b>	<b>679,200</b>	<b>-</b>	<b>679,200</b>	<b>-</b>	<b>679,200</b>
Building Control	<b>145,799</b>	<b>(110,542)</b>	<b>35,257</b>	<b>(23,883)</b>	<b>11,374</b>	<b>-</b>	<b>11,374</b>	<b>-</b>	<b>11,374</b>

Business Rates	<b>1,784,591</b>	(18,000)	<b>1,766,591</b>	(18,000)	<b>1,748,591</b>	(18,000)	<b>1,730,591</b>	(18,000)	<b>1,712,591</b>
Coast Protection	<b>241,534</b>	(265,738)	<b>(24,204)</b>	-	<b>(24,204)</b>	-	<b>(24,204)</b>	-	<b>(24,204)</b>
Communities	<b>300,491</b>	(131,550)	<b>168,941</b>	-	<b>168,941</b>	-	<b>168,941</b>	-	<b>168,941</b>
Delivery Plan	<b>2,221,101</b>	(1,600,718)	<b>620,383</b>	(401,509)	<b>218,874</b>	(10,000)	<b>208,874</b>	(10,000)	<b>198,874</b>
Economic Development and Regeneration	<b>178,326</b>	(12,250)	<b>166,076</b>	(10,000)	<b>156,076</b>	(10,000)	<b>146,076</b>	(10,000)	<b>136,076</b>
Election Reserve	<b>63,000</b>	60,000	<b>123,000</b>	60,000	<b>183,000</b>	60,000	<b>243,000</b>	60,000	<b>303,000</b>
Enforcement Works	<b>45,962</b>	-	<b>45,962</b>	-	<b>45,962</b>	-	<b>45,962</b>	-	<b>45,962</b>
Environmental Health	<b>1,152,018</b>	(572,426)	<b>579,592</b>	-	<b>579,592</b>	-	<b>579,592</b>	-	<b>579,592</b>
Environment Reserve	<b>150,000</b>	-	<b>150,000</b>	-	<b>150,000</b>	-	<b>150,000</b>	-	<b>150,000</b>

Grants	<b>2,686,696</b>	(77,969)	<b>2,608,727</b>	(44,410)	<b>2,564,317</b>	(19,780)	<b>2,544,537</b>	(9,020)	<b>2,535,517</b>
Housing	<b>1,422,448</b>	(356,479)	<b>1,065,969</b>	(55,273)	<b>1,010,696</b>	(55,273)	<b>955,423</b>	(55,273)	<b>900,150</b>
Innovation Fund	-	532,426	<b>532,426</b>	-	<b>532,426</b>	-	<b>532,426</b>	-	<b>532,426</b>
Land Charges	<b>339,152</b>	(89,100)	<b>250,052</b>	-	<b>250,052</b>	-	<b>250,052</b>	-	<b>250,052</b>
Legal	<b>88,914</b>	(36,000)	<b>52,914</b>	-	<b>52,914</b>	-	<b>52,914</b>	-	<b>52,914</b>
Major Repairs Reserve	<b>767,979</b>	(50,000)	<b>717,979</b>	-	<b>717,979</b>	-	<b>717,979</b>	-	<b>717,979</b>
Net Zero Initiatives	<b>471,857</b>	-	<b>471,857</b>	-	<b>471,857</b>	-	<b>471,857</b>	-	<b>471,857</b>
New Homes Bonus (NHB)	<b>146,149</b>	(62,386)	<b>83,763</b>	(87,614)	<b>(3,851)</b>	-	<b>(3,851)</b>	-	<b>(3,851)</b>
Organisational Development	<b>112,221</b>	(26,123)	<b>86,098</b>	-	<b>86,098</b>	-	<b>86,098</b>	-	<b>86,098</b>
Pathfinder	<b>89,566</b>	-	<b>89,566</b>	-	<b>89,566</b>	-	<b>89,566</b>	-	<b>89,566</b>

Planning	<b>287,926</b>	(37,300)	<b>250,626</b>	50,000	<b>300,626</b>	50,000	<b>350,626</b>	50,000	<b>400,626</b>
Restructuring & Invest to Save Proposals	<b>717,051</b>	(45,456)	<b>671,595</b>	-	<b>671,595</b>	-	<b>671,595</b>	-	<b>671,595</b>
Treasury	<b>300,000</b>	(300,000)	-	-	-	-	-	-	-
<b>Total Reserves</b>	<b>17,851,087</b>	(4,054,080)	<b>13,797,008</b>	(530,689)	<b>13,266,319</b>	(3,053)	<b>13,263,266</b>	7,707	<b>13,270,973</b>

Appendix 3 – Capital Programme 2024/25 and beyond

Corporate Priority	Current Budget 2024/25 £	Forecast Expenditure 2024/25	Updated Budget 2025/26 £	Updated Budget 2026/27 £	Updated Budget 2027/28 £
<b>Our Greener Future</b>	20,875,958	10,998,538	6,440,051	6,697,712	300,000
<b>Developing our Communities</b>	6,173,416	5,589,956	8,209,000	-	-
<b>Meeting our Housing Need</b>	4,827,670	3,549,777	1,300,000	1,300,000	1,000,000
<b>Investing in our Local Economy and Infrastructure</b>	5,551,787	2,510,002	210,000	60,000	-
<b>A Strong, Responsible and Accountable Council</b>	404,219	404,219	162,000	60,000	-
<b>Total Expenditure</b>	<b>37,833,050</b>	<b>23,052,492</b>	<b>16,321,051</b>	<b>8,117,712</b>	<b>1,300,000</b>
<b>Grants and Contributions</b>	28,101,069		14,373,328	7,447,712	1,000,000
<b>Reserves</b>	2,352,670		718,723	-	-
<b>Capital Receipts</b>	3,539,929		712,000	610,000	300,000
<b>Internal / External Borrowing</b>	3,839,382		517,000	60,000	-
<b>Total Funding</b>	<b>37,833,050</b>		<b>16,321,051</b>	<b>8,117,712</b>	<b>1,300,000</b>

<b>Treasury Management Strategy Report 2025/26</b>	
<b>Executive Summary</b>	This report sets out the Council's Treasury Management Strategy for the year 2025/26. It sets out details of the Council's Treasury Management activities and presents a strategy for the prudent investment of the Council's resources. It also sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives.
<b>Options considered</b>	No other options considered. It is a requirement that the Treasury Management Strategy report must be approved by full Council each year in advance of the new financial year to ensure the Council is compliant with the CIPFA Treasury Management, CIPFA Prudential Codes and guidance issued by the Ministry of Housing, Communities & Local Government (MHCLG).
<b>Consultation(s)</b>	Portfolio Holde Section 151 Officer  This report has been prepared with the assistance of Link Treasury Services, the Council's Treasury Management advisors.
<b>Recommendations</b>	To recommend to Full Council that the Treasury Management Strategy 2025/26 is approved.
<b>Reasons for recommendations</b>	Approval by Full Council demonstrates compliance with the Prudential Codes to ensure. <ul style="list-style-type: none"> <li>• A flexible investment strategy enabling the Council to respond to changing market conditions.</li> <li>• Ensure compliance with CIPFA and MHCLG guidance.</li> <li>• Confirming capital resources available for delivery of the Council's capital programme.</li> </ul> <p>It is a requirement that any proposed changes to the prudential indicators are approved by Full Council.</p>
<b>Background papers</b>	The Council's Treasury Management Strategy 2024/25.  CIPFA Prudential Code (Treasury Management in the Public Services: Code of Practice 2021 Edition).  CIPFA Prudential Code (Capital Finance in Local Authorities: Code of Practice 2021 Edition).

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr. Lucy Shires
<b>Contact Officer</b>	James Moore

<b>Links to key documents:</b>	
Corporate Plan:	This report is required to ensure that the Council can demonstrate it is in a sound financial position and able to deliver the projects in the Capital Programme which support the Corporate Plan Objectives.
Medium Term Financial Strategy (MTFS)	This report supports the MTFS in confirming adequate financing is in place for the Council to operate its regular functions alongside delivering the Council's Capital Programme.
Council Policies & Strategies	N/A

<b>Corporate Governance:</b>	
Is this a key decision	No
Has the public interest test been applied	Not an exempt item.
Details of any previous decision(s) on this matter	N/A

## **1. Purpose of the report**

- 1.1 It is a requirement that Treasury Management activities and risk management be conducted within the framework of the Chartered Institute of Public Finance (CIPFA) Code (Treasury Management in the Public Services: Code of Practice 2021 Edition).
- 1.2 Under the provisions of the Local Government Act 2003, Local Authorities are required to comply with the guidance of the Prudential Code with regard to capital decisions.
- 1.3 It is a requirement that any proposed changes to the 2025/26 prudential indicators are approved by Full Council.

## **2. Introduction & Background**

- 2.1 Treasury management is the operation of the Council's cash flows, borrowing and investments alongside the associated risks. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Council's prudent financial management.
- 2.2 The strategy (See Appendix) also sets out the Council's approach and deployment of capital resources in meeting the Council's overall aims and objectives.



### **3. Proposals and Options**

- 3.1 Appendix A shows the Council's full Treasury Management Strategy for the 2025/26 financial year.

### **4. Corporate Priorities**

- 4.1 Ensuring there is adequate funding in place is essential to delivering the Council's Capital Programme which supports the Corporate Plan and MTFs.

### **5. Financial and Resource Implications**

- 5.1 This report is financial in nature and financial implications are included within the content of the report.

#### **Comments from the S151 Officer:**

*This report is financial in nature and financial implications are included within the content of the report.*

### **6. Legal Implications**

- 6.1 None as a direct consequence of this report.

#### **Comments from the Monitoring Officer**

*Whilst there are no specific legal or governance comments. It is noted that this is a necessary financial report to comply with the CIPFA Treasury Management Code of Practice.*

### **7. Risks**

- 7.1 Any financial risks or implications are included within the content of the report.

### **8. Net Zero Target**

- 8.1 None as a direct consequence of this report.

### **9. Equality, Diversity & Inclusion**

- 9.1 None as a direct consequence of this report.

### **10. Community Safety issues**

- 10.1 None as a direct consequence of this report.

### **11. Conclusion and Recommendations**

- 11.1 It is recommended that Full Council approves the Treasury Management Strategy 2025/26 to ensure the Council is compliant with the Prudential Codes.

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# **North Norfolk District Council**

## **Treasury Management Strategy**

### **Statement**

Minimum Revenue Provision Policy Statement

Capital and Annual Investment Strategy

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2025/26

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## Key Considerations

### **2021 revised CIPFA Treasury Management Code and Prudential Code – changes which will impact on future TMSS/AIS reports and the risk management framework**

CIPFA published the revised Codes on 20th December 2021 and stated that revisions need to be included in the reporting framework from the 2023/24 financial year. This Council, therefore, has to have regard to these Codes of Practice when it prepares the Treasury Management Strategy Statement and Annual Investment Strategy, and also related reports during the financial year, which are taken to Full Council for approval.

### **The revised Treasury Management Code required all investments and investment income to be attributed to one of the following three purposes: -**

#### **Treasury management**

Arising from the organisation's cash flows or treasury risk management activity, this type of investment represents balances which are only held until the cash is required for use. Treasury investments may also arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.

#### **Service delivery**

Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is "either related to the financial viability of the project in question or otherwise incidental to the primary purpose".

#### **Commercial return**

Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to a Council's financial capacity – i.e., that 'plausible losses' could be absorbed in budgets or reserves without unmanageable detriment to local services. A Council must not borrow to invest primarily for financial return.

### **The revised Treasury Management Code requires a Council to implement the following:**

1. **Adopt a liability benchmark treasury indicator** to support the financing risk management of the capital financing requirement; this is to be shown in chart form for a minimum of 10 years, with material differences between the liability benchmark and actual loans to be explained.
2. **Long-term treasury investments**, (including pooled funds), are to be classed as commercial investments unless justified by a cash flow business case.
3. **Pooled funds** are to be included in the indicator for principal sums maturing in years beyond the initial budget year.
4. Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management conducted by each Council.
5. **Reporting to members is to be done quarterly**. Specifically, the Chief Finance Officer (CFO) is required to establish procedures to monitor and report

performance against all forward-looking prudential indicators at least quarterly. The CFO is expected to establish a measurement and reporting process that highlights significant actual or forecast deviations from the approved indicators. However, monitoring of prudential indicators, including forecast debt and investments, is not required to be taken to Full Council and should be reported as part of the Council's integrated revenue, capital and balance sheet monitoring.

6. **Environmental, social and governance (ESG)** issues to be addressed within a Council's treasury management policies and practices (TMP1).

**The main requirements of the Prudential Code relating to service and commercial investments are: -**

1. The risks associated with service and commercial investments should be proportionate to their financial capacity – i.e. that plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services.
2. A Council must not borrow to invest for the primary purpose of commercial return.
3. It is not prudent for local authorities to make any investment or spending decision that will increase the CFR, and so may lead to new borrowing, unless directly and primarily related to the functions of the Council, and where any commercial returns are either related to the financial viability of the project in question or otherwise incidental to the primary purpose.
4. An annual review should be conducted to evaluate whether commercial investments should be sold to release funds to finance new capital expenditure or refinance maturing debt.
5. A prudential indicator is required for the net income from commercial and service investments as a proportion of the net revenue stream.
6. Create new Investment Management Practices to manage risks associated with non-treasury investments, (similar to the current Treasury Management Practices).

**A Council's Capital Strategy or Annual Investment Strategy should include: -**

1. The Council's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the Council's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence.
2. An assessment of affordability, prudence and proportionality in respect of the Council's overall financial capacity (i.e., whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services).
3. Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed.
4. Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments).
5. Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information

contained in them will need to be periodically re-evaluated to inform the Council's overall strategy).

6. State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that a Council must not borrow to invest primarily for financial return.

## 1.1 Background

The Council is required to operate a balanced revenue budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low-risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.

The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer-term cash flow planning, to ensure that it can meet its capital spending obligations. This management of longer-term cash may involve arranging long or short-term loans or using longer-term cash flow surpluses. On occasion, when it is prudent and economic, any debt previously drawn may be restructured to meet risk or cost objectives.

The contribution the treasury management function makes to the Council is critical, as the balance of debt and investment operations ensure liquidity or the ability to meet spending commitments as they fall due, either on day-to-day revenue or for larger capital projects. The treasury operations will see a balance of the interest costs of debt and the investment income arising from cash deposits affecting the available budget. Since cash balances generally result from reserves and balances, it is paramount to ensure adequate security of the sums invested, as a loss of principal will in effect result in a loss to the General Fund Balance.

CIPFA defines treasury management as:

*“The management of the local Council's borrowing, investments and cash flows, including its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”*

Whilst any commercial initiatives or loans to third parties will impact on the treasury function, these activities are generally classed as non-treasury activities, (arising usually from capital expenditure), and are separate from the day-to-day treasury management activities.

## 1.2 Reporting Requirements

### 1.2.1 Capital Strategy

The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report which will provide the following: -

- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The aim of the strategy is to ensure that all the Council's elected members fully understand the overall long-term policy objectives and resulting Capital Strategy requirements, governance procedures and risk appetite.



### 1.2.2 Treasury Management Reporting

The Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

- a. **Prudential and treasury indicators and treasury strategy** (this report)
  - The first, and most important report is forward looking and covers: -
    - the capital plans, (including prudential indicators)
    - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time)
    - the Treasury Management Strategy, (how the investments and borrowings are to be organised), including treasury indicators; and
    - an Annual Investment Strategy, (the parameters on how investments are to be managed)
  
- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, this Council will receive quarterly update reports.
  
- c. **An annual treasury outturn report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

#### Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Full Council. This role is undertaken by the Overview & Scrutiny Committee.

**Quarterly reports** – In addition to the three major reports detailed above, from 2023/24 quarterly reporting is also required (this Council reports the position at the end of July and at the end of January). However, these additional reports do not have to be report to Full Council but must be adequately scrutinised. This role is to be undertaken by the Overview & Scrutiny Committee. (The reports, specifically, should comprise updated Treasury/Prudential Indicators).

### 1.3 Treasury Management Strategy for 2025/26

The strategy for 2025/26 covers two main areas:

#### Capital issues

- the capital expenditure plans and the associated prudential indicators
- the minimum revenue provision (MRP) policy

#### Treasury management issues

- the current treasury position
- treasury indicators which limit the treasury risk and activities of the Council
- prospects for interest rates
- the borrowing strategy
- policy on borrowing in advance of need

- debt rescheduling
- the investment strategy
- creditworthiness policy; and
- the policy on use of external service providers

These elements cover the requirements of the Local Government Act 2003, DLUHC (now MHCLG) Investment Guidance, DLUHC (now MHCLG) MRP Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code.

#### **1.4 Training**

The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.

Furthermore, pages 47 and 48 of the Code state that they expect “all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making.

The scale and nature of this will depend on the size and complexity of the organisation’s treasury management needs. Organisations should consider how to assess whether treasury management staff and board/ council members have the required knowledge and skills to undertake their roles and whether they have been able to maintain those skills and keep them up to date.

As a minimum, authorities should carry out the following to monitor and review knowledge and skills:

- Record attendance at training and ensure action is taken where poor attendance is identified.
- Prepare tailored learning plans for treasury management officers and board/council members.
- Require treasury management officers and board/council members to undertake self-assessment against the required competencies (as set out in the schedule that may be adopted by the organisation).
- Have regular communication with officers and board/council members, encouraging them to highlight training needs on an ongoing basis.

In further support of the revised training requirements, CIPFA’s Better Governance Forum and Treasury Management Network have produced a ‘self-assessment by members responsible for the scrutiny of treasury management’, which is available from the CIPFA website to download.

The training needs of treasury management officers are periodically reviewed.

A formal record of the training received by officers central to the Treasury function will be maintained by the Technical Accountant.

### **1.5 Treasury Management Consultants**

The Council uses Link Group, Link Treasury Services Limited as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon the services of our external service providers. All decisions will be undertaken with regards to all available information, including, but not solely, our treasury advisers.

It also recognises that there is value in employing external providers of treasury management services to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

## 2. THE CAPITAL PRUDENTIAL INDICATORS 2025/26 – 2027/28

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans are prudent, affordable and sustainable.

### 2.1 Capital Expenditure and Financing

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts:

Capital expenditure £m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Approved Capital Programme	13.766	37.723	16.721	8.518	1.700
Capital Bids to be Reviewed	-	-	2.151	0.343	-
<b>Total</b>	<b>13.766</b>	<b>37.723</b>	<b>18.872</b>	<b>8.861</b>	<b>1.700</b>

Other long-term liabilities - the above financing need excludes other long-term liabilities, such as PFI and leasing arrangements that already include borrowing instruments.

The tables below summarise the above capital expenditure plans from approved and to be considered capital projects, how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

**Table a. Current 2024/25 Capital Programme financing:**

Financing of capital expenditure £m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
<b>Total Capital Expenditure (approved)</b>	<b>13.766</b>	<b>37.723</b>	<b>16.721</b>	<b>8.518</b>	<b>1.700</b>
Capital receipts	0.470	3.395	0.712	0.610	0.300
Capital grants	7.846	25.746	14.373	7.148	1.000
Capital contributions	1.035	2.127	0.719	0.300	-
Reserves	1.455	2.427	-	-	-
Revenue Contribution to Capital Outlay	0.100	0.000	-	-	-
<b>Net financing need for the year (Borrowing)</b>	<b>2.860</b>	<b>4.028</b>	<b>0.917</b>	<b>0.460</b>	<b>0.400</b>

**Table b. 2025/26 Capital Bids to be reviewed:**

Financing of capital expenditure £m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
<b>Total Capital Expenditure (new bids)</b>	-	-	<b>2.151</b>	<b>0.343</b>	-
Capital receipts	-	-	0.090	-	-
Capital grants	-	-	0.000	-	-
Capital contributions	-	-	0.080	-	-
Reserves	-	-	0.300	-	-
Revenue Contribution to Capital Outlay	-	-	-	-	-
<b>Net financing need for the year (Borrowing)</b>	-	-	<b>1.681</b>	<b>0.343</b>	-

**Table c. Project 2025/26 Capital Programme assuming all new bids approved:**

Financing of capital expenditure £m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
<b>Total Capital Expenditure (all)</b>	<b>13.766</b>	<b>37.723</b>	<b>18.872</b>	<b>8.861</b>	<b>1.700</b>
Capital receipts	0.470	3.395	0.802	0.610	0.300
Capital grants	7.846	25.746	14.373	7.148	1.000
Capital contributions	1.035	2.127	0.799	0.300	0.000
Reserves	1.455	2.427	0.300	0.000	0.000
Revenue Contribution to Capital Outlay	0.100	0.000	0.000	0.000	0.000
<b>Net financing need for the year (Borrowing)</b>	<b>2.860</b>	<b>4.028</b>	<b>2.598</b>	<b>0.803</b>	<b>0.400</b>

## 2.2 The Council's Borrowing Need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities (e.g., PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of schemes include a borrowing facility by the PFI, PPP lease provider and so the Council is not required to separately borrow for these schemes. The Council currently has £0m of such schemes within the CFR.

The Council is asked to approve the CFR projections below, these are based on all capital projects being completed in the years they are approved. However, it is noted the actual capital financing at outturn may be different to allow for projects which have not been completed in year the funding was approved for (capital roll-forwards):

**Table a. CFR projections based on current Capital Programme:**

£m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
<b>Capital Financing Requirement</b>					
<b>Total CFR</b>	<b>17.474</b>	<b>20.995</b>	<b>21.385</b>	<b>21.282</b>	<b>21.101</b>
<b>Movement in CFR</b>	<b>2.386</b>	<b>3.521</b>	<b>0.390</b>	<b>(0.103)</b>	<b>(0.181)</b>
<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	2.860	4.028	0.917	0.460	0.400
Less MRP	(0.474)	(0.507)	(0.527)	(0.563)	(0.581)
<b>Movement in CFR</b>	<b>2.386</b>	<b>3.521</b>	<b>0.390</b>	<b>(0.103)</b>	<b>(0.181)</b>

**Table b. CFR projections if all new capital bids approved:**

£m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
<b>Capital Financing Requirement</b>					
<b>Total CFR</b>	<b>17.474</b>	<b>20.995</b>	<b>23.066</b>	<b>23.293</b>	<b>23.099</b>
<b>Movement in CFR</b>	<b>2.386</b>	<b>3.521</b>	<b>2.071</b>	<b>0.227</b>	<b>(0.194)</b>
<b>Movement in CFR represented by</b>					
Net financing need for the year (above)	2.860	4.028	2.598	0.803	0.400
Less MRP	(0.474)	(0.507)	(0.527)	(0.576)	(0.594)
<b>Movement in CFR</b>	<b>2.386</b>	<b>3.521</b>	<b>2.071</b>	<b>0.227</b>	<b>(0.194)</b>

The Council's current planned external borrowing for treasury management purposes as a result of the current CFR and future projections is shown below. This does not include temporary short-term borrowing which may fluctuate depending on the delivery timelines off each capital project, short-term borrowing indicates a deficit in the amount internally borrowed by the Council to deliver capital schemes. Where short-term borrowing is constant for more than one year, this indicates an increased need for long-term borrowing.

The Council's cash flow may be able to incorporate any small increases in internal borrowing year on year, but any large increases in CFR indicate a potential need to increase the Council's long-term external borrowing.

Currently the Council has been able to operate with only £5m actual long-term external borrowing with only temporary extra short-term borrowing required for short durations over the financial year (peaks and troughs in the Council's cashflow). On this basis it is assumed that the Council's cashflow can cover £16m (£15.710m) of internal borrowing within its current resources. It is then assumed that this will inflate by 2% each year (CPI).

**Table a. Forecasted Long-Term borrowing based on current Capital Programme:**

Planned Long-Term External borrowing & Estimate £m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Forecasted CFR (above)	17.474	20.995	21.385	21.282	21.101
<b>Actual Long-Term External Borrowing</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>0.000</b>	<b>0.000</b>
Actual Internal Borrowing	12.474	15.995			
Assumed Additional Internal Borrowing capacity increase (2% year on year)			0.320	0.326	0.333
Forecast Internal Borrowing capacity (Actual internal borrowing + assumed 2% capacity)			16.315	16.641	16.974
<b>Potential External Borrowing Requirement</b> (Forecasted CFR – actual borrowing – forecasted internal borrowing capacity).	0.000	0.000	-0.250	4.315	3.794

The above table shows that with the Council's current approved capital programme, the treasury will likely be required to renew the current £5m external borrowing for 2025/26 (forecast borrowing requirement 4.750m) and 2026/27 (forecast borrowing requirement 4.315m) but could then reduce this to £4m in 2027/28. This also shows that the Council is actively paying off its long-term debt.

**Table b. Forecasted Long-Term borrowing if all new capital bids approved:**

<b>Planned Long-Term External borrowing &amp; Estimate £m</b>	<b>2023/24 Actual</b>	<b>2024/25 Estimate</b>	<b>2025/26 Estimate</b>	<b>2026/27 Estimate</b>	<b>2027/28 Estimate</b>
Forecasted CFR (above)	17.474	20.995	23.066	23.293	23.099
<b>Actual Long-Term External Borrowing</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>0.000</b>	<b>0.000</b>
Actual Internal Borrowing	12.474	15.995			
Assumed Internal Borrowing capacity increase (2% year on year)			0.320	0.326	0.333
Forecast Internal Borrowing capacity (Actual internal borrowing + assumed 2% capacity)			16.315	16.641	16.974
<b>Potential External Borrowing Requirement</b> (Forecasted CFR – actual borrowing – forecasted internal borrowing capacity).	0.000	0.000	1.431	6.326	5.792

The above table shows that approval of all of the 2025/26 capital bids could increase the Council's total external borrowing to a total of £7m in 2025/26 (forecast borrowing requirement £6.431m) from £5m in 2024/25. The external borrowing requirement is then forecasted to stay at £7m (£6.326m) in 2026/27 and the lower to £6m (£5.792m) in 2027/28.

This table still shows the Council is actively paying off its long-term debt, however the interest costs on this level of external borrowing under the current borrowing rates will have a significant impact on the revenue budgets.

### 2.3 Liability Benchmark

The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum.

There are four components to the LB: -

1. **Existing loan debt outstanding:** the Council's existing loans that are still outstanding in future years.
2. **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP.
3. **Net loans requirement:** this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
4. **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance. Any years where actual loans are less than the benchmark indicate a future borrowing requirement; any years where actual loans outstanding exceed the benchmark represent an overborrowed position, which will result in excess cash requiring investment (unless any currently unknown future borrowing plans increase the benchmark loan debt requirement).

## 2.4 Core Funds and Expected Investment Balances

The application of resources (capital receipts, reserves etc.) to either finance capital expenditure or other budget decisions to support the revenue budget will have an ongoing impact on investments unless resources are supplemented each year from new sources (asset sales etc.). Detailed below are estimates of the year-end balances for each resource and anticipated day-to-day cash flow balances.

<b>Year End Resources £m</b>	<b>2023/24 Actual</b>	<b>2024/25 Estimate</b>	<b>2025/26 Estimate</b>	<b>2026/27 Estimate</b>	<b>2027/28 Estimate</b>
Reserves	17.542	13.488	13.185	13.190	13.224
Capital receipts	2.811	0.685	0.843	0.283	0.033
<b>Total core funds</b>	<b>20.353</b>	<b>14.173</b>	<b>14.028</b>	<b>13.473</b>	<b>13.257</b>
Working capital (housing loans remaining balance)	2.145	1.859	1.573	1.286	0.999
<b>Expected Total Investments</b>	<b>22.498</b>	<b>16.032</b>	<b>15.601</b>	<b>14.759</b>	<b>14.256</b>

## 2.5 Minimum Revenue Provision (MRP) Policy Statement

Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Council has financed capital expenditure by borrowing it is required to make a provision each year through a revenue charge (MRP). The 2003 Regulations have been further amended with full effect from April 2025 to expressly provide that in determining a prudent provision local authorities cannot exclude any amount of CFR from its calculation, unless by an exception set out in statute.

The Council is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2024) provides four ready-made options for calculating MRP. Councils can use a mix of these options if it considers it appropriate to do so.

The Government considers that the methods of making prudent provision include the options set out in the statutory guidance. However, this does not rule out or otherwise preclude a Council from using an alternative method should it decide that is more appropriate. Any method used is subject to the conditions in paragraphs 61 to 65 of the guidance as far as these are relevant.

The Council is recommended to approve the following MRP Statement:

For expenditure incurred before 1 April 2008 which forms part of supported capital expenditure, the MRP policy will be:

Example approach:

- 4% reducing balance (CFR method) – MRP will be calculated as 4% of the opening GF CFR balance; or

From 1 April 2008 for all unsupported borrowing the MRP policy will be (amend as appropriate):

- Asset life method (annuity)



Regulation 27(3) allows a local Council to charge MRP in the financial year following the one in which capital expenditure finance by debt was incurred (MRP is charged the year after capital project completion, assets under construction do not incur a MRP charge).

Therefore, capital expenditure financed by borrowing in 2024/25 will not be subject to an MRP charge until 2025/26, or in the financial year following the one which the asset first becomes available for use.

The Council will apply the asset life method for any expenditure capitalised under a Capitalisation Direction. This is to insure the best and fairest value to the taxpayer.

### **Leases/PFI**

The adoption of International Financial Reporting Standard 16 has introduced a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months unless the underlying asset is low value. When such lease contracts and the related assets and liabilities are brought onto the balance sheet, a local Council will increase its long-term liabilities and as a result this will increase the debt liability.

Generally accepted accounting practice requires these changes to be accounted for retrospectively, with the result that an element of the rental or service charge payable in previous years (and previously charged to revenue accounts) will be taken to the balance sheet to reduce the liability. On its own, this change in the accounting arrangements would result in a one-off increase to the CFR and an equal increase in revenue account balances.

This is not seen as a prudent course of action and the guidance aims to ensure local authorities are in the same position as if the change had not occurred. It does this by recommending the inclusion in the annual MRP charge of an amount equal to the amount that has been taken to the balance sheet to reduce the liability, including the retrospective element in the first year.

It will be open to local authorities to consider a different approach to the calculation, subject to compliance with the overriding statutory requirement to make a prudent level of MRP.

Regarding MRP in respect of assets acquired either under leases where a right-of-use asset is on the balance sheet or where on-balance sheet PFI contracts are in place, the prudent charge to revenue can be measured as being equal to the element of the rent/charge that goes to write down the balance sheet liability.

Where a lease (or part of a lease) or PFI contract is brought onto the balance sheet, having previously been accounted for off-balance sheet, the MRP requirement is regarded as having been met by the inclusion in the charge for the year in which the restatement occurs, of an amount equal to the write-down for that year plus retrospective writing down of the balance sheet liability that arises from the restatement.

### **Investment property**

The duty to make MRP extends to investment properties where the acquisition results in an increase to the CFR. As depreciation is not charged on investment properties,

the Depreciation method is not a suitable approach for calculating the MRP to be charged in respect of investment properties.

A local Council cannot exclude any proportion of its debt liability from the determination of a prudent MRP charge on the basis that the debt is associated with an investment asset that the Council believes will retain or increase capital value.

Therefore, the Council will calculate the MRP charges for any investment property funding by borrowing on the same basis as its capital expenditure.

### **Capital loans**

Regulation 27(4) allows a local Council to exclude capital loans that are financed by debt from the requirement to make MRP, provided the loan is not a commercial loan. A commercial loan is defined in regulation 27(5) as a loan from the Council to another entity for a purpose which, if the Council were to undertake itself, would be primarily for financial return; or, where the loan is itself, capital expenditure undertaken primarily for financial return. Local authorities must make MRP with respect to any debt used to finance a commercial capital loan.

A local Council may choose not to charge MRP in respect of the financing by debt of a loan issued by a Council to any person or body, where —

- (a) the loan is treated as capital expenditure in accordance with regulation 25(1)(b),
- (b) the loan is not a commercial loan, and
- (c) the local Council has not recognised, in accordance with proper practices(c), any expected or actual credit loss in respect of that loan.

The Council has issued capital loans that are categorised as non-commercial and has chosen to not apply MRP on the basis that these loans are financed from the use of available capital receipts from previous asset sale (regeneration of housing assets to meet the Council's Corporate Plan objections) instead of issues any loans financed by borrowing. The Council currently does not issue loans for commercial purposes.

### **Capital receipts**

For capital expenditure on loans to third parties where the principal element of the loan has been repaid in annual instalments, the capital receipts arising from the principal loan repayments will be used to reduce the CFR instead of MRP.

### **Share Capital**

Where a Council incurs expenditure that is capitalised on or after April 2008, which is financed by borrowing for the acquisition of share capital, Regulation 25(1)(d) Acquisition of share capital sets out the maximum period for a Council to provide MRP of 20 years. The Council has not currently acquired any share capital.

### **MRP Overpayments**

Under the MRP guidance, charges made in excess of the statutory MRP can be made and are known as voluntary revenue provision (VRP).

VRP can be reclaimed in later years if deemed necessary or prudent. In order for these amounts to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year.

Cumulative VRP overpayments made to 31.03.24 are £0m.

### 3. BORROWING

The capital expenditure plans set out in Section 2 provide details of the service activity of the Council. The treasury management function ensures that the Council's cash is organised in accordance with the relevant professional codes, so that sufficient cash is available to meet this service activity and the Council's Capital Strategy. This will involve both the organisation of the cash flow and, where capital plans require, the organisation of appropriate borrowing facilities. The strategy covers the relevant treasury / prudential indicators, the current and projected debt positions, and the Annual Investment Strategy.

#### 3.1 Current Portfolio Position

The overall treasury management portfolio as at 31.3.24 and for the position as at 30.11.24 are shown below for both borrowing and investments.

<b>TREASURY PORTFOLIO</b>				
	actual <b>31.3.24</b>	Actual <b>31.3.24</b>	current <b>30.11.24</b>	current <b>30.11.24</b>
	£000	% of portfolio	£000	% of portfolio
<b>Treasury investments</b>				
Money Market Funds	2,010	9%	2,900	13%
<b>Total managed in house</b>	<b>2,010</b>	<b>9%</b>	<b>2,900</b>	<b>13%</b>
Bond Funds	5,000	23%	5,000	22%
Equity Funds	4,000	18%	4,000	17%
Property Funds	5,000	23%	5,000	22%
Multi-Asset Funds	6,000	27%	6,000	26%
<b>Total managed externally</b>	<b>20,000</b>	<b>91%</b>	<b>20,000</b>	<b>87%</b>
<b>Total treasury investments</b>	<b>22,010</b>	<b>100%</b>	<b>22,900</b>	<b>100%</b>
<b>Treasury external borrowing</b>				
Long-Term PWLB	5,000	75%	5,000	100%
Short-Term Local Authorities	1,700	25%	0,000	0%
<b>Total external borrowing</b>	<b>6,700</b>	<b>100%</b>	<b>5,000</b>	<b>100%</b>
<b>Net treasury investments / (borrowing)</b>	<b>15,310</b>		<b>17,900</b>	

The Council's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need, (the Capital Financing Requirement - CFR), highlighting any over or under borrowing. This uses the predicted CFR and gross debt figures from the tables shown in section 2.2 above.

**Table a. Forecasted under/(over) borrowing projects based on existing Capital Programme:**

£m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
<b>External Debt</b>					
Debt as of 1 April	9.000	5.000	5.000	0.000	0.000
<b>Known changes in Debt</b>	(2.300)	0.000	(5.000)	0.000	0.000
Other long-term liabilities (OLTL)	0.000	0.000	0.000	0.000	0.000
Expected change in OLTL	0.000	0.000	0.000	0.000	0.000
<b>Actual gross debt on 31 March</b>	<b>6.700</b>	<b>5.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
The Capital Financing Requirement	17.474	20.995	21.385	21.282	21.101
<b>Under / (over) borrowing</b>	<b>10.774</b>	<b>15.710</b>	<b>21.385</b>	<b>21.282</b>	<b>21.101</b>

**Table b. Forecasted under/(over) borrowing of Capital Programme if all new capital bids approved:**

£m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
<b>External Debt</b>					
Debt as of 1 April	9.000	5.000	5.000	0.000	0.000
<b>Known changes in Debt</b>	(2.300)	0.000	(5.000)	0.000	0.000
Other long-term liabilities (OLTL)	0.000	0.000	0.000	0.000	0.000
Expected change in OLTL	0.000	0.000	0.000	0.000	0.000
<b>Actual gross debt on 31 March</b>	<b>6.700</b>	<b>5.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
The Capital Financing Requirement	17.474	20.995	23.066	23.293	23.099
<b>Under / (over) borrowing</b>	<b>10.774</b>	<b>15.995</b>	<b>23.066</b>	<b>23.293</b>	<b>23.099</b>

The top table show that with the authorities' current capital programme, levels of external debt can be reduced overtime with the Council's current MRP provision. However, the top table also indicates that the Council will need to replace the £5m loan due to be repaid in April 2025 otherwise the amount of under borrowing increases above the levels of internal borrowing the current cashflow can support.

The bottom table shows that with the additional capital bids there will be a larger increase in CFR and under borrowing, and potentially around £8m external borrowing requirement may be needed instead of the current £5m to finance the additional capital programme projects.

Within the range of prudential indicators there are several key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that

The Council needs to ensure that its gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2025/26 and the following two financial years. This allows some flexibility for limited early borrowing for future years but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Director of Finance reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes account of current commitments, existing plans and the proposals in this budget report.

### 3.2 Treasury Indicators: Limits to Borrowing Activity

**The Operational Boundary.** This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

Operational Boundary £m	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Debt	15.000	30.000	30.000	30.000
Other long-term liabilities	0.000	0.000	0.000	0.000
<b>Total</b>	<b>15.000</b>	<b>30.000</b>	<b>30.000</b>	<b>30.000</b>

For future years, it is proposed that this boundary is increased from £15m to £30m to facilitate the forecasted CFR requirements (assuming all new capital bids are approved – table b in 3.1 above). If instead it was assumed all capital bids won't be approved, it would instead be recommended that the operational boundary is increased to £20m to match the updated CFR forecasts for 2025/26 and beyond with the current capital programme (table a in 3.1 above)

**The Authorised Limit for external debt.** This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the Full Council. It reflects the level of external debt which, while not desired, could be afforded in the short-term, but is not sustainable in the longer-term. This is typically the Operational Boundary plus a threshold for temporary short-term debt.

- This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all local Council plans, or those of a specific Council, although this power has not yet been exercised.
- The Council is asked to approve the following Authorised Limit, which is currently calculated as £10m above the operational boundary (£30m above). If short-term borrowing is deemed to exceed £10m then this highlights a significant cashflow concern which should be brought to members attention for review:

Authorised Limit £m	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Debt	25.000	40.000	40.000	40.000
Other long-term liabilities	0.000	0.000	0.000	0.000
<b>Total</b>	<b>25.000</b>	<b>40.000</b>	<b>40.000</b>	<b>40.000</b>

### 3.3 Prospects for Interest Rates

The Council has appointed Link Group as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. Link provided the following forecasts on 11 November 2024. These are forecasts for Bank Rate, average earnings and PWLB certainty rates, gilt yields plus 80 bps.

Link Group Interest Rate View	11.11.24												
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27
<b>BANK RATE</b>	4.75	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.70	4.50	4.30	4.00	4.00	4.00	3.80	3.80	3.80	3.50	3.50	3.50	3.50
6 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
12 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
5 yr PWLB	5.00	4.90	4.80	4.60	4.50	4.50	4.40	4.30	4.20	4.10	4.00	4.00	3.90
10 yr PWLB	5.30	5.10	5.00	4.80	4.80	4.70	4.50	4.50	4.40	4.30	4.20	4.20	4.10
25 yr PWLB	5.60	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.50
50 yr PWLB	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.30	4.30

*Additional notes by Link on this forecast table: -*

- Following the 30 October Budget, the outcome of the US Presidential election on 6 November, and the 25bps Bank Rate cut undertaken by the Monetary Policy Committee (MPC) on 7 November, we have significantly revised our central forecasts for the first time since May. In summary, our Bank Rate forecast is now 50bps – 75bps higher than was previously the case, whilst our PWLB forecasts have been materially lifted to not only reflect our increased concerns around the future path of inflation, but also the increased level of Government borrowing over the term of the current Parliament.
- If we reflect on the 30 October Budget, our central case is that those policy announcements will be inflationary, at least in the near-term. The Office for Budgetary Responsibility and the Bank of England concur with that view. The latter have the CPI measure of inflation hitting 2.5% y/y by the end of 2024 and staying sticky until at least 2026. The Bank forecasts CPI to be 2.7% y/y (Q4 2025) and 2.2% (Q4 2026) before dropping back in 2027 to 1.8% y/y.
- The anticipated major investment in the public sector, according to the Bank, is expected to lift UK real GDP to 1.7% in 2025 before growth moderates in 2026 and 2027. The debate around whether the Government's policies lead to a material uptick in growth primarily focus on the organization of fast-tracking planning permissions, identifying sufficient skilled labour to undertake a resurgence in building, and an increase in the employee participation rate within the economy.
- There are inherent risks to all the above. The worst-case scenario would see systemic blockages of planning permissions and the inability to identify and resource the additional workforce required to deliver large-scale IT, housing, and infrastructure projects. This would lead to upside risks to inflation, an increased prospect of further Government borrowing & tax rises, and a tepid GDP performance.
- Link's central view is that monetary policy is sufficiently tight at present to cater for some further moderate loosening, the extent of which, however, will continue to be data dependent. We forecast the next reduction in Bank Rate to be made in February and for a pattern to evolve whereby rate cuts are made quarterly and in keeping with the release of the Bank's Quarterly Monetary Policy Reports (February, May, August, and November).

- Any movement below a 4% Bank Rate will, nonetheless, be very much dependent on inflation data in the second half of 2025. The fact that the November MPC rate cut decision saw a split vote of 8-1 confirms that there are already some concerns around inflation's stickiness, and with recent public sector wage increases beginning to funnel their way into headline average earnings data, the market will be looking very closely at those releases.
- Regarding the PWLB forecast, the short to medium part of the curve is forecast to remain elevated over the course of the next year, and the degree to which rates moderate will be tied to the arguments for further Bank Rate loosening or otherwise. The longer part of the curve will also be impacted by inflation factors, but there is also the additional concern that with other major developed economies such as the US and France looking to run large budget deficits there could be a glut of government debt issuance that investors will only agree to digest if the interest rates paid provide sufficient reward for that scenario.
- So far, little mention has been made of the US President election and economic impact. Nonetheless, Donald Trump's victory paves the way for the introduction/extension of tariffs that could prove inflationary whilst the same could be said of further tax cuts and an expansion of the current US budget deficit. Invariably the direction of US Treasury yields in reaction to his core policies will, in all probability, impact UK gilt yields. So, there are domestic and international factors that could impact PWLB rates whilst, as a general comment, geo-political risks abound in Europe, the Middle East and Asia.
- Revised PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012. Please note, the lower Housing Revenue Account (HRA) PWLB rate started on 15 June 2023 for those authorities with an HRA (standard rate minus 60 bps), but this does not apply to the Council who does not currently have a Housing Revenue Account.

### Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, but the risks to our forecasts are to the upsides. Target borrowing rates are set **two years forward** (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below:

PWLB debt	Current borrowing rate as at 11.11.24 p.m.	Target borrowing rate now. (end of Q3 2026)	Target borrowing rate previous. (end of Q3 2026)
5 years	5.02%	4.30%	3.90%
10 years	5.23%	4.50%	4.10%
25 years	5.66%	4.90%	4.40%
50 years	5.42%	4.70%	4.20%

**Borrowing advice:** The long-term (beyond 10 years) forecast for Bank Rate has been increased to 3.25% (from 3%). As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA



to LA monies should also be considered. Temporary borrowing rates will fall in line with Bank Rate cuts.

Link's suggested budgeted earnings rates for investments up to about three months' duration in each fiscal year are set out below.

Average earnings in each year	Now	Previously
2024/25 (residual)	4.60%	4.25%
2025/26	4.10%	3.35%
2026/27	3.70%	3.10%
2027/28	3.50%	3.25%
2028/29	3.50%	3.25%
Years 6 to 10	3.50%	3.25%
Years 10+	3.50%	3.50%

We will continue to monitor economic and market developments as they unfold. Typically, forecasts are reviewed following the quarterly release of the Bank of England's Monetary Policy Report but will consider our position on an ad hoc basis as required.

The interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

### 3.4 Borrowing Strategy

The Council is currently maintaining an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), has not been fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow has been used as a temporary measure. This strategy is prudent as medium and longer dated borrowing rates are expected to fall from their current levels, albeit only once prevailing inflation concerns are addressed by restrictive near-term monetary policy. That is, Bank Rate remains relatively elevated in 2025 even if some rate cuts arise.

Against this background and the risks within the economic forecast, caution will be adopted with the 2025/26 treasury operations. The Director of Finance will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- It is currently estimated that there will be a fall in interest rates over the next two financial years, therefore external borrowing is only to be taken under the shortest available duration (one or two years) to avoid borrowing long-term at a high long-term cost to the Council.  
Once borrowing rates have reached a lower, more manageable threshold when the treasury will consider taking a longer-term loan, resulting in a lower revenue cost to the authority for managing its levels of external debt.

Any decisions will be reported to the appropriate decision-making body at the next available opportunity.

### 3.5 Policy on Borrowing in Advance of Need

The Council is required to consider its policy concerning borrowing in advance of need.

It is considered that the additional costs inherent in carry debt held in advance of need against the advantages of fixing debt at the current rates and has determined that the policy is to borrow as close to the time of requiring funds as possible to prevent over-exposure to unnecessary interest rate costs to the revenue budget.

### 3.6 Rescheduling

Rescheduling of current borrowing in our debt portfolio may be considered whilst premature redemption rates remain elevated but only if there is surplus cash available to facilitate any repayment, or rebalancing of the portfolio to provide more certainty is considered appropriate. At the current time it is felt that holding onto the current investments until capital values recover from the recent economic events is the best course of action to avoid capital losses on the original principle invested.

However, with the current high amount of long-term investment compared to short-term investment the treasury will consider rescheduling of any long-term investment should its capital value recover to the same value, or above the value of initial investment.

If rescheduling is to be undertaken, it will be reported to Full Council at the earliest meeting following its action.

### 3.7 New Financial Institutions as a Source of Borrowing and / or Types of Borrowing

Currently the PWLB Certainty Rate is set at gilts + 80 basis points. However, consideration will be made to possibly long-term borrow from other Local Authorities if borrowing rates/maturities are deemed more favourable. This would typically only apply to borrowing between 1-3 years as Local Authorities do not typically lend longer term to minimize unknown cashflow forecasting risk.

### 3.8 Approved Sources of Long and Short-term Borrowing

On Balance Sheet	Fixed	Variable
PWLB	●	●
Local Authorities	●	●
Pension Funds	●	●
Fire Authorities	●	●
Police Authorities	●	●
Internal (capital receipts & revenue balances)	●	●

## 4 ANNUAL INVESTMENT STRATEGY

### 4.1 Investment Policy – Management of Risk

The Ministry of Housing, Communities and Local Government (MHCLG) and CIPFA have extended the meaning of ‘investments’ to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team).

The Council’s investment policy has regard to the following: -

- MHCLG’s Guidance on Local Government Investments (“the Guidance”)
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 (“the Code”)
- CIPFA Treasury Management Guidance Notes 2021

The Council’s investment priorities will be security first, portfolio liquidity second and then yield (return). The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the Council’s risk appetite.

In the current economic climate, it is considered appropriate to maintain a degree of liquidity to cover cash flow needs but to also retain long-term pooled fund investments (over twelve months) months with high credit rated financial institutions, whilst investment rates remain elevated to generate interest income to support the Council’s budget during difficult economic times. Capital values of long-term investments have been steadily recovering from a sharp fall since the start of the Ukraine-Russia war, however, at the current time the capital values are still lower than the value of original principle invested. Therefore, the treasury’s intention is to retain these investments for a further financial year and re-assess the possibility of divestment in future financial years once the capital values of shares have recovered further to prevent a loss to the Council through the early redemption of funds.

The above guidance from MHCLG and CIPFA places a high priority on the management of risk. This Council has adopted a prudent approach to managing risk and defines its risk appetite by the following means:

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Council will engage with its advisors to maintain a monitor on market pricing such as “**credit default swaps**” and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

4. This Council has defined the list of **types of investment instruments** that the treasury management team are authorised to use. There are two lists in Appendix 5.4 under the categories of 'specified' and 'non-specified' investments.

**Specified investments** are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to maturity, if originally, they were classified as being non-specified investments solely due to the maturity period exceeding one year.

**Non-specified investments** are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.

5. **Non-specified and loan investment limits.** The Council has determined that it will set a limit to the maximum exposure of the total treasury management investment portfolio to non-specified treasury management investments of 10% to prevent treasury liquidity risks arising from administering of housing loans. This equates to a maximum amount of loan investment of £3.2m at any one time during the financial year as shown in the creditworthiness policy further in this document under "housing associations").
6. **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in paragraph 4.2.
7. **Transaction limits** are set for each type of investment in 4.2.
8. This Council will set a limit for its investments which are invested for **longer than 365 days**, (see paragraph 4.4).
9. Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.3).
10. This Council has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Council in the context of the expected level of cash balances and need for liquidity throughout the year.
11. All investments will be denominated in **sterling**.
12. As a result of the change in accounting standards for 2023/24 under IFRS 9, this Council will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31.3.23. Subsequently, a further extension to the over-ride to **31.3.25** was agreed by Government.

However, this Council will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment

performance, (see paragraph 4.5). Regular monitoring of investment performance will be carried out during the year.

#### **Changes in risk management policy from last year.**

The above criteria are primarily from last year; however, the Counterparty Limits will be amended to be based around the assumed maximum investment portfolio for the upcoming financial year.

#### **4.2 Creditworthiness Policy**

This Council applies the creditworthiness service provided by the Link Group. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard & Poor's. The credit ratings of counterparties are supplemented with the following overlays: -

1. "watches" and "outlooks" from credit rating agencies.
2. CDS spreads that may give early warning of changes in credit ratings.
3. sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, and any assigned Watches and Outlooks, in a weighted scoring system which is then combined with an overlay of CDS spreads. The end-product of this is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments. The Council will, therefore, use counterparties within the following durational bands:

- Yellow 5 years \*
- Dark pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.25
- Light pink 5 years for Ultra-Short Dated Bond Funds with a credit score of 1.5
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 100 days
- No colour not to be used

The Link creditworthiness service uses a wider array of information other than just primary ratings. Furthermore, by using a risk weighted scoring system, it does not give undue preponderance to just one agency's ratings.

Typically, the minimum credit ratings criteria the Council uses will be a short-term rating (Fitch or equivalents) of F1 and a long-term rating of A-. There may be occasions when the counterparty ratings from one rating agency are marginally lower than these ratings but may still be used. In these instances, consideration will be given to the whole range of ratings available, or other topical market information, to support their use.

All credit ratings will be monitored bi-annually or upon alert from Link Treasury Advisors. The Council is alerted to changes to ratings of all three agencies through its use of the Link creditworthiness service.

- if a downgrade results in the counterparty / investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.

- in addition to the use of credit ratings the Council will be advised of information in movements in Credit Default Swap spreads against the iTraxx European Senior Financials benchmark and other market data on a daily basis via its passport website, provided exclusively to it by Link. Extreme market movements may result in the downgrade of an institution or removal from the Council's lending list.

Sole reliance will not be placed on the use of this external service. In addition, this Council will also use market data and market information, as well as information on any external support for banks to help its decision-making process.

Y	Pi1	Pi2	P	B	O	R	G	N/C
1	1.25	1.5	2	3	4	5	6	7
Up to 5yrs	Up to 5yrs	Up to 5yrs	Up to 2yrs	Up to 1yr	Up to 1yr	Up to 6mths	Up to 100days	No Colour

	Colour (and long-term rating where applicable)	Sector limit	Transaction/Counterparty limit	Time limit
UK Government/DMADF	n/a	Unlimited	Unlimited	Unlimited
Local authorities	n/a	£11,000,000	£3,500,000	25 years
Other institutions limit	-	£3,200,000	£1,600,000	5 years
Banks	Yellow	Unlimited	£1,600,000	5 yrs
Banks	Purple	Unlimited	£1,600,000	2 yrs
Banks	Orange	Unlimited	£1,600,000	1 yr
Banks – part nationalised	Blue	Unlimited	£1,600,000	1 yr
Banks	Red	Unlimited	£1,600,000	6 mths
Banks	Green	Unlimited	£1,600,000	100 days
Banks	No Colour	Unlimited	£Xm	No investment
Limit 3 category – Authority's banker (where "No Colour")	n/a	Unlimited	£2,000,000	Unlimited
Housing associations	Colour bands	£3,200,000	£3,200,000	As per colour band
	Fund rating	Sector Limit	Transaction/Counterparty limit	Time Limit
Money Market Funds	AA+	£22,400,000	£3,200,000	liquid
Strategic Pooled Funds	AA+	£25,600,000	£5,000,000	Redemption no more than 7 days
Covered Bonds	AA+	£25,600,000	£5,000,000	Redemption no more than 7 days

### Creditworthiness.

Significant levels of downgrades to Short and Long-Term credit ratings have not materialised since the crisis in March 2020. In the main, where they did change, any alterations were limited to Outlooks. Nonetheless, when setting minimum sovereign debt ratings, this Council will not set a minimum rating for the UK as its Country of origin.

### CDS prices

Although bank CDS prices, (these are market indicators of credit risk), spiked upwards during the days of the Truss/Kwarteng government in the autumn of 2022, they have returned to more average levels since then. However, sentiment can easily shift, so it

will remain important to undertake continual monitoring of all aspects of risk and return in the current circumstances. Link monitor CDS prices as part of their creditworthiness service to local authorities and the Council has access to this information via its Link-provided Passport portal.

### 4.3 Limits

Due care will be taken to consider the exposure of the Council's total investment portfolio to non-specified investments, countries, groups and sectors.

- a. **Non-specified treasury management investment limit.** The Council has determined that it will limit the maximum total exposure of treasury management investments to non-specified treasury management investments as being 10% of the total treasury management investment portfolio (to match the housing associations 10% limit in the table above).
- b. **Country limit.** The Council has determined that it will only use approved counterparties from the UK and from countries with a **minimum sovereign credit rating of AA-** from Fitch. The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 5.6. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

**Other limits.** In addition:

- No funds will be invested with any non-UK country at any time.
- limits in place above will apply to a group of companies/institutions.
- sector limits will be monitored regularly for appropriateness.

### 4.4 Investment Strategy

**In-house funds.** Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that the risks are relatively balanced between Bank Rate staying higher for longer, if inflation picks up markedly through 2025 post the 30 October 2024 Budget, or it may be cut quicker than expected if the economy stagnates. The economy only grew 0.1% in Q3 2024, but the CPI measure of inflation is now markedly above the 2% target rate set by the Bank of England's Monetary Policy Committee two to three years forward.

Accordingly, while most cash balances are required in order to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

#### **Investment returns expectations.**

The current forecast shown in paragraph 3.3, includes a forecast for Bank Rate to fall to a low of 3.5%.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows:

Average earnings in each year	Now	Previously
2024/25 (residual)	4.60%	4.25%
2025/26	4.10%	3.35%
2026/27	3.70%	3.10%
2027/28	3.50%	3.25%
2028/29	3.50%	3.25%
Years 6 to 10	3.50%	3.25%
Years 10+	3.50%	3.50%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

At the current time, the treasury officers agree with this interest rate forecast from the treasury advisors.

For its cash flow generated balances, the Council will seek to utilise its Money Market Funds in order to benefit from the compounding of interest in the current economic climate.

#### **Changes of investment strategy**

The Council does not intend to make any major changes to its investment portfolio in 2025/26. With capital values on its long-term pooled fund investments still recovering from the economic downturn, re-diversifying the portfolio would lead to a loss to the Authority on the original principle invested.

It is therefore best to balance the additional increase in interest rates on the current investments with the borrowing costs of maintaining an adequate level of liquid cash until the capital value of the authorities pooled fund investments have recovered further.

**Investment treasury indicator and limit** - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end. This limit is calculated as the sector limits for strategic pooled funds plus housing associations as listed in the table above under creditworthiness.

The Council is asked to approve the following treasury indicator and limit:

<b>Upper limit for principal sums invested for longer than 365 days (£m)</b>			
	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Principal sums invested for longer than 365 days	£28,800,000	£28,800,000	£28,800,000
Current investments as at 30.11.24 in excess of 1 year maturing in each year	£20,000,000	£20,000,000	£20,000,000



#### **4.5 Investment Performance / Risk Benchmarking**

These benchmarks are simple guides to maximum risk, so they may be breached from time to time, depending on movements in interest rates and counterparty criteria. The purpose of the benchmark is that officers will monitor the current and trend position and amend the operational strategy to manage risk as conditions change. Any breach of the benchmarks will be reported, with supporting reasons in the mid-year or Annual Report.

Security - The Council's maximum security risk benchmark for the current portfolio, when compared to these historic default tables, is:

- There is a very small historic risk of default when compared to the whole portfolio.

Liquidity – in respect of this area the Council seeks to maintain:

- Liquid short-term deposits of at least £1m available with a week's notice.
- Weighted average life benchmark is expected to be 30 years, with a maximum of 50 years.

Yield - local measures of yield benchmarks are:

- Investments – internal returns above the 7-day SONIA compounded rate.
- Investments – external fund managers return above the 7-day SONIA compounded rate.

#### **4.6 End of Year Investment Report**

At the end of the financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

#### **4.7 External Fund Managers**

£20m of the Council's funds is externally managed on a pooled basis.

The Authority's external fund manager(s) will comply with the Annual Investment Strategy. The agreement(s) between the Authority and the fund manager(s) additionally stipulate guidelines on duration and other limits in order to contain and control risk.

The Authority fully appreciates the importance of monitoring the activity and resultant performance of its appointed external fund manager. In order to aid this assessment, the Authority is provided with a suite of regular reporting from its manager. This includes online reporting portals, monthly statements from fund manager to allow treasury officers to see balances of the Council's investments and a year-end portfolio statement.

## **5 APPENDICES**

1. Capital prudential and treasury indicators (additional)
2. Interest rate forecasts
3. Economic background
4. Approved countries for investments
5. Treasury management scheme of delegation
6. The treasury management role of the section 151 officer

## 5.1 THE CAPITAL PRUDENTIAL AND TREASURY INDICATORS 2025/26 – 2027/28

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

### 5.1.1 Capital Expenditure

From section 2.1:

Capital expenditure £m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Approved Capital Programme	13.766	37.723	16.721	8.518	1.700
Capital Bids to be Reviewed	-	-	2.151	0.343	-
<b>Total</b>	<b>13.766</b>	<b>37.723</b>	<b>18.872</b>	<b>8.861</b>	<b>1.700</b>

### 5.1.2 Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

#### Ratio of Financing Costs to Net Revenue Stream

This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs), against the net revenue stream.

From section 2.2. using forecasted MRP projections, the below tables show the expected trend in the cost of capital (borrowing and other long-term obligation costs net of investment income), against the net revenue stream:

**Table a. Ratio of Financing Costs to Net Revenue Stream based on current Capital Programme:**

£m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
Less MRP	0.474	0.507	0.527	0.563	0.581
Expected Net Revenue Stream (General Fund)	25.087	25.993	19.189	19.382	18.780
<b>% Ratio of Financing Costs to Net Revenue Stream</b>	<b>0.019%</b>	<b>0.020%</b>	<b>0.027%</b>	<b>0.029%</b>	<b>0.031%</b>

**Table b. Ratio of Financing Costs to Net Revenue Stream if all new capital bids approved:**

£m	2023/24 Actual	2024/25 Estimate	2025/26 Estimate	2026/27 Estimate	2027/28 Estimate
MRP	0.474	0.507	0.527	0.625	0.655
Expected Net Revenue Stream (General Fund)	25.087	25.993	19.189	19.382	18.780
<b>% Ratio of Financing Costs to Net Revenue Stream</b>	<b>0.019%</b>	<b>0.020%</b>	<b>0.027%</b>	<b>0.032%</b>	<b>0.035%</b>

The estimates of financing costs include current commitments and the proposals in this budget report.

## 5.2 INTEREST RATE FORECASTS 2024-2027

Link Group Interest Rate View	11.11.24												
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27
<b>BANK RATE</b>	4.75	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.70	4.50	4.30	4.00	4.00	4.00	3.80	3.80	3.80	3.50	3.50	3.50	3.50
6 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
12 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
5 yr PWLB	5.00	4.90	4.80	4.60	4.50	4.50	4.40	4.30	4.20	4.10	4.00	4.00	3.90
10 yr PWLB	5.30	5.10	5.00	4.80	4.80	4.70	4.50	4.50	4.40	4.30	4.20	4.20	4.10
25 yr PWLB	5.60	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.50
50 yr PWLB	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.30	4.30

PWLB forecasts are based on PWLB certainty rates.

### 5.3 ECONOMIC BACKGROUND (to 30<sup>th</sup> September 2024)

- The third quarter of 2024 (July to September) saw:
- GDP growth stagnating in July following downwardly revised Q2 figures (0.5% q/q)
- A further easing in wage growth as the headline 3myy rate (including bonuses) fell from 4.6% in June to 4.0% in July.
- CPI inflation hitting its target in June before edging above it to 2.2% in July and August.
- Core CPI inflation increasing from 3.3% in July to 3.6% in August.
- The Bank of England initiating its easing cycle by lowering interest rates from 5.25% to 5.0% in August and holding them steady in its September meeting.
- 10-year gilt yields falling to 4.0% in September.
- The economy's stagnation in June and July points more to a mild slowdown in GDP growth than a sudden drop back into a recession. Moreover, the drop in September's composite activity Purchasing Managers Index, from 53.8 in August to 52.9, was still consistent with GDP growth of 0.3%-0.4% for the summer months. This is in line with the Bank of England's view, and it was encouraging that an improvement in manufacturing output growth could be detected, whilst the services PMI balance suggests non-retail services output grew by 0.5% q/q in Q3. Additionally, the services PMI future activity balance showed an uptick in September, although readings after the Chancellor's announcements at the Budget on 30th October will be more meaningful.
- The 1.0% m/m jump in retail sales in August was stronger than the consensus forecast for a 0.4% m/m increase. The rise was reasonably broad based, with six of the seven main sub sectors recording monthly increases, though the biggest gains came from clothing stores and supermarkets, which the ONS reported was driven by the warmer-than-usual weather and end of season sales. As a result, some of that strength is probably temporary.
- The Government's plans to raise public spending by around £16bn a year (0.6% GDP) have caused concerns that a big rise in taxes will be announced in the Budget, which could weaken GDP growth in the medium-term. However, if taxes are raised in line with spending (i.e., by £16bn) that would mean the overall stance of fiscal policy would be similar to the previous government's plan to reduce the budget deficit. Additionally, rises in public spending tend to boost GDP by more than increases in taxes reduce it. Our colleagues at Capital Economics suggest GDP growth will hit 1.2% in 2024 before reaching 1.5% for both 2025 and 2026.
- The further easing in wage growth will be welcomed by the Bank of England as a sign that labour market conditions are continuing to cool. The 3myy growth rate of average earnings fell from 4.6% in June to 4.0% in July. On a three-month annualised basis, average earnings growth eased from 3.0% to 1.8%, its lowest rate since December 2023. Excluding bonuses, the 3myy rate fell from 5.4% to 5.1%.
- Other labour market indicators also point to a further loosening in the labour market. The 59,000 falls in the alternative PAYE measure of the number of employees in August marked the fourth fall in the past five months. And the 77,000 decline in the three months to August was the biggest drop since November 2020. Moreover, the number of workforce jobs fell by 28,000 in Q2. The downward trend in job vacancies continued too. The number of job vacancies fell from 872,000 in the three months to July to 857,000 in the three months to August. That leaves it 34% below its peak in May 2022, and just 5% above its pre-pandemic level. Nonetheless, the Bank of England is still more concerned about the inflationary influence of the labour market rather than the risk of a major slowdown in labour market activity.

- CPI inflation stayed at 2.2% in August, but services inflation rose from a two-year low of 5.2% in July to 5.6%, significantly above its long-run average of 3.5%. Food and fuel price inflation exerted some downward pressure on CPI inflation, but these were offset by the upward effects from rising furniture/household equipment inflation, recreation/culture inflation and a surprisingly large rise in airfares inflation from -10.4% in July to +11.9% in August. As a result, core inflation crept back up from 3.3% to 3.6%. CPI inflation is also expected to rise in the coming months, potentially reaching 2.9% in November, before declining to around 2.0% by mid-2025.
- The Bank initiated its loosening cycle in August with a 25bps rate cut, lowering rates from 5.25% to 5.0%. In its September meeting, the Bank, resembling the ECB more than the Fed, opted to hold rates steady at 5.0%, signalling a preference for a more gradual approach to rate cuts. Notably, one Monetary Policy Committee (MPC) member (Swati Dhingra) voted for a consecutive 25bps cut, while four members swung back to voting to leave rates unchanged. That meant the slim 5-4 vote in favour of a cut in August shifted to a solid 8-1 vote in favour of no change.
- Looking ahead, CPI inflation will likely rise in the coming months before it falls back to its target of 2.0% in mid-2025. The increasing uncertainties of the Middle East may also exert an upward pressure on inflation, with oil prices rising in the aftermath of Iran's missile attack on Israel on 1 October. China's recent outpouring of new fiscal support measures in the latter stages of September has also added to the upshift in broader commodity prices, which, in turn, may impact on global inflation levels and thus monetary policy decisions. Despite these recent developments, our central forecast is still for rates to fall to 4.5% by the end of 2024 with further cuts likely throughout 2025. This is in line with market expectations, however, although a November rate cut still looks likely, December may be more problematic for the Bank if CPI inflation spikes towards 3%. In the second half of 2025, though, we think a more marked easing in inflation will prompt the Bank to speed up, resulting in rates eventually reaching 3.0%, rather than the 3.25-3.50% currently priced in by financial markets.
- Our forecast is next due to be updated around mid-November following the 30 October Budget, 5 November US presidential election and the 7 November MPC meeting and the release of the Bank of England Quarterly Monetary Policy Report.
- Looking at gilt movements in the first half of 2024/25, and you will note the 10-year gilt yield declined from 4.32% in May to 4.02% in August as the Bank's August rate cut signalled the start of its loosening cycle. Following the decision to hold the Bank Rate at 5.0% in September, the market response was muted, with the 10-year yield rising by only 5bps after the announcement. This likely reflected the fact that money markets had priced in a 25% chance of a rate cut prior to the meeting. The yield had already increased by about 10bps in the days leading up to the meeting, driven in part by the Fed's "hawkish cut" on 18 September. There is a possibility that gilt yields will rise near-term as UK policymakers remain cautious due to persistent inflation concerns, before declining in the longer term as rates fall to 3.0%.
- The FTSE 100 reached a peak of 8,380 in the third quarter of 2024, but its performance is firmly in the shade of the US S&P500, which has breached the 5,700 thresholds on several occasions recently. Its progress, however, may pause for the time being whilst investors wait to see who is elected the next US President, and how events in the Middle East (and Ukraine) unfold. The catalyst for any further rally (or not) is likely to be the degree of investors' faith in AI.

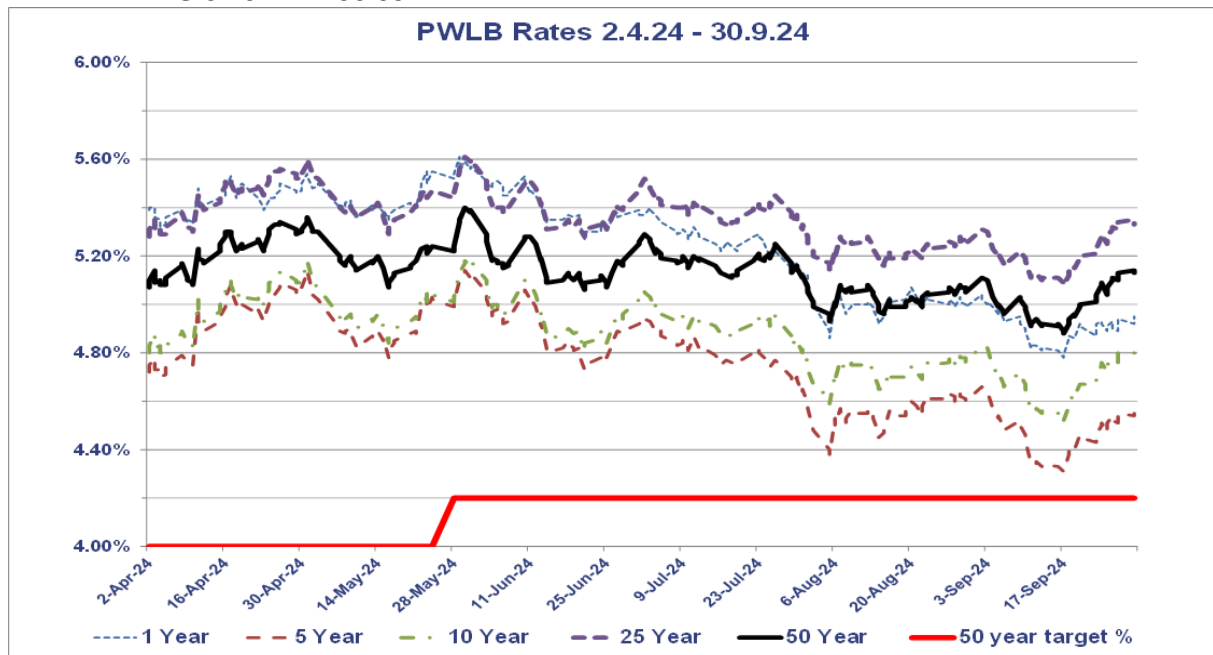
#### **MPC meetings history: 9 May, 20 June, 1 August, 19 September, 7 November 2024**

- On 9 May, the Bank of England's Monetary Policy Committee (MPC) voted 7-2 to keep Bank Rate at 5.25%. This outcome was repeated on 20<sup>th</sup> June.

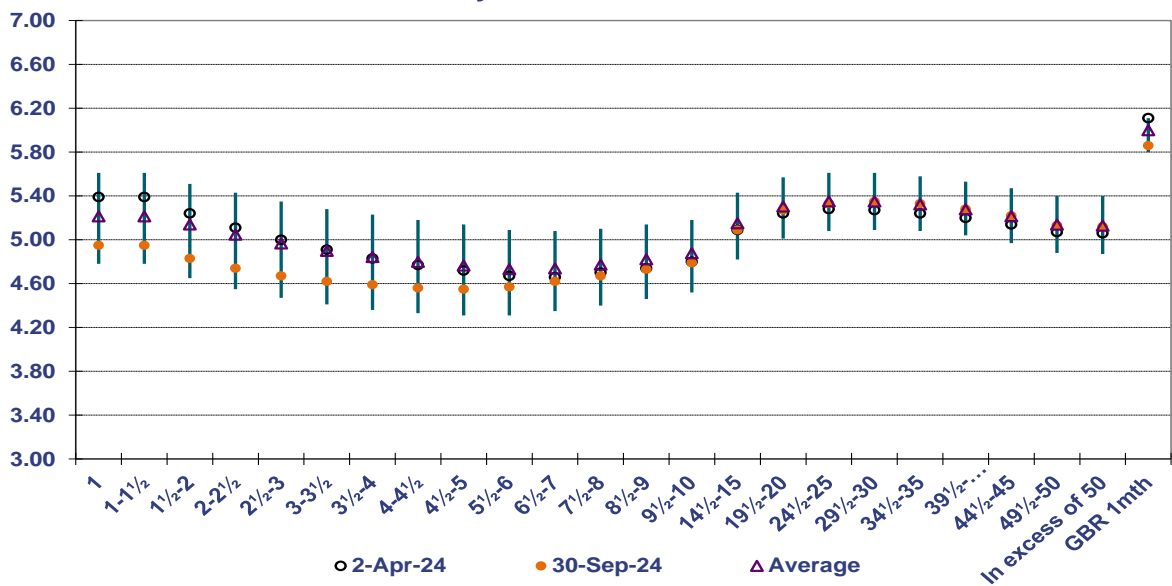
- However, by the time of the August meeting, there was a 5-4 vote in place for rates to be cut by 25bps to 5%. However, subsequent speeches from MPC members have supported Governor Bailey’s tone with its emphasis on “gradual” reductions over time.
- Markets thought there may be an outside chance of a further Bank Rate reduction in September, following the 50bps cut by the FOMC, but this came to nothing.
- November then saw a rate cut to 4.75% (down 0.25%) but, hereafter, inflation and employment data releases, as well as geo-political events, are likely to be the determinant for what happens in the remainder of 2024/25 and into 2025/26.

In the chart below, despite a considerable gilt market rally in mid-September, rates started and finished the six-month period under review in broadly the same position.

**PWLB RATES 02.04.24 - 30.09.24**



**PWLB Certainty Rate Variations 2.4.24 to 30.9.24**



**HIGH/LOW/AVERAGE PWLB RATES FOR 02.04.24 – 30.09.24**

	<b>1 Year</b>	<b>5 Year</b>	<b>10 Year</b>	<b>25 Year</b>	<b>50 Year</b>
<b>02/04/2024</b>	5.39%	4.72%	4.80%	5.28%	5.07%
<b>30/09/2024</b>	4.95%	4.55%	4.79%	5.33%	5.13%
<b>Low</b>	4.78%	4.31%	4.52%	5.08%	4.88%
<b>Low date</b>	17/09/2024	17/09/2024	17/09/2024	17/09/2024	17/09/2024
<b>High</b>	5.61%	5.14%	5.18%	5.61%	5.40%
<b>High date</b>	29/05/2024	01/05/2024	01/05/2024	01/05/2024	01/05/2024
<b>Average</b>	5.21%	4.76%	4.88%	5.35%	5.14%
<b>Spread</b>	0.83%	0.83%	0.66%	0.53%	0.52%



#### 5.4 APPROVED COUNTRIES FOR INVESTMENTS

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link creditworthiness service.

***Based on lowest available rating (as at 25.11.24)***

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- Qatar

AA-

- Belgium
- France
- **U.K.**

## **5.5 TREASURY MANAGEMENT SCHEME OF DELEGATION**

### **(i) Full Council:**

- Receiving and reviewing reports on treasury management policies, practices and activities.
- Approval of annual strategy.
- Budget consideration and approval.

### **(ii) Cabinet:**

- Approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices.
- Approval of the division of responsibilities.
- Receiving and reviewing regular monitoring reports and acting on recommendations or to make further recommendation to Full Council.
- Approving the selection of external service providers and agreeing terms of appointment.

### **(iii) Overview & Scrutiny Committee**

- Reviewing the treasury management policy and procedures and making recommendations to the responsible body.
- Receiving and reviewing regular monitoring reports and making recommendations to Cabinet.

## 5.6 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER

### The S151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance.
- submitting regular treasury management policy reports.
- submitting budgets and budgets variations.
- receiving and reviewing management information reports.
- reviewing the performance of the treasury management function.
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function.
- ensuring the adequacy of internal audit and liaising with external audit.
- recommending the appointment of external service providers.
- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe.
- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the authority
- ensure that the Authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Authority does not undertake a level of investing which exposes the Authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the Authority
- ensuring that the Authority has adequate expertise, either in house or externally provided, to carry out the above

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<b>Capital Strategy 2025-26</b>	
<b>Executive Summary</b>	This report sets out the Council's Capital Strategy for the year 2025-26. It sets out the Council's approach to the deployment of capital resources in meeting the Council's overall aims and objectives while providing the strategic framework for the effective management and monitoring of the capital programme.
<b>Options considered</b>	This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.
<b>Consultation(s)</b>	Section 151 Officer
<b>Recommendations</b>	To recommend to Full Council that the Capital Strategy 2025/26 is approved.
<b>Reasons for recommendations</b>	The Council is required to approve a Capital Strategy to demonstrate compliance with the Codes and establishes the strategic framework for the management of the capital programme.
<b>Background papers</b>	CIPFA Prudential Code (Treasury Management in the Public Services: Code of Practice 2021 Edition).  CIPFA Prudential Code (Capital Finance in Local Authorities: Code of Practice 2021 Edition).

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr. Lucy Shires
<b>Contact Officer</b>	Daniel King Assistant Director Finance & Assets <a href="mailto:Daniel.king@north-norfolk.gov.uk">Daniel.king@north-norfolk.gov.uk</a>

## **1 Purpose of the report**

- 1.1 The CIPFA *Prudential Code for Capital Finance in Local Authorities 2021* and *Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes 2021 Edition* require Local Authorities to publish a Capital Strategy each year. Under the provisions of the Local Government Act 2003, Local Authorities are required to operate within the guidance of the Prudential Code (the Code) with regard to capital investment decisions.

## **2 Introduction & Background**

- 2.1 This Capital Strategy sets out the Council's approach and process to the deployment of capital resources in meeting the Council's overall aims and objectives. It also provides a strategic framework for the effective management and monitoring of the capital programme, within which the Council will work in formulating the strategies for individual services. It is a primary document for all capital decision making, together with the Corporate Plan and other strategies.

## **3 Proposals & Options**

- 3.1 Sections 5 – 9 of this report outline the Council's full Capital Strategy for the 2025/26 financial year.

## **4 Corporate Priorities**

- 4.1 The Corporate Plan sets out what the Council intends to do between 2023 and 2027. It focuses on five priorities which will influence how we move forward:

- Our Greener Future
- Developing Our Communities
- Meeting Our Housing Needs
- Investing In Our Local Economy & Infrastructure
- A Strong, Responsible & Accountable Council

The Council's capital works can be used to help deliver these priorities.

## **5 Capital Expenditure**

- 5.1 All capital projects are considered and prioritised as part of the Council's overall budget process, with affordability in relation to the Medium-Term Financial Strategy (MTFS) being a key consideration. The revenue implications and funding of any approved bids are included within the Council's revenue budget forecasts to identify the resultant effects on future Council Tax levels.

- 5.2 The business case and options appraisal methodology are applied to all significant projects (those with a capital cost of over £50,000). The options appraisal should be undertaken by the relevant manager (project leader) initially.
- 5.3 The business case considers the full options appraisal as evidence to support the recommended option as required. The options analysis will cover elements such as risk, sensitivity and cost benefit analysis and will seek to identify the option that delivers maximum benefit at the lowest or most appropriate cost.
- 5.4 Projects that generate future income streams for the Council, for example industrial estates and other Commercialisation projects are also viewed positively within the evaluation process. The Asset Management Plan framework helps to identify these assets in order to ensure the revenue implications are again fully accounted for in the decision-making process for the disposal of assets.
- 5.5 The Current approved Capital Programme can be found as part of the Council's Outturn Report 2023/24 to Cabinet 24 July 2024 (Appendices D & E).

## **6 Medium- and Long-Term Funding Strategy**

- 6.1 There are a number of sources of funding available to the Council for capital schemes (capital grants/contributions, capital receipts, borrowing etc). Revenue funding is also available via a Revenue Contribution to Capital Outlay (RCCO); however it should be noted that the scope for using revenue resources for capital purposes is limited.
- 6.2 The current Capital Programme is funded from grants and contributions, capital receipts from the disposal of assets and from the Council's own reserves, internal and external borrowing. Whilst capital funding is available to invest in new assets or in improving existing assets, the impact on the revenue account due to the loss of investment income is always a key consideration.
- 6.3 The Council has access to short or long-term borrowing if required to finance capital expenditure. Although business cases for new capital projects are modelled on the assumption that borrowing will be required (to reflect a 'worst case scenario' in terms of cost), the decision to borrow externally is ultimately a treasury one and is made closer to the time when expenditure is actually incurred, taking into account available cash balances, the opportunity cost of investments, and the exposure to interest rate and credit risks.
- 6.4 It is a requirement of the CIPFA code that the Council considers alternative means of financing if required. The Council is aware of the opportunities that may be realisable through a Private Finance Initiative (PFI). The Procurement Strategy includes guidance on appraising Private Public Partnerships in the context of service delivery and emphasises that obtaining 'value for money' means choosing the optimum combination of whole life costs and benefits to meet the customer's requirements. This is not necessarily the lowest initial price option and requires an assessment of the ongoing revenue/resource implications as well as initial capital investment.

6.5 The Council recognises the importance of attracting ‘new money’ into the district and wherever possible supports match funding requests. When identifying and planning new schemes, the Council will try to maximise all external sources of finance without reducing the effectiveness of the scheme.

## **7 Asset Management and Commercial Activities**

7.1 The Council has a diverse range of land and property held to meet its Corporate Objectives and values as outlined in the Council’s Corporate Plan. Land and property assets can play a key role in reducing Council budget deficits and generating both capital and revenue income. The Council can use its assets more effectively to meet tough financial targets both through reducing costs and generating income.

7.2 In the main the Council will adopt a “buy and hold” strategy for property investments. This is where the Council purchases an asset and lets it to generate revenue income, whilst retaining it for the long term. A long-term investment is considered to be of 10 years and over. Whilst it cannot be guaranteed, in the long term a good overall rate of return is anticipated allowing for a cyclical property market.

7.3 In terms of development opportunities, the Council may seek to “buy and hold” assets for the medium term where it sees a strategic advantage of doing so, for example land assembly for town center regeneration or acquiring land to develop in a phased approach to minimise risk of oversupply and for cash flow purposes.

7.4 The Council may also seek to “buy and sell on” an asset in the short to medium term of between 1 – 5 years. For example, where there is opportunity to secure good terms or a low price enabling a surplus to be made from a sale or redevelopment.

7.5 Further information can be found in the Council’s Land and Property Acquisition Policy.

7.6 The Council seeks to achieve a spread of risk across a greater number of assets and by acquiring properties across the range of commercial property types, including: retail, leisure/tourism, office and industrial assets.

7.7 The Council has a small portfolio of commercial assets to rent within the district. These are identified within the Asset Management Plan as being held by the Council primarily for the purpose of generating income to support the Councils, revenue and capital budgets. Whilst generating income, returns and financial independence to support the delivery of services, there are a number of benefits to the Council, the community, tourist and business sector from the Council commercial portfolio including promoting strategic regeneration, increasing business rate and council tax income and supporting tourism.

7.8 Where assets are identified as being surplus to requirements and not achieving required financial or service delivery performance targets, they can be



considered for disposal to provide useable capital receipts, which can then be redirected to achieve the Council's objectives. Further information can be found in the Council's Disposal Policy.

7.9 The Council's Property Services Team has historically managed the Council property portfolio with support of the Finance team, Eastlaw and Economic Development. Different types of commercial property require different levels of resource to manage effectively. Business Centers with easy in and out terms, tend to be more management intensive due to the relatively high turnover of tenants, in comparison to the longer leases of industrial units, where typically tenants have responsibility for full maintenance/repairs and insuring.

7.10 Asset management undertaken includes:

- Rent collection and rent arrears management
- Service charge reviews and collection
- Building and grounds maintenance, testing of appliances and monitoring
- Tenant liaison
- Marketing and re-letting empty units
- Negotiating terms of rent reviews and new leases
- Expiry of leases, lease renewals and terminations
- Dilapidations

An increase to the portfolio will require additional resource to manage effectively which could be achieved by additional staff for internal management or appointing experienced commercial agents for external management. Assets held outside of the district would require external resource to manage the assets effectively. In the coming months, the Council will be undertaking surveys across its asset portfolio in order to identify areas for investment in terms of repairs and ongoing maintenance. This will inform future year's Revenue budgets and ensure the ongoing viability of the asset portfolio.

7.11 Successful delivery of the Council's vision for Capital investment relies on the skills and culture of the organisation being appropriate. Members, Statutory Officers, and those with decision making powers keep their relevant knowledge up to date through CPD schemes, workshops with treasury advisers and other relevant bodies and networking with other authorities to share best practice. Information is disseminated between parties within the organisation when appropriate.

## **8 Debt Management and MRP Statement**

8.1 Where a local authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as the Minimum Revenue Provision (MRP). There has been no statutory minimum amount to be applied since 2008, although the Local Government Act 2003 does require authorities to have regard to the Department for Communities and Local Government's Guidance on Minimum Revenue Provision (revised April 2024)

- 8.2 The Guidance requires that the Council approve an Annual MRP Statement in advance of each financial year and identifies a number of options for calculation of a prudent provision for MRP. Whilst there are four alternative methods available for this calculation, only two apply to new borrowing under the Prudential system for which no Government support is being given, i.e. borrowing which is intended to be self-financed.
- 8.3 All Council decisions made in relation to capital expenditure will be reviewed on their own merits and the most equitable treatment will be introduced in respect of the financing of these schemes. For the purposes of existing schemes and those proposed for the coming financial years where borrowing has been assumed, the Council will be applying the Asset Life Basis (Option 3 under the MHCLG Guidance). This allows MRP to be charged to the revenue account across the estimated life of the assets that are being funded, in accordance with the regulations.

## 9 Prudential Indicators

- 9.1 Under the Prudential Code the Council is required to set and approve a range of performance indicators each year in line with the budget and Treasury Management Strategy, and to monitor them during the year. Under these arrangements local authorities are allowed to enter into borrowing to support capital spending as long as they are able to demonstrate that they can afford to do so.

### 9.2 *Authorised Limit for External Debt*

The Council has an integrated Treasury Management Strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Council, and not just those arising from capital spending reflected in the CFR. The Council is required to set for the coming year and the following two financial years an authorised limit for its total gross external debt, separately identifying borrowing from other long-term liabilities. The Authorised Limit sets the maximum level of external debt on a gross basis (i.e. excluding investments) for the Council. It is measured against all external debt items (i.e. long- and short-term borrowing, overdrawn bank balances and long-term liabilities). The indicator separately identifies borrowing from other long-term liabilities such as finance leases. It is consistent with the Council's existing commitments, its proposals for capital expenditure and financing and its approved Treasury Management policy statement and practices. The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

	2024/25 £m	2025/26 £m	2026/27 £m	2027/28 £m
Authorised limit for borrowing	25.000	40.000	40.000	40.000
Authorised limit for other long-term liabilities	0.000	3.000	3.000	3.000

<b>Authorised limit for external debt</b>	<b>25.000</b>	<b>40.000</b>	<b>40.000</b>	<b>40.000</b>
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### 9.3 Operational Boundary for External Debt

The Council is required to set for the forthcoming financial year and the following two financial years an operational boundary for its total external debt, excluding investments, separately identifying borrowing from other long-term liabilities. The Operational Boundary is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst-case scenario, and without the additional headroom included within the Authorised Limit for unusual cash movements.

	<b>2024/25 £m</b>	<b>2025/26 £m</b>	<b>2026/27 £m</b>	<b>2027/28 £m</b>
Operational boundary for borrowing	15.000	30.000	30.000	30.000
Operational boundary for other long-term liabilities	0.000	0.000	0.000	0.000
<b>Operational boundary for external debt</b>	<b>15.000</b>	<b>30.000</b>	<b>30.000</b>	<b>30.000</b>

### 9.4 Capital Expenditure

Local Authorities are required by the Prudential Code to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax. The Council is required to make reasonable estimates of the total capital expenditure that it plans to incur during the forthcoming year and at least the following two financial years. Below includes the breakdown of the approved capital programme and the capital bids to be reviewed as part of the current year cycle.

	<b>2023/24 Actual</b>	<b>2024/25 Estimate</b>	<b>2025/26 Estimate</b>	<b>2026/27 Estimate</b>	<b>2027/28 Estimate</b>
Approved Capital Programme	13.766	37.723	16.721	8.518	1.700
Capital Bids to be Reviewed	-	-	2.151	0.343	-
<b>Total</b>	<b>13.766</b>	<b>37.723</b>	<b>18.872</b>	<b>8.861</b>	<b>1.700</b>

Please note that in the following section (9.5 – 9.6) it has been assumed the capital bids are to be taken for the purposes of the representation of the capital financing requirement, and the proportion of financing costs to net revenue stream.

### 9.5 Capital Financing Requirement

The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and financing. The Council is required to make reasonable estimates of the total capital financing requirement at the end of the forthcoming financial year and the following two years as shown in the table below. The total CFR indicated in the

table relates in part to vehicles and equipment used on the Council's refuse and car park management contracts. These are recognised under IFRS accounting regulations which require equipment on an embedded finance lease to be recognized on the balance sheet. The CFR takes into consideration the Cabinet decision to provide loan advances to Registered Providers under the Local Investment Strategy. Although initially this will increase the CFR, the capital receipts generated by the annual repayments on the loans will be applied to reduce the CFR across subsequent years. This is a key indicator for prudence. In order to ensure that over the medium-term debt will only be used for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years.

	<b>2023/24 Actual</b>	<b>2024/25 Budget</b>	<b>2025/26 Budget</b>	<b>2026/27 Budget</b>	<b>2027/28 Budget</b>
<b>Capital Financing Requirement</b>	17.474	20.995	23.066	23.293	23.099
<b>Minimum Revenue Provision</b>	0.474	0.507	0.527	0.576	0.594

<b>Financing of Capital Expenditure</b>	<b>2023/24 Actual</b>	<b>2024/25 Budget</b>	<b>2025/26 Budget</b>	<b>2026/27 Budget</b>	<b>2027/28 Budget</b>
Capital receipts	0.470	3.395	0.802	0.610	0.300
Capital grants	7.846	25.746	14.373	7.148	1.000
Capital contributions	1.035	2.127	0.799	0.300	0.000
Reserves	1.455	2.427	0.300	0.000	0.000
Revenue Contribution to Capital Outlay	0.100	0.000	0.000	0.000	0.000
Borrowing	2.860	4.028	2.598	0.803	0.400
<b>Total</b>	<b>13.766</b>	<b>37.723</b>	<b>18.872</b>	<b>8.861</b>	<b>1.700</b>

#### 9.6 *Proportion of Financing Costs to Net Revenue Stream*

The Council is required to estimate for the following financial year and the following two years the proportion of financing costs to net revenue stream. This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs. The definition of financing costs is set out in the Prudential Code and is based on the costs net of investment income.

	<b>2023/24 Actual</b>	<b>2024/25 Budget</b>	<b>2025/26 Budget</b>	<b>2026/27 Budget</b>	<b>2027/28 Budget</b>
Financing cost (net)	0.474	0.507	0.527	0.625	0.655
Net Revenue Stream		25.993	19.189	19.382	18.780
<b>Ratio</b>	<b>0.019%</b>	<b>0.020%</b>	<b>0.027%</b>	<b>0.032%</b>	<b>0.035%</b>

## 10 Links to other Strategies and Plans

- 10.1 The Council has fully integrated its Capital Strategy as part of its strategic financial planning process and this policy influences both the production of the MTFs and the capital and revenue budget planning process. The Strategy is also linked to the other main asset related policies, namely the Asset Management Plan, the Land and Property Acquisition Policy, the Commercial Property Strategy, the Land and Property Disposals Policy.
- 10.2 The Treasury Management Strategy details the Council's treasury management arrangements to manage the Council's cash flow, including the anticipated use of reserves, so as to maximise income from investments and minimise interest payments on borrowing, whilst minimising the risk to the Council's assets. This Strategy can influence the potential receipts available for funding capital and will also directly inform any borrowing decisions for capital purposes.
- 10.3 The Procurement Strategy seeks to ensure that Value for Money is achieved in all of the Council's procurement decision-making activities and systems. The guidance should be applied by all Officers in conjunction with the requirements incorporated within the Council's Contract Standing Orders and Financial Regulations and has great relevance to preparing capital bids.
- 10.4 The Capital Strategy is also aligned with the Risk Management Strategy, and managers are required to consider risk when completing the standard business case pro-forma.

## 11 Financial and Resource implications

- 11.1 This report is financial in nature and financial implications are included within the content of the report.

### Comments from the S151 Officer:

*This report is financial in nature and financial implications are included within the content of the report.*

## 12 Legal Implications

- 12.1 None as a direct consequence of this report.

### Comments from the Monitoring Officer

*Whilst there are no specific legal or governance comments. It is noted that this is a necessary financial report to comply with the CIPFA Code of Practice.*

**13 Risks**

13.1 Any financial risks or implications are included within the content of the report.

**14 Net Zero Target**

14.1 None as a direct consequence of this report.

**15 Equality, Diversity & Inclusion**

15.1 None as a direct consequence of this report.

**16 Community Safety issues**

16.1 None as a direct consequence of this report.

**17 Conclusion and Recommendations**

17.1 It is recommended that Full Council approves the Capital Strategy 2025/26 to ensure the Council is compliant with the Prudential Codes.

Council Tax Discounts & Premiums Determination 2025-26	
Executive Summary	This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2025-26.
Options considered.	The recommendations take advantage of the options from the reforms included in the Local Government Finance Act 2012 as amended to incentive homes back into use and generate council tax income.
Consultation(s)	<p>The legislation provides local authorities with the power to make changes to the level of council tax discount in relation to classes of property. The Council has to approve its determinations for each financial year. The calculation of the tax base for 2025/26 will be made on the assumption that the determinations recommended below will apply.</p> <p>In accordance with the relevant legislation these determinations shall be published in at least one newspaper circulating in North Norfolk before the end of the period of 21 days beginning with the date of the determinations.</p>
Recommendations	<p>Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:</p> <ol style="list-style-type: none"> <li>1) The discounts for the year 2025-26 and beyond are set at the levels indicated in the table at paragraph 3.1.</li> <li>2) To continue to award a local discount of 100% in 2025-26 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended). See the associated policy in Appendix B.</li> <li>3) That an exception to the empty property levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report.</li> <li>4) The long-term empty-property premiums for the year 2025-26 (subject to the empty premium exceptions shown in Appendix C) are set at the levels indicated in the table at paragraph 4.2</li> <li>5) To continue to award a local discount of 100% in 2025-26 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).</li> <li>6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this</li> </ol>

	<p>report.</p> <p>7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.</p> <p>8) A new second homes premium of 100% as detailed in paragraph 4.3 (subject to the second home premium exceptions shown in Appendix C) is applied from 1 April 2025.</p>
<b>Reasons for recommendations</b>	To set appropriate council tax discounts and premiums which will apply in 2025-26 and to raise council tax revenue.
<b>Background papers</b>	Local Authorities are required to approve their Council Tax discount determinations each year. The legislation provides local authorities with powers to make changes to the level of council tax discount and have premiums in relation to certain types of properties.

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires
<b>Contact Officer</b>	Sean Knight Revenues Manger <a href="mailto:Sean.Knight@north-norfolk.gov.uk">Sean.Knight@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
Council Policies & Strategies	<b>Budget Setting &amp; Medium-Term Finance Strategy.</b>

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	Yes
Details of any previous decision(s) on this matter	October 2022, Council Tax Discounts & Premiums Determination 2023-24 and 2024/25.

**1. Purpose of the report**



This report sets out the proposed level of council tax discounts which shall apply to classes of dwelling for the financial year 2025-26.

## 2. Introduction & Background

- 2.1 All billing authorities can reduce or end the nationally set 50% council tax discount for second homes. The exception to this rule is that billing authorities cannot change the discount for second homes of people who are liable for council tax on dwellings provided by an employer, i.e., tied accommodation, as established under regulation 6 of the Council Tax (prescribed classes of dwellings) (England) Regulations 2003.
- 2.2 It is for the billing authority to determine whether changes on discounts apply to all or parts of its area. An area can be as small as one property (provided it can be defined geographically) and different discounts can apply in different parts of the area.
- 2.3 Properties that are classed as Second Homes (those that are unoccupied and unfurnished) can attract a premium on their Council Tax from 1 April 2025, which is currently 100% of the charge subject to premium exceptions shown in Appendix C.
- 2.4 Properties that are classed as Long-Term Empty (those that have not been occupied for a period of 12 months) can attract a premium on their Council Tax, which is currently 100% of the charge.
- 2.5 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 2.6 Since April 2013 North Norfolk District Council (as a billing authority) has had additional powers to vary the levels of council tax discount offered in the District. Reductions in the discounts offered or increases in the premiums charged will generate additional revenue for both the District Council and major preceptors.

## 3. Current Discounts and Premiums Proposed for 2025-26

- 3.1 The table below details the existing discounts which the Council has in place. This report proposes these discount levels remain the same for 2024-25.

<b>Class</b>	<b>Description</b>	<b>2024/25 Discount</b>	<b>Proposed Discount from 1<sup>st</sup> April 2025</b>
Class A	Dwellings which are not the sole or main residence, are furnished, but their continuous occupation is restricted by planning regulations to less than 28 days a year.	10% Discount	10% Discount
Class B	All other dwellings which are not the sole or main residence, are furnished, and their continuous occupation is not restricted by planning regulations to less than 28 days a year.	No Discount	No Discount

Class C	All dwellings which are unoccupied and substantially unfurnished.	No Discount	No Discount
Class D	Dwellings that are unoccupied and unfurnished and: <ul style="list-style-type: none"> <li>• require or are undergoing major repair to make them habitable.</li> <li>• are undergoing structural alteration.</li> <li>• have undergone major repair work to render them habitable, if less than six months have elapsed since the date on which the alteration was substantially completed, and the dwelling has continuously remained unoccupied and unfurnished since that date</li> </ul>	50% Discount	50% Discount

### Class D Discount

The number of properties affected by the Class D discount was low in 2021 and 2022 as shown in the table below, however numbers are starting to increase as can be seen for 2023 and 2024. The pre 2017 numbers before the discount was removed (circa 100 to 150). The cost of applying this discount is not considered material for the Council at the current property numbers and level of properties can be reviewed annually when reviewing the discounts levels set to ensure the discount remains affordable. To put this into context the Council collects council tax from circa 56,000 properties.

Band	2021	2022	2023	2024
A	-	4	15	11
B	3	3	13	7
C	-	4	11	20
D	2	1	7	12
E	4	2	6	11
F	1	-	6	7
G	1	-	1	5
H	-	-	0	1
<b>Total</b>	<b>11</b>	<b>14</b>	<b>59</b>	<b>74</b>

This report proposes to continue the 50% discount level is applied for 2024-25.

- 3.2 In 2022-23 the Council introduced a new discount under Section 13A of the Local Government Finance Act 1992 (as amended) to give 100% relief to those experiencing hardship. It is proposed that this discretionary reduction and associated policy and application process remains in place for 2025-26. There were none awarded as of October 2024 when the CTB1 Government Return was completed.

#### 4. Empty Homes Premium and Section 13A Discounts

- 4.1 Between 2013 and 2019 the Council has charged the maximum premium of on top of the usual 100% charge on long term empty properties i.e., those that have been empty continuously for 24 months or more.

The Council currently has the legal powers to increase the levy premium level anywhere from 50% to 100%, which would effectively mean a 200% charge on qualifying properties. This has been in place since the 2019/20 financial year. In the 2020/21 financial year, the Council introduced a levy of 200% on properties unoccupied for longer than 60 months (5 years), and in the 2021/22 financial year a levy of 300% was introduced on properties that had been empty for 120 months (10 years).

### **Levelling-up and Regeneration Bill**

The Levelling-up and Regeneration Bill (introduced in the Queen’s Speech in May 2022) became an Act of Parliament it gave additional powers to the Council to reduce the number of months from 24 months to 12 months to apply the empty property premium. There are currently circa 150 of these empty homes in the North Norfolk area.

In the 2024/25 financial year the council introduced a levy of 100% on properties unoccupied for longer than 12 months.

- 4.2 The table below details the existing premiums which the Council has in place currently and this report proposes these discount levels remain the same for 2025-26. The premium is the amount above the existing 100% council tax charge, so for example a long-term empty property which has been empty for longer than 12 months will pay council tax at a 200% level (double the normal level).

<b>Description (long-term empty property premium to be added to 100% council tax charge)</b>	<b>2024/25 Premium</b>	<b>Proposed Premium from 1<sup>st</sup> April 2025</b>
Long term empty properties that have been empty for a consecutive period of longer than 12 months	100% premium	100% premium
Long term empty properties that have been empty for a consecutive period of longer than 24 months	100% premium	100% premium
Long term empty properties that have been empty for a consecutive period of longer than 60 months	200% premium	200% premium
Long term empty properties that have been empty for a consecutive period of longer than 120 months	300% premium	300% premium

The levy premium cannot apply to homes that are empty due to the occupant living in armed forces accommodation for job-related purposes, or to annexes being used as part of a main property.

Currently there are just over 150 properties that fall within the bracket of long-term empty properties longer than 24 months within North Norfolk, so this is viewed as a policy tool to encourage efficient use of available housing within the district.

Officers are aware there are cases where long term empty properties are undergoing significant renovations to bring them back into use. It is proposed that to continue to encourage this that the continued discretion be given to the Revenues Manager to allow exceptions to the Levy charge in these cases.

There are anticipated to only be a small number of qualifying properties in the District, so it is not considered to be a significant financial risk to the Council.

The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (“the 2003 Regulations”) has prescribed additional classes of dwellings in relation to which a billing authority may not make a determination to apply a higher amount of council tax on long-term empty homes. These empty property exceptions are shown in Appendix C and referred to in recommendation 4 above.

### **Second Home Premium.**

- 4.3 The Levelling-up and Regeneration Bill proposes that billing authorities would have the power to charge a 100% premium on second homes.

The legislation requires a Billing Authority to make a determination at least one year before the beginning of a financial year to which it relates. Full Council made its determination on 22 November 2023, so the earliest the Council could potentially apply this premium is from 1 April 2025.

It is proposed that, the Council charges a 100% premium on second homes (council tax properties that are unoccupied and furnished) with effect from 1 April 2025.

The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (“the 2003 Regulations”) has prescribed additional classes of dwellings in relation to which a billing authority may not make a determination to apply a higher amount of council tax on dwellings occupied periodically (often referred to as second homes). The second home exceptions are shown in Appendix C and referred to in recommendation 8 above.

There are currently over 5,000 second homes in the North Norfolk area and we have estimated 35% of these will fall within one of these exceptions or will try to avoid paying the premium.

### **Care Leavers Discounts**

- 4.4 The Council currently awards a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended). The costs of this are fully compensated by Norfolk County Council.

### **Classes of Property**

- 4.5 The Regulations differentiate between classes of property as follows:
- “Class A” - properties are those which are not an individual’s sole or main residence, are furnished and have seasonal planning prohibition (i.e., preventing occupation for a continuous period of at least 28 days)
  - “Class B” - properties are those which are not an individual’s sole or main residence, are furnished and have no restrictions regarding occupation.

In effect Class A properties are second homes where occupancy is restricted for a period of at least 28 days a year where Class B properties have no restrictions on occupancy.

### **Formal Determinations**

- 4.6 The Council must approve its determinations for each financial year. It should be noted that the schedule of Class “B” property discount exceptions shown in Appendix A and referred to in recommendation 7 above, is believed to include all dwellings potentially entitled to retain a discount for the year commencing 1 April 2025 for the reason stated. Under the wording of the 2003 regulations, changes cannot be made to the schedule once the determinations have been made. Should further properties be notified to the Council for inclusion in the list for exemptions, they may only be added when the determinations for 2026-27 are made for operation from 1 April 2026.

### **Corporate Plan Objectives**

- 4.7 Local Homes for Local Need = Providing council tax discounts and premiums supports bringing homes back into use.
- 4.8 Financial Sustainability and Growth = Council tax premiums charged generate income to the Council and major preceptors to support financial sustainability.

### **5. Financial and Resource Implications**

- 5.1 The discounts and premiums approved by Members will be used for calculating the tax base used in the budget setting and is part of the Medium-Term Finance Strategy.
- 5.2 The calculation of the tax base for 2025-26 will be made alongside the budget, based on the level of discounts and premiums approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts or decrease in premiums will reduce the taxbase, and therefore also income.

#### **Comments from the S151 Officer:**

The Council must approve its Determinations each year for the following financial year. The ones proposed in this report will provide a fair system that will encourage bringing homes back into use and will maximise income.

### **6. Legal Implications**

- 8.1 This report does not raise any new legal implications.

#### **Comments from the Monitoring Officer**

*The Monitoring Officer (or member of the Legal team on behalf of the MO) will complete this section. They will outline any legal advice provided.*

### **7. Risks**

7.1 This report does not raise any new risks.

**8. Net Zero Target**

8.1 This report does not raise any issues relating to Climate change.

**9. Equality, Diversity & Inclusion**

9.1 This report does not raise any new issues relating to equality and diversity.

**10. Community Safety issues**

10.1 This report does not raise any issues relating to Crime and Disorder considerations.

**11. Conclusion and Recommendations**

11.1 This report sets out the proposed level of council tax discounts and premiums which shall apply to classes of dwelling for the financial year 2025-26.

Recommend to Full Council that under Section 11A of the Local Government Finance Act 1992 and in accordance with the provisions of the Local Government Finance Act 2012 and other enabling powers that:

- 1) The discounts for the year 2025-26 and beyond are set at the levels indicated in the table at paragraph 3.1.
- 2) To continue to award a local discount of 100% in 2025-26 for eligible cases of hardship under Section 13A of the Local Government Finance Act 1992 (as amended). See the associated policy in Appendix B.
- 3) That an exception to the levy charges may continue to be made by the Revenues Manager in the circumstances laid out in section 4.2 of this report
- 4) The premiums for the year 2025-26 (subject to the empty premium exceptions shown in Appendix C) are set at the levels indicated in the table at paragraph 4.2.
- 5) To continue to award a local discount of 100% in 2025-26 for eligible cases of care leavers under Section 13A of the Local Government Finance Act 1992 (as amended).
- 6) Those dwellings that are specifically identified under regulation 6 of the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 will retain the 50% discount as set out in paragraph 2.1 of this report.
- 7) Those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will be entitled to a 35% discount.
- 8) A new second homes premium of 100% as detailed in paragraph 4.3 (subject to the second home premium exceptions shown in Appendix C) is applied from 1 April 2025.

**North Norfolk District Council**  
**Reduction in Council Tax Discounts for Second Homes**  
**Schedule of Class 'B' Property Exceptions for the year 2025/26**

Dwellings described or geographically defined, which are judged not structurally capable of occupation all year around and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947.

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
<b>Anne Stannard Way, Bacton</b>			
710567	Arfrada, 3	Anne Stannard Way, Bacton, Norwich, Norfolk	NR12 0HX
<b>Coast Road Chalet Park, Bacton</b>			
786837	2	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710835	3	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710836	4	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710837	5	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710838	6	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710839	7	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710842	10	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710843	11	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710844	12	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710845	13	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710846	14	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710847	15	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710848	16	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
779924	17	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
780108	18	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710851	19	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710852	20	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
779958	21	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
779898	22	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710855	23	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
788091	24	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
781175	25	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
780613	26	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710860	28	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710861	29	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710862	30	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710863	31	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710864	32	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710865	33	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786576	34	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786468	35	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710868	36	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710869	37	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710870	38	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710871	39	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710873	41	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778948	42	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710874	43	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710833	45	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
787454	46	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710877	47	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710878	47A	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710879	48	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710880	49	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710881	50	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710882	51	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710883	52	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710884	53	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786760	54	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710886	55	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710887	56	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710888	57	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710889	58	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710890	59	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710891	60	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710892	61	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710893	62	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710894	63	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
710895	64	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710897	65	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710896	66	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710898	67	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710899	68	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710900	69	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710901	70	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710902	71	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710903	72	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710904	73	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710905	74	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710906	75	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
778525	76	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
788615	77	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
780201	78	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
784109	79	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710911	80	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
786758	81	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710914	83	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
785862	84	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710916	85	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710917	86	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710918	87	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710919	88	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ

**Mill Lane, Bacton**

785171	Crest-O-Cliff	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
779428	Hydaway	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
785217	Rest Haven	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN

**New Zealand Way, Bacton**

772331	2	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
770682	3	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
786839	4	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
773905	5	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762930	6	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763225	7	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
763260	8	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW
762797	9	New Zealand Way, Mill Lane, Bacton, Norwich, Norfolk	NR12 0HW

**Sea View Estate, Bacton**

710648	Poppycott, 1	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710654	7	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710655	8	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710656	9	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710657	10	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710646	11	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710641	12	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710659	15	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710660	16	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710661	17	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710662	18	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710663	19	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710642	20	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710664	21	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710665	22	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710667	24	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710668	25	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710669	26	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710670	27	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710671	28	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710643	29	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710647	30	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710674	The Lookout, 33	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
760703	34	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710676	35	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH
710666	Brenholme, 36	Sea View Estate, Coast Road, Bacton, Norwich, Norfolk	NR12 0HH



<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
<b>Watch House Lane, Bacton</b>			
710777	Falaig M Hara, 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
<b>Abbots Way, Eccles-on-sea</b>			
784251	Alouette	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
756512	Amberwood	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712403	Bennebroek	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712379	Freaneezy	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712380	Gaytime	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712404	Reviellie	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712392	St Ives	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712385	The Beach House	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712376	Tranquility	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712397	Tresco	Abbots Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
<b>Beach Road, Eccles-on-sea</b>			
715614	Braemar	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715608	Everne	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715634	Four Winds	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715626	Hillside	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715611	Idlehours	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715618	Lattice Chalet	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
761175	Lisfannon	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715622	Munden	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715630	Oasis	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715624	Sandilands	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715599	Sea Gulls	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715621	The Old Kit Bag	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715617	Wylaway	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715609	Y Not	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715605	You & I	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
<b>Bush Drive, Eccles-on-sea</b>			
712438	Aingarth	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712495	Badgers Set	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712473	Bali-Hai	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712496	Blue Bay	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712498	Cedar Wood	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712484	Dingly Dell	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712476	Dresden	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712493	Endways	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712506	Redwing	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF
712481	Sea Urchin	Bush Drive, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SF

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
<b>Church Lane, Eccles-on-sea</b>			
712407	Appleby	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712429	Campana	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712410	Campanella	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
787408	Dunes Edge	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712417	Majorca	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712413	Marineville	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712421	Sandsend	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712424	Sea Whistles	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712425	Sunnyside	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
712426	Sunray	Church Lane, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SY
<b>Crowden Road, Eccles-on-sea</b>			
712455	Argus	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
770505	Bung Ho	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712470	Cliff Royal	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712463	Sparetime	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712468	White Lodge	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712472	Zermatt	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
<b>Hedgehog Walk, Eccles-on-sea</b>			
712607	Orkney	Hedgehog Walk, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SZ
<b>Bush Drive, Happisburgh</b>			
752939	Bruins Rest	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724196	Flamingo	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724197	Fourwinds	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724198	Green Tiles	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724201	Holidays	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724202	Kirk-Cu-Brae	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
788831	Leisure Hour	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724204	Linden	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724205	Puffin	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724206	Samphire	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724208	Sand Castle	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724213	Slide Away	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN
724215	Surf Cottage	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
<b>Cart Gap Road, Happisburgh</b>			
724376	The Bungalow	Cart Gap Road, Happisburgh, Norwich, Norfolk	NR12 0QL
<b>Doggetts Lane, Happisburgh</b>			
061248	Romany, 5	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724137	10	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724143	Eastward Ho, 11	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724139	14	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724149	The Brambles, 16	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724144	Pershore, 17	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724141	O'Meara Bungalow	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724148	Sea Edge	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724147	Seadrift	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
<b>Wroxham Way, Happisburgh</b>			
724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
<b>Staithe Road, Hickling</b>			
713184	The Bungalow	Staithe Road, Hickling, Norwich, Norfolk	NR12 0YW
<b>Bureside Estate, Horning</b>			
714003	1B	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
713987	15	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
<b>Ferry View Estate, Horning</b>			
062364	Cresta Cottage	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
713848	Waters Edge	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
<b>Horning Reach, Horning</b>			
714025	Bonnington	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714028	Jada	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714033	The Birches	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
714037	The Bungalow	Horning Reach, Horning, Norwich, Norfolk	NR12 8JR
<b>Brimbelow Road, Hoveton</b>			
052371	Bure Banks	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014717	Bure Croft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
059714	Bureway	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014730	Morlands	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014744	Summer Vale	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014745	Summer Vista	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
773269	Sunrest	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
714750	The Patch	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
058865	The Wherry	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774664	Willow Cabin	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
<b>Horsefen Road, Ludham</b>			
782444	Toad Hall	Horsefen Road, Ludham, Great Yarmouth, Norfolk	NR29 5QG

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
<b>Thurne Dyke, Ludham</b>			
713919	Churne	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
713922	Thurne Mouth	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
<b>North East Riverbank, Potter Heigham</b>			
788258	Bath Hurst, 51	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
057388	Patika Pa, 55	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
017103	The Rands, 56-56A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717071	The Nook, 57-58	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717073	Herongate, 59	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717074	Maisonette, 60	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
771303	Willow Creek, 61	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717020	Rosemary Cottage, 62	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717076	Broad View, 63	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717077	Tower View, 64	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
062509	65	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717078	Bullrush, 66	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
777522	Reedsmere, 67	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759893	Pastime, 68	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759646	Marsh View, 69	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717081	Heron Cottage, 70	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717082	Herwinia, 72	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
780694	Eastcote, 73	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717083	The Fens, 74	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717021	St Elmo, 75	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
773169	Sunnyside, 76	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
784087	Milldene, 76A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
762518	Up River, 77	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
755550	Rivendell, 79	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759786	Primrose, 80	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
763336	Calypso, 82	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759787	Silver Ley, 84	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759643	St Clair, 85	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
779255	Melrose, 85A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717093	Millway, 85C	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717095	Jokers Wild, 86	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717106	Ambleside, 86B	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
784970	Dyde Down, 87	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717096	Manderley, 88	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717024	The Nest, 89	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
787848	Risdene, 90	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
777927	Fishers Haven, 90A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717009	Eveholme, 93	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
759806	Ellesmere, 96	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717040	Idleways, 97	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717101	Four Winds, 99A	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717100	Tencholme, 99B	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
717013	Highs Mill	North East Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5NE
<b>North West Riverbank, Potter Heigham</b>			
717005	Olken, 1	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715991	Toorak, 1B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715988	Tonga, 1C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715992	Royston, 1D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715993	Pot Pourri, 1E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715994	Sunflowers, 1F	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
754931	Joybelle, 1G	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715996	Summertime, 2A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715997	Fairway, 2B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715998	Dolphins, 2C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715999	Bluewaters, 2D	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716000	Repps Reach, 2E	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716001	Terre Nuove, 3A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716002	Cedar Lodge, 3B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717016	Rest Awhile, 4	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716003	The Bield, 4A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716004	Rania, 4B	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND

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716008	Touchwood, 5A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
716006	Leaside, 6	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717047	Pachelbel, 6	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717048	Little Quay, 7	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717049	River Rest, 8	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717019	Nine, 9	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717050	Downriver, 10	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717052	Burton Garth, 11	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717044	Wee Ben, 14	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
786381	Woodstock, 14A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760184	Le Chalet, 15	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760231	Mill View, 16	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
779412	Kalinda, 19	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
059675	The Haven, 20	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
789048	The Rosary, 21	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
783477	Dutch Tutch, 22	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760269	23	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
060391	Four Es, 24	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
770964	Moon River Cottage, 24A	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
789273	Windy Ridge, 26	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
782100	River View, 27	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
780780	Vespers, 28	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
789471	Rand View, 29	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
773123	Ivydene, 30	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717067	Paddock Wood, 31	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717068	Thurnholme, 32	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
767419	37	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
717051	Crystal Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
766222	Deekside	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
760276	Mands	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715989	Swan Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
788769	The Sanctuary	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715990	The Willows	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
777502	Thurne View	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND

**Clink Lane, Sea Palling**

717969	Nutshell	Clink Lane, Sea Palling, Norwich, Norfolk	NR12 0UL
717970	Seaway	Clink Lane, Sea Palling, Norwich, Norfolk	NR12 0UL

**The Marrams, Sea Palling**

718116	Blackthorns	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718115	Brambledene	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718121	Cliffside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718113	Duneside	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
758355	Hazeldene	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718112	Hillcroft	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718100	Kia Ora	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
061870	Meadow View	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718091	Oriel	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718109	Peddlers Peace	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718101	Sandy Lodge	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718098	Santa Monica	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718105	Sea Breezes	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718093	Sea Home	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718108	Splinters	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718111	Stanfield	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718094	The Halt	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718106	Timbers	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718117	Tiny Tots	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718110	Tramore	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718103	Tween Whyles	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
761287	Venta	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN
718107	Vi La Voer	The Marrams, Sea Palling, Norwich, Norfolk	NR12 0UN

**Waxham Road, Sea Palling**

718063	Grenut	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX
718065	The Little House	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX

<u>Property Reference</u>	<u>Property Name/ Number</u>	<u>Property Address</u>	<u>Post Code</u>
018035	The Old School Apartment	Waxham Road, Sea Palling, Norwich, Norfolk	NR12 0UX
<b>Seaview Crescent, Walcott</b>			
724604	1	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724619	4	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724620	5	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724622	7	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724623	8	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724605	10	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724606	11	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724607	12	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724610	15	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724611	16	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724614	19	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724616	Sea Breeze, 20	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724618	22	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
779738	Blue Moon	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724625	Calm Seas	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724626	Golden Sands	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
724627	Sunnyside	Seaview Crescent, Ostend Road, Walcott, Norwich, Norfolk	NR12 0NL
<b>Church Road, Waxham</b>			
786509	Bide A Wee	Church Road, Waxham, Norwich, Norfolk	NR12 0DY



# North Norfolk District Council's Council Tax Discretionary Reduction (Hardship Relief) Policy

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### **1. Purpose of Policy Document**

- 1.1 This policy sets out the Council's approach to the awarding of discretionary reductions in respect of Council Tax liability. It has been designed to ensure that all customers making an application for a reduction are treated in a fair, consistent and equal manner.
- 1.2 This policy has been written to:
- Set guidelines for the factors that should be considered when making a decision to award or refuse an application.
  - Set out the delegated authority to award reductions in appropriate circumstances.
  - Advise how customers dissatisfied with the decision made, can appeal.
  - Safeguard the interest of the local taxpayers by ensuring that funds that are allocated for the award of reductions are used in the most effective and economic way.

## **2. Council Tax Discretionary Reduction Policy**

### **2.1 Introduction**

- 2.1.1 Councils have the power to reduce the amount of Council Tax a person has to pay to such an extent as they see fit. This includes the power to reduce an amount to nil and



may be exercised in relation to particular cases or by determining a class of property in which liability is to be reduced to an extent provided for by the determination. There is a cost to the Council in respect of any discretionary relief awarded and is met by the Council's collection fund.

## **2.2 Legislation**

2.2.1 Council Tax discretionary reductions are included in Section 13A Local Government Finance Act 1992 as amended by Local Government Act 2003, section 76. Section 76 gives councils the authority to make a discretionary payment of Council Tax where it is satisfied that the taxpayer would sustain exceptional hardship if it did not do so.

## **2.3 North Norfolk District Councils Policy**

2.3.1 North Norfolk District Council has not defined any specific class of property on which to award a section 13A discount.

2.3.2 Applications for a reduction will usually only be considered in individual cases where severe hardship or extenuating circumstances can be demonstrated.

2.3.3 Where an application is successful, the award will be paid/credited directly to the Council Tax account.

## **2.4 Criteria**

2.4.1 Each application will be assessed on its individual merits. When assessing applications, the following considerations will be made:

- All applications are only intended as short-term assistance and awards will not extend beyond the current financial year and should not be considered as a way of reducing Council Tax liability indefinitely.
- Reductions-or remission will be the exception and not the rule.
- Council Tax discretionary reductions will not be awarded for any reason other than to reduce Council Tax liability.
- Reductions-are not to be granted in order to prevent recovery action being instigated by the Council or to stop bankruptcy proceedings commenced by the Council or any other body.
- The applicant must detail the reasons for the application, explaining the specific circumstances and any hardship being experienced.
  
- There must be evidence of hardship or personal circumstances that justifies a reduction in Council Tax liability. There is no definition in the legislation for 'hardship' and as the scheme is aimed at covering unforeseen events it is not possible to list precise criteria. Applications will be accepted on the basis that the applicant or household would suffer exceptional financial hardship if financial assistance were not given.

- Exceptional circumstances for hardship under the Council Tax regulations will usually be circumstances that are outside the control of the household and beyond normal risks faced by a household. The household must demonstrate that it has done all it can to mitigate those risks and is taking action to minimise them.
- The Council's finances allow for a reduction to be made and it is reasonable to do so in light of the impact on other Council Taxpayers.
- The Council Taxpayer (applicant) must be able to demonstrate that all reasonable steps have been taken to meet their full Council Tax liability prior to application including exploring entitlement to all other reliefs, discounts, exemptions, reductions, discretionary payments, and valuation office appeals.
- The Council Taxpayer (applicant) does not have access to other assets that could be realised and used to pay Council Tax.
- Application for a discretionary reduction should be one of last resort. Applicants will be expected to have explored and secured any lawful entitlement to other benefits, incomes, and reductions in preference to claiming for a reduction. This particularly includes an application for Council Tax Support.
- The liable person for an unoccupied domestic property must have made their best efforts to sell or let the property and not asked for an unreasonable rent or sale price and must show that to levy an empty Council Tax charge would cause them exceptional financial hardship.
- The Council's finances allow for a reduction to be made.
- The amount outstanding must not be the result of wilful refusal to pay or culpable neglect.

2.4.2 Discretionary reductions will be awarded for a short, fixed period depending on the nature and likely duration of the hardship. In all cases reductions will end in the following circumstances:

- At the end of a financial year

- There is a change of liable person.
- The Council Taxpayer enters any form of formal insolvency.
- The Council Taxpayer's financial circumstances significantly change.
- At the end of any fixed period notified to the Council Taxpayer at the time of the award

## **2.5 The Application**

2.5.1 All applications should be made in writing or by completing the web form available on our web site. The form can be completed by an advocate/appointee or a recognised third party acting on their behalf and must contain the necessary information including a full financial statement. Postal application forms and any supporting information should be completed and returned to:

North Norfolk District  
Holt Road  
Cromer  
Norfolk  
NR27 9EN

2.5.2 It is the responsibility of the Council Taxpayer applying for a reduction provide sufficient information and documentary evidence to support their applications. If the Council Taxpayer applying does not, or will not, provide the required evidence; the application will still be considered, but only on the basis of the information and evidence provided. No costs will be borne by the Council in the provision of this evidence.

2.5.3 Further information may be requested to support an application. Where a request for further information is made information must be provided within 4 weeks. Failure to provide information within 4 weeks may lead to the refusal of the application unless good cause can be shown.

## **2.6. The Decision-Making Process**

2.6.1 Upon receipt of a signed application and all supporting documentation /information a standard decision-making process will be followed:

- Initial applications will be checked by Revenues Team Leaders within 28 days of receipt of a signed application to ensure all supporting information / evidence has been included.
- Cases will then be forwarded to the Revenues Manager and the case presented at the next available panel hearing, and a decision made by the representatives attending the hearing.
- Once a decision has been approved the Council Taxpayer will be notified in writing of the decision within 28 days and revised Council Tax demand notices will be issued where applicable

- Whilst every effort will be made to meet the deadlines outlined above, failure by the Council to do so does not qualify the claimant for relief or any financial compensation.

## **2.7. Review of Decision**

2.7.1 The Council will not accept a request from a Council Taxpayer for a re-determination of its decision unless further evidence can be provided.

- If a claimant is dissatisfied with refusal of their application, they may appeal to the Valuation Tribunal for England (VTE) either by completing the online appeal form at <https://www.valuationtribunal.gov.uk/>. You have two months to do this from the date of our reply.

The Valuation Tribunals contact details are.

Valuation Tribunal  
3<sup>rd</sup> Floor  
Crossgate House  
Wood Street  
Doncaster  
DN1 3LL  
**Email:** [appeals@valuationtribunal.gov.uk](mailto:appeals@valuationtribunal.gov.uk)  
**Telephone 0300 123 2035**

## **2.8 Recovery of a Discretionary reduction Award**

2.8.1 If a reduction is subsequently cancelled the amount will be withdrawn from the applicant's Council Tax account and will be payable as the Council Tax due under the regulations.

## **2.9 Fraud**

2.9.1 The Council reserves the right to withdraw any reduction made under this scheme where fraud or error has occurred.

2.9.2 The Council reserves the right to withdraw any reduction where the applicant has failed to provide or has knowingly provided false or misleading information.

## Appendix C

### Exceptions to council tax Premiums

**The Council Tax (Prescribed Classes of Dwellings and Consequential Amendments) (England) Regulations 2024 introduced the premium exceptions.**

This regulation amends the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (“the 2003 Regulations”) and prescribe additional classes of dwellings in relation to which a billing authority may not make a determination to apply a higher amount of council tax on long-term empty homes and/or dwellings occupied periodically (often referred to as second homes).

Some of the exceptions are time limited to 12 months and others run for as long as the dwelling meets the qualifying criteria. The regulation also makes necessary amendments to the Council Tax (Administration and Enforcement) Regulations 1992, the Council Tax (Demand Notices) (England) Regulations 2011 and the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, consequential on the introduction of the premium on second homes through section 80 of the Levelling-up and Regeneration Act 2023

#### **Council Tax Premium Exceptions**

<b>Classes of Dwellings</b>	<b>Application</b>	<b>Definition</b>
<b>Class E</b>	Long-term empty homes and second homes	Dwelling which is or would be someone’s sole or main residence if they were not residing in job-related armed forces accommodation.
<b>Class F</b>	Long-term empty homes and second homes	Annexes forming part of, or being treated as part of, the main dwelling.
<b>Class G</b>	Long-term empty homes and second homes	Dwellings being actively marketed for sale (12 months limit) The exception will end either when the 12- month period has ended, when the dwelling has been sold or when the dwelling is no longer actively marketed for sale. The council will determine: <ul style="list-style-type: none"><li>• whether the dwelling is clearly advertised for sale.</li><li>• whether the dwelling is being marketed at a fair market value.</li><li>• whether there are any artificial barriers on the dwelling preventing sale; and</li><li>• whether the owner is taking any other reasonable steps to market the dwelling for sale. The same owner may only make use of the exception for a particular dwelling marketed for sale once however, the exception may be used again for the same dwelling if it has been sold and has a new owner.</li></ul>
<b>Class H</b>	Long-term empty homes and second homes	Dwellings being actively marketed for let (12 months limit). The exception will end either when the 12-month period has ended, when the dwelling has been let or

		<p>when the dwelling is no longer actively marketed for let. The council will determine:</p> <ul style="list-style-type: none"> <li>• whether the dwelling is clearly advertised for let.</li> <li>• whether the dwelling is being marketed at a fair market value.</li> <li>• whether there are any artificial barriers on the dwelling preventing letting; and</li> <li>• whether the owner is taking any other reasonable steps to market the dwelling for let.</li> </ul> <p>The same owner may make use of the exception for dwellings marketed for let multiple times, however, only after the dwellings has been let for a continuous period of at least 6 months since the exception last applied.</p>
<b>Class I</b>	Long-term empty homes and second homes	Unoccupied dwellings which fell within exempt Class F and where probate has recently been granted (12 months from grant of probate/letters of administration).
<b>Class J</b>	Second homes only	Job-related dwellings. The exception will not apply to cases where someone chooses to have an additional property to be closer to work while having a family home elsewhere or where an individual is posted to a new location but maintain their previous address.
<b>Class K</b>	Second homes only	Occupied caravan pitches and boat moorings.
<b>Class L</b>	Second homes only	Seasonal homes where year-round, permanent occupation is prohibited, specified for use as holiday accommodation or planning condition preventing occupancy for more than 28 days continuously.
<b>Class M</b>	Long-term empty home only	Empty properties requiring or undergoing major repairs or structural alterations (12 months limit).

### **Discretionary Reduction**

The dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Revenues Manager are judged not to be structurally capable of occupation all year round and were built before the restrictions of seasonal usage were introduced by the Town and Country Planning Act 1947, will not be covered by the premium exceptions above. They will by default fall within the premium charge under Class B, so an agreement with Norfolk County Council and Office of the Police and Crime Commissioner for Norfolk would be needed to have this discretionary exception otherwise we would be liable to pay the other preceptors for the reduction.

Non-Domestic (Business) Rates Policy 2025-26	
<b>Executive Summary</b>	The Non-Domestic (Business) Rates Policy 2025-26 has been revised to reflect the changes to schemes announced by government and includes guidelines as to how the schemes are to be implemented and the financial implications on the authority.
<b>Options considered.</b>	The policy is discretionary, so members can decide not to agree to the recommendations.
<b>Consultation(s)</b>	<p>The Government expects local authorities to use their discretionary relief powers to grant these reliefs.</p> <p>The Retail Hospitality and Leisure Relief, Supporting Small Business Relief, Hardship Relief, Film Studios and Flood Relief. All of these (except the Hardship Policy) will be compensated in full for our loss of rates income. This compensation will be paid by section 31 grant and calculated based on the returns that the council makes under the rates retention scheme.</p> <p>The Council's Discretionary Rate Relief Policy has been revised to reflect these changes.</p>
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. It is agreed by Full Council that the Revenues Manager continues to have delegated authority to make decisions up to the NNDC cost value of £4k as indicated in Appendix A.</li> <li>2. It is agreed by Full Council that the Revenues Manager continues to has delegated authority to make Hardship Relief decisions up to the NNDC cost value of £4k as indicated in Appendix C.</li> <li>3. It is agreed by Full Council that the Rate Relief Policy is revised as indicated in Appendix A, B and C.</li> </ol>
<b>Reasons for recommendations</b>	The new policy will enable the Retail Hospitality and Leisure Relief, Supporting Small Business Relief, Hardship Relief, Film Studios and Flood Relief to be awarded discretionary reliefs.
<b>Background papers</b>	<ol style="list-style-type: none"> <li>1. In the Budget on 30 October 2024 the Chancellor announced the Government would introduce Film Studios and extend the award of Retail, Hospitality and Leisure Relief but that it will reduce the relief from 75% to 40% for properties up to a cash limit of £110,000 per business for the 2025/26 financial year.</li> <li>2. In the Budget on 17 November 2022 the Chancellor announced a new Supporting Small Business (SSB) Relief scheme which will cap bill increases at £600 per year for any businesses that had a Rateable Value (RV) increase from 1 April 2023 caused by the revaluation and consequently lost Small Business Rates Relief or Rural Rate Relief.</li> </ol>

	<p>3. Under section 49 of the Local Government Act 1988 businesses can apply for Hardship Relief. This scheme has now been incorporated within this rate relief policy. The cost of this scheme is funded in accordance with the Non-Domestic Rates financial retention rules.</p> <p>4. Under the government's flood recovery framework, businesses can apply for Flood Relief. This scheme has now been incorporated within this rate relief policy. Businesses can receive a minimum of 3 months rate relief. The cost of this scheme is fully funded by government.</p>
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<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	Cllr Lucy Shires
<b>Contact Officer</b>	Sean Knight Revenues Manger <a href="mailto:Sean.Knight@north-norfolk.gov.uk">Sean.Knight@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The NNDR Discretionary Rate Reliefs approved by Members will be used for calculating the NNDR1 which feeds into the budget setting process and is part of the Medium-Term Finance Strategy.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy.



<b>Corporate Governance:</b>	
Is this a key decision	
Has the public interest test been applied	
Details of any previous decision(s) on this matter	21 February 2024, Non-Domestic (Business) Rates Policy 2024-25.

## **1. Purpose of the report**

The Non-Domestic (Business) Rates Policy 2025-26 has been revised to reflect the new and extended schemes announced by government and includes guidelines as to how the schemes are to be implemented and the financial implications on the authority.

## **2. Introduction & Background**

- 2.1 National Non-Domestic Rates (NNDR) are paid by those occupying non-domestic property and collected by the local authorities. Under the business rate retention scheme introduced from April 2013, 50% of the business rates paid is kept locally, 40% by North Norfolk District Council (NNDC) and 10% Norfolk County Council and the balance is paid back to government, an element of which is then paid back to local authorities through the Formula Grant System. As part is retained by local authorities, they are incentivised to increase their NNDR yield as they now benefit directly from it.
- 2.2 There are currently several different reductions available to businesses. Empty properties – Business rates will not be payable in the first three months that a property is empty (six months for certain industrial properties). After this period empty rate is payable at the full charge. There are a few exemptions such as listed buildings and land used as storage.
- 2.3 Small business rate relief (SBRR) – the relief supports small businesses who generally occupy only one property. SBRR was available at 100% for eligible properties up to £6,000 rateable value (RV) and was tapered for properties with a RV up to £12,000. The 100% relief was extended until 31 March 2017 and if a ratepayer receiving small business rate relief took on an additional property, they continued to receive their existing relief for 12 months (previously if they had taken on a second property they would have been disqualified from the relief).
- 2.4 At Budget 2016, the Government confirmed that the doubling of the SBRR from 50% to 100% would be made permanent from 1 April 2017.
- 2.5 The relief has been increased from 2017/18 to 100% for eligible properties up to £12,000 rateable value (RV) and is tapered for properties with a RV up to £15,000 and if a ratepayer receiving SBRR takes on an additional property or properties within the threshold RV they will continue to receive their existing relief for 12 months.

- 2.6 Charity and discretionary reliefs – Charities are entitled to an 80% reduction in their bills. The Council has discretion to grant reliefs in other circumstances and the report covers these areas of discretion.

### 3. Discretionary Rate Relief

- 3.1 Under Section 47 of the Local Government Finance Act 1988 billing authorities have discretion to grant relief to certain ratepayers (certain types of charitable and non –profit organisations) from all or part of their non-domestic rates payable. The Localism Act 2011 amended section 47 of the Local Government Finance Act 1988 to enable local authorities to grant relief in a wider range of circumstances.
- 3.2 The cost of granting discretionary relief varies according to the circumstances. Full details of the circumstances are in the policy and guidelines within Appendix A.
- 3.3 The table below details the existing types of relief and the funding according to the government’s rate retention rules.

Type of Relief	% Funded by the Council	% Funded by central government
Mandatory Relief for charities and community amateur sports clubs (CASCs) (80%)	40%	50%
Up to 20% discretionary relief to top up mandatory	40%	50%
Up to 100% discretionary relief for other eligible organisations	40%	50%

- 3.4 Should a local authority choose to award discretionary rate relief under the Localism Act powers to a business or profit organisation the Council will bear the full 100% cost.

### 3.5 New Schemes

- 3.6 In the budget statements since 2016 onwards the government announced new schemes of discretionary rate reliefs to assist and encourage the development and occupation of business premises.
- 3.7 The new schemes are all fully funded by central government.

### 3.8 Conclusion

- 3.9 The Rate Relief Policy and guidelines have been amended to reflect the changes introduced by central government.

## 4. Corporate Priorities

- 4.1 Financial Sustainability and Growth - Awarding businesses rate relief helps the Council to support their financial sustainability which can lead to commercial growth.

## 5. Financial and Resource Implications

- 5.1 The new schemes are fully funded by central government and are used in the budget setting and is part of the Medium-Term Finance Strategy.
- 5.2 The other discretionary and mandatory relief schemes are funded as indicated in paragraph 2.3 through the business rate retention scheme.

**Comments from the S151 Officer:**

The new schemes are fully funded by central government and are used in the budget setting and is part of the Medium-Term Finance Strategy.

**6. Legal Implications**

- 6.1 This report does not raise any new legal implications.

**Comments from the Monitoring Officer**

The Council has the power to make discretionary rate relief awards to Non-Domestic (Business) Rates accounts and needs to approve such for each financial year.

**7. Risks**

- 7.1 It is important that the Council's policy and guidelines are clear about the criteria under which it will make an award as all potential applicants need to be aware of the grounds for eligibility for discretionary relief, what their own responsibilities are and why their application has either been accepted or refused.

**8. Net Zero Target**

- 8.1 This report does not raise any issues relating to Climate change.

**9. Equality, Diversity & Inclusion**

- 9.1 On considering this policy against the categories looked at within the Equality Impact Assessment process – age, disability, gender, race, religion or belief, sex, sexual orientation, the policy has no adverse impact.

**10. Community Safety issues**

- 10.1 There are no crime and disorder implications arising from the policy.

**11. Conclusion and Recommendations**

- 11.1 The policy has been updated to reflect the new and extended discretionary rate relief schemes announced and includes guidelines as to how the schemes are to be implemented and the financial implications on the authority.

Recommend to Full Council that the following recommendations are agreed:

It is agreed by Full Council that the Revenues Manager continues to have delegated authority to make decisions up to the NNDC cost value of £4k as indicated in Appendix A.

It is agreed by Full Council that the Revenues Manager continues to have delegated authority to make Hardship Relief decisions up to the NNDC cost value of £4k as indicated in Appendix C.

It is agreed by Full Council that the Rate Relief Policy is revised as indicated in Appendix A, B and C.

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## Appendix A

### Discretionary Rate Relief Policy

#### 1 Introduction

If an organisation occupies a property on which it pays National Non-Domestic Rates (NNDR) it may be eligible for up to 100% Discretionary Rate Relief if it is operated within some or all of the following guidelines appropriate to the particular organisation.

The guidelines for determining relief are not intended to be a rigid set of rules; neither are all the guidelines applicable to every organisation. Each case will be judged on its merits taking into account the contribution which each organisation/business makes to the district's amenities and its resident's lifestyles and wellbeing.

#### 2 Eligibility Criteria

<b>Eligibility Criteria for Rate Relief</b>	<b>Rate Relief</b>	<b>Amount of Relief</b>
Property wholly or mainly used for charitable purposes which is occupied by a registered charity, charity shop or registered Community Amateur Sports Club (CASC)	Mandatory (Charity)	80%
	Discretionary	20% (maximum)
Property, all, or part of which is occupied for the purposes of a non-profit making:  a) Institution or other organisation whose main objects are philanthropic or religious or concerned with social welfare, science, literature, or the fine arts.  b) Club, society or other organisation and is used for the purposes of recreation	Discretionary	100%(maximum)

#### 3 Scope

The policy will be adhered to by all staff and members involved with consideration of Discretionary Rate Relief applications.

#### 4 Applications

Applications must be supported by the organisation's constitution, main purposes, and objectives e.g., written constitution, memorandum of association, membership rules etc.

A full set of audited accounts for the latest financial year at the application date.

Details of how organisations/ businesses meet the criteria within the guidelines.

Applications from excepted businesses/organisations can not be considered. These are properties which are occupied by a billing or precepting authority e.g., District Council and County Council.

The government is intending to amend primary legislation in the Non-Domestic Rating (Multipliers and Private Schools) Bill to end mandatory relief eligibility for private schools (see bill for definition) with effect from 1 April 2025. Assuming this legislation is passed then NNDC will not be supporting discretionary applications from these organisations.

### **5 Factors to be taken into account**

North Norfolk District Council is keen to ensure that any relief awarded is justified and directed to those organisations making a valuable contribution to the well-being of local residents. The following factors will therefore be considered:

- a. The organisation should provide facilities that indirectly relieve the authority of the need to do so, or enhance or supplement those that it does provide
- b. The organisation should provide training or education for its members, with schemes for particular groups to develop skills
- c. It should have facilities provided by self-help or grant aid. Use of self-help and / or grant aid is an indicator that the club is more deserving of relief
- d. The organisation should be able to demonstrate a major local contribution.
- e. The organisation should have a clear policy on equal opportunity, freedom of Access and membership.
- f. It should be clear as to which members of the community benefit from the work of the organisation.
- g. Membership should be open to all sections of the community and the majority of members should be NNDC residents.
- h. If there is a licensed bar as part of the premises, this must not be the principal activity undertaken and should be a minor function in relation to the services provided by the organisation.
- i. The organisation must be properly run and be able to produce a copy of their constitution and fully audited accounts.
- j. Those organisations applying for relief, whose work involves young children, young people or vulnerable adults must be able to demonstrate that appropriate checks have been carried out on staff and volunteers, and that sound child protection policies are in place.
- k. The organisation must not have any unauthorised indebtedness to NNDC. Rates are due and payable until a claim for discretionary rate relief is agreed.
- l. The Council will not ordinarily consider awarding discretionary relief as a substitute when centrally funded reliefs or discounts are withdrawn, such as the removal of mandatory charity relief.

## **6 Period of Relief**

Relief will be granted for one year at a time.

The granting of relief will be reviewed annually and those in receipt of relief will be asked to supply or confirm relevant information for the purposes of the review.

## **7 Approval**

Approval of discretionary rate relief applications up to £4,000 cost to NNDC will be approved by the Revenues Manager under delegated authority shown below.

Initial recommendations are to be made by the Revenues Manager and then to the Discretionary Relief Panel for all other cases with a cost to NNDC of £4,000 and above, plus any new cases which the policy does not cover and needs further discussion.

The Discretionary NDR Relief Panel will consist of the following:

Revenues Manager  
Section 151 Officer or Deputy Section 151 Officer and  
Portfolio Member for Revenues and Finance.

Decisions on discretionary relief for financial years 2022/23 and earlier must have been made no later than 6 months after the end of the financial year that they relate to, and any determination after that time is rendered invalid.

Starting from financial year 2023/24 there is no restriction on when a decision has to be made, so decisions can now be made to award relief for any period backdated to 1<sup>st</sup> April 2023.

## **8 No Right of Appeal**

Once the application has been processed, the ratepayer will be notified in writing of the decision. As this is a discretionary power there is no formal right of appeal process against the Council's decision. However, we will reconsider the decision in the light of any additional points made.

If the application is successful and the organisation is awarded discretionary rate relief, it will be applied to the account and an adjusted bill will be sent.

## **9 Notification of Change of Circumstances**

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

## **10 Withdrawal of relief**

Should an applicant in receipt of discretionary rate relief be found to be guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

## **11 Costs to the Council**

The Local Government Finance Act 2012 introduced the Business Rate Retention Scheme in England from 1 April 2013. The Business Rate Retention Scheme currently provides for 50% of rate revenue to be retained by local authorities (40% NNDC and 10% NCC) and 50% by central government. As a result of this most discretionary reliefs are paid for by the local authority and central government, in these proportions.

### **Enterprise Zone Discount**

The District Council, alongside other Local Authorities, was invited by the Anglia Local Enterprise Partnership (LEP) in 2015 to submit applications for sites within the district area to be included in a New Anglia 'Space to Innovate' multi-site Enterprise Zone programme.

Two Sites have been agreed within North Norfolk District Council commencing 1 April 2016. Egmore Business Zone and Scottow Enterprise Park are geographically defined areas, hosted by Local Enterprise Partnerships in which commercial and industrial businesses can receive incentives.

Businesses that started up or relocating to the enterprise zone and were occupied by 31 March 2021 could qualify for business rates relief. This relief is applied if the hereditament is within the Enterprise Zone.

Up to 100% business rate discount can be awarded subject to subsidy controls.

### **Eligibility criteria**

The discount is for businesses occupied within the Enterprise Zone defined area from 1 April 2016 up to 31 March 2021.

### **Amount of Relief**

The Enterprise Discount is awarded at 100% of the rates liability.

### **Time Limited Relief – Supporting Small Businesses Relief**

At the Budget on 8 March 2017 the Chancellor announced the Government would make available the following business rate reliefs at the Spring Budget 2017. At the Budget on 27 October 2021 the Chancellor announced the Government would extend this by another year until 31 March 2023.

At the Autumn Statement on 17 November 2022 the Chancellor announced the Government would extend Supporting Small Business Relief for another year until 31 March 2024 and a new Supporting Small Business Relief scheme from 1 April 2023 caused by the revaluation and consequently lost Small Business Rates Relief or Rural Rate Relief.

### **The Supporting Small Businesses Relief**

This relief is government funded to local authorities so that they can provide relief for businesses that had a Rateable Value (RV) increase from 1 April 2023 caused by the 2023 NDR revaluation and as a consequence lost Small Business Rates Relief or Rural Rate Relief. This relief will limit any increase to £600 per year subject to subsidy control rules.



This relief is extended for another year until 31 March 2024 for businesses who were eligible for the 2022/23 relief on 31 March 2023 and were facing large increases in rates for 2023/24.

There is also a new Supporting Small Business Relief scheme which will cap bill increases at £600 per year for any businesses that had a Rateable Value (RV) increase from 1 April 2023 caused by the revaluation and consequently lost Small Business Rates Relief or Rural Rate Relief.

The relief will be delivered through local authority discretionary discount powers (under section 47 of the Local Government Finance Act 1988 as amended). Eligibility criteria for this relief are set out below.

This relief will be fully funded by government through a Section 31 Grant.

### **Eligibility criteria**

This relief will limit any increase to £600 per year subject to subsidy control rules until 31 March 2026.

### **Amount of Relief**

The amount of relief will limit these rate increases to £600 per year.

### **No Right of Appeal**

As this is a discretionary power there is no formal right of appeal process against the Council's decision. However, we will reconsider the decision in the light of any additional points made.

If the application is successful and the organisation is awarded discretionary rate relief, it will be applied to the account and an adjusted bill will be sent.

### **Notification of Change of Circumstances**

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

### **Withdrawal of relief**

Should an applicant in receipt of discretionary rate relief be found to be guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

### **Time Limited Relief – Retail, Hospitality and Leisure Relief**

At the Budget on 27 October 2021 the Chancellor announced the introduction of a new business rates relief called Retail, Leisure and Hospitality Discount for properties in 2022/23 to provide eligible retail, hospitality, and leisure properties with a 50% relief, up to a cash cap limit of £110,000 per business.

At the Budget on 17 November 2022 the Chancellor announced the Government would award a 75% Retail, Hospitality and Leisure Relief for properties for the 2023/24 financial year up to a cash limit of £110,000 per business.

At the Budget on 22 November 2023 the Chancellor announced the 2024/25 Retail, Hospitality and Leisure (RHL) scheme will be extended in 2024-25, retaining the existing scope and providing eligible properties with 75% relief, up to a cap of £110,000 per business.

At the Budget on 30 October 2024 the Chancellor announced the 2025/26 Retail, Hospitality and Leisure (RHL) scheme will be extended in 2025-26, retaining the existing scope and providing eligible properties with 40% relief, up to a cap of £110,000 per business and will be replaced by lower multipliers in 2026/27.

The relief will be delivered through local authority discretionary discount powers (under section 47 of the Local Government Finance Act 1988 as amended). Eligibility criteria for this relief are set out below.

This relief will be fully funded by government through a Section 31 Grant.

### **Eligibility criteria**

To qualify for retail, Leisure and Hospitality discount the business must meet the following conditions:

- be an occupied property and
- it is wholly or mainly

- i. as shops, restaurants, cafes, drinking establishments, cinemas, or live music venues
- ii. for assembly and leisure; or
- iii. as hotels, guest & boarding premises, or self-catering accommodation

For more information regarding the above types of properties and what we consider them to mean, please visit the government's guidance <https://www.gov.uk/guidance/business-rates-relief-202425-retail-hospitality-and-leisure-scheme>

### **Amount of Relief**

If eligible, the business could get:

- 40% off the business rates bills for the period 1 April 2025 to 31 March 2026.

The above amounts have a cash cap up to up to £110,000 per business.

### **No Right of Appeal**

As this is a discretionary power there is no formal right of appeal process against the Council's decision. However, we will reconsider the decision in the light of any additional points made.

If the application is successful and the organisation is awarded discretionary rate relief, it will be applied to the account and an amended bill will be sent.

### **Notification of Change of Circumstances**

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

### **Withdrawal of relief**

The business may refuse this relief for each eligible property anytime up to 30 April 2025. The ratepayer cannot withdraw their refusal for either all or part of the financial year.

Should an applicant in receipt of discretionary rate relief be found to be guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.

### **Time-Limited Relief – Flood Relief**

If the Government notifies North Norfolk District Council that it has been activated under the Flood Recovery Framework for a period of extensive flooding, then the Council will consider applications to award 100% Business Rate Relief for either:

- A minimum of 3 months, or
- Until the business is able to resume trading from the flooded premises if longer

In order to qualify for this relief:

- the hereditament was directly impacted by the relevant severe weather event– for instance flood damage to the property, equipment, and/or stock; or the business could not function due to lack of access to premises, equipment and/or stock as a result of flooding, restricted access for customers, suppliers and/or staff, and no alternatives were available, and
- on that day business activity undertaken at the hereditament was adversely affected as a result; and
- on that day the rateable value of the hereditament was less than £10 million

No relief can be awarded for flooding occurring outside of periods designated by Central Government.

### **Hardship Relief**

The relief will be delivered through local authority discretionary powers (under section 49 of the Local Government Finance Act 1988 as amended).

The eligibility criteria for this relief are set out in Appendix C.

Unlike reliefs that fall under section 47 which are fully funded by government through a Section 31 Grant, the Hardship Relief is funded through the Non-Domestic (business) Rate Retention Scheme.

### **Discretionary Rate Relief - Guidelines**

There are two ways in which Discretionary rate relief is granted

- a) To 'top-up' mandatory relief already awarded
- b) To award up to 100% based on various criteria

**Mandatory Relief is** granted where: -

- the ratepayer of a property is a charity or the trustees of a charity and
- the property is wholly/mainly used for charitable purposes (including charity shops, where the goods sold are mainly donated and the proceeds are used for the purposes of the charity)
- the ratepayer of a property is registered with Her Majesty's Revenues and Customs (HMRC) as a Community Amateur Sports Club (CASC).

**Discretionary Rate Relief**

When deciding whether to award discretionary rate relief consideration should be given to the interests of the taxpayers of North Norfolk District Council. The factors outlined in the policy should be taken into account when considering any application for relief.

The guidelines for determining relief are not intended to be a rigid set of rules; neither are all the guidelines applicable to every organisation. Each case will be judged on its merits taking into account the contribution which each organisation/business makes to the district's amenities and its resident's lifestyles and wellbeing.

**Discretionary Rate Relief Criteria 'Top –Up'**

The Council has the discretion to award up to a further 20% additional rate relief to reduce the liability still further and the policies detailed below are to be followed when dealing with an application.

Up to 20% Discretionary Rate Relief may be given.

**Charity Shops**

Mandatory relief will be granted where the ratepayer for a property is

- a charity or the trustees of a charity and
- donated goods relate to more than 50% of total sales and
- the proceeds of goods (after any deductions for expenses) are applied for the purpose of the charity

Providing the above criteria are met 80% mandatory relief will be granted.

Up to 20% Discretionary Rate Relief may be given in exceptional circumstances. Generally, relief will be limited to the 80% mandatory entitlement.

1	Meets local needs in the district and benefits local people	<ul style="list-style-type: none"> <li>• if the premises are used for the purposes of a national organisation or a semi-national (or county-wide) organisation the Council will not normally grant any discretionary relief</li> <li>• if the premises are used for a local organisation the extent to which the district and its</li> </ul>
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		residents benefit from the organisation will be taken into account.
2	As a guide does not have more than 12 months spending available as “free reserves” (not legally restricted)	<ul style="list-style-type: none"> <li>unless a Business Plan exists detailing how these reserves are to be used to the benefit of the local community</li> </ul>

### **Non-Profit Organisations, Clubs and Societies**

The Council has the discretion to award up to 100% Discretionary Rate Relief to organisations whose main objects are charitable or philanthropic, or concerned with education, social welfare, science, literature or fine arts or recreation. The determination of charitable status largely relies on case law which has established 4 main divisions of charity: -

- relief of poverty
- advancement of religion
- advancement of education and
- other trusts beneficial to the community and not falling under the other headings.

### **Criteria**

Discretionary relief can only be awarded if the organisation is not excepted (a billing authority or precepting authority) and: -

1	The main objects of the organisation are concerned with	<ul style="list-style-type: none"> <li>• relief of poverty</li> <li>• advancement of religion</li> <li>• advancement of education</li> <li>• social welfare</li> <li>• science</li> <li>• literature</li> <li>• fine arts or</li> <li>• recreation or</li> <li>• in other ways are beneficial to the community</li> </ul>
2	Meets local needs in the district and benefits local people	<ul style="list-style-type: none"> <li>• if the premises are used for the purposes of a national organisation or a semi-national (or county-wide) organisation the Council will not normally grant any discretionary relief</li> <li>• if the premises are used for a local organisation the extent to which the district and its residents benefit from the organisation will be taken into account.</li> </ul>
3	Provides a valuable service to the community	<ul style="list-style-type: none"> <li>• which is complimentary to those services provided by or supported by the Council or</li> <li>• which relieves the need for the</li> </ul>

		Council to provide such services
4	Is open to all sections of the community	<ul style="list-style-type: none"> <li>• or access is restricted by providing a service for a specific sector of the community for justifiable reasons such as addressing inequality</li> </ul>
6	Is non-profit making	<ul style="list-style-type: none"> <li>• as a guide, no more than 12 months expenditure in unrestricted reserves unless a Business Plan exists detailing how these reserves are to be used to the benefit of the local community</li> </ul>

### **Sports Clubs**

There are additional considerations in the case of sports clubs.

If a club effectively discriminates by only accepting members who have already reached a certain standard, rather than seeking to promote the attainment of excellence by enhancing access and the development of sporting aptitude, then it does not have an open membership policy. So, a club selecting members based on existing attainment would not come within the requirements.

Although clubs should be open to all without discrimination, single sex clubs may be permitted where such restrictions are not discriminatory in intent but a genuine result of physical restraints (such as changing room facilities) or the requirements of the sport

### **(2) Organisations with Licensed Bar Facilities**

#### **Sports Clubs/Other Organisations**

Any Discretionary Rate Relief award will be aimed at the sporting activity of the club.

- If the bar income aids the overall operation and development of the organisation this would be allowable if the sporting activity remains the overall objective of the organisation. This will be particularly relevant where the organisation is the only such one in the Parish.

### **(3) Membership and Entry Fees**

If the organisation requires a membership or entry fee the Council will give regard as to whether: -

- The subscription or fees are set at a high level which excludes the general community
- Fee reductions are offered for certain groups such as under 18s or over 60s
- Membership is encouraged from groups such as young people, older age groups, persons with disabilities or ethnic minorities
- Facilities are available to people other than members, e.g., schools, public sessions

Where the Council gives relief practice has been to award up to 80% to Clubs and organisations and up to 50% where organisations operate bar facilities.

### **Community Amateur Sports Clubs (CASC)**

If a sport's club is registered with HM Revenues and Customs (HMRC) as a CASC it will be entitled to 80% mandatory relief. The club may also be awarded 20% discretionary rate relief.

Normally sports clubs that can register with HM Revenues & Customs as a CASC and have not done so will not be awarded discretionary rate relief. Details can be found on the HMRC website <https://www.gov.uk/register-a-community-amateur-sports-club>

### **UK Subsidy Control**

The UK Subsidy Control Bill replace State Aid with Subsidy Control.

Providing relief under this policy is likely to amount to Subsidy. This policy is covered by the rules set out in UK legislation.

**Revised 23 January 2025.**

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## **Appendix B**

# **Non-Domestic Rating Rural Settlement List 2025/2026**

### **Background**

The provisions of the Local Government and Rating Act 1997 relating to Rural Rate Relief for village stores, post offices and small businesses came into force on the 1 April 1998.

Before any business can be considered for mandatory, it must be in a designated rural settlement. Initially, by the 31 December 1997, Local Authorities were responsible for compiling a rural settlement list comprising of settlements within rural areas where the population is less than 3,000 on the preceding December.

### **Maintaining the List**

The Council has a duty to compile and maintain the list. The new proposed Rural Settlement list for North Norfolk District Council is shown overleaf.



Sean Knight  
**Revenues Manager**

Alby with Thwaite	Edgefield	Itteringham	Sculthorpe	Walsingham
Aldborough and Thurgarton	Erpingham and Calthorpe	Kelling	Sea Palling and Waxham	Warham
Antingham	Felbrigg	Kettlestone	Sidestrand	Wells-next-the-Sea
Ashmanhaugh	Felmingham	Knapton	Skeyton	West Beckham
Aylmerton	Field Dalling and Saxlingham	Langham	Sloley	Westwick
Baconsthorpe	Fulmodeston and Barney	Lessingham and Eccles	Smallburgh	Weybourne
Bacton and Edingthorpe	Gimingham	Letheringsett with Glandford	Southrepps	Wickmere
Barsham and Houghton St Giles	Great Snoring	Little Barningham	Stibbard	Wighton
Barton Turf and Irstead	Gresham	Little Snoring	Stiffkey	Witton and Ridlington
Beeston Regis	Gunthorpe and Bale	Ludham	Stody and Hunworth	Wiveton
Binham and Cockthorpe	Hanworth	Matlaske	Suffield	Wood Norton
Blakeney	Happisburgh	Melton Constable	Sustead, Bessingham and Metton	Worstead and Briggate
Bodham	Helhoughton	Morston	Sutton	
Briningham	Hempstead	Mundesley	Swafield and Bradfield	
Brinton and Sharnington	Hempton	Neatishead	Swanton Abbott	
Briston	Hickling	Northrepps	Swanton Novers	
Brumstead	High Kelling	Overstrand	Tattersett and Tatterford	
Catfield	Hindolveston	Paston	Thornage	
Cley Next The Sea	Hindringham	Plumstead	Thorpe Market	
Colby and Banningham	Holkham	Potter Heigham	Thurning	
Corpusty and Saxthorpe	Honing and Crostwright	Pudding Norton	Thursford	
Dilham	Horning	Raynham	Trimingham	
Dunton, Toftrees and Shereford	Horsey	Roughton	Trunch	
East Beckham	Hoveton	Runton	Tunstead and Sco Ruston	
East Ruston	Ingham	Ryburgh	Upper Sheringham	
	Ingworth	Salthouse	Walcott	
		Scottow		

# Appendix C

## Non-Domestic Rates Discretionary Reduction Policy

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### 1. GENERAL PRINCIPLES

Discretionary hardship relief allows the Council to reduce or remit an NNDR (Business rates) charge under Section 49 of the Local Government Finance Act 1988.

The principal purpose of awarding a discretionary reduction shall be to provide short-term assistance to businesses that are suffering unexpected hardship, arising from circumstances beyond the business's control and outside of the normal risks associated with running a business of that type.

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### 2. DISCRETIONARY REDUCTION ELIGIBILITY

The Council will only consider awarding a reduction under Section 49 where it is satisfied that:

- ✓ The ratepayer would sustain significant hardship if the Council failed to grant Hardship Relief; and
- ✓ Full regard has been given to the interest of its council taxpayers and it is considered reasonable for the Council to provide the reduction. North Norfolk District Council funds 40% of any relief awarded.
- ✓ The "interest" of local council taxpayers may go wider than direct financial interests; for example, where employment prospects in an area would be worsened by a ratepayer going out of business, or the amenities of an area might be reduced by, for instance, the loss of a neighbourhood shop or services.
- ✓ Applicants should disclose all relevant factors affecting the ability of the business to meet its current and future rate liabilities.
- ✓ A business will not be considered to be suffering financial hardship in any annual accounting period during which it is profitable or has experienced a loss which is minor in comparison to the overall turnover of the business.
- ✓ In determining whether a business is profitable account shall be taken of reasonable drawings by the proprietor or directors.
- ✓ It is expected that the business has taken prompt action to mitigate any factors giving rise to hardship. Examples of mitigating actions may include seeking business advice, discounts, and promotions, reviewing pricing, extending the range of stock or services, negotiating with creditors etc. Applications may be declined in circumstances where the business is unable to demonstrate that it is taking reasonable steps to alleviate the hardship.

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### 3. APPLICATIONS

All applications for discretionary rate reduction should be made to Non-Domestic (Business) Rates team at [Brates@north-norfolk.gov.uk](mailto:Brates@north-norfolk.gov.uk) and must be accompanied by:

- A fully completed application form.
- Copies of the business audited accounts and balance sheets for the last two years
- A comprehensive Business Plan incorporating a brief history of the business and what the business plans are to rectify its financial situation.
- Cash Flow forecast for a minimum of the next 12 months.
- Where the business has traded for less than two years accounts must be provided where available along with bank statements for at least the three months leading up to the application, and draft accounts or budget forecasts for the period since the business commenced trading.

No award shall be made where it appears to the Council that the proprietor of the business has failed to exercise due diligence to anticipate circumstances that may give rise to hardship, financial or otherwise, and/or to put in place measures to prevent or mitigate the circumstances.

The Business Rates Team will assess all applications, and the Revenue Manager will make decisions where he has delegated authority up to the NNDC cost value of £4k.

All other relief applications with NNDC cost value of £4k or over will be presented by the Revenues Manager to the Discretionary Rate Relief Panel which will consist of the Section 151 Officer and the portfolio cabinet holder representing the Revenues Service.

Applicants must engage with the Council's Revenues team during this process and should be aware that it is likely that the Council will require some contribution to any outstanding liabilities whilst the application is determined.

A decision as to whether to award discretionary reduction will be made based off the information held, and a decision notice detailing the level of any reduction awarded and for what time period, will be issued in writing alongside any adjusted Non-Domestic (Business) Rate Demand Notice. Should the application be rejected, the applicant will be notified in writing.

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### 4. FACTORS THE COUNCIL WILL CONSIDER

Although there is no statutory definition of hardship some guidance has been provided by the Government and case law to assist in the consideration of discretionary reduction applications.

- A blanket approach, either to give or not to give a reduction, should not be adopted by the Authority, each application should be considered on its own merits.

- Any reduction granted should be the exception rather than the rule. Hardship under section 49 Local Government Finance Act 1988 should be seen as a short-term award and not a continuous or long-term solution.
- All relevant factors affecting the ability of a business/ratepayer to meet their liability for rates should be considered.
- The test of hardship does not have to be confined to ‘financial,’ all relevant factors affecting the ability of a business to meet its liability for rates should be considered.
- The ‘interest’ of local taxpayers may go wider than just the financial impact. Consideration to the effect of any business closure on the local community should be considered for example, where the employment prospects of the area would be worsened, or the amenities of an area being reduced, for instance, the loss of the only shop in a village.
- The hardship caused to a ratepayer may be self-evident, for example where a business has been affected by severe loss of trade, due to external factors such as natural disasters or pandemic. However, the council will have to consider how the business can demonstrate such loss of trade or business. For example, do accounts, order books, till receipts or VAT returns show a marked decline in trade compared to corresponding periods in previous years?

The table below identifies some of the factors that will be considered in deciding whether to award a discretionary reduction to an organisation.

<b>Factors</b>	<b>Guideline Considerations</b>
The Financial Positions?	Hardship will often be determined based on the financial position of the ratepayer’s business. In addition to looking at the business ability to pay rates. The Council will also want to see evidence of the business’ future viability.
How important is the organisation to the local community?	A business applying for a discretionary reduction must be of high importance to the local community. Does the business provide a service or fulfil a need for the local area?
Is the same service available in the same locality?	Consideration will be given as to whether the service provided by the business is available in the same locality or within reasonable distance of the business address.
Is the same service available by public transport?	Public transport to the nearest alternative service is not available or is very restricted.
How long is the hardship likely to last for?	Awards are less likely to be made if the Council believe that the need for assistance may be a for a medium- or long-term period. Discretionary reductions should only be awarded for short term assistance.

The Council recognises that there will be occasions when an applicant does not satisfy all the above factors. The Council will consider each application on its own merits and the granting of any reduction will be based on the facts of each case.

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## **5. UNOCCUPIED PROPERTIES**

Discretionary reductions will only be awarded in respect of unoccupied properties in exceptional circumstances where the applicant can show that making such an award will provide a clear and tangible benefit to the taxpayers of the district.

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## **6. DURATION OF AWARDS**

All Discretionary reductions will end at the end of the financial year, unless the award has already been ended from an earlier date. Should the reduction be required to continue, a further application may be made in the new financial year, however in considering repeated applications the Council will take into consideration the number and value of previous awards. The Council may require repeat applicants to provide evidence from an accountant or other professional adviser regarding the long-term financial viability of the business.

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## **7. SUBSIDY LIMITS (Previously known as State Aid)**

The Council must be satisfied that the award of any discretionary reduction complies with the UK's international subsidy control commitments, and the award of a discretionary reduction is likely to amount to a subsidy.

In most cases a discretionary reduction will fall within the Small Amounts of Financial Assistance Allowance, and the Council will consider any award in line with the restrictions and limits described at <https://www.north-norfolk.gov.uk/subsidy-control>. Applicants should familiarise themselves with their obligations under these requirements.

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## **8. APPEALS RIGHTS**

Although there is no legal right of appeal against the Council's decisions on discretionary reduction applications; in keeping with good customer care practice and principles of transparency this policy provides for a review / reconsideration of any decision.

The Revenues Manager will reconsider a decision made under delegated authority in the first instance. Any ratepayer requesting a reconsideration must apply in writing, providing supporting evidence the ratepayer considers would support a different decision, or evidence that a particular factor or factors were not given sufficient weighting in the original decision.

Any further request for reconsideration or a request to review a decision of the Discretionary Relief Panel must be made in writing along with supporting evidence as above and will be presented to the Panel for consideration at the next available hearing. Any further appeals after a review by the Panel will not be considered.

The Council will acknowledge receipt of a further request for review / reconsideration in writing and advise the applicant of the date that the application will be reviewed, if known. The review / reconsideration request along with the additional evidence will be represented to a panel hearing that will consist of either the Section 151 Officer or Deputy Section 151 Officer and the Cabinet Portfolio Member responsible for Revenues and a final decision notice issued in writing.

**Revised 23 January 2025.**

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<b>BUDGET AND COUNCIL TAX 2025/26</b>	
<b>Executive Summary</b>	This report presents for approval the budget for 2025/26 and to make statutory calculations in accordance with the Local Government Finance Act 1992 to set the Council Tax for 2025/26. The report also includes the Chief Finance Officer's report on the robustness of the estimates and adequacy of reserves.
<b>Options considered</b>	It is a statutory requirement to set the budget each year, whilst there are options around the content of the budget presented for approval, the budget now recommended reflects the recommendations made by Cabinet at its meeting on 3 February 2025.
<b>Consultation(s)</b>	The proposed budget has been presented to the Overview and Scrutiny Committee for pre-scrutiny at its meeting on 22 January 2025. Public and business consultations have also taken place on the Council's website and on all the Council's other social media platforms.
<b>Recommendations</b>	<p>That having considered the Chief Finance Officer's report on the robustness of the estimates and the adequacy of the proposed financial reserves, the following be approved:</p> <ol style="list-style-type: none"> <li>1) The 2025/26 revenue budget as outlined at Appendix A;</li> <li>2) The service budgets detailed in Appendix B;</li> <li>3) The statement of the movement in reserves as detailed at Appendix C;</li> <li>4) The updated Capital Programme and financing for 2024/25 to 2027/28 as shown in Appendix D;</li> <li>5) The new capital bids recommended for approval as detailed at Appendix E;</li> <li>6) The statement of identified savings as detailed in Appendix F;</li> <li>7) That Members note the current financial projections for the period 2026/27 to 2028/29 that form the Medium Term Financial Strategy as presented as a Cabinet recommendation from its meeting on 3 February 2025;</li> <li>8) The the Optimum Level of the General Fund Reserve of £2.1m for 2025/26 to 2027/28;</li> <li>9) The Local Council Tax Support Scheme (LCTS) for 2025/26 as recommended for approval by Cabinet at its meeting on 3 February 2025;</li> </ol>

	<p>10) That Members undertake the Council Tax and statutory calculations set out at Appendix F, and set the Council Tax for 2025/26;</p> <p>11) The demand on the Collection Fund for 2025/26 is as follows:</p> <p>a. £7,812,584 for District purposes which reflects the recommended Council Tax increase of £4.95 for the district element for a Band D equivalent property</p> <p>b. £3,755,203 for Parish/Town Precepts;</p> <p>to approve the 2025/26 budget for revenue and capital and to make the statutory calculations in respect of the 2025/26 Council Tax.</p> <p>To note the two capital schemes that will come forward in due course as detailed in paragraphs 5.5 and 5.6 relating to Overstrand and the Watch House.</p>
<b>Reasons for recommendations</b>	It is a statutory requirement to set the budget each year. To enable the Council to set a balanced budget.
<b>Background papers</b>	Budget reports and briefings, precepts (NCC, Police and Parishes) Draft Revenue Budget Report for 2025/26 presented to Cabinet on 3 February 2025

<b>Wards affected</b>	All
<b>Cabinet member(s)</b>	All
<b>Contact Officer</b>	Tina Stankley Director of Resources and s151 Officer <a href="mailto:tina.stankley@north-norfolk.gov.uk">tina.stankley@north-norfolk.gov.uk</a>

<b>Links to key documents:</b>	
Corporate Plan:	Strong Responsible & Accountable Council.
Medium Term Financial Strategy (MTFS)	The setting of a balanced budget for 2025/26 provides the base position for reviewing the following years of the Medium-Term Finance Plan.
Council Policies & Strategies	Budget Setting & Medium-Term Finance Strategy

<b>Corporate Governance:</b>	
Is this a key decision	Yes
Has the public interest test been applied	Yes
Details of any previous decision(s) on this matter	

## **1. Purpose of the report**

- 1.1. This report presents for approval the 2025/26 General Fund revenue and 2025/26 capital budgets along with the Council Tax for 2025/26.

## **2. Introduction & Background**

- 2.1. Detailed budgets have been prepared by officers. These have been consolidated to give a Summary General Fund Budget for 2025/26. The budget has been considered by Cabinet and is presented to full Council for approval.
- 2.2. Local authorities across the UK continue to find themselves under considerable financial pressure as a result of external factors that are beyond their control. These are manifesting themselves with ever increasing pressures on demand led services e.g. temporary accommodation. There have been several S114 notices issued over the last 18 months and there have been several Council's seeking exceptional financial support from the Government in recent times.
- 2.3. The provisional Local Government Finance Settlement for 2025/26 announced on 18 December 2024 was a shock for the majority of District Councils. The Labour Government's Budget announcement of an allocation of £1.3bn new grant funding for local authority services in 2025/26 led to an expectation that the increase in core spending power 3.2% for local authorities would be for all local authorities. However, the Government made substantial changes in the distribution of funding. So, whilst the overall increase in core spending power was 6%, District Councils' overall increase was only 0.32%. The total of the floor funding of £121m was used entirely for districts. There were 133 out of the 164 District Councils that received a zero per cent increase, with NNDC being allocated £805,000 to bring its increase up to 0.0% i.e. without this the Council would have seen a reduction in funding of this £805,000. The diagram below shows how funding was redistributed across authority type and who the winners and losers of this were.
- 2.4. Both the Rural Services Delivery Grant and the Recovery Grant were abolished, and this funding was repurposed. In 2024/25 the Council received £680,000 via a combination of both grants. A new Recovery Grant was introduced, however, rural authorities seemed to have lost out as they will receive a lower share of this.

### 3. The 2025/26 Budget

3.1. The 2025/26 budget presented in Appendix A and summarised in the table below is a balanced budget for approval by Full Council.

<b>General Fund Summary 2025/26 Base Budget</b>							
Line no.	Column A	Column B	Column C	Column D	Column E	Column F	Column G
		2024/25 Base Budget	2024-25 Updated Budget	2025/26 Base Budget	2026/27 Projection	2027/28 Projection	2028/29 Projection
	Service Area	£	£	£	£	£	£
1	Corporate Leadership/ Executive Support	406,880	3,141,750	3,044,560	3,034,010	3,082,840	3,132,660
2	Communities	11,530,420	8,827,660	9,129,890	9,180,770	9,251,860	9,335,660
3	Place and Climate Change	7,121,380	5,420,880	4,520,790	4,384,060	4,430,660	4,508,800
4	Resources	4,707,480	6,219,660	5,653,740	5,600,040	5,272,520	5,364,840
5	Savings to be Identified	(250,000)	0	0	0	0	0
6	<b>Net Cost of Services</b>	<b>23,516,160</b>	<b>23,609,950</b>	<b>22,348,980</b>	<b>22,198,880</b>	<b>22,037,880</b>	<b>22,341,960</b>
7	Parish Precepts	3,129,190	3,129,190	3,755,200	3,755,200	3,755,200	3,755,200
8	Capital Charges	(2,962,370)	(2,962,370)	(2,962,370)	(2,962,370)	(2,962,370)	(2,962,370)
9	Refcus	(761,650)	(761,650)	(761,650)	(761,650)	(761,650)	(761,650)
10	Interest Receivable	(1,865,160)	(1,865,160)	(1,403,400)	(1,403,400)	(1,403,400)	(1,403,400)
11	External Interest Paid	40,280	340,280	302,100	302,100	302,100	302,100
12	Revenue Financing for Capital:	210,000	2,447,780	320,000	0	0	0
13	Minimum Revenue Provision	487,860	487,860	527,260	576,150	594,070	594,070
14	IAS19 Pension Adjustment	268,000	268,000	276,280	276,280	276,280	276,280
15	<b>Net Operating Expenditure</b>	<b>22,062,310</b>	<b>24,693,880</b>	<b>22,402,400</b>	<b>21,981,190</b>	<b>21,838,110</b>	<b>22,142,190</b>
16	Collection Fund –Parishes	(3,129,190)	(3,129,190)	(3,755,200)	(3,755,200)	(3,755,200)	(3,755,200)
17	Collection Fund –District	(7,068,940)	(7,068,940)	(7,812,580)	(8,026,540)	(8,302,870)	(8,594,960)
18	Collection fund surplus	(108,320)	(108,320)	0	0	0	0
19	Retained Business Rates	(7,683,010)	(7,683,010)	(8,660,930)	(8,500,000)	(8,500,000)	(8,500,000)
20	New Homes bonus	(5,600)	(5,600)	(596,090)	0	0	0
21	3.2% Funding Guarantee	(1,230,670)	(1,230,670)	(805,170)	(805,170)	(805,170)	(805,170)
22	Revenue Support Grant	(309,050)	(309,050)	(335,420)	(335,420)	(335,420)	(335,420)
23	NI Compensation	0	0	(150,580)	(150,580)	(150,580)	(150,580)
24	Recovery Grant	0	0	(194,580)	0	0	0
25	Extended Producer responsibility	0	0	(1,616,000)	0	0	0
26	Rural Services Delivery Grant	(656,970)	(656,970)	0	0	0	0
27	Ctax Discount Grant	(51,580)	(51,580)	0	0	0	0
28	Services Grant	(22,520)	(22,520)	0	0	0	0
29	<b>Total Income from Government Grant and Taxpayers</b>	<b>(20,265,850)</b>	<b>(20,265,850)</b>	<b>(23,926,550)</b>	<b>(21,572,910)</b>	<b>(21,849,240)</b>	<b>(22,141,330)</b>
30	<b>(Surplus)/Deficit</b>	<b>1,796,460</b>	<b>4,428,030</b>	<b>(1,524,150)</b>	<b>408,280</b>	<b>(11,130)</b>	<b>860</b>
31	<b>Contribution To/(From) Earmarked Reserves</b>	<b>(1,796,460)</b>	<b>(4,428,030)</b>	<b>1,524,150</b>	<b>500,780</b>	<b>529,020</b>	<b>598,320</b>
32	<b>Net Position</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>909,060</b>	<b>517,890</b>	<b>599,180</b>

3.2. The table above shows

- The Original Base Budget in Column B which was approved by full Council on 21 February 2024. It shows a balanced budget position for 2024/25.
- In Column C the latest updated balanced budget position for 2024/25 as reported to Full Council on 2 December 2024. There are two things to note with this, the latest updated budget.
  - Firstly, there is significant movement between the Directorate budgets when comparing the 2024/25 original and updated figures. This is because the

original budget is presented with all of the support services (e.g. finance, HR, IT, legal etc.) recharged to the frontline services, whereas the updated budget figures do not include the support services' recharges. This is a presentational change that will improve budget monitoring as all variances can be seen e.g. if there is an overspend in Finance this will now be seen whereas before it would have been recharged to a frontline service and the overspend would then appear against that frontline service.

- Secondly, it should be noted that the last budget monitoring report (i.e. as at 30 September 2024) identifies a forecast overspend for 2024/25 of £995k. The s151 Officer has asked Assistant Directors to incur only necessary spending for the remainder of the year to contain the overspend position for the year.
- In Column D the proposed budget for 2025/26 is balanced (line 32).
- Line 6 shows the net cost of running the Council's services i.e. £22.349m. It is the total of Lines 1 to 5. This figure comprises the cost less the fees and charges income earned by the services.
- Line 15 is the total cost of operating as a Council i.e. £22.402m and includes items that are not attributable to any particular service e.g. investment income. It is the total of Lines 6 to 14.
- Line 29 is the total of Lines 16 to 28, and it is the amount of funding from Government Grant and Local Taxpayers i.e. £23.927m.
  - Line 16 is the income that NNDC will collect from taxpayers for the town and parish councils' precepts which is matched at line 7 as NNDC pay this straight over to the town and parish councils.
  - Line 17 is NNDC's Council Tax income to be collected from Council Taxpayers. This includes an assumed increase of £4.95 per Band D equivalent property.
  - Line 19 is NNDC's Business Rate income to be collected from businesses within the District.
  - Line 20 to 28 are the grants that NNDC will receive from Central Government.
- Line 30, Column D is the deficit that needs to be met from NNDC reserves i.e. £1.524m. It should be noted that some of this deficit and funding from reserves is planned e.g. where it has been approved previously that a grant sum held in reserves is to be used to fund a post for one year.
- Line 31, Column D shows the net amount of reserves, i.e. £1.524m, that is required to balance the budget for 2025/26. This also includes earmarked reserves used to fund one off expenditure within the service. It should be noted that a summary of the reserves being utilised is contained in paragraph 3.15

3.3. The initial draft budget for 2025-26 produced by officers forecasts a net deficit of £1.8m. Officers were tasked with finding savings and additional income to bridge this gap and balance the budget. The savings and additional income identified are listed in Appendix F and have been included in the proposed budget.

#### **Variiances 2024/25 to 2025/26**

3.4. The changes in base budget from 2024/25 to 2025/26 are summarised in Table 3 below and significant variances are explained in 3.5 to 3.10.

**Table 3: Variances from 2024/25 to 2025/26**

	2024/25 Base Budget £'m	2025/26 Base Budget £'m	Variance £'m	% Movement
Employees	17.149	17.439	0.289	1.69%
Premises	4.057	4.115	0.059	1.45%
Transport	0.280	0.282	0.003	1.00%
Supplies and Services	14.057	13.331	(0.726)	-5.16%
Transfer Payments	18.715	20.188	1.473	7.87%
Income (External)	(34.198)	(36.455)	(2.257)	6.60%
<b>Total Direct Costs and Income</b>	<b>20.060</b>	<b>18.901</b>	<b>(1.159)</b>	<b>13.45%</b>
Notional Charges:				
Capital Charges	3.724	3.724	0.000	0.00%
IAS 19 Notional Charges	(0.268)	(0.276)	(0.008)	3.09%
<b>Total Notional Charges</b>	<b>3.456</b>	<b>3.448</b>	<b>(0.008)</b>	<b>3.09%</b>
<b>Total Net Costs</b>	<b>23.516</b>	<b>22.349</b>	<b>(1.167)</b>	<b>16.54%</b>

## Employees

3.5. The significant variances in employee's costs are summarised in Table 4

**Table 4: Employee Cost Variances**

£'m	Main Explanation
0.706	Inflation including pay award. This also includes NI changes highlighted below.
1.360	Employee costs funded from various grants within People Services and CTAP.
0.256	Higher Employee costs, partly due to some temporary posts being made permanent.
(0.750)	Savings in Employee Costs, including £523k identified as part of the 2025/26 savings bid exercise.
0.208	Temporary posts funded from earmarked reserves in 2025/26.
(1.579)	Non-recurring items taken out of budget i.e. reserve & grant funded posts in 2024/25.
0.088	Other minor variations.
<b>0.289</b>	<b>Total Movement</b>

## Pay Inflation

3.6. Currently pay inflation is included at 3% for 2025/26 and then at 2% for the remaining years of the Medium-Term Financial Plan.

Changes to employers National Insurance announced in the budget will see employers' contribution rates increase in rate from 13.8 to 15%. There will also be a decrease in the employer's threshold (the point at which the employer starts to contribute) from £9,100 to £5,000. This has resulted in a budget pressure of c.£500k. Central Government had announced in the Autumn Statement that it would compensate local authorities, but in the final settlement the funding for this was £150k, which leaves a shortfall of £350k). However, this is a concern as the announcement didn't cover what would happen in future years when there will still be a pressure.

## Premises Costs

3.7. Significant variances are highlighted in the following table:

Table 6: Premises Costs Variances

£'m	Main Explanation
0.082	Internal Drainage Board Levy increases
0.050	Increases in utilities costs including Council tax and Business rates
(0.040)	Savings identified in the budget process
(0.044)	Reduction in costs of Premises Insurances
0.022	Increase in rents the Council pays
(0.011)	Other minor variations
<b>0.070</b>	<b>Total Movement</b>

## Transport Costs

3.8. There has been inflation and growth on Transport Costs of £18k but this has been offset by a reduction of £15k generated through savings.

## Supplies and Services

3.9. There are a number of variances across this wide-ranging category of expenditure the most significant being those highlighted in the following table:

Table 7: Supplies and Services Variances

£'m	Main Explanation
0.350	Inflation increases of £254k for the waste and recycling contracts, £36k for computer software licence and maintenance contracts and £15k Management fees
0.028	The main element of growth relates to the Pier condition survey.
(0.377)	Savings made in budgets, e.g. an adjustment relating to the external audit fee and £167k from the current service savings exercise.
0.209	One-off funding from reserves in 2025/26.
(0.936)	Removal of non-recurring budget items funded from reserves and grants in 2024/25 e.g. Local Plan, environmental strategy projects, UKSPF expenditure and People Services expenditure.
<b>(0.726)</b>	<b>Total Movement</b>

## Transfer Payments

3.10. The increase in expenditure is predominantly due to the increase in Housing Benefit payments of £1.476m which is in line with the mid-year subsidy estimate for 2024/25. This is offset by an increase in income referenced in paragraph 3.11.

## Income

3.11. The significant variances in income between Base 2024/25 and 2025/26 are summarised in the Table 8 below:

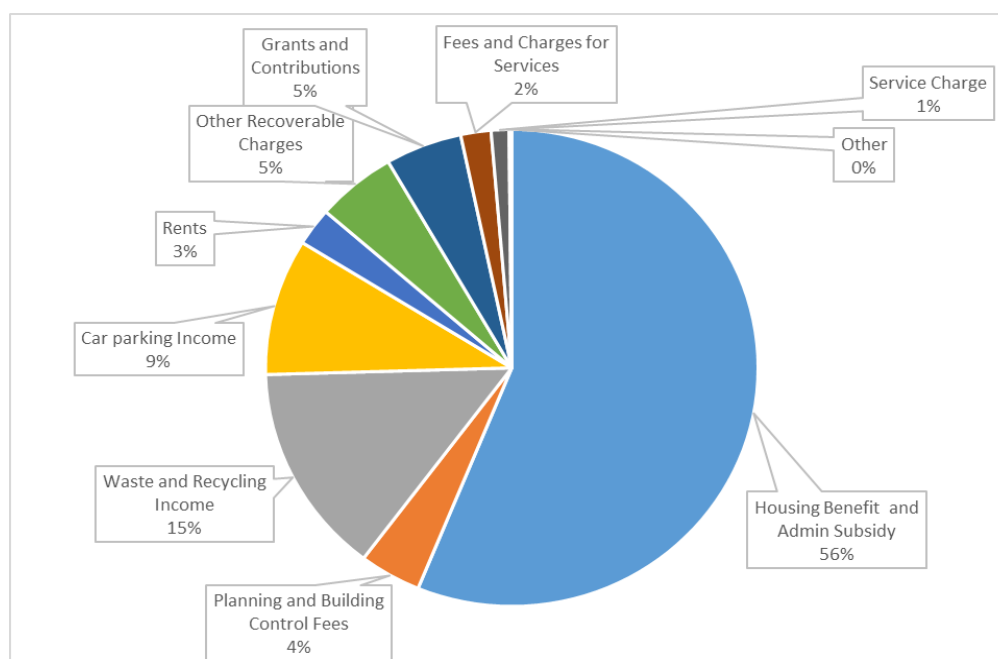
Table 8: Income Variances

£'m	Main Explanation
(1.476)	Increased Housing Benefit Subsidy to cover increase in payments
(1.259)	Grants allocated for one-off expenditure items including CTAP & Communities grants
(0.113)	Inflation Fees and Charges including service charges.
0.191	Reduction in income e.g. from car park extension, employee costs recharged to capital & for Land Charge fee income due to transfer of some functions to the Land Registry.
(1.160)	Projected additional income e.g. car parks and garden bins.
1.691	Non-recurring grants including UKSPF and Communities grants.
(0.131)	Other minor variations
<b>(2.257)</b>	<b>Total Movement</b>

3.12. The increase in Housing Benefit Subsidy offsets the increase in payments within Transfer Payments (see paragraph 3.10).

3.13. The pie chart below shows the make-up of the 2025/26 budgeted income.

Table 9: 2025/26 Budgeted Income



## Reserves

3.14. The Council holds a General Fund Reserve which it keeps for unexpected expenditure or for emergencies. The Council's s151 Officer assesses what the optimum level for this reserve should be each year to ensure that the Council has sufficient funds to meet any unexpected expenditure.

3.15. The Council also holds Earmarked Reserves, which have been set up to fund specific expenditure. These reserves are being used to fund some of the costs of services. There are also instances of contributions being made to the reserves and this is where it is known that costs will be incurred in the future and so the contributions are set aside e.g. district council elections are held every 4 years at a



cost of about £240k and so each year £60k is put into the Elections Reserve so that there is a balance of £240k to take from the Elections Reserve in the fourth year to cover the cost. A full breakdown of the use of Reserves can be found at Appendix D.

Table 10: Use of Reserves

	<b>Budgeted Movement 2024/25</b>	<b>Budgeted Movement 2025/26</b>
	<b>£</b>	<b>£</b>
General Fund	(4,043)	(14,706)
Capital Projects	(484,708)	0
Asset Management	(310,033)	0
Benefits	(46,622)	(51,567)
Building Control	(122,542)	(19,874)
Business Rates	(18,000)	(18,000)
Coast Protection	(265,738)	0
Communities	(131,550)	0
Delivery Plan	(1,898,768)	(80,000)
Economic Development & Regeneration	(10,000)	0
Election Reserve	60,000	60,000
Extended Producer Responsibility	0	1,616,000
Grants	(77,969)	(85,159)
Housing	(356,479)	(56,299)
Land Charges	(89,100)	0
Legal	(36,000)	(4,579)
Major Repairs Reserve	(55,600)	0
Net Zero Initiatives	(22,000)	(300,000)
New Homes Bonus (NHB)	(150,000)	(83,763)
Organisational Development	(26,123)	0
Planning	(37,300)	46,763
Restructuring & Invest to Save	(45,456)	0
Second Homes Premium	0	515,337
Treasury	(300,000)	0
<b>Total (Line 31, GF Summary Para 3.1)</b>	<b>(4,428,031)</b>	<b>1,524,153</b>

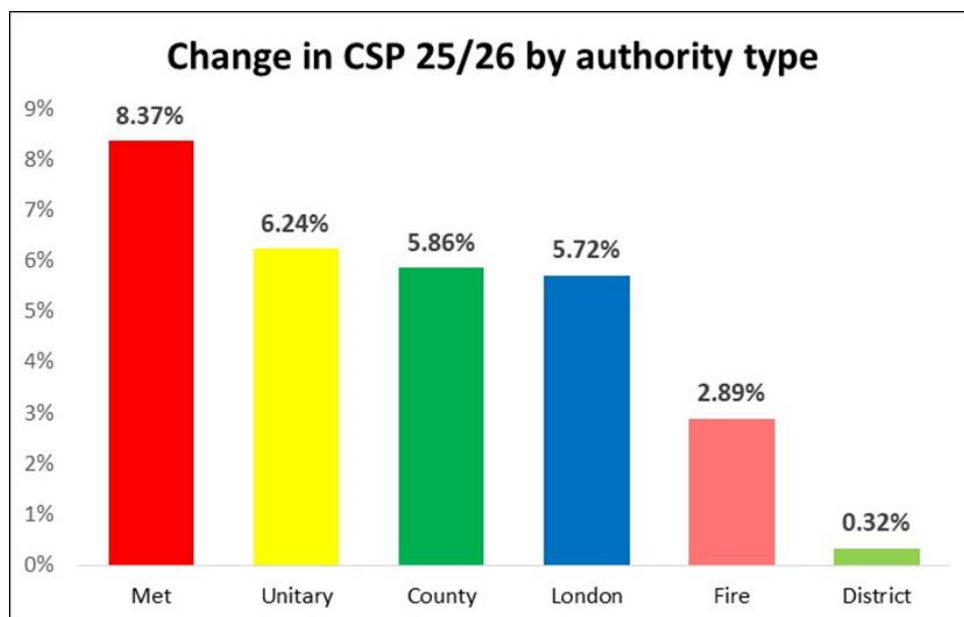
- 3.16. As shown in the table above the projected drawdown from reserves over the 2-year period 2024/25 to 2025/26 is £2.9m. It should be noted that this use of reserves includes the planned use of reserves which have been set aside in previous years to meet the expenditure that is being incurred now.
- 3.17. The Council has received a large one-off grant to cover the costs of implementing the Extended Producer Responsibility service. It is not yet known what costs will be incurred and so a reserve has been up for this and then the reserve can be drawn upon when needed. It should be noted that the grant was not ring-fenced. A second reserve for the Second Homes Premium has been set up so that again when expenditure is incurred on the projects that this is to be spent on a transfer from the reserve can be made to cover it.

- 3.18. Without these two reserves there would be a net use of reserves of £607k which would bring the projected drawdown from reserves over the 2-year period 2024/25 to 2025/26 is £5m.
- 3.19. It is recommended that the minimum level that the General Fund Reserve should be maintained at is £2.1m for 2024/25. This represents 10.1% of the net budgeted operating expenditure (excluding parish precepts).

**Funding**

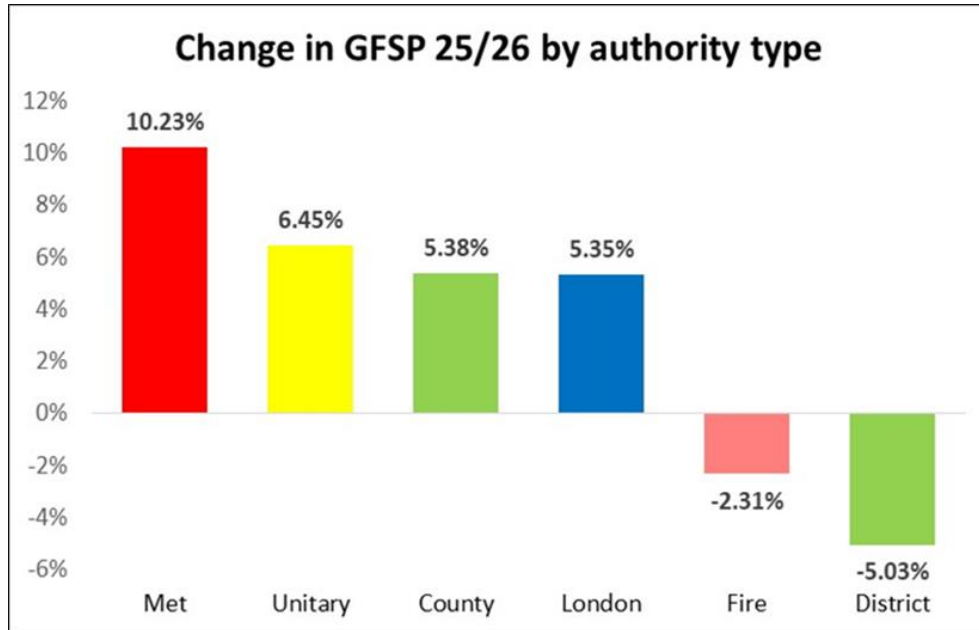
**Local Government Finance Settlement**

- 3.20. The Local Government funding settlement is issued each year by the Ministry of Housing, Communities and Local Government (MHCLG) and for NNDC has comprised several elements. These include Revenue Support Grant, New Homes Bonus, Baseline Funding Level (via the Business Rates Retention Scheme), Council Tax and Rural Services Delivery Grant.
- 3.21. The Government’s Autumn Statement announced on 30 October 2024 set the scene for what to expect in the Local Government Settlement. It was announced that there would be an additional £1.3bn for local government that would be distributed through the settlement. However it, along with the policy statement the government published on 28 November 2024 gave councils notice of our proposals for the 2025-26 local government finance settlement, including how it intended to redistribute the £1.3 billion additional funding. The funding would be distributed based on need.
- 3.22. The redistribution of funding hit district councils hard with the redistribution being towards authorities with Adult Social Care and Children’s Services along with the abolition of several grants e.g. Rural Services Delivery Grant which the Council received. The chart below (source: Pixel Financial Management) shows the increases in Core Spending Power by each authority type. There were 133 of the 164 district councils which received no increase at all and the total £121m made available for floor funding went to district councils.



- 3.23. The Core Spending Power (CSP) for each authority assumes that councils apply the maximum council tax increase. If council tax income is taken out of the calculation the

change in CSP shows how the government funding has been redistributed. The chart below (source: Pixel Financial Management) shows how the government funded spending power was distributed.



3.24. The Government made available through the provisional Local Government Finance Settlement (LGFS) an increase for councils in England of 3.2% in core spending power when compared with the 2024/25 amount. This does however assume that District Councils apply the maximum increase in Council Tax.

3.25. However when the final settlement was published on 5 February 2024 the confirmed actual funding level was £109k less than the provisional settlement and the overall funding was £195k less than the funding for 2024/25. The movement between the Provisional and Final Settlement sums is shown in the table below.

Funding:	Provisional Settlement £m	Final Settlement £m	Additional Funding £m
New Homes Bonus	(0.596)	(0.596)	0.000
Revenue Support Grant	(0.335)	(0.335)	0.000
Floor damping	(0.805)	(0.805)	0.000
Recovery Grant	(0.195)	(0.195)	0.000
NI Compensation	(0.260)	(0.151)	0.109
	(2.191)	(2.082)	0.109

3.26. With this year’s funding being the seventh consecutive one-year settlement and no details of what any new funding regime may be like, this continues to make it difficult to plan with any degree of certainty. It means that far higher levels of estimation and assumptions have to be made around future funding levels in the medium-term.

**Consultation on the Budget for 2025/26**

3.27. The Overview and Scrutiny Committee have had the opportunity to pre-scrutinise the budget proposals at its meeting on 22 January 2025 before being considered by Cabinet at its meeting on 3 February 2025. Cabinet considered the Overview and Scrutiny Committee pre-scrutiny recommendations.

3.28. External stakeholders have also been consulted about the budget proposals and the increase in Council Tax. A public consultation has also taken place on the Council's website. The public consultation results of the consultation have been circulated to Members in advance of the full Council meeting so that they can be considered prior to making a decision about the 2025/26 budget proposed by Cabinet. The paper that is circulated will be included as an appendix to the minutes of the full Council meeting.

#### 4. Medium Term Financial Strategy

4.1. The Medium-Term Financial Strategy (MTFS) has been prepared alongside the budget for 2025/26. This is included as a separate agenda item at this meeting.

4.2. The Government's Budget announcement and the provisional local government finance settlement laid out plans for significant local government reform. The Government confirmed that it will start to issue multi-year financial settlements starting in 2026/27. There will also be Business Rates Reform and the implementation of the Fair Funding Review.

4.3. The Government also published its White Paper on English Devolution and since then its plan for reorganisation. This will obviously have far reaching consequences with potentially NNDC not existing as it is in 3-4 years' time. It is not possible to plan for such changes at this time.

4.4. Therefore, the MTFS has been prepared assuming no change for the foreseeable future. Assumptions have been made for the years 2026/27 to 2028/29 which are shown below. It should be noted that the further into the future we look the greater the increase in uncertainty is particularly around the funding streams. However, it should be noted that there is currently a deficit in all years after 2025/26.

Table 13: Projected Deficit over the life of the MTFP.

	2025/26 Budget £	2026/27 Projection £	2027/28 Projection £	2028/29 Projection £
Net Operating Expenditure	22,402,400	21,981,190	21,838,110	22,142,190
Contribution To/(From) Earmarked Reserves	1,524,150	500,780	529,020	598,320
Amount to be met from Government Grants and Taxpayers	23,926,550	22,481,970	22,367,130	22,740,510
Income from Government Grant and Taxpayers	(23,926,550)	(21,572,910)	(21,849,240)	(22,141,330)
(Surplus)/Deficit	0	909,060	517,890	599,180

4.5. Assumptions included are:

- The pay award is assumed to be at 3% for year 2025/26 as the rate of inflation has started to fall significantly.
- Increases in costs have been included for all years where the Council is contracted to increase costs on an annual basis.

- Increases in fees and charges (included in the Net Cost of Services) have been increased based on prudent assumptions that are in line with the increases that have been assumed for expenditure.
- For the calculation of Council Tax income, a modest increase of around 1% in the tax base, plus for the first time collection of the Second Homes Premium at 100% has been assumed year on year and then an increase has been applied to the Band D Council Tax at £4.95 for 2025/26 and then 2.99% thereafter.
- For the central government funding, assumptions are for no increases in funding.

### Council Tax and referendum limit

4.6. The Councils Medium Term Financial Strategy in part relies on increasing Council Tax income. This is a relatively stable source of income with collection being cost effective. The LGFS assumes that District Councils apply the maximum increase before a referendum is required, of 3.00% or £5 in Council Tax. The recommendation is to increase Council Tax in 2025/26 by £4.95 for a Band D property. The table below shows what the total Council Tax income will be for 2025/26 and that the additional income generated by the £4.95 increase for a Band D will be £223k for the year.

#### Council Tax Income

		Council tax 24/25
1	Council Tax Base for 25/26	45,024.10
2	Band D Council Tax before increase	£168.57
3	Maximum increase allowed	£4.95
4	Band D Council Tax after increase (Add Lines 2 and 3)	£172.52
5	<b>Income assuming CT increase (line 1 multiplied by Line 4)</b>	<b>£7,812,582</b>

Additional Council Tax generated by the annual increase - Council Tax base ( <b>Line1</b> ) multiplied by Maximum increase allowed ( <b>Line 3</b> )	£222,869
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### Council Tax Support

- 4.7. Council Tax Support (CTS) is financial support that the Council can give to people on low incomes. It is administered as a reduction to their Council Tax bill.
- 4.8. Since 2013 each district council has been responsible for its own CTS scheme for working-age people. The scheme must be reviewed and agreed each year as part of the taxbase and budget setting process. The scheme has been revised and Cabinet considered the proposed revised CTS Scheme for 2025/26 at its meeting on 3 February 2025 and agreed to recommend it to full Council for approval. The revised scheme is an agenda item for approval.

### Rate Relief Policy

- 4.9. The full report and accompanying appendices for the updated Rate Relief Policy has been included as a separate agenda item.

## **Retained Business Rates**

- 4.10. The Business rate Retention scheme was introduced in April 2013 to promote local economic growth. It is vital that the Council ensures it has a comprehensive and up to date business ratings list. It is important to note that any significant changes, such as backdated valuation appeals, have a direct impact of reducing funding levels.
- 4.11. To calculate the forecast income level financial modelling has been undertaken that uses information available for 2024/25 which is then updated with any known changes. The resulting income is based on what is known now.

## **5. Capital Programme**

- 5.1. Capital expenditure is incurred to provide new assets and improve its existing ones. As capital expenditure is incurred, a source of finance must be identified. This can be by applying capital receipts, grants and other revenue resources or alternatively through borrowing. A summary of the Capital Programme is shown below. The list of schemes that are included in the approved programme can be found at Appendix D and the details of proposed new bids is contained in Appendix E.

Table 14: The Capital Programme and its Funding for 2024/25 to 2029/30

<b>Approved Capital Programme</b>	<b>Budget 2024/25</b>	<b>Budget 2025/26</b>	<b>Budget 2026/27</b>	<b>Budget 2027/28</b>	<b>Budget 2028/29</b>	<b>Budget 2029/30</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Our Greener Future	22,451,187	6,296,051	6,697,712	300,000	0	0
Developing Our Communities	6,284,864	8,209,000	0	0	0	0
Meeting Our Housing Needs	4,827,670	1,700,000	1,700,000	1,400,000	1,400,000	1,400,000
Investing In Our Local Economy & Infrastructure	5,637,387	210,000	60,000	0	0	0
A Strong, Responsible & Accountable Council	427,619	162,000	60,000	0	0	0
<b>Total Approved Capital Programme</b>	<b>39,628,727</b>	<b>16,577,051</b>	<b>8,517,712</b>	<b>1,700,000</b>	<b>1,400,000</b>	<b>1,400,000</b>
<b>Financing</b>	<b>Budget 2024/25</b>	<b>Budget 2025/26</b>	<b>Budget 2026/27</b>	<b>Budget 2027/28</b>	<b>Budget 2028/29</b>	<b>Budget 2029/30</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants	27,630,458	14,373,328	7,147,712	1,000,000	1,000,000	1,000,000
Other Contributions	2,127,014	718,723	300,000	0	0	0
Reserves	2,447,783	0	0	0	0	0
Revenue Contribution to Capital (RCCO)	0	0	0	0	0	0
Capital receipts	3,394,654	712,000	610,000	300,000	0	0
Borrowing	4,028,818	773,000	460,000	400,000	400,000	400,000
<b>Total Financing</b>	<b>39,628,727</b>	<b>16,577,051</b>	<b>8,517,712</b>	<b>1,700,000</b>	<b>1,400,000</b>	<b>1,400,000</b>

<b>Capital Bids</b>	<b>Budget 2025/26</b>	<b>Budget 2026/27</b>	<b>Budget 2027/28</b>	<b>Budget 2028/29</b>	<b>Budget 2029/30</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Our Greener Future	171,400	342,900	0	0	0
Developing Our Communities	100,000	0	0	0	0
Meeting Our Housing Needs	1,400,000	0	0	0	0
Investing In Our Local Economy & Infrastructure	410,000	0	0	0	0
A Strong, Responsible & Accountable Council	70,000	0	0	0	0
<b>Total of Bids</b>	<b>2,151,400</b>	<b>342,900</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Financing</b>	<b>Budget 2025/26</b>	<b>Budget 2026/27</b>	<b>Budget 2027/28</b>	<b>Budget 2028/29</b>	<b>Budget 2029/30</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Grants	150,000	0	0	0	0
Other Contributions	80,000	0	0	0	0
Reserves	21,400	278,600	0	0	0
Revenue Contribution	20,000	0	0	0	0
Capital Receipts	90,000	0	0	0	0
Internal / External Borrowing	1,790,000	64,300	0	0	0
<b>Total Financing</b>	<b>2,151,400</b>	<b>342,900</b>	<b>0</b>	<b>0</b>	<b>0</b>

5.2. The proposed funding for the schemes is also shown in Table 14 above. Consideration is given to level of grants available, the level of capital receipts available and what we might generate in future years. After these sources of financing have been applied then the balance for any financing required will have to be met through borrowing. Borrowing increases the Council's 'Capital Financing Requirement' (CFR). This will result in a revenue charge (one that impacts on the bottom line of the budget and is a charge to the Council Taxpayer) called the Minimum Revenue Provision (MRP) that is made to reflect the funding of the CFR by the taxpayer. It is required to be set aside each year starting the year after the works are completed and/or the asset comes into use. It is a charge to revenue that covers the repayment of the borrowing needed to finance the capital expenditure. As the need to borrow increases, the CFR and MRP

also increase. If the Council has sufficient cash resources to meet the expenditure, it will not be necessary to borrow externally in the short term, and cash balances can be used to cover the expenditure. This is referred to as 'internal borrowing' and attracts an MRP charge in the same way that external borrowing does.

- 5.3. Any new projects included in the programme in the future will need to be financed by borrowing, which will result in an additional MRP charge if no capital resources such as capital grants or capital receipts are available. Alternatively, existing revenue reserves could be used to finance these projects through a revenue contribution to capital (RCCO) which would avoid the need to make an MRP charge. Both are charges to the General Fund and will be included in the amount to be met from Government grant and local taxpayers.
- 5.4. In addition to the existing capital programme, approval is also being sought to include the proposed capital projects as outlined within Appendix E.
- 5.5. It should be noted that there is an issue with the stability of the cliff face at Overstrand which will need resolving. A bid for this work has not been included at this time as it not yet certain what remedial action will need to be taken to stabilise the cliff face, nor is it known at this time what this might cost and if there is any external funding that might be available for such a scheme. Officers will prepare proposals for a scheme and bring this forward for Members to consider in due course.
- 5.6. It should also be noted that the Council has a legal obligation to maintain the cliff behind the Rocket House upon which the Watch House sits. This has not been included as a separate bid, as it is expected that the Rocket House costs will be sufficiently less than the budget to leave enough to be diverted to this scheme. Approval to divert these funds will be sought as and when required.

### **Robustness of Estimates**

- 5.7. When considering the robustness of the estimates and adequacy of reserves a holistic approach is taken, which considers the general reserve, earmarked reserves and the identified risks in relation to the revenue and capital budgets presented for approval.
- 5.8. The Local Government Act 2003 requires the Section 151 Officer to report on the robustness of estimates made for the purpose of calculating Council Tax. The Director for Resources (Section 151 Officer) is satisfied that the estimates, as presented in the budget are sufficiently robust and that the reserve balances proposed for 2025/26 are adequate.
- 5.9. Below is the assessment of the robustness of the estimates now presented and provides an analysis of the risks facing the Council in relation to the control of income and expenditure flows compared to the budgets that are recommended for 2025/26.
- 5.10. The framework within which the budget for 2025/26 has been prepared is like that of previous years and takes into account the following:
  - a) Previous financial year out-turn position (2023/24 being the latest full year)
  - b) Medium Term Financial Strategy (MTFS) 2025/26 to 2028/29
  - c) In-year budget monitoring for 2024/25 and associated reports
  - d) Cash flow monitoring



- 5.11. The outturn position for 2023/24 was reported to Cabinet on 8 July 2024. The outturn position is used to update the financial planning process and helps to establish the baseline for the current estimates by reflecting significant movements against the current position and those which will have an on-going impact on the future financial position of the Council.
- 5.12. The financial planning process is an established process. For 2025/26 the updated Medium Term Financial Strategy (MTFS) has been produced alongside the budget for 2025/26. The MTFS for the period 2025/26 to 2028/29 has been prepared against a backdrop of uncertainty for the reasons discussed above earlier in the report. This uncertainty, the uncertainty around the funding for local government and now Devolution and Local Government Reorganisation results in a far higher level of risk associated with forecasting a robust financial position over the medium term. However best estimates and assumptions have been used in producing this.
- 5.13. Budget monitoring throughout the year is critical to ensuring the robustness of the estimates and maintaining a sound financial position. The in-year budget monitoring process is carried out throughout the year with all expenditure and income being monitored monthly. This provides an essential tool for identifying early on any variances so that mitigating action can be taken. It is also fundamental in enabling the inclusion of the most up to date information in the modelling of future budgets and projections, where budget pressures and additional income and savings are identified during the year.
- 5.14. The regular budget monitoring exercises that take place are also used to inform the annual financial planning and budget process in terms of whether any changes will have an on-going financial impact in future years, or whether they will have just a one-off impact in the current financial year.
- 5.15. As part of the budget monitoring process, budget managers compile monthly variance reports and regular reports are presented to Cabinet and the Overview and Scrutiny Committee detailing the latest projected outturn position for the current year. Regular reviews of expenditure, commitments and income streams are carried out to identify any overspends or shortfalls in income at the earliest opportunity and reported to the Corporate Leadership Team (CLT) and Members along with action plans to mitigate the impact on the Council's overall financial position.
- 5.16. In terms of cash flow monitoring, there have been no major cash flow issues during the year, although the Council has had to take short-term borrowing on several occasions during the year for cash flow purposes. Whilst this has been secured at the best rates available, with the interest rates being significantly higher than they have been for a number of years, this has cost the Council a significant amount in borrowing costs. The need for short-term borrowing indicates that the Council may need to take some external borrowing to replace the internal borrowing that it has been using to fund its capital programme. However with interest rates being high at present now is not the time to do this. The S151 Officer will consider this when interest rates start to fall.
- 5.17. Instead of taking short-term borrowing the Council could have called back some of its investments to meet the cash flow fluctuations. However this would have resulted in a loss of investment income. By maintaining the investments levels the interest income earned will cover in part the short-term borrowing costs.

- 5.18. The annual budgets and the financial projections are prepared by service managers and budget holders, using their expertise and knowledge of the latest developments and changes in their field that may affect their service delivery and consequently the cost of providing their services. Officers of the Council will also seek advice from any external advisors, professional bodies and networks to determine if there is anything that may impact on the Council's financial position.
- 5.19. However, many budgets are related to factors that fall outside the control of the Council, e.g. pay awards, changes in demand led services, changes in inflation and interest rates, and all of these can have a significant impact on the Council's overall budget and financial position both in the current and future years. Forecasting for these external influences is a challenge and a risk for the Council.
- 5.20. There are several financial risks facing the authority which are relevant at both service and corporate level. To manage these risks there are a few key areas within the budget that need to be closely monitored during the forthcoming financial year, as any variances can have a significant impact. These include:
- a) **The impact of changes in global and national politics and economies** – This is very difficult to predict accurately, but by keeping abreast of developments and seeking advice from experts in these fields, informed assumptions can be made, and sensitivity analysis can be undertaken so should there be changes in any areas the Council can react quickly and look at options to reduce the impact. Officers will monitor the actual position against that forecast throughout the year. Whilst action will be taken to minimise the impact, if this is not possible, then ultimately shortfalls will have to be covered by using reserves. One example is the global impact of the actions being taken and policies that are being introduced by the new President of the USA. Another example is the Bank of England's control of inflation and interest rates.
  - b) **Car park income** – This area generates a significant level of income for the Council which in turn supports the delivery of other services across the Council. As this is a demand led service which is influenced by external factors this area is regularly monitored. The 2024/25 budget currently assumes gross income of over £3.0m from all car parking related fees and charges. Increases in car park fees and charges are due to be implemented on 1 April and whilst it is hoped this won't have a negative impact on income levels it is still something that could happen.
  - c) **Planning and building control fees** – The 2024/25 budget includes income totalling over £1.0m from planning and building control fees. This income, like car parking, is demand led. This is being monitored and it has identified a significant shortfall in income. This is being closely monitored and will be reported to Members as part of the Period 10 Budget Monitoring.
  - d) **Waste fee income and recycling credits** – This is another significant source of income to the Council and reflects the activity across the district in recycling domestic refuse and commercial waste. The 2024/25 total income budget is c.£4.5m.
  - e) **Future Funding** – The new government is wanting to devolve responsibilities to regional level and undertake a reorganisation of local government. The long talked about funding reforms have not yet taken place, but the new government at saying that they will still happen. It has also promised the re-introduction of multi-year which will bring about more stability and certainty.
  - f) **New Homes Bonus (NHB)** – The NHB grant rose from £6k 2024/25 to £596k in 2025/26. This large increase is due to the impact of the review of the Council Tax

Support Scheme will have. The downside of the increase is that it is now a grant the government includes within its Core Spending Power calculation and so what we gained on the one hand we lost out elsewhere. The new government has announced that 2025/26 will be the last year we'll receive this grant in this format.

- g) **Investment Returns** – During 2024/25 the Council's investment income has fluctuated as the Bank of England have used interest rates to control inflation. The forecast is for further reductions in interest rates during the year.

The investment income budget includes interest on loans made to housing associations, investments in various pooled funds, covered bonds and term deposits.

- h) **Employee budgets** – The budget has been updated to include the national pay review and annual increments and assumes a 3% pay award for 2025/26. For 2026/27 onwards the pay award has been assumed to be 2%. As a guide each 1.0% change in the pay award equates to approximately £155k per annum. Both the risk of strike action and higher than budgeted pay awards are significant risks to the Council. There will obviously be a disruption to services potentially should staff take strike action to secure higher pay awards. A pay award higher than that budgeted for will place additional pressure on the Council's budget.

- i) **Procurement** – Construction procurement continues to bring challenges as costs have continued to rise. However the rate of inflation has reduced markedly with the December 2024 annual rate of inflation being 2.7% (for CPI) compared with a 10.1% for January 2023. So whilst the rate of price increases is falling the actual prices are not coming down. This continues to place pressure on budgets especially with capital projects. The Council will need to closely monitor the budget position particularly where there are any estimates involving construction costs.

5.21. Looking beyond 2025/26, the financial projections included in the MTFS indicate that further substantial savings and efficiencies will have to be made. This is based on a forward projection of the 2025/26 levels as there is currently no indication of what the future funding regime will be. It is also assumed that if there is a reset of business rates (thought to be 2026/27 at the earliest) then growth will be taken out and this could lead to a large reduction in this funding stream.

5.22. The current financial projections are shown below.

- 2026/27 – a deficit of £0.909m
- 2027/28 – a deficit of £0.518m
- 2028/29 – a deficit of £0.599m

5.23. The capital programme continues to be funded from external and internal resources i.e. capital receipts, grants, preserved right to buy receipts and revenue. Member preference is to avoid borrowing to fund capital projects. However as other funding sources become scarcer and if this can be demonstrated to provide value for money then borrowing is being used as a source of funding. Prudent estimates are made of the timing of capital receipts and grant funding is always secured before a scheme is included if it is to be a grant funded scheme. A detailed Capital Programme and its funding can be found at Appendix D of the main report and the new capital bids that have been presented for consideration can be found at Appendix E.

5.24. Elected Members have been involved in the preparation of the 2025/26 budget. Assistant Directors' proposed savings were presented to the Corporate Leadership

Team and Cabinet with a final list of proposed savings being included in the budget. These are listed in Appendix F and are for Members to consider.

- 5.25. The Council also takes professional advice from third party organisations concerning technical areas that impact on the budget process, e.g. external advice in relation to the Collection Fund income, treasury management, VAT and insurance. By doing so the Council can monitor the wider implications of changes in interest rates, inflation and employment and take remedial action to mitigate financial risk.

## Adequacy of the Reserves

- 5.26. The Local Government Act 2003 also requires the Section 151 Officer to report on the adequacy of the Council's financial balances. The minimum prudent level of reserves that the Council should maintain is a matter of judgement for the Section 151 Officer and cannot be judged merely against the current risks facing the Council as these will change over time.
- 5.27. The Office for Local Government (OFLOG) was established in July 2023 to provide authoritative and accessible data and analysis about local government performance and support improvement. One of the areas of focus is the level of local authority reserves.
- 5.28. In the opinion of the Chief Finance Officer the overall budgeted level of both the General Fund Reserve and the Earmarked Reserves shown in Appendix C are considered adequate in the short term. The forecast General Reserve balance (£2.2m) at the end of 2025/26 would be above the recommended minimum balance (£2.1m). All reserves will continue to be monitored throughout 2024/25 and will be subject to another annual review in 2026/27.
- 5.29. An assessment of the adequacy of the available reserves throughout 2025/26 is based on the potential commitments against the reserves which are either:
- General Reserve
  - Earmarked Reserves.
- 5.30. Where there is budgeted expenditure to be funded from a reserve, this has been included in the reserves statement.
- 5.31. There are three main reasons for holding reserves:
- as a contingency to cushion the impact of unexpected events or emergencies;
  - to cushion against the impact of uneven cash flows and to avoid temporary borrowing; and
  - as a means of building up funds to meet known or predicted liabilities (earmarked reserves).
- 5.32. The review the reserves is a well-established part of the budget setting and monitoring process and financial planning for the Council. An updated reserve statement is included at Appendix C to this report.
- 5.33. When assessing the level of reserves the Council should take account of the strategic, operational and financial risks facing them.
- 5.34. There continues to be uncertainty around the funding streams for Local Government and so this continues to be a risk for Councils. The system or Business Rates Retention now means there will be fluctuations of income in year and between years, an element of this risk is mitigated by the earmarked reserve which was established for this purpose.
- 5.35. Other income streams from demand led services remain vulnerable both from economic factors and seasonal factors including weather that can influence income e.g. car parking income. Steps are taken, e.g. reviewing previous year trends, to set

prudent estimates of income from these services but the activity that drives the income remains difficult to predict.

- 5.36. The outcome of the assessment of the General Fund Reserve for 2025/26 and forward years is that it is recommended that the minimum level that the reserve should be maintained at is £2.1m for 2025/26. This represents 11% of the net budgeted operating expenditure (excluding parish precepts). The actual level of the General Reserve at the end of the 2024/25 financial year is estimated to be just over £2.2m.
- 5.37. Earmarked reserves are estimated to total around £10.8m by the end of the 2024/25 financial year. The earmarked reserves have been reviewed, as decisions are made on the utilisation of these reserve, the overall reserves position and projections will be updated accordingly.
- 5.38. All the earmarked reserves follow the protocol of the Policy Framework.

### **Conclusion of the Robustness of the Estimates and the Adequacy of the Reserves**

- 5.39. In the opinion of the Chief Finance Officer the overall budgeted level of both the General Fund Reserve and the Earmarked Reserves shown in Appendix C are considered adequate in the short term. The General Reserve balance (£2.2m) at the end of 2025/26 is forecast to be above the recommended minimum balance (£2.1m). All reserves will continue to be monitored throughout 2024/25 and will be subject to another annual review in 2025/26.

## **6. Corporate Plan Objectives**

- 6.1. Financial Sustainability and Growth – a balanced budget based on savings that are achievable will ensure the Council's financial sustainability over the medium term.

## **7. Financial and Resource Implications**

- 7.1. The Council must set a balanced budget for 2025/26 before 11 March 2025. This report presents the budget for 2025/26 which has been achieved through a combination of planned savings and a draw down from reserves.
- 7.2. The Director for Resources (S151 Officer) is required by section 114 of the Local Government Finance Act 1988 to report to Members if it appears that the expenditure the authority proposes to incur in a financial year is likely to exceed the resources available to it to meet that expenditure.
- 7.3. These duties therefore require a professional judgement to be made by the Director for Resources as the officer ultimately responsible for the authority's finances. As a result, the officer takes a view of the robustness of the Council's budget across the whole period covered by the Medium-Term Financial Strategy, and this is reported to Members as part of the budget setting process. In view of this duty, and the considerable uncertainty around funding levels after the end of the current one-year settlement, the Council will need to achieve further, sustainable savings in 2026/27 to establish a solid platform for the development of a robust budget in future years.

### **Comments from the S151 Officer:**

<b>The Council must set a balanced budget before the start of the forthcoming financial year.</b>
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## **8. Legal Implications**

- 8.1. The Council must set its budget in accordance with provisions of the Local Government Finance Act 1992 and approval of a balanced budget each year is a statutory responsibility. Sections 25 to 29 of the Local Government Finance Act 2003 impose duties on the Council in relation to how it sets and monitors its budget. These provisions require the Council to make prudent allowance for the risk and uncertainties in its budget and to regularly monitor its finances during the year. The legislation leaves discretion to the Council about the allowances to be made and action to be taken.
- 8.2. Section 30(6) of the Local Government Finance Act 1992 provides that the Council must set its budget before 11 March in the financial year preceding the one in respect of which the budget is set.
- 8.3. The provisions of Section 25 of Local Government Act 2003 require that, when the Council is making the calculation of its budget requirement, it must have regard to the report of the Section 151 Officer as to the robustness of the estimates made and the adequacy of the proposed financial reserves.
- 8.4. Where a service is provided pursuant to a statutory duty. It would not be lawful to fail to discharge it properly or abandon it, and where there is discretion as to how it is to be discharged, that discretion should be exercised reasonably.

### **Comments from the Monitoring Officer**

**The annual budget report needs to be considered with reference and in accordance with the following:**

- **Consideration of any consultation responses (including the requirements under section 65 Local Government Finance Act 1992 with regard to consultation with bodies/representatives or persons subject to non-domestic rates, being the statutory budget consultation )**
- **The Council provides both statutory and discretionary services. Where a statutory duty exists to provide a service, there needs to be adequate provision to allow the statutory duty to be exercised so as not to place the Council at risk of failing to discharge a statutory duty. In provision for discretionary services, this should be exercised reasonably, balancing the nature and quality of the service with the cost of provision.**
- **The Council has a fiduciary duty to the taxpayers in its district**
- **As with other Council decisions, the budget decisions must have regard to the Council's public sector equality duties and requirement to reduce crime and disorder**
- **Members must have regard to the section 25 Local Government Act 2003 report of the Council's Chief Finance Officer which comments as to the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves**
- **Any failure to set a legal budget may lead to the issue of a s.114 report or other intervention**

**Section 106 Local Government and Finance Act 1992**

**Under Section 106 a Member who has not paid an amount due in respect of their Council Tax for at least 2 months after it became payable is precluded from voting on any matters affecting the level of Council Tax or the arrangements for administering the Council Tax. (The Member is, however, entitled to speak.) Any Member affected by Section 106 is required to make a declaration to that effect at the commencement of the meeting or immediately on arrival if this is at a later time.**

## **9. Risks**

- 9.1. This report does raise the risk that a balanced budget may not be set, but the financial sustainability of the Council is already included in the risk register.
- 9.2. The main risk in preparing the detailed budgets is that the Council sets an illegal budget (expenditure is greater than income). This is avoided in 2025/26 by using some reserves, however the risk that the reserves are being run down to support the General Fund Budget remains unless savings are delivered.
- 9.3. An illegal budget would cause severe reputational damage to the Council; however, members should note that the risk is mitigated by many existing controls and processes. Members should understand though that if further savings are not delivered to close the budget gap, the Section 151 Officer may have no option other than issue a Section 114 notice at some point in the medium term, (a Section 114 notice indicates that the income forecast is not sufficient to meet forecast expenditure for year. If, during the year, the Section 151 Officer realises that the Council does not have the money to meet spending commitments and that it cannot cut spending enough to balance the budget, she will issue a section 114 Notice, which in effect freezes spending).
- 9.4. The delivery of the Financial Strategy will be challenging and is not without risk. Any delays in closing the budget gap will place further pressure on future years' budgets. The 2025/26 budget includes £1.8m of savings most of which are straight forward to achieve. Failure to deliver any of them will place further pressure on future years budgets.

## **10. Net Zero Target**

- 10.1. This report does not raise any issues relating to climate change.

## **11. Equality, Diversity & Inclusion**

- 11.1. The Council is legally required to consider the equality duty in its decision making and this includes the budget process. As part of any savings or investments the Council must consider how it can:
- Eliminate unlawful discrimination, harassment and victimisation.
  - Advance equality of opportunity between different groups: and



- Foster good relations between different groups by tackling prejudice and promoting understanding.

## **12. Community Safety issues**

- 12.1. This report does not raise any issues relating to Crime and Disorder considerations.

## **13. Conclusions and Recommendations**

- 13.1. The General Fund Revenue Budget has been balanced for 2025/26.
- 13.2. All 2025/26 budgets will continue to be subject to pressure in the forthcoming year. The Council has sufficient reserves to ensure financial resilience in the short-term, however these balances will continue to reduce as significant budget gaps in the Medium-Term Financial Plan remain. A programme of service reviews will be undertaken during 2025/26 to close the gap and deliver a sustainable financial plan.
- 13.3. The Council's ability to deliver future capital projects is dependent on funding and affordability. Any new projects will need to be supported by a robust business case and existing schemes will be kept under review for affordability.
- 13.4. It is recommended that Full Council approve the 2025/26 budget for revenue and capital and to make the statutory calculations in respect of the 2025/26 Council Tax and the corresponding £4.95 increase in the district element for a Band D equivalent property.

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## General Fund Summary 2025/26 Base Budget

Service Area	2024-25					
	2024/25 Base Budget £	Updated Budget £	2025/26 Base Budget £	2026/27 Projection £	2027/28 Projection £	2028/29 Projection £
Corporate Leadership/ Executive Support	406,880	3,141,750	3,044,560	3,034,010	3,082,840	3,132,660
Communities	11,530,420	8,827,660	9,129,890	9,180,770	9,251,860	9,335,660
Place and Climate Change	7,121,380	5,420,880	4,520,790	4,384,060	4,430,660	4,508,800
Resources	4,707,480	6,219,660	5,653,740	5,600,040	5,272,520	5,364,840
Savings to be Identified	(250,000)	0	0	0	0	0
<b>Net Cost of Services</b>	<b>23,516,160</b>	<b>23,609,950</b>	<b>22,348,980</b>	<b>22,198,880</b>	<b>22,037,880</b>	<b>22,341,960</b>
Parish Precepts	3,129,190	3,129,190	3,736,380	3,736,380	3,736,380	3,736,380
Capital Charges	(2,962,370)	(2,962,370)	(2,962,370)	(2,962,370)	(2,962,370)	(2,962,370)
Refcus	(761,650)	(761,650)	(761,650)	(761,650)	(761,650)	(761,650)
Interest Receivable	(1,865,160)	(1,865,160)	(1,403,400)	(1,403,400)	(1,403,400)	(1,403,400)
External Interest Paid	40,280	340,280	302,100	302,100	302,100	302,100
Revenue Financing for Capital:	210,000	2,447,780	320,000	0	0	0
Minimum Revenue Provision	487,860	487,860	527,260	576,150	594,070	594,070
IAS 19 Pension Adjustment	268,000	268,000	276,280	276,280	276,280	276,280
<b>Net Operating Expenditure</b>	<b>22,062,310</b>	<b>24,693,880</b>	<b>22,383,580</b>	<b>21,962,370</b>	<b>21,819,290</b>	<b>22,123,370</b>
Collection Fund – Parishes	(3,129,190)	(3,129,190)	(3,736,380)	(3,736,380)	(3,736,380)	(3,736,380)
Collection Fund – District	(7,068,940)	(7,068,940)	(7,812,580)	(8,026,540)	(8,302,870)	(8,594,960)
Collection fund surplus	(108,320)	(108,320)	0	0	0	0
Retained Business Rates	(7,683,010)	(7,683,010)	(8,660,930)	(8,500,000)	(8,500,000)	(8,500,000)
New Homes bonus	(5,600)	(5,600)	(596,090)	0	0	0
3.2% Funding Guarantee	(1,230,670)	(1,230,670)	(805,170)	(805,170)	(805,170)	(805,170)
Revenue Support Grant	(309,050)	(309,050)	(335,420)	(335,420)	(335,420)	(335,420)
NI Compensation	0	0	(150,580)	(150,580)	(150,580)	(150,580)
Recovery Grant	0	0	(194,580)	0	0	0
Extended Producer responsibility	0	0	(1,616,000)	0	0	0
Rural Services Delivery Grant	(656,970)	(656,970)	0	0	0	0
Ctax Discount Grant	(51,580)	(51,580)	0	0	0	0
Services Grant	(22,520)	(22,520)	0	0	0	0
<b>Total Income from Government Grant and Taxpayers (Surplus)/Deficit</b>	<b>(20,265,850)</b>	<b>(20,265,850)</b>	<b>(23,907,730)</b>	<b>(21,554,090)</b>	<b>(21,830,420)</b>	<b>(22,122,510)</b>
<b>Contribution To/(From) Earmarked Reserves</b>	<b>1,796,460</b>	<b>4,428,030</b>	<b>(1,524,150)</b>	<b>408,280</b>	<b>(11,130)</b>	<b>860</b>
<b>Net Position</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>909,060</b>	<b>517,890</b>	<b>599,180</b>

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	Base Budget 2024/25	Base Budget 2025/26	Movement	Variance Explanation
Service	£	£	£	
<b>Ad Environmental &amp; Leisure Svcs</b>				
Employee Costs	96,751	99,402	2,651	Employee inflation. £263 Pension adjustments.
Transport Related	1,744	1,744	0	No Variances.
Supplies and Services	100	100	0	No Variances.
	<b>98,595</b>	<b>101,246</b>	<b>2,651</b>	
<b>Beach Safety</b>				
Premises Costs	2,750	2,750	0	No Variances.
Supplies and Services	367,665	372,283	4,618	£2,650 Cleansing contract inflation. £1,968 Lifeguard contract inflation.
	<b>370,415</b>	<b>375,033</b>	<b>4,618</b>	
<b>Civil Contingencies</b>				
Employee Costs	86,622	89,173	2,551	Employee inflation.
Transport Related	1,044	944	(100)	Removal of public transport budget.
Supplies and Services	12,390	5,690	(6,700)	Savings bid COM03.
	<b>100,056</b>	<b>95,807</b>	<b>(4,249)</b>	
<b>Cleansing</b>				
Supplies and Services	1,087,850	1,099,500	11,650	Cleansing contract inflation.
Income	(87,495)	(90,400)	(2,905)	Savings Bid COM01.
	<b>1,000,355</b>	<b>1,009,100</b>	<b>8,745</b>	
<b>Community Safety</b>				
Employee Costs	8,252	8,886	634	Employee inflation.
Transport Related	500	500	0	No Variances.
Supplies and Services	4,000	5,000	1,000	Higher subscription to Community Safety Partnership.
	<b>12,752</b>	<b>14,386</b>	<b>1,634</b>	
<b>Corporate Health and Safety</b>				
Employee Costs	83,104	88,339	5,235	£2,320 Employee inflation. £2,560 Professional Indemnity insurance. £355 Pension adjustments.
Capital Financing	600	600	0	No Variances.
Supplies and Services	2,250	2,250	0	No Variances.
Income	(24,000)	(26,500)	(2,500)	Savings Bid COM07.
	<b>61,954</b>	<b>64,689</b>	<b>2,735</b>	
<b>Environmental Contracts</b>				
Employee Costs	372,679	388,275	15,596	£21,009 Employee inflation. £1,137 Pension adjustments. (£6,300) Savings bid COM012.
Transport Related	12,444	12,444	0	No Variances.
Supplies and Services	1,275	1,275	0	No Variances.
	<b>386,398</b>	<b>401,994</b>	<b>15,596</b>	
<b>Environmental Protection</b>				
Employee Costs	561,185	573,467	12,282	£13,965 Employee inflation. £917 Pension adjustments. (£2,600) Savings bid COM12.
Transport Related	20,396	21,096	700	Vehicle running costs.
Supplies and Services	73,650	58,450	(15,200)	(£8,000) Savings identified in-year. (£7,500) Savings bid COM03. £300 Subsistence.
Capital Financing	37,620	37,620	0	No Variances.
Income	(13,000)	(14,500)	(1,500)	Additional fee income relating to Houses in Multiple Occupation.
	<b>679,851</b>	<b>676,133</b>	<b>(3,718)</b>	

	Base Budget 2024/25	Base Budget 2025/26	Movement	Variance Explanation
Service	£	£	£	
<b>Foreshore</b>				
Employee Costs	32,288	20,129	(12,159)	£2,425 Employee inflation. (£13,455) Savings Bid COM13. (£1,129) Pension adjustments.
Premises Costs	48,936	45,701	(3,235)	Lower insurance premiums.
Transport Related	700	700	0	No Variances.
Supplies and Services	5,300	2,300	(3,000)	Savings bid COM04.
	<b>87,224</b>	<b>68,830</b>	<b>(18,394)</b>	
<b>Internal Drainage Board Levies</b>				
Premises Costs	502,085	576,672	74,587	Increase in Drainage Board Levy.
Income	(35,265)	0	35,265	One-off grant income.
	<b>466,820</b>	<b>576,672</b>	<b>109,852</b>	
<b>Leisure</b>				
Employee Costs	168,176	179,456	11,280	£10,461 Employee inflation. £819 Pension adjustments.
Transport Related	5,332	5,332	0	No Variances.
Supplies and Services	27,550	27,550	0	No Variances.
	<b>201,058</b>	<b>212,338</b>	<b>11,280</b>	
<b>Leisure Complexes</b>				
Premises Costs	145,711	141,923	(3,788)	(£11,820) Lower insurance premiums. £16,832 Higher Business Rates. £200 Higher Grounds maintenance costs. (£9,000) Savings Bid - lower R&M costs.
Supplies and Services	0	5,510	5,510	Engineering insurance costs.
Capital Financing	587,211	587,211	0	No Variances.
Income	(85,398)	(140,256)	(54,858)	Higher profit share.
	<b>647,524</b>	<b>594,388</b>	<b>(53,136)</b>	
<b>Markets</b>				
Employee Costs	6,084	5,458	(626)	£840 Employee inflation. (£1,495) Savings Bid COM13. £29 Pension adjustments.
Premises Costs	35,248	22,138	(13,110)	(£10,000) Lower rental costs to Car Parks. (£3,118) Lower Business Rates.
Supplies and Services	4,100	4,150	50	Inflation on Cleansing contract.
Income	(40,000)	(40,000)	0	No Variances.
	<b>5,432</b>	<b>(8,254)</b>	<b>(13,686)</b>	
<b>Other Sports</b>				
Premises Costs	12,510	11,110	(1,400)	Lower insurance premium.
Supplies and Services	41,200	32,800	(8,400)	Savings bid COM04.
Income	(8,000)	(8,700)	(700)	Savings bid COM04.
	<b>45,710</b>	<b>35,210</b>	<b>(10,500)</b>	
<b>Parks &amp; Open Spaces</b>				
Premises Costs	280,468	275,240	(5,228)	£2,700 Inflation on Grounds Maintenance contract. (£2,100) Lower rental costs. £4,129 Inflation on utility costs. (£920) Lower insurance costs. (£10,248) Savings bid COM04.
Supplies and Services	65,200	66,000	800	Inflation on Cleansing contract.
Capital Financing	1,368	1,368	0	No Variances.
Income	(8,500)	(8,250)	250	Lower rental income.
	<b>338,536</b>	<b>334,358</b>	<b>(4,178)</b>	
<b>Pier Pavilion</b>				
Premises Costs	3,000	3,000	0	No Variances.
Capital Financing	20,286	20,286	0	No Variances.
Income	(10,000)	(10,000)	0	No Variances.
	<b>13,286</b>	<b>13,286</b>	<b>0</b>	

	Base Budget 2024/25	Base Budget 2025/26	Movement	Variance Explanation
Service	£	£	£	
<b>Public Protection</b>				
Employee Costs	657,946	656,994	(952)	(£10,503) Employee inflation and savings. (£22,206) Savings bid COM05. (£3,601) Pension adjustments.
Transport Related	16,828	14,938	(1,890)	Reduction in Lump Sum payments.
Supplies and Services	90,680	63,930	(26,750)	Savings bids identified in 2024/25 - Private Water Sampling and Computer maintenance costs.
Income	(253,000)	(282,358)	(29,358)	Reduced fee income from Pre-App advice and Private Water Sampling.
	<b>512,454</b>	<b>453,504</b>	<b>(58,950)</b>	
<b>Recreation Grounds</b>				
Premises Costs	7,100	7,200	100	Grounds Maintenance contract inflation.
Supplies and Services	7,200	7,300	100	Cleansing contract inflation.
Capital Financing	6,046	6,046	0	No Variances.
Income	(1,000)	(1,000)	0	No Variances.
	<b>19,346</b>	<b>19,546</b>	<b>200</b>	
<b>Street Signage</b>				
Supplies and Services	10,000	10,000	0	No Variances.
	<b>10,000</b>	<b>10,000</b>	<b>0</b>	
<b>Travellers</b>				
Premises Costs	8,448	6,959	(1,489)	(£2,000) Lower R&M costs offset by higher utilities and grounds maintenance.
Supplies and Services	53,600	57,700	4,100	£3,500 Higher Lease rentals. £500 Equipment rental. £100 Cleansing contract inflation.
Capital Financing	6,104	6,104	0	No Variances.
Income	(2,000)	(1,000)	1,000	Lower facility charges.
	<b>66,152</b>	<b>69,763</b>	<b>3,611</b>	
<b>Waste Collection And Disposal</b>				
Supplies and Services	5,826,469	6,112,401	285,932	£72,600 Cleansing contract inflation. £165,000 Higher recycling processing costs. (£2,030) Lower commercial waste disposal rate. £56,362 Additional waste costs associated with savings bid COM02 (contractor costs) .
Capital Financing	764,192	764,192	0	No Variances.
Income	(4,824,575)	(4,981,482)	(156,907)	(£20,736) Additional recycling credit income. (£136,171) Savings bid COM02 - garden bin fee income and additional recycling credits.
	<b>1,766,086</b>	<b>1,895,111</b>	<b>129,025</b>	

	Base Budget 2024/25	Base Budget 2025/26	Movement	Variance Explanation
Service	£	£	£	
<b>Woodlands Management</b>				
Employee Costs	175,820	194,722	18,902	£17,646 Employee inflation. £1,256 Pension adjustments.
Premises Costs	52,962	52,831	(131)	Lower R&M costs.
Transport Related	21,182	25,076	3,894	£2,894 Vehicle lease payments. £1,000 Higher diesel costs.
Supplies and Services	12,450	11,450	(1,000)	Lower costs for purchase resales.
Capital Financing	5,449	5,449	0	No Variances.
Income	(56,460)	(69,960)	(13,500)	(£15,000) Savings bids COM04 and COM11. £1,500 Reduced grant income.
	<b>211,403</b>	<b>219,568</b>	<b>8,165</b>	
<b>Total Environment and Leisure</b>	<b>7,101,407</b>	<b>7,232,708</b>	<b>131,301</b>	



## Communities Directorate Base Budget 2025/26

## Assistant Director People Services

	Base Budget 2024/25	Base Budget 2025/26	Movement	Variance Explanation
Service	£	£	£	
<b>Ad People Services</b>				
Employee Costs	92,363	77,607	(14,756)	Savings bid COM09. (£1,045) Pension adjustments.
Transport Related	1,194	1,194	0	No Variances.
Supplies and Services	100	100	0	No Variances.
	<b>93,657</b>	<b>78,901</b>	<b>(14,756)</b>	
<b>Benefits Administration</b>				
Employee Costs	1,126,376	1,162,567	36,191	£46,182 Employee inflation. £64,033 Grant and Reserve funded posts. (£80,431) Savings bid COM09. £6,407 Pension adjustments.
Transport Related	944	2,832	1,888	Higher lump sum costs.
Supplies and Services	67,100	56,350	(10,750)	(£11,000) Savings bid COM08. £250 Higher subscriptions costs.
Capital Financing	31,700	31,700	0	No Variances.
Income	(413,215)	(272,366)	140,849	Reduced Admin grant.
	<b>812,905</b>	<b>981,083</b>	<b>168,178</b>	
<b>Community</b>				
Employee Costs	672,285	959,971	287,686	£25,488 Employee inflation. £267,982 Grant and Reserve funded posts. £21,081 Pension adjustments. (£26,865) Savings bid COM09.
Transport Related	11,032	15,713	4,681	Lump sum travelling costs.
Supplies and Services	294,106	124,555	(169,551)	Non-recurring items to offset fixed term contract costs in People Services.
Income	(389,999)	(233,512)	156,487	(£50,000) - Savings bid COM10. (£40,000) Contribution from Primary Care Network. £246,487 Non-recurring items (as above).
Internal Income (Capital Salaries)	(202,500)	(281,360)	(78,860)	Higher costs towards capital salaries.
	<b>384,924</b>	<b>585,367</b>	<b>200,443</b>	
<b>Homelessness</b>				
Premises Costs	132,652	130,594	(2,058)	£1,000 Higher insurance premiums. (£3,724) Savings Bid COM07.
Supplies and Services	1,149,485	949,658	(199,827)	Non-recurring items to offset fixed term contract costs in People Services.
Capital Financing	83,963	83,963	0	No Variances.
Income	(1,580,000)	(1,747,767)	(167,767)	Additional grant income.
	<b>(213,900)</b>	<b>(583,552)</b>	<b>(369,652)</b>	
<b>Housing Options</b>				
Employee Costs	780,481	826,240	45,759	(£900) Savings bid COM07. (£8,158) Employee inflation. £606 Pension adjustments. £18,738 Non-recurring items to offset fixed term contracts in People Services.
Transport Related	6,000	5,000	(1,000)	Savings bid COM07.
Supplies and Services	5,179	4,144	(1,035)	Savings bid COM07.
	<b>791,660</b>	<b>835,384</b>	<b>43,724</b>	
<b>Total People Services</b>	<b>1,869,246</b>	<b>1,897,183</b>	<b>27,937</b>	
<b>Total Communities</b>	<b>8,970,653</b>	<b>9,129,891</b>	<b>159,238</b>	

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## Corporate Directorate Base Budget 2025/26

	Base Budget 2024/25 £	Base Budget 2025/26 £	Movement £	Explanation
<b>Communications</b>				
Employee Costs	225,773	236,355	10,582	£9,812 Employee inflation.
Transport Related	2,238	2,238	0	No variances.
Supplies and Services	52,536	52,680	144	No major variances.
Capital Financing	55,954	55,954	0	No variances.
	<b>336,501</b>	<b>347,227</b>	<b>10,726</b>	
<b>Corporate Delivery Unit</b>				
Employee Costs	204,309	169,574	(34,735)	£21,309 Employee inflation. (£53,512) Savings bid CORP04. (£2,532) Pension adjustment.
Transport Related	600	600	0	No variances.
Supplies and Services	2,840	2,840	0	No variances.
	<b>207,749</b>	<b>173,014</b>	<b>(34,735)</b>	
<b>Corporate Leadership Team</b>				
Employee Costs	800,213	807,766	7,553	£17,539 Employee inflation. £4,862 Fixed term contract. (£13,045) Internal transfer. (£1,803) Pension adjustment.
Transport Related	10,575	10,575	0	No variances.
Supplies and Services	14,070	14,070	0	No variances.
	<b>824,858</b>	<b>832,411</b>	<b>7,553</b>	
<b>Customer Services - Corporate</b>				
Employee Costs	904,778	934,118	29,340	£57,132 Employee Inflation. £1,252 Pension adjustment. (£29,044) Complete fixed term contracts.
Transport Related	4,000	4,000	0	No variances.
Supplies and Services	59,032	62,332	3,300	£4,800 Subscription inflation. (£1,500) Internal transfer.
Capital Financing	54,056	54,056	0	No variances.
Income	(17,250)	(17,250)	0	No variances.
	<b>1,004,616</b>	<b>1,037,256</b>	<b>32,640</b>	
<b>Human Resources &amp; Payroll</b>				
Employee Costs	417,616	360,555	(57,061)	£2,090 Employee inflation. (£51,781) Savings bid CORP01. (£7,370) Pension adjustment.
Transport Related	500	500	0	No variances.
Supplies and Services	34,760	26,900	(7,860)	Software saving.
Income	(1,000)	(1,000)	0	No variances.
	<b>451,876</b>	<b>386,955</b>	<b>(64,921)</b>	
<b>Registration Services</b>				
Employee Costs	152,858	159,956	7,098	£6,602 Employee inflation.
Premises Costs	2,600	2,600	0	No variances.
Transport Related	400	400	0	No variances.
Supplies and Services	60,929	62,425	1,496	Printing & postage inflation.
Income	(1,500)	(1,500)	0	No variances.
	<b>215,287</b>	<b>223,881</b>	<b>8,594</b>	
<b>Reprographics</b>				
Employee Costs	4,328	709	(3,619)	£3,603 Pension adjustment.
Transport Related	250	250	0	No variances.
Supplies and Services	35,290	35,290	0	No variances.
Income	(4,000)	(4,000)	0	No variances.
	<b>35,868</b>	<b>32,249</b>	<b>(3,619)</b>	
<b>Tourist Information Centre</b>				
Employee Costs	76,029	0	(76,029)	(£70,406) Savings bid CORP06. (£5,623) Pension adjustment.
Premises Costs	41,367	18,586	(22,781)	(£24,272) Savings bid CORP06.
Transport Related	85	0	(85)	Savings bid CORP06.
Supplies and Services	18,370	330	(18,040)	(£18,370) Savings bid CORP06.
Capital Financing	2,651	2,651	0	No variances.
Income	(30,170)	(10,000)	20,170	Savings bid CORP06.
	<b>108,332</b>	<b>11,567</b>	<b>(96,765)</b>	
<b>Total Corporate</b>	<b>3,185,087</b>	<b>3,044,360</b>	<b>(140,527)</b>	

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## Place And Climate Change Base Budget 2025/26

## Assistant Director - Planning

Service	Base Budget 2024/25 £	Base Budget 2025/26 £	Movement £	Variance Explanation
<b>AD Planning</b>				
Employee Costs	129,430	127,004	(2,426)	£4,200 Employee inflation. (£6,230) Internal transfer.
Transport Related	1,325	1,325	0	No variance.
Income	0	(10,000)	(10,000)	Savings bid PL12.
	<b>130,755</b>	<b>118,329</b>	<b>(12,426)</b>	
<b>Building Control</b>				
Employee Costs	534,796	547,287	12,491	£20,851 Employee inflation. £6,230 Internal transfer. (£2,450) Saving bid PL01. (£12,806) Non recurring employee costs.
Transport Related	22,563	18,764	(3,799)	Savings bid PL01.
Supplies and Services	15,940	14,270	(1,670)	Savings bid PL01.
Income	(487,500)	(517,642)	(30,142)	Savings bid PL02.
	<b>85,799</b>	<b>62,679</b>	<b>(23,120)</b>	
<b>Conservation, Design &amp; Landscape</b>				
Employee Costs	429,634	344,405	(85,229)	£14,094 Employee inflation. (£94,932) Non recurring employee costs. (£6,278) Pension adjustment.
Transport Related	9,796	7,909	(1,887)	No major variances.
Supplies and Services	14,250	31,350	17,100	£16,000 Internal transfer. £2,000 Contribution inflation.
	<b>453,680</b>	<b>383,664</b>	<b>(70,016)</b>	
<b>Development Management</b>				
Employee Costs	1,504,791	1,428,532	(76,259)	£74,032 Employee inflation. (£87,951) Savings bid PL03. (£61,453) Non recurring employee costs.
Transport Related	28,124	26,824	(1,300)	Savings bid PL01.
Supplies and Services	56,950	57,750	800	£6,725 Subscription inflation. (£5,925) Savings bid PL01.
Capital Financing	76,501	76,501	0	No variance.
Income	(900,000)	(1,077,500)	(177,500)	(£75,000) Savings bid PL11. (£102,500) Savings identified in 24/25.
	<b>766,366</b>	<b>512,107</b>	<b>(254,259)</b>	
<b>Planning Enforcement Team</b>				
Employee Costs	226,762	202,310	(24,452)	£13,933 Employee inflation. (£26,519) Non recurring employee costs. (£11,000) Savings bid PL03.
Transport Related	8,650	7,275	(1,375)	No major variances.
Supplies and Services	4,650	4,650	0	No variance.
	<b>240,062</b>	<b>214,235</b>	<b>(25,827)</b>	
<b>Planning Policy</b>				
Employee Costs	415,825	397,744	(18,081)	£15,166 Employee inflation. (£18,500) Savings bids PL01/PL03. (£7,500) Savings identified in 24/25. (£4,745) Pension adjustment. (£2,500) Non recurring employee costs.
Transport Related	7,106	7,108	2	No major variances.
Supplies and Services	201,350	117,200	(84,150)	(£63,000) Non recurring local plan fees. (£16,000) Internal transfer. (£5,150) Savings bid PL01.
	<b>624,281</b>	<b>522,052</b>	<b>(102,229)</b>	

**Property Information**

Employee Costs	122,915	131,690	8,775	£8,460 Employee inflation.
Transport Related	100	100	0	No variance.
Supplies and Services	131,210	97,790	(33,420)	(£25,000) Internal transfer (£10,000) Reduced search fees.
				£25,000 Internal transfer £32,500 Reduced income.
Income	<u>(235,950)</u>	<u>(178,450)</u>	<u>57,500</u>	
	<b><u>18,275</u></b>	<b><u>51,130</u></b>	<b><u>32,855</u></b>	
<b>Total Planning</b>	<b><u>2,319,218</u></b>	<b><u>1,864,196</u></b>	<b><u>(455,022)</u></b>	

## Place And Climate Change Base Budget 2025/26

## Assistant Director - Sustainable Growth

Service	Base Budget 2024/25 £	Base Budget 2025/26 £	Movement £	Variance Explanation
<b>Ad Sustainable Growth</b>				
Employee Costs	92,427	94,934	2,507	£2,277 Employee inflation.
Transport Related	1,944	1,944	0	No variance.
Supplies and Services	200	200	0	No variance.
	<b>94,571</b>	<b>97,078</b>	<b>2,507</b>	
<b>Business Growth Staffing</b>				
Employee Costs	290,110	243,910	(46,200)	£12,961 Employee inflation. (£57,000) Saving bids PL09/PL14.
Transport Related	5,456	5,376	(80)	No major variances.
Supplies and Services	100	100	0	No variance.
Capital Salaries	(3,453)	0	3,453	Non recurring employee costs.
	<b>292,213</b>	<b>249,386</b>	<b>(42,827)</b>	
<b>Coast Protection</b>				
Employee Costs	282,058	356,548	74,490	£68,760 Externally funded posts. £5,730 Pension adjustment.
Premises Costs	156,000	156,038	38	No major variances.
Transport Related	3,194	944	(2,250)	Non recurring costs.
Supplies and Services	85,450	64,950	(20,500)	(£20,000) Saving bid PL04.
Capital Financing	503,880	503,880	0	No variance.
Capital Salaries	0	(331,748)	(331,748)	External funding.
	<b>1,030,582</b>	<b>750,612</b>	<b>(279,970)</b>	
<b>Coastal Management</b>				
Employee Costs	367,437	346,510	(20,927)	£25,172 Externally funded posts. £10,540 Employee inflation. (£51,000) Complete capital salaries. (£3,000) Savings bid PL05.
Transport Related	9,719	11,163	1,444	No major variances.
Supplies and Services	4,620	2,620	(2,000)	Savings bid PL06.
Income	(45,000)	(69,057)	(24,057)	Externally funded posts.
Capital Salaries	(51,000)	0	51,000	Complete capital salaries.
	<b>285,776</b>	<b>291,236</b>	<b>5,460</b>	
<b>Economic Growth</b>				
Employee Costs	2,000	700	(1,300)	No major variances.
Premises Costs	6,490	5,180	(1,310)	No major variances.
Supplies and Services	658,500	379,802	(278,698)	(£267,198) Reduced grant expenditure. (£8,300) Savings bid PL09. (£4,500) Savings identified in 24/25.
Capital Financing	47,792	47,792	0	No variance.
Income	(597,500)	(330,302)	267,198	Reduced grant income.
	<b>117,282</b>	<b>103,172</b>	<b>(14,110)</b>	
<b>Environmental Strategy</b>				
Employee Costs	204,714	169,823	(34,891)	£8,081 Employee inflation. £3,014 Externally funded post. (£44,135) Non recurring employee costs.
Transport Related	2,090	1,146	(944)	No major variances.
Supplies and Services	101,050	71,050	(30,000)	Non recurring expenditure.
Income	(10,000)	(42,391)	(32,391)	Externally funded posts.
	<b>297,854</b>	<b>199,628</b>	<b>(98,226)</b>	
<b>Housing Strategy</b>				
Employee Costs	135,546	135,187	(359)	No major variances.
Transport Related	1,644	1,644	0	No variance.
Supplies and Services	21,000	11,000	(10,000)	Savings bid PL10.
Capital Financing	761,647	761,647	0	No variance.
	<b>919,837</b>	<b>909,478</b>	<b>(10,359)</b>	

**Tourism**

Supplies and Services	68,050	56,000	(12,050)	Savings bids PL08/PL09.
	<b>68,050</b>	<b>56,000</b>	<b>(12,050)</b>	
<b>Total Economic Growth</b>	<b>3,106,165</b>	<b>2,656,590</b>	<b>(449,575)</b>	
<b>Total Place and Climate Change</b>	<b>5,425,383</b>	<b>4,520,786</b>	<b>(904,597)</b>	



## Resources Base Budget 2025/26

## Assistant Director Finance Assets and Revenues

Service	Base Budget 2024/25 £	Base Budget 2025/26 £	Movement £	Variance Explanation
<b>Ad Finance, Assets and Revenues</b>				
Employee Costs	81,418	94,103	12,685	£4,681 Inflation, £7,894 Growth related to training, Golden Hello payment and Deputy S151 supplement.
Transport Related	1,219	1,219	0	No variances.
Supplies and Services	110	160	50	Subsistence inflation.
	<b>82,747</b>	<b>95,482</b>	<b>12,735</b>	
<b>Admin Buildings</b>				
Premises Costs	530,115	561,232	31,117	£26,235 Utilities, £3,903 Business Rates, £2,219 Contract & Window Cleaning, £4,500 Tree works/maintenance, and (£7,630) Reduction in insurance premiums.
Supplies and Services	29,315	35,764	6,449	£8,763 Telephone Rental & Maintenance. Transfers of budget £3,534 Engineering insurance from Property Services. (£5,000) Savings bid RES06.
Transfer Payments	154,957	149,849	(5,108)	Reduction in Internal Service Charges (NNDC share of running costs for Fakenham, Cromer and North Walsham).
Capital Financing Income	30,487 (452,007)	30,487 (467,356)	0 (15,349)	No variances. See <b>Note A</b> Below:
	<b>292,867</b>	<b>309,976</b>	<b>17,109</b>	
<b>Note A:</b> (£14,270) Recharge increase to tenants for Electricity, Gas, Water and Insurance. £2,500 Reduction of rental income. Saving bid offered (£8,679) RES06. Transfers of budget £5,108 Reduction in Internal Service Charges (NNDC share of running costs for Fakenham, Cromer and North Walsham).				
<b>Amenity Lighting</b>				
Premises Costs	61,221	43,221	(18,000)	(£8,000) Savings bid RES07. (£10,000) Other savings.
	<b>61,221</b>	<b>43,221</b>	<b>(18,000)</b>	
<b>Benefits Subsidy</b>				
Transfer Payments	18,544,784	20,021,089	1,476,305	Based on mid year estimate of expenditure - subsidy based on 100% including recoverable overpayments.
Income	(18,544,784)	(20,021,089)	(1,476,305)	Based on mid year estimate of expenditure - subsidy based on 100% including recoverable overpayments.
	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Car Parking</b>				
Premises Costs	759,706	771,170	11,464	£5,000 R&M Plant Service Contract, £9,425 Business Rates, £4,729 Electricity, £1,500 tree works/maintenance. (£10,000) Savings bid RES07.
Supplies and Services	350,925	362,425	11,500	£10,600 Management Fee inflation.
Capital Financing Income	55,829 (3,156,799)	55,829 (3,851,874)	0 (695,075)	No variances. See <b>Note A</b> Below:
Internal Income	(20,000)	(10,000)	10,000	Market income transfer reduced to match charge agreed.
	<b>(2,010,339)</b>	<b>(2,672,450)</b>	<b>(662,111)</b>	
<b>Note A:</b> Growth £79,000 prior year saving (Meadow Road expansion) not achievable as capital funds not available. (£20,000) Additional income in relation to Revenue Contribution to Capital Outturn (Weybourne). (£733,000) Savings bids CORP02/CORP03 . Transfer of budget (£21,075) from Other Lettings to increase rental income.				
<b>Central Costs</b>				
Employee Costs	35,500	35,500	0	No variances.
Supplies and Services	15,500	15,500	0	No variances.
	<b>51,000</b>	<b>51,000</b>	<b>0</b>	

	Base Budget 2024/25	Base Budget 2025/26	Movement	Variance Explanation
Service	£	£	£	
<b>Chalets/Beach Huts</b>				
Premises Costs	35,758	37,158	1,400	Increase in utility costs.
Supplies and Services	18,700	20,200	1,500	Other professional fees and Marketing increases.
Capital Financing	4,530	4,530	0	No variances.
Income	(323,570)	(332,000)	(8,430)	£8,570 Removal of recharge for Insurance. (£17,000) Rental Income.
	<b>(264,582)</b>	<b>(270,112)</b>	<b>(5,530)</b>	
<b>Community Centres</b>				
Premises Costs	12,670	11,280	(1,390)	Premises insurance decrease.
Capital Financing	1,460	1,460	0	No variances.
	<b>14,130</b>	<b>12,740</b>	<b>(1,390)</b>	
<b>Corporate &amp; Democratic Core</b>				
Employee Costs	0	437	437	Reception cover for full council.
Transport Related	100	100	0	No variances.
Supplies and Services	635,035	491,415	(143,620)	(£150,000) Saving Audit Fees. £6,380 Consultancy and Bank Charges.
	<b>635,135</b>	<b>491,952</b>	<b>(143,183)</b>	
<b>Corporate Finance</b>				
Employee Costs	552,808	581,559	28,751	£33,339 Employee Inflation. (£3,991) Superannuation saving.
Transport Related	1,044	1,044	0	No variances.
Supplies and Services	28,423	32,008	3,585	Budget Transfer £2,261 in relation to Subscriptions from Property Services. Other minor inflation.
Capital Financing	13,631	13,631	0	No variances.
	<b>595,906</b>	<b>628,242</b>	<b>32,336</b>	
<b>Cromer Pier</b>				
Premises Costs	172,000	155,590	(16,410)	(£6,410) Premises Insurance decrease and (£10,000) Savings bid RES07.
Supplies and Services	4,000	21,000	17,000	Growth in relation to Condition Surveys.
Capital Financing	72,849	72,849	0	No variances.
	<b>248,849</b>	<b>249,439</b>	<b>590</b>	
<b>Estates</b>				
Employee Costs	244,102	250,040	5,938	£9,190 Employee Inflation. (£3,252) Pension adjustments.
Premises Costs	6,660	5,840	(820)	Premises insurance.
Transport Related	4,000	4,000	0	No variances.
Supplies and Services	26,000	25,600	(400)	Savings bid RES06.
Income	0	(2,780)	(2,780)	Shared Equity Insurance recharges to tenants.
Capital Salaries	(11,714)	(1,800)	9,914	Reduction in Employee costs charged to Capital Projects.
	<b>269,048</b>	<b>280,900</b>	<b>11,852</b>	
<b>Industrial Estates</b>				
Premises Costs	29,126	34,914	5,788	£3,630 Premises Insurance increase. £1,500 tree works/maintenance.
Capital Financing	24,189	24,189	0	No variances.
Income	(218,006)	(236,353)	(18,347)	(£7,500) Rental income, (£3,352) Increased recharges to tenants for insurance and (£7,445) Savings bid RES06.
	<b>(164,691)</b>	<b>(177,250)</b>	<b>(12,559)</b>	

Service	Base Budget 2024/25 £	Base Budget 2025/26 £	Movement £	Variance Explanation
<b>Insurance &amp; Risk Management</b>				
Employee Costs	50,350	58,150	7,800	£5,880 Employers Liability and £1,550 Fidelity Guarantee increased costs.
Premises Costs	310	0	(310)	Removal of Premises Insurance - Consequential Loss
Transport Related	9,210	11,670	2,460	Vehicle Insurance increase.
Supplies and Services	143,070	154,010	10,940	£13,680 Public Liability increase, (£2,070) All Risks Insurance decrease.
	<b>202,940</b>	<b>223,830</b>	<b>20,890</b>	
<b>Internal Audit</b>				
Supplies and Services	88,200	90,846	2,646	Audit Fee increase.
	<b>88,200</b>	<b>90,846</b>	<b>2,646</b>	
<b>Investment Properties</b>				
Premises Costs	211,321	217,342	6,021	See <b>Note A</b> Below:
Supplies and Services	2,219	2,079	(140)	Budget Transfers in relation to: (£700) to Premises costs and £464 Engineering insurance from Property Services. Minor inflation.
Capital Financing	111,696	111,696	0	No variances.
Income	(289,799)	(221,927)	67,872	See <b>Note B</b> Below:
	<b>35,437</b>	<b>109,190</b>	<b>73,753</b>	
<b>Note A:</b> £10,153 Electricity, £1,500 tree works/maintenance, Premises Insurance (£9,780) decrease, Other minor inflation £2,708 and (£206) Savings bid RES06 . Budget Transfer of £700 from Supplies and Services.				
<b>Note B:</b> Transfer of budget £21,075 to Car Parking rental income (in-line with where actuals are being posted). £32,528 Service Charge Income reduced for Rocket House (25/26 only) due to repair works. £8,663 Permanent Growth in relation to Rental Income. (£2,133) Increase in Internal Service Charges (NNDC share of running costs for Public Conveniences). £9,290 Decreased insurance charges to tenants and (£1,551) increased service charge income.				
<b>Non Distributed Costs</b>				
Employee Costs	268,000	276,280	8,280	3% increase.
IAS 19 Adjustment	(268,000)	(276,280)	(8,280)	Pension adjustment.
	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Playgrounds</b>				
Premises Costs	29,660	31,450	1,790	£1,500 tree works/maintenance. Minor inflation in relation to Grounds Maintenance and Premises Insurance.
Supplies and Services	63,500	63,237	(263)	Savings bid RES08.
	<b>93,160</b>	<b>94,687</b>	<b>1,527</b>	
<b>Poppyfields</b>				
Premises Costs	3,425	3,425	0	No variances.
Supplies and Services	20,100	20,100	0	No variances.
	<b>23,525</b>	<b>23,525</b>	<b>0</b>	
<b>Property Services</b>				
Employee Costs	638,005	597,381	(40,624)	See <b>Note A</b> Below:
Premises Costs	1,820	2,040	220	Insurance Inflation.
Transport Related	28,342	29,850	1,508	(£4,434) Permanent savings identified in 2024/25. £5,942 Car Lease payment.
Supplies and Services	34,131	20,261	(13,870)	(£8,840) Engineering Insurance transferred to various budgets. (£2,261) Subscription budget transferred to Accountancy. (£3,000) Savings bid
Capital Financing	16,354	16,354	0	No variances.
	<b>718,652</b>	<b>665,886</b>	<b>(52,766)</b>	

**Note A:** (£49,762) Permanent savings identified in 2024/25. (£4,532) Savings standby payments. (£8,600) Savings bid RES08. £25,542 Employee Inflation. (£3,272) Pension adjustment.

Service	Base Budget 2024/25 £	Base Budget 2025/26 £	Movement £	Variance Explanation
<b>Public Conveniences</b>				
Premises Costs	759,501	775,800	16,299	See <b>Note A</b> Below:
Supplies and Services	41,000	41,100	100	Cleansing Contract Inflation.
Transfer Payments	15,091	17,224	2,133	Increase in Internal Service Charges to Rocket House toilets.
Capital Financing	139,989	139,989	0	No variances.
Income	(8,000)	0	8,000	One off additional income for 24/25 removed for future years.
	<b>947,581</b>	<b>974,113</b>	<b>26,532</b>	
<b>Note A:</b>	£34,080 Rent/Hire of Buildings (Weybourne toilets), £12,340 Electricity, £5,715 Contract Cleaning, (£4,770) reduction in Insurance Premiums. (£50,000) Savings bids RES07/RES13.			
<b>Revenue Services</b>				
Employee Costs	946,779	1,014,776	67,997	See <b>Note A</b> Below:
Transport Related	900	1,844	944	Lump sum travelling allowance.
Supplies and Services	176,573	183,173	6,600	Inflation in relation to: £4,500 Postage Direct Costs and £2,000 Annual Billing.
Income	(454,130)	(454,130)	0	No variances.
	<b>670,122</b>	<b>745,663</b>	<b>75,541</b>	
<b>Note A:</b>	£60,961 Employee Inflation. £40,007 Permanent Growth as a result of Empty Homes & Revenue Generation Officer post being made permanent in 24/25. (£35,980) Net movement of posts funded by reserves. £3,009 Pension adjustment.			
<b>Surveyors Allotments</b>				
Premises Costs	5,000	6,500	1,500	Growth in relation to tree works/maintenance.
Income	(50)	(50)	0	No variances.
	<b>4,950</b>	<b>6,450</b>	<b>1,500</b>	
<b>Total Finance, Assets and Revenues</b>	<b>2,595,858</b>	<b>1,977,330</b>	<b>(618,528)</b>	

## Resources Base Budget 2025/26

## Assistant Director Legal and Governance

Service	Base Budget 2024/25 £	Base Budget 2025/26 £	Movement £	Variance Explanation
<b>Ad Legal and Governance</b>				
Employee Costs	102,287	104,960	2,673	Employee Inflation. £251 Pension adjustment.
Transport Related	2,194	2,194	0	No variances.
Supplies and Services	800	800	0	No variances.
	<b>105,281</b>	<b>107,954</b>	<b>2,673</b>	
<b>It - Support Services</b>				
Employee Costs	1,122,986	1,110,382	(12,604)	See <b>Note A</b> Below:
Transport Related	800	800	0	No variances.
Supplies and Services	1,039,761	1,018,634	(21,127)	See <b>Note B</b> Below:
Capital Financing	206,587	206,587	0	No variances.
	<b>2,370,134</b>	<b>2,336,403</b>	<b>(33,731)</b>	
<b>Note A:</b> £37,174 Employee Inflation. (£18,263) Net movement of posts funded by reserves. (£7,722) Reduction of costs in relation to Fixed Term Contracts. (£2,265) Pension adjustments. (£35,062) Savings bids RES03/RES04. Transfer of budget £4,000 from Supplies and Services.				
<b>Note B:</b> £34,933 Software. Transfer of budget (£4,000) to Employee Costs. £2,500 Growth in relation to unachievable saving in 24/25 due to statutory requirements. (£55,200) Savings bids RES05/RES10/RES12.				
<b>Legal Services</b>				
Employee Costs	470,954	565,582	94,628	£24,711 Employee Inflation. £1,986 Supplements payable. £56,460 One off Growth for fixed term Local Government Lawyer. £4,579 Fixed Term post funded by reserves. £6,892 Pension adjustment.
Transport Related	3,588	3,588	0	No variances.
Supplies and Services	79,810	79,810	0	No variances.
Income	(50,000)	(55,000)	(5,000)	Savings bid RES01.
	<b>504,352</b>	<b>593,980</b>	<b>89,628</b>	
<b>Members Services</b>				
Employee Costs	191,420	223,125	31,705	£33,527 Employee Inflation. (£2,500) Savings bid RES02. £678 Pension adjustment.
Transport Related	7,981	7,981	0	No variances.
Supplies and Services	409,805	406,967	(2,838)	£4,162 Members Basis Allowance. (£6,500) Savings bids RES02 and (£500) PL13.
	<b>609,206</b>	<b>638,073</b>	<b>28,867</b>	
<b>Total Legal and Governance</b>	<b>3,588,973</b>	<b>3,676,410</b>	<b>87,437</b>	
<b>Total Resources</b>	<b>6,184,831</b>	<b>5,653,740</b>	<b>(531,091)</b>	

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## Reserves Statement 2025/26 Onwards

Reserve	Purpose and Use of Reserve	Balance 01/04/23 £	Outturn Movement 2023/24 £	Balance 01/04/24 £	Budgeted Movement 2024/25 £	Forecast Balance 01/04/25 £	Budgeted Movement 2025/26 £	Balance 01/04/26 £	Budgeted Movement 2026/27 £	Balance 01/04/27 £	Budgeted Movement 2027/28 £	Balance 01/04/28 £	Budgeted Movement 2028/29 £	Balance 01/04/29 £
<b>General Fund - General Reserve</b>	A working balance and contingency, current recommended balance is £2.1 million.	<b>3,114,823</b>	<b>(891,502)</b>	<b>2,223,321</b>	<b>(4,043)</b>	<b>2,219,278</b>	<b>(14,706)</b>	<b>2,204,572</b>	<b>0</b>	<b>2,204,572</b>	<b>0</b>	<b>2,204,572</b>	<b>0</b>	<b>2,204,572</b>
<b>Earmarked Reserves:</b>														
Capital Projects	To provide funding for capital developments and purchase of major assets.	<b>555,618</b>	<b>(70,910)</b>	<b>484,708</b>	<b>(484,708)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	<b>846,107</b>	<b>(243,732)</b>	<b>602,375</b>	<b>(310,033)</b>	<b>292,342</b>	<b>0</b>	<b>292,342</b>	<b>0</b>	<b>292,342</b>	<b>0</b>	<b>292,342</b>	<b>0</b>	<b>292,342</b>
Benefits	To be used to mitigate any claw back by the Department of Works and Pensions following final subsidy determination. Timing of the use will depend on audited subsidy claims. Also included in this allocation are service specific grants for service improvements that have not yet been offset by expenditure.	<b>727,822</b>	<b>0</b>	<b>727,822</b>	<b>(46,622)</b>	<b>681,200</b>	<b>(51,567)</b>	<b>629,633</b>	<b>0</b>	<b>629,633</b>	<b>0</b>	<b>629,633</b>	<b>0</b>	<b>629,633</b>
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	<b>224,115</b>	<b>(78,316)</b>	<b>145,799</b>	<b>(122,542)</b>	<b>23,257</b>	<b>(19,874)</b>	<b>3,383</b>	<b>0</b>	<b>3,383</b>	<b>0</b>	<b>3,383</b>	<b>0</b>	<b>3,383</b>
Business Rates	To be used for the support of local businesses and to mitigate impact of final claims and appeals in relation to business rates retention scheme.	<b>1,829,155</b>	<b>122,845</b>	<b>1,952,000</b>	<b>(18,000)</b>	<b>1,934,000</b>	<b>(18,000)</b>	<b>1,916,000</b>	<b>(18,000)</b>	<b>1,898,000</b>	<b>(18,000)</b>	<b>1,880,000</b>	<b>(18,000)</b>	<b>1,862,000</b>
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	<b>466,288</b>	<b>(224,754)</b>	<b>241,534</b>	<b>(265,738)</b>	<b>(24,204)</b>	<b>0</b>	<b>(24,204)</b>	<b>0</b>	<b>(24,204)</b>	<b>0</b>	<b>(24,204)</b>	<b>0</b>	<b>(24,204)</b>
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area.	<b>406,550</b>	<b>(106,059)</b>	<b>300,491</b>	<b>(131,550)</b>	<b>168,941</b>	<b>0</b>	<b>168,941</b>	<b>0</b>	<b>168,941</b>	<b>0</b>	<b>168,941</b>	<b>0</b>	<b>168,941</b>
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	<b>3,124,029</b>	<b>(902,928)</b>	<b>2,221,101</b>	<b>(1,898,768)</b>	<b>322,333</b>	<b>(80,000)</b>	<b>242,333</b>	<b>0</b>	<b>242,333</b>	<b>0</b>	<b>242,333</b>	<b>0</b>	<b>242,333</b>
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets.	<b>232,421</b>	<b>(54,095)</b>	<b>178,326</b>	<b>(10,000)</b>	<b>168,326</b>	<b>0</b>	<b>168,326</b>	<b>0</b>	<b>168,326</b>	<b>0</b>	<b>168,326</b>	<b>0</b>	<b>168,326</b>
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	<b>186,015</b>	<b>(123,015)</b>	<b>63,000</b>	<b>60,000</b>	<b>123,000</b>	<b>60,000</b>	<b>183,000</b>	<b>60,000</b>	<b>243,000</b>	<b>60,000</b>	<b>303,000</b>	<b>60,000</b>	<b>363,000</b>
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk.	<b>60,490</b>	<b>(14,528)</b>	<b>45,962</b>	<b>0</b>	<b>45,962</b>	<b>0</b>	<b>45,962</b>	<b>0</b>	<b>45,962</b>	<b>0</b>	<b>45,962</b>	<b>0</b>	<b>45,962</b>
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	<b>494,476</b>	<b>520,798</b>	<b>1,015,274</b>	<b>0</b>	<b>1,015,274</b>	<b>0</b>	<b>1,015,274</b>	<b>0</b>	<b>1,015,274</b>	<b>0</b>	<b>1,015,274</b>	<b>0</b>	<b>1,015,274</b>
Environment Reserve	To fund expenditure relating to the Council's Green Agenda.	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>
Extended Responsibility Producer	Earmarking of money to be received in relation to packaging, waste collection and disposal costs.	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,616,000</b>	<b>1,616,000</b>	<b>0</b>	<b>1,616,000</b>	<b>0</b>	<b>1,616,000</b>	<b>0</b>	<b>1,616,000</b>

## Reserves Statement 2025/26 Onwards

Reserve	Purpose and Use of Reserve	Balance 01/04/23 £	Outturn Movement 2023/24 £	Balance 01/04/24 £	Budgeted Movement 2024/25 £	Forecast Balance 01/04/25 £	Budgeted Movement 2025/26 £	Balance 01/04/26 £	Budgeted Movement 2026/27 £	Balance 01/04/27 £	Budgeted Movement 2027/28 £	Balance 01/04/28 £	Budgeted Movement 2028/29 £	Balance 01/04/29 £
Grants	Revenue Grants received and due to timing issues not used in the year.	2,620,356	66,340	2,686,696	(77,969)	2,608,727	(85,159)	2,523,568	(49,148)	2,474,420	(19,780)	2,454,640	(9,020)	2,445,620
Housing	Previously earmarked for stock condition survey and housing needs assessment. Also now contains the balance of the Housing Community Grant funding received in 2016/17.	2,274,036	(851,588)	1,422,448	(356,479)	1,065,969	(56,299)	1,009,670	(57,406)	952,264	(58,535)	893,729	0	893,729
Innovation Fund	Contract default payments earmarked to fund service improvement projects.	0	0	0	0	0	0	0	0	0	0	0	0	0
Land Charges	To mitigate the impact of potential income reductions.	339,152	0	339,152	(89,100)	250,052	0	250,052	0	250,052	0	250,052	0	250,052
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	93,452	(4,538)	88,914	(36,000)	52,914	(4,579)	48,335	0	48,335	0	48,335	0	48,335
Major Repairs Reserve	To provide provision for the repair and maintenance of the councils asset portfolio.	587,979	(130,000)	457,979	(55,600)	402,379	0	402,379	0	402,379	0	402,379	0	402,379
Net Zero Initiatives	to support the Councils Net Zero programme	500,000	(28,143)	471,857	(22,000)	449,857	(300,000)	149,857	0	149,857	0	149,857	0	149,857
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	222,543	(76,394)	146,149	(150,000)	(3,851)	(83,763)	(87,614)	0	(87,614)	0	(87,614)	0	(87,614)
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	155,224	(43,003)	112,221	(26,123)	86,098	0	86,098	0	86,098	0	86,098	0	86,098
Pathfinder	To help Coastal Communities adapt to coastal changes.	89,566	0	89,566	0	89,566	0	89,566	0	89,566	0	89,566	0	89,566
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	416,891	(128,965)	287,926	(37,300)	250,626	46,763	297,389	50,000	347,389	50,000	397,389	50,000	447,389
Restructuring & Invest to Save Proposals	To fund one-off redundancy and pension strain costs and invest to save initiatives. Transfers from this reserve will be allocated against business cases as they are approved. Timing of the use of this reserve will depend on when business cases are approved.	664,008	53,043	717,051	(45,456)	671,595	0	671,595	0	671,595	0	671,595	0	671,595
Second Home Premium	To earmark the additional income delivered from the introduction of second Home premium council tax, to be used for affordable housing and homelessness prevention initiatives.	0	0	0	0	0	515,337	515,337	515,337	1,030,674	515,337	1,546,011	515,337	2,061,348
Treasury	To smooth impacts on the Revenue account of movement in fair value changes of the Councils holdings in Pooled Funds	500,000	(200,000)	300,000	(300,000)	0	0	0	0	0	0	0	0	0
<b>Total Reserves</b>		<b>20,881,116</b>	<b>(3,409,444)</b>	<b>17,471,672</b>	<b>(4,428,031)</b>	<b>13,043,642</b>	<b>1,524,153</b>	<b>14,567,795</b>	<b>500,783</b>	<b>15,068,578</b>	<b>529,022</b>	<b>15,597,600</b>	<b>598,317</b>	<b>16,195,917</b>



## Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
<b>Our Greener Future</b>										
Cromer Offices LED Lighting Programme	172,000	62,879	109,121	0	109,121	0	0	0	0	0
Cromer Coast Protection Scheme	18,469,916	8,220,258	10,249,658	9,936,782	312,877	0	0	0	0	0
Coastal Erosion Assistance (Grants)	90,000	62,069	27,931	14,595	13,336	0	0	0	0	0
Coastal Adaptations (Cliff Protection)	247,493	2,503	244,990	0	244,990	0	0	0	0	0
Mundesley Coastal Management Scheme	9,881,227	2,080,964	7,637,263	3,982,515	3,654,748	163,000	0	0	0	0
Coastal Management Fund	950,000	108,250	341,750	0	341,750	250,000	250,000	0	0	0
Coastwise	14,609,914	176,834	2,702,403	409,211	2,293,192	5,583,051	6,147,712	0	0	0
Purchase of Bins	600,000	Annual Programme	146,285	48,450	97,835	150,000	150,000	150,000	0	0
Electric Vehicle Charging Points	248,600	215,283	33,317	0	33,317	0	0	0	0	0
The Reef Solar Carport	596,000	530,820	65,180	0	65,180	0	0	0	0	0
Holt Country Park Electricity Improvements	400,000	0	400,000	139,061	260,939	0	0	0	0	0
Solar PV Panels at Victory Swim and Fitness Centre	200,000	6,713	193,288	168,502	24,786	0	0	0	0	0
Public Conveniences Energy Efficiencies	150,000	0	150,000	1,281	148,719	0	0	0	0	0
Coastal Defences	600,000	0	150,000	78,416	71,584	150,000	150,000	150,000	0	0
			22,451,187	14,778,813	7,672,374	6,296,051	6,697,712	300,000	0	0

## Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval £	Pre 2024/25 Expenditure £	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25 £	2024/25 £	2024/25 £	2025/26 £	2026/27 £	2027/28 £	2028/29 £	2029/30 £
<b>Developing Our Communities</b>										
Public Conveniences (Fakenham & Wells)	986,963	966,963	20,000	1,508	18,492	0	0	0	0	0
Public Conveniences (Sheringham & North Walsham)	545,514	439,772	105,742	83,129	22,614	0	0	0	0	0
Public Conveniences - Albert Street, Holt	332,552	11,572	320,979	219,936	101,043	0	0	0	0	0
Countryside Machinery	38,465	36,508	1,957	0	1,957	0	0	0	0	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,134,000	857,742	276,258	146,993	129,265	0	0	0	0	0
3G Facilities	860,000	12,432	847,568	0	847,568	0	0	0	0	0
Cromer 3G Football Facility	1,000,000	4,725	995,275	16,001	979,274	0	0	0	0	0
The Reef Leisure Centre	12,861,000	12,598,276	262,724	9,901	252,823	0	0	0	0	0
Green Road Football Facility (North Walsham)	60,000	9,777	50,223	0	50,223	0	0	0	0	0
New Play Area (Sheringham, The Lees)	65,000	0	65,000	48,571	16,429	0	0	0	0	0
Fakenham Leisure and Sports Hub (FLASH)	10,850,000	87,362	2,553,638	366,157	2,187,481	8,209,000	0	0	0	0
Back Stage Refurbishment - Pier Pavilion Theatre	405,000	0	405,000	17,256	387,744	0	0	0	0	0
Holt Country Park Staff Facilities	93,500	0	93,500	75,510	17,990	0	0	0	0	0
Cromer Church Wall	50,000	0	50,000	0	50,000	0	0	0	0	0
Cabbell Park Clubhouse	237,000	0	237,000	0	237,000	0	0	0	0	0
			<b>6,284,864</b>	<b>984,962</b>	<b>5,299,902</b>	<b>8,209,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
<b>Meeting Our Housing Needs</b>										
Disabled Facilities Grants	1,475,730	Annual Programme	1,875,730	1,016,012	859,718	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Compulsory Purchase of Long-Term Empty Properties	930,000	500,528	429,472	45,637	383,835	0	0	0	0	0
Community Housing Fund (Grants to Housing Providers)	1,653,373	1,425,212	228,161	0	228,161	0	0	0	0	0
Provision of Temporary Accommodation	4,846,584	4,268,277	578,307	490,045	88,262	0	0	0	0	0
Housing S106 Enabling	2,500,000	836,000	1,064,000	150,000	914,000	300,000	300,000	0	0	0
Loans to Housing Providers	600,000	260,000	340,000	0	340,000	0	0	0	0	0
Local Authority Housing Fund	1,040,000	728,000	312,000	312,000	0	0	0	0	0	0
			<b>4,827,670</b>	<b>2,013,694</b>	<b>2,813,977</b>	<b>1,700,000</b>	<b>1,700,000</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>1,400,000</b>

## Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
<b>Investing In Our Local Economy And Infrastructure</b>										
Sheringham Enabling Land	110,000	31,536	78,464	0	78,464	0	0	0	0	0
Rocket House	1,077,085	62,691	1,014,394	47,960	966,434	0	0	0	0	0
Fakenham Connect/Crinkle Crankle Wall	297,337	291,737	5,600	1,652	3,948	0	0	0	0	0
North Walsham Heritage Action Zone	4,034,457	3,879,303	155,154	5,721	149,433	0	0	0	0	0
Fakenham Urban Extension	1,800,000	218,538	1,581,462	1,581,462	0	0	0	0	0	0
Property Acquisitions	710,000	5,216	704,784	3,825	700,959	0	0	0	0	0
Chalet Refurbishment	125,000	72	124,928	0	124,928	0	0	0	0	0
Marrams Building Renovation	50,000	1,675	48,325	0	48,325	0	0	0	0	0
Car Parks Refurbishment	601,000	78,665	252,335	50,426	201,908	210,000	60,000	0	0	0
Marrams Footpath and Lighting	50,000	275	49,725	52,352	(2,627)	0	0	0	0	0
Asset Roof Replacements (Art Deco Block, Red Lion Retail Unit, Sheringham Chalet's)	175,000	37,887	137,113	37,251	99,862	0	0	0	0	0
UK Shared Prosperity Fund	404,459	165,826	238,633	231,806	6,827	0	0	0	0	0
Rural England Prosperity Fund	1,457,848	364,463	1,093,385	1,093,388	(3)	0	0	0	0	0
New Fire Alarm and Fire Doors in Cromer Offices	150,000	115,638	34,362	33,088	1,275	0	0	0	0	0
West Prom Sheringham, Lighting & Cliff Railings	55,000	0	55,000	0	55,000	0	0	0	0	0
The Lees Walkway and Structural Works	34,258	534	33,723	43,288	(9,564)	0	0	0	0	0
Collectors Cabin Roof	30,000	0	30,000	0	30,000	0	0	0	0	0
			<b>5,637,387</b>	<b>3,182,218</b>	<b>2,455,169</b>	<b>210,000</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Capital Programme - Budget Monitoring 2024/25

Scheme	Scheme Total Approval	Pre 2024/25 Expenditure	Updated Budget	Actual Expenditure	Remaining Budget (Forecasted YE Spend)	Budget	Budget	Budget	Budget	Budget
			2024/25	2024/25	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£	£	£	£	£	£	£	£	£	£
<b>A Strong, Responsible And Accountable Council</b>										
User IT Hardware Refresh	300,000	Annual Programme	82,138	1,873	80,264	60,000	60,000	0	0	0
Backup Network Upgrade	14,000	0	14,000	0	14,000	0	0	0	0	0
Financial Management System	295,000	291,966	3,034	0	3,034	0	0	0	0	0
Server Replacement	100,000	43,673	56,327	0	56,327	0	0	0	0	0
New Revenues and Benefits System	200,720	0	98,720	0	98,720	102,000	0	0	0	0
Replacement Storage Hardware	150,000	0	150,000	131,159	18,841	0	0	0	0	0
Customer Services C3 Software	23,400	0	23,400	0	23,400	0	0	0	0	0
			<b>427,619</b>	<b>133,032</b>	<b>294,587</b>	<b>162,000</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Totals</b>			<b>39,628,727</b>	<b>21,092,719</b>	<b>18,536,008</b>	<b>16,577,051</b>	<b>8,517,712</b>	<b>1,700,000</b>	<b>1,400,000</b>	<b>1,400,000</b>

2024/25 Capital Programme Financing Table	Budget 2024/25	Actual 2024/25	Remaining Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30
	Grants	27,630,458	18,120,357	9,510,101	14,936,328	7,547,712	1,400,000	1,400,000
Other Contributions	2,127,014	901,265	1,225,749	718,723	300,000	0	0	0
Reserves	2,447,783	963,949	1,483,833	0	0	0	0	0
Revenue Contribution to Capital (RCCO)	0	0	0	0	0	0	0	0
Capital receipts	3,394,654	509,412	2,885,242	712,000	610,000	300,000	0	0
Borrowing	4,028,818	597,737	3,431,082	210,000	60,000	0	0	0
<b>Total</b>	<b>39,628,727</b>	<b>21,092,719</b>	<b>18,536,008</b>	<b>16,577,051</b>	<b>8,517,712</b>	<b>1,700,000</b>	<b>1,400,000</b>	<b>1,400,000</b>

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Capital Bids 2025/26								
Scheme	Total Scheme Cost	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Additional Revenue Budget Implications	Description
	£	£	£	£	£	£	£	
<b>Our Greener Future</b>								
Fakenham Sports Centre Decarbonisation	514,300	171,400	342,900	0	0	0	0 Borrowing costs	Decarbonisation & energy saving measures to the Fakenham Sports Centre including: - Air source heat pump (£275k). - Solar panels (£100k). - General improvements (e.g. control valves on radiators, louvres in sports hall & sealing external doors - £50k). These works will contribute in meeting the Council's Net Zero target by 2030.
<b>Developing Our Communities</b>								
Itteringham Shop Roof Renovation	20,000	20,000	0	0	0	0	0	The Council owns the Itteringham Community Shop. It is a listed building. As a landlord to a community group who run the premises as a shop and post office the Council has an obligation to maintain the building. The roof needs renovating to address leaking and damp issues and the work will reduce need to carry out ongoing repairs and maintenance.
Holt County Park Septic Tank	30,000	30,000	0	0	0	0	0	Increasing use of Holt County Park is resulting in some adverse consequences one of which is that the septic tank for the toilets appears to too small to cope with the increase in the toilet use as it needs to be emptied more frequently and becomes blocked more regularly. The tank will be inspected to identify if it is no longer fit for purpose. This bid is to install a new septic tank if required.
* With the works underway to instal electricity at Holt Country Park, there is now the opportunity to provide a changing places toilet at the park.								
Public Conveniences Renovation, Holt Country Park	50,000	50,000	0	0	0	0	0	Now that a mains power supply is being installed it provides the opportunity to refurbish and improve the existing public conveniences by: - Replacing the roof, guttering and fascia. - Insulating the ceilings and walls to improve the energy efficiency. - Installing light tunnels to increase the amount of natural light. - Installing LED fittings with motion sensors to improve the energy efficiency. - Installing energy efficient hand dryers.
<b>Meeting our Housing Needs</b>								
Council Owned Temporary Accommodation	1,400,000	1,400,000	0	0	0	0	£17k annual running costs (£36k annual rental income. (£19k net). Borrowing costs	The Council owns 25 properties which are used for temporary accommodation. This funding would enable the Council to acquire more properties. Assuming an average cost of £280k per property then 5 further properties could be bought for the £1.4m investment. This approach to providing TA is a cheaper option than placing families in B&B accommodation and so helps to reduce the costs of providing TA. The number of people presenting as homeless continues to increase annually and with further government regulation being proposed for the private rent sector, it is anticipated this will lead to an increase in homeless families and individuals.
<b>Investing In Our Local Economy And Infrastructure</b>								
Path, Lighting and Railings Replacement, Marrams Pathway, Cromer	240,000	240,000	0	0	0	0	0	This current work on the Marrams footpath and footway lighting could be extended to replace the rest of the footpath slabs with tarmac and the footway lighting to improve safety if funding is made available. It is proposed that the funding would also cover the replacement of the handrails along sections of this well-used pathway.

Scheme	Total Scheme Cost £	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £	Budget 2028/29 £	Budget 2029/30 £	Additional Revenue Budget Implications £	Description
Sunken Gardens Improvements, Marrams, Cromer	150,000	150,000	0	0	0	0	Revenue budget would be 0 required to maintain water features.	The Marrams Sunken Gardens in Cromer are currently in a state of disrepair and something needs to be done with the area. The scheme is to redesign of the sunken gardens as there are several issues to be addressed namely: - The single brick wall along the pathway is becoming unsafe and needs rebuilding properly. - The water features in the gardens no longer function. Rainwater is accumulating and stagnating. Vermin are becoming a problem in the gardens. It is proposed the gardens are either removed or redesigned. - The walkway through the gardens needs replacing as it has become a high trip risk and complaints/insurance claims have been received for these pathways.
Weybourne Car Park Improvements	20,000	20,000	0	0	0	0	Increased car parking income for Weybourne.	This will deliver improvements to Weybourne car park by widening the access, installing access barriers and putting fencing around the car parking which doesn't currently exist. A Traffic Regulation Order will also be requested to restrict vehicles parking on the lower end of Beach Road. This will generate additional revenue income for the Council and improve traffic flow.
<b>A Strong, Responsible And Accountable Council</b>								
Property Services Asset Management Database	30,000	30,000	0	0	0	0	£2k additional software budget required for annual fees.	The current contract for the Property Services asset management database will expire at the end of June 2025. A new system needs to be procured and it is estimated that it will cost £30k to purchase and implement a new system. The system is required to record compliance works, servicing, construction works, to hold historic and live information for all of the Council's assets, to hold information about lease agreements and land ownership and to hold Corporate Health & Safety information etc.
Replacement of Uninterruptible Power Supply	40,000	40,000	0	0	0	0	0	The current two uninterruptible power supplies are reaching end of life (20 years old) and require replacing to prevent future large-scale IT issues during power outages (such as mass data corruption). The bid is to replace the dual uninterruptible power supply to run the entire server room should there be a power outage.
<b>Expenditure Totals</b>	<b>2,494,300</b>	<b>2,151,400</b>	<b>342,900</b>	<b>0</b>	<b>0</b>	<b>0</b>		

<b>Financing</b>						
	Budget 2025/26 £	Budget 2026/27 £	Budget 2027/28 £	Budget 2028/29 £	Budget 2029/30 £	
Grants	150,000	0	0	0	0	0
Other Contributions	80,000	0	0	0	0	0
Reserves	21,400	278,600	0	0	0	0
Revenue Contribution	20,000	0	0	0	0	0
Capital Receipts	90,000	0	0	0	0	0
Internal / External Borrowing	1,790,000	64,300	0	0	0	0
<b>TOTAL FINANCING</b>	<b>2,151,400</b>	<b>342,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



xref	Asst Director	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	2025/26 Savings /Income	2026/27 Savings /Income	2027/28 Savings /Income	2028/29 Savings /Income
<b>COMMUNITIES</b>										
1	Emily Capps	Environmental Health and Leisure Services	Increase Charges for Dog Waste and Litter Bins	NNDC empties litter bins and dog waste bins on behalf of town and parish councils. This is charged per lift, this proposal suggests an increase in charge from 25p to 50p for Dog Bins and 10p to 20p for Litter bins.	I	P	2,905	9,600	9,600	8,000
2	Emily Capps	Environmental Health and Leisure Services	Garden Waste Bins	This additional income is generated by an increase in the charge for the discretionary garden waste service, from £60 per year to £65 for direct debit customers. This benchmarked against neighbouring authorities appears to be a reasonable increase. The income also reflects an increase in customers by a further 200 customers.	I	P	65,809	114,006	188,406	263,564
3	Emily Capps	Environmental Health and Leisure Services	General Environmental Health Savings	A collection of savings from the Environmental Protection, Public Protection, Environmental Services and Civil Contingencies Budgets. Including training, equipment and professional services.	S	P	23,500	23,500	23,500	23,500
4	Emily Capps	Environmental Health and Leisure Services	Various savings Leisure and Localities	A collection of savings from the following areas: water and sewerage - putting and bowling greens, R & M - Leisure Centres, Fixture and fittings - Foreshore and income from the NN Youth Advisory Board which will contribute to the Countryside Service costs in the coming year.	S	P	42,848	32,848	32,848	32,848
5	Emily Capps	Environmental Health and Leisure Services	Sampling Assistant	The Sampling Assistant (Private Water, Shellfish and Dairies) retired in September 2024- rather than fill this vacancy this work can be undertaken by the Environmental Protection Rangers.	S	P	21,950	21,950	21,950	21,950
6	Emily Capps	Environmental Health and Leisure Services	Countryside events	Countryside events.	I	P	5,000	5,000	5,000	5,000
7	Emily Capps	Environmental Health and Leisure Services	Reduced out of hours service	Reduced out of hours service.	S	P	4,600	4,600	4,600	4,600
8	Emily Capps	Environmental Health and Leisure Services	Seasonal Foreshore Service	Seasonal Foreshore Service.	S	P	14,950	14,950	14,950	14,950
9	Karen Hill	People Services	General savings	Early Help & Prevention Service -Misc. savings offered. £500 training, £500 equipment, £200 PPE, £1,000 travel.	S	P	2,200	2,200	2,200	2,200
10	Karen Hill	People Services	Misc. Savings - Housing Options	Various budget savings totalling £6,659.	S	P	6,659	6,659	6,659	6,659
11	Karen Hill	People Services	Information, Advice and Guidance funding (IAG)	Reduction of funding in IAG budget from £77,323 to £34,000	S	P	54,323	43,323	43,323	43,323
12	Karen Hill	People Services	People Services Staffing	Staffing savings as a result of vacancies and reduced working hours. Whilst this is offered as a permanent budget saving there could be the need to review this at a later date, depending on work pressures.	S	P	122,848	122,848	122,848	122,848
13	Karen Hill	People Services	Fixed term contract overheads	Fixed term contract overheads funded from external grant.	S	O	50,000	0	0	0
<b>SUB TOTAL COMMUNITIES</b>							<b>417,592</b>	<b>401,484</b>	<b>475,884</b>	<b>549,442</b>

**CONFIDENTIAL - Proposed Savings/Income 2025/26 to 2028/29**

xref	Asst Director	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	2025/26 Savings /Income	2026/27 Savings /Income	2027/28 Savings /Income	2028/29 Savings /Income
<b>CORPORATE</b>										
14	CLT	Corporate/ Car parks	Additional car park income from increased fees and charges	Income from increased fees and charges, with next review to increase fees and charges for the year 2027/28	I	p	600,000	600,000	1,000,000	1,000,000
15	CLT	Corporate / Car parks	Additional car park income from additional car parks	Charging at Hornbeam Road, opportunities for further car parks	I	P	100,000	100,000	100,000	100,000
16	CLT	Corporate / Car parks	Additional income from Cadogan Road.	Increasing the car parking spaces at Cadogan Road, therefore generating more income.	S	P	33,000	33,000	33,000	33,000
17	CLT	Corporate	Restructure of CDU	Initial discussions have taken place with a member of the team about their position in the Council (at the staff member's request) and a voluntary redundancy package could be offered and the post deleted from the establishment.	S	P	53,512	53,512	53,512	53,512
18	CLT	Corporate	Closure of Cromer Tourist Information Centre	Closure of Cromer Tourist Informaton Centre	S	P	92,963	92,963	92,963	92,963
<b>SUB TOTAL CORPORATE</b>							<b>879,475</b>	<b>879,475</b>	<b>1,279,475</b>	<b>1,279,475</b>

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**CONFIDENTIAL - Proposed Savings/Income 2025/26 to 2028/29**

xref	Asst Director	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	2025/26 Savings /Income	2026/27 Savings /Income	2027/28 Savings /Income	2028/29 Savings /Income
<b>PLACE AND CLIMATE CHANGE</b>										
19	Russell Williams	Planning	Minor reductions in numerous budget lines	Small scale budget reductions across various budget lines.	S	P	22,896	22,896	22,896	22,896
20	Russell Williams	Planning	Building Control Fee Increases	Increase building control fees so that 'controllable budget' position would be cost neutral in 2025/26. This would amount to a 6.2% increase in annual income targets.	I	P	30,142	30,142	30,142	30,142
21	Russell Williams	Planning	Planning Service Budget Resources Review	Review of budget resources within the planning service area.	S	P	116,951	116,951	116,951	116,951
22	Russell Williams	Planning	New Government Funding for Planning	It isn't yet certain that any such funding will be provided to NNDC - although the Government have announced that £46m will be spend nationally. The figure shown is an estimate of what NNDCs allocation (of the £46m) might be.	I	O	75,000	0	0	0
23	Russell Williams	Planning	Nutrient Mitigation Fund	Funding due to reimburse NNDC for the Officer time spent on Nutrient Mitigation Fund work	I	P	10,000	10,000	10,000	10,000
24	Russell Williams	Planning	Disbanding the Planning Policy and Built Heritage Working Party	Disbanding the Planning Policy and Built Heritage Working Party - after the adoption of the current Draft Local Plan	S	P	500	1,000	1,000	1,000
25	Rob Young	Sustainable Growth - Coast Protection	Consultancy Fees - General	Reduction in budget for consultancy fees by £20,000 (from £48,000) on the basis that such fees will have to be met by the revenue works budget or from budgets for specific capital projects.	S	P	20,000	20,000	20,000	20,000
26	Rob Young	Sustainable Growth - Coastal Management	CPD Training	Reduction in budget for training by £3,000 (from £5,000)	S	P	3,000	3,000	3,000	3,000
27	Rob Young	Sustainable Growth - Coast Protection	Computer Software and Licences	Reduction in computer purchases - software - and computer software licences budget (from £2,000)	S	P	2,000	2,000	2,000	2,000
28	Rob Young	Sustainable Growth	Orchestras Live - Grant	It is considered that activities under this grant from 25/26 will no longer need to be supported by this grant.	S	P	3,550	3,550	3,550	3,550
29	Rob Young	Sustainable Growth	Various reductions	Various reductions across budgets including £1,300 on subs to professional bodies, £6,500 in marketing, £1,500 in computer software, £7,500 in marketing north Norfolk subscriptions and £2,000 in generic training.	S	P	18,800	18,800	18,800	18,800
30	Rob Young	Sustainable Growth - Housing Strategy	Deletion of Consultancy Fees budget	This is a budget to fund projects to deliver the housing strategy projects. In future, where a project requires resources to deliver, this will need to be made clear in any recommendations to Cabinet and a business case made for any budget .	S	P	10,000	10,000	10,000	10,000
31	Rob Young	Sustainable Growth	Budget Efficiencies	Review of current resources to deliver efficiency savings.	S	P	55,000	55,000	55,000	55,000
<b>SUB TOTAL PLACE RESOURCES</b>							<b>367,839</b>	<b>293,339</b>	<b>293,339</b>	<b>293,339</b>

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xref	Asst Director	Service Area	Savings Title	Brief Outline of Saving/Additional Income (where applicable)	Saving(S) /Income(I)	Permanent (P) /One off (O)	2025/26 Savings /Income	2026/27 Savings /Income	2027/28 Savings /Income	2028/29 Savings /Income
32	Cara Jordan	Legal Services	Legal Services	Increase income target by £5,000.	I	O	5,000	0	0	0
33	Cara Jordan	Democratic Services	Youth Council	Looking at alternative ways to engage young people and thereby removing the majority of the Youth Council Budget. Need to retain a small fraction of the budget to assist with alternative delivery of Youth engagement.	S	P	9,000	9,000	9,000	9,000
34	Cara Jordan	IT Web	Training Budget Saving	Halving the training budget for IT-Web will save £2,500 per year.	S	P	2,500	2,500	2,500	2,500
35	Cara Jordan	IT - Infrastructure	Technical Support Assistant	The IT Infrastructure Team have 1 x Grade 10 Technical Support Assistant post, of which they would be prepared to give up the budget (a total of £33,564). This would not have an impact on the current FTE of the team, and nor would any redundancy costs be incurred.	S	P	32,562	32,562	32,562	32,562
36	Cara Jordan	IT	Ceasing the software that enable us to access archived files	We currently pay for software to access the files from our old 'm' drives. In 2021 we moved from an old folder structure (which I refer to as the 'm' drive) to the Libraries. I am now proposing we don't need this software (saving of £6k per year).	S	P	5,500	5,500	5,500	5,500
37	Cara Jordan	ICT Applications	Reduction in EH software costs	Following review of their software components with the Environmental Health department it has been determined the following component delivers minimal efficiency for the outlaid costs: Assure Food Mobile Renewal for 7 users £7,700. The service have confirmed this does not need to be renewed when the current agreement ceases (End Jan 25). The account manager has been made aware of our intentions in this regard.	S	O	7,700	0	0	0
38	Cara Jordan	ICT Applications	Software Savings	Software savings	S	P	42,000	42,000	42,000	42,000
39	Daniel King	Estates	Estates Savings & Income generation	Rental reviews resulting in additional income: 1) Industrial Estate N. Walsham £7,445. 2) North Walsham (The Cedars) £8,679. Expenditure savings: 1) North Walsham (The Cedars) other professional fee budget £5,000 2) Other minor savings totalling £206 within Itteringham cost centres. 3) Consultancy fees within estates reduction in budget of £400.	S/I	P	21,730	21,730	21,730	21,730
40	Daniel King	Property Services	Reduction of various repairs and maintenance budgets	Reduce R & M budgets on the following; Amenity Lighting - £8,000 Cromer Pier - £10,000 Toilets - £10,000 Car Parks - £10,000	S	P	38,000	38,000	38,000	38,000
41	Daniel King	Property Services	Reductions of various generic budgets	Reduce training budget by £8,000, subscriptions to professional bodies by £600, Consumable purchases by £2,000, PPE by £1,000 and play equipment by £263.	S	P	11,863	11,863	11,863	11,863
42	Daniel King	Public Conveniences	Reduction in various direct cost budgets	Reduction in direct cost budgets.	S	P	40,000	40,000	40,000	40,000
<b>SUB TOTAL RESOURCES</b>							<b>215,855</b>	<b>203,155</b>	<b>203,155</b>	<b>203,155</b>

Total

<b>1,880,761</b>	<b>1,777,453</b>	<b>2,251,853</b>	<b>2,325,411</b>
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## Appendix F – Council Tax Tables 2025/26.

5.5 The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 contain rules for the calculation of the Council Tax Base, which is an amount required by the Local Government Finance Act 1992 to be used in the calculation of the tax by the Council as the billing authority, and Norfolk County Council and the Norfolk Police and Crime Commissioner as major precepting authorities, and in the calculation of the precept payable by the Council to the County Council and Norfolk Police and Crime Commissioner. The Council Tax Base was calculated as follows for the year 2025/26.

The number of dwellings in each Council Tax band considering the multipliers, discounts, exemptions, rate of collection and Council Tax Support:-

- a) or the whole Council area as 45,024.10 (Item T in the formula in Section 31B of the Local Government Finance Act 1992) being calculated by the Council, in accordance with Regulation 3 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its Council Tax base for the year;
- b)

being the amounts calculated by the Council, in accordance with Regulation 6 of The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which special items (parish precepts) may relate.

<b>PART OF THE COUNCIL'S AREA</b>	<b>COUNCIL TAX BASE</b>	<b>PART OF THE COUNCIL'S AREA</b>	<b>COUNCIL TAX BASE</b>
Alby With Thwaite	115.30	Letheringsett With Glandford	149.60
Aldborough and Thurgarton	238.60	Little Barningham	52.10
Antingham	121.80	Little Snoring	271.00
Ashmanhaugh	67.70	Ludham	538.10
Aylmerton	239.80	Matlaske	68.70
Baconsthorpe	92.80	Melton Constable	237.20
Bacton	597.20	Morston	73.30
Barsham	113.40	Mundesley	1,315.80
Barton Turf	250.70	Neatishead	245.60
Beckham East/West	127.40	North Walsham	4,217.70
Beeston Regis	421.70	Northrepps	411.80
Binham	248.90	Overstrand	524.50
Blakeney	730.00	Paston	98.20
Bodham	184.70	Plumstead	50.10
Briningham	73.40	Potter Heigham	427.90
Brinton	131.30	Raynham	242.60
Briston	913.60	Roughton	342.80
Brumstead	24.20	Runton (East & West)	816.20
Catfield	346.00	Ryburgh	242.60
Cley	423.90	Salthouse	155.40
Colby	192.20	Scottow	289.20
Corpusty and Saxthorpe	296.00	Sculthorpe	298.10

**Appendix F – Council Tax Tables 2025/26.**

Cromer	3,441.60	Sea Palling	241.40
Dilham	156.30	Sheringham	3,569.00
Dunton	52.70	Sidestrand	56.20
East Ruston	205.90	Skeyton	93.30
Edgefield	218.10	Sloley	106.30
Erpingham	267.70	Smallburgh	196.40
Fakenham	2,721.60	Southrepps	368.10
Felbrigg	82.50	Stalham	1,227.10
Felmingham	204.60	Stibbard	146.00
Field Dalling	162.20	Stiffkey	156.10
Fulmodeston	186.70	Stody	99.60
Gimmingham	157.00	Suffield	69.40
Great Snoring	110.60	Sustead	110.90
Gresham	186.40	Sutton	407.40
Gunthorpe	172.00	Swafield	118.60
Hanworth	110.50	Swanton Abbott	150.90
Happisburgh	363.50	Swanton Novers	94.10
Helhoughton	106.40	Tattersett	292.60
Hempstead	86.80	Thornage	106.40
Hempton & Pudding Norton	273.20	Thorpe Market	130.80
Hickling	437.20	Thurning	33.50
High Kelling	335.90	Thursford	125.10
Hindolveston	230.80	Trimingham	140.60
Hindringham	281.80	Trunch	390.20
Holkham	87.40	Tunstead	268.00
Holt	2,113.60	Upper Sheringham	118.10
Honing	126.70	Walcott	253.60
Horning	688.60	Walsingham	409.00
Horsey	45.00	Warham	100.60
Hoveton	884.20	Wells-Next-The-Sea	1,419.70
Ingham	164.70	Westwick	33.70
Ingworth	40.70	Weybourne	416.00
Itteringham	70.10	Wickmere	57.20
Kelling	133.70	Wighton	130.10
Kettlestone	105.80	Witton	143.90
Knapton	162.60	Wiveton	96.50
Langham	244.10	Wood Norton	107.20
Lessingham	268.20	Worstead	334.00

5.6 That the following amounts be now **CALCULATED** by the Council for the year 2025/26 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992 and the relevant regulations and directions as follows:-

## **Appendix F – Council Tax Tables 2025/26.**

- a) £64,759,058 being the aggregate of the amounts which the Council estimates for the expenditure items set out in Section 31A(2) of the Act.
- b) £53,191,271 being the aggregate of the amounts which the Council estimates for the income items set out in Section 31A(3) of the Act.
- c) £11,567,787 being the amount by which the aggregate at (a) above exceeds the aggregate at (b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year.
- d) £256.92 being the amount at (c) above divided by the amount at 5.5(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
- e) **£3,755,203** being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
- However, at the time of writing this report, it is noted that Cromer Town Council may potentially revise their 2025/26 Parish Precept. This figure is to be confirmed on the 18<sup>th</sup> of February 2025.
- Any figure relating to the Council Tax setting for the Parish of Cromer has been highlighted in yellow. A verbal update will be given at the Full Council meeting if any changes are required to the figures provided in this report.
- f) £173.52 being the amount at (d) above less the result given by dividing the amount at (e) above by the amount at 5.5 (a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special item (Parish precept) relates.

**Appendix F – Council Tax Tables 2025/26.**

g)

<b>PART OF THE COUNCIL'S AREA</b>	<b>COUNCIL TAX BASE</b>	<b>PART OF THE COUNCIL'S AREA</b>	<b>COUNCIL TAX BASE</b>
Alby With Thwaite	201.04	Letheringsett With Glandford	186.88
Aldborough and Thurgarton	230.10	Little Barningham	183.80
Antingham	206.36	Little Snoring	236.25
Ashmanhaugh	250.29	Ludham	217.06
Aylmerton	207.25	Matlaske	235.38
Baconsthorpe	262.42	Melton Constable	249.40
Bacton	207.00	Morston	173.52
Barsham	204.68	Mundesley	259.97
Barton Turf	221.38	Neatishead	229.39
Beckham East/West	212.76	North Walsham	275.64
Beeston Regis	209.09	Northrepps	226.38
Binham	218.39	Overstrand	232.62
Blakeney	261.94	Paston	247.49
Bodham	242.96	Plumstead	242.28
Briningham	205.67	Potter Heigham	218.32
Brinton	234.44	Raynham	212.82
Briston	237.04	Roughton	212.90
Brumstead	173.52	Runton (East & West)	196.30
Catfield	246.35	Ryburgh	252.04
Cley	220.97	Salthouse	236.22
Colby	261.11	Scottow	230.57
Corpusty and Saxthorpe	234.33	Sculthorpe	206.69
<b>Cromer</b>	<b>307.71</b>	Sea Palling	231.13
Dilham	211.90	Sheringham	286.83
Dunton	173.52	Sidestrand	209.55
East Ruston	210.81	Skeyton	185.78
Edgefield	213.13	Sloley	211.35
Erpingham	225.70	Smallburgh	207.88
Fakenham	382.10	Southrepps	222.41
Felbrigg	241.39	Stalham	336.50
Felmingham	183.78	Stibbard	359.58
Field Dalling	240.25	Stiffkey	225.40
Fulmodeston	228.56	Stody	232.75
Gimmingham	239.44	Suffield	202.33
Great Snoring	235.00	Sustead	214.36
Gresham	229.31	Sutton	217.70
Gunthorpe	200.26	Swafield	221.28
Hanworth	196.14	Swanton Abbott	222.55
Happisburgh	187.96	Swanton Novers	272.02



## Appendix F – Council Tax Tables 2025/26.

Helhoughton	256.11	Tattersett	196.99
Hempstead	221.90	Thornage	235.55
Hempton & Pudding Norton	237.94	Thorpe Market	228.94
Hickling	218.20	Thurning	173.52
High Kelling	212.43	Thursford	221.08
Hindolveston	233.31	Trimingham	256.08
Hindringham	210.46	Trunch	244.34
Holkham	225.00	Tunstead	210.27
Holt	267.68	Upper Sheringham	222.66
Honing	191.67	Walcott	212.22
Horning	210.27	Walsingham	255.18
Horse	202.40	Warham	243.10
Hoveton	258.06	Wells-Next-The-Sea	251.14
Ingham	188.09	Westwick	173.52
Ingworth	243.29	Weybourne	236.14
Itteringham	237.71	Wickmere	238.20
Kelling	228.64	Wighton	213.87
Kettlestone	217.47	Witton	209.30
Knapton	235.02	Wiveton	214.31
Langham	228.59	Wood Norton	204.74
Lessingham	193.28	Worstead	203.91

being the amounts given by adding to the amount at 5.6(f) above to the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 5.5(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

h)

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	134.03	156.37	178.70	201.04	245.72	290.40	335.08	402.09
Aldborough and Thurgarton	153.40	178.96	204.53	230.10	281.23	332.36	383.50	460.20
Antingham	137.57	160.50	183.43	206.36	252.21	298.07	343.93	412.72
Ashmanhaugh	166.86	194.67	222.48	250.29	305.92	361.54	417.16	500.59
Aylmerton	138.17	161.19	184.22	207.25	253.31	299.37	345.42	414.51
Baconsthorpe	174.94	204.10	233.26	262.42	320.73	379.05	437.36	524.84
Bacton	138.00	161.00	184.00	207.00	253.01	299.01	345.01	414.01
Barsham	136.45	159.19	181.94	204.68	250.16	295.65	341.14	409.36
Barton Turf	147.59	172.18	196.78	221.38	270.58	319.77	368.97	442.77
Beckham East/West	141.84	165.48	189.12	212.76	260.04	307.32	354.61	425.53
Beeston Regis	139.39	162.62	185.85	209.09	255.55	302.01	348.48	418.18
Binham	145.59	169.86	194.13	218.39	266.93	315.46	363.99	436.79

**Appendix F – Council Tax Tables 2025/26.**

Blakeney	174.62	203.73	232.83	261.94	320.14	378.35	436.56	523.88
Bodham	161.97	188.97	215.96	242.96	296.95	350.94	404.93	485.92
Briningham	137.11	159.96	182.82	205.67	251.37	297.08	342.78	411.34
Brinton	156.29	182.34	208.39	234.44	286.54	338.64	390.74	468.89
Briston	158.03	184.37	210.71	237.04	289.72	342.40	395.08	474.09
Catfield	164.23	191.60	218.97	246.35	301.09	355.84	410.58	492.70
Cley	147.31	171.86	196.41	220.97	270.07	319.18	368.28	441.94
Colby	174.07	203.08	232.09	261.11	319.13	377.16	435.18	522.22
Corpusty and Saxthorpe	156.22	182.25	208.29	234.33	286.40	338.47	390.55	468.66
<b>Cromer</b>	<b>205.14</b>	<b>239.33</b>	<b>273.52</b>	<b>307.71</b>	<b>376.09</b>	<b>444.47</b>	<b>512.85</b>	<b>615.43</b>
Dilham	141.27	164.81	188.36	211.90	258.99	306.08	353.17	423.81
East Ruston	140.54	163.97	187.39	210.81	257.66	304.51	351.36	421.63
Edgefield	142.08	165.77	189.45	213.13	260.49	307.86	355.22	426.26
Erpingham	150.47	175.54	200.62	225.70	275.86	326.01	376.17	451.41
Fakenham	254.73	297.18	339.64	382.10	467.01	551.92	636.83	764.20
Felbrigg	160.93	187.75	214.57	241.39	295.04	348.68	402.33	482.79
Felmingham	122.52	142.94	163.36	183.78	224.62	265.46	306.30	367.56
Field Dalling	160.16	186.86	213.55	240.25	293.64	347.03	400.42	480.50
Fulmodeston	152.37	177.76	203.16	228.56	279.35	330.14	380.93	457.12
Gimingham	159.62	186.23	212.83	239.44	292.65	345.86	399.07	478.88
Great Snoring	156.66	182.77	208.89	235.00	287.22	339.44	391.67	470.00
Gresham	152.87	178.35	203.83	229.31	280.27	331.23	382.18	458.62
Gunthorpe	133.50	155.76	178.01	200.26	244.76	289.27	333.77	400.52
Hanworth	130.76	152.55	174.35	196.14	239.73	283.31	326.90	392.28
Happisburgh	125.30	146.19	167.07	187.96	229.73	271.50	313.27	375.92
Helhoughton	170.74	199.19	227.65	256.11	313.02	369.94	426.85	512.22
Hempstead	147.93	172.59	197.25	221.90	271.21	320.53	369.84	443.81
Hempton & Pudding Norton	158.62	185.06	211.50	237.94	290.81	343.69	396.56	475.88
Hickling	145.46	169.71	193.95	218.20	266.69	315.18	363.67	436.40
High Kelling	141.62	165.22	188.82	212.43	259.63	306.84	354.05	424.86
Hindolveston	155.54	181.46	207.38	233.31	285.15	337.00	388.85	466.62
Hindringham	140.30	163.69	187.07	210.46	257.23	303.99	350.76	420.92
Holkham	150.00	175.00	200.00	225.00	275.00	325.01	375.01	450.01
Holt	178.45	208.19	237.94	267.68	327.16	386.65	446.14	535.36
Honing	127.78	149.07	170.37	191.67	234.26	276.86	319.45	383.34
Horning	140.18	163.55	186.91	210.27	257.00	303.73	350.46	420.55
Horse	134.93	157.42	179.91	202.40	247.38	292.36	337.34	404.81
Hoveton	172.04	200.71	229.39	258.06	315.41	372.76	430.11	516.13
Ingham	125.39	146.29	167.19	188.09	229.89	271.68	313.48	376.18
Ingworth	162.19	189.23	216.26	243.29	297.36	351.43	405.49	486.59
Itteringham	158.47	184.88	211.30	237.71	290.53	343.36	396.19	475.42
Kelling	152.42	177.83	203.23	228.64	279.45	330.26	381.07	457.28
Kettlestone	144.98	169.14	193.30	217.47	265.79	314.12	362.45	434.94
Knapton	156.68	182.79	208.90	235.02	287.24	339.47	391.70	470.04
Langham	152.39	177.79	203.19	228.59	279.38	330.18	380.98	457.18
Lessingham	128.85	150.33	171.81	193.28	236.23	279.19	322.14	386.57

**Appendix F – Council Tax Tables 2025/26.**

Letheringsett with Glandford	124.59	145.35	166.12	186.88	228.41	269.95	311.48	373.77
Little Barningham	122.53	142.96	163.38	183.80	224.65	265.50	306.34	367.61
Little Snoring	157.50	183.75	210.00	236.25	288.75	341.25	393.75	472.50
Ludham	144.70	168.82	192.94	217.06	265.29	313.53	361.77	434.12
Matlaske	156.92	183.07	209.22	235.38	287.69	339.99	392.30	470.76
Melton Constable	166.27	193.98	221.69	249.40	304.82	360.25	415.67	498.81
Mundesley	173.31	202.20	231.09	259.97	317.75	375.52	433.29	519.95
Neatishead	152.93	178.42	203.91	229.39	280.37	331.35	382.33	458.79
North Walsham	183.76	214.39	245.01	275.64	336.89	398.15	459.40	551.28
Northrepps	150.92	176.07	201.23	226.38	276.69	327.00	377.30	452.77
Overstrand	155.08	180.92	206.77	232.62	284.31	336.01	387.70	465.24
Paston	164.99	192.49	219.99	247.49	302.48	357.48	412.48	494.98
Plumstead	161.52	188.44	215.36	242.28	296.12	349.96	403.80	484.56
Potter Heigham	145.54	169.80	194.06	218.32	266.83	315.35	363.87	436.64
Raynham	141.88	165.53	189.18	212.82	260.12	307.41	354.71	425.65
Roughton	141.93	165.59	189.24	212.90	260.21	307.52	354.83	425.80
Runton	130.87	152.68	174.49	196.30	239.93	283.55	327.18	392.61
Ryburgh	168.02	196.03	224.03	252.04	308.05	364.06	420.07	504.08
Salthouse	157.48	183.72	209.97	236.22	288.71	341.21	393.70	472.44
Scottow	153.71	179.33	204.95	230.57	281.81	333.05	384.28	461.14
Sculthorpe	137.79	160.76	183.73	206.69	252.62	298.56	344.49	413.39
Sea Palling	154.08	179.77	205.45	231.13	282.49	333.86	385.22	462.26
Sheringham	191.22	223.09	254.96	286.83	350.57	414.31	478.05	573.66
Sidestrand	139.70	162.98	186.26	209.55	256.11	302.68	349.25	419.10
Skeyton	123.85	144.49	165.13	185.78	227.06	268.35	309.63	371.56
Sloley	140.90	164.38	187.87	211.35	258.32	305.29	352.26	422.71
Smallburgh	138.59	161.69	184.78	207.88	254.08	300.28	346.48	415.77
Southrepps	148.27	172.99	197.70	222.41	271.84	321.27	370.69	444.83
Stalham	224.33	261.72	299.11	336.50	411.28	486.06	560.84	673.01
Stibbard	239.72	279.67	319.62	359.58	439.48	519.39	599.30	719.16
Stiffkey	150.27	175.31	200.36	225.40	275.50	325.59	375.68	450.81
Stody	155.17	181.03	206.89	232.75	284.48	336.20	387.92	465.51
Suffield	134.89	157.37	179.85	202.33	247.30	292.26	337.23	404.67
Sustead	142.91	166.73	190.54	214.36	262.00	309.64	357.27	428.73
Sutton	145.13	169.32	193.51	217.70	266.08	314.45	362.83	435.40
Swafield	147.52	172.11	196.69	221.28	270.46	319.63	368.80	442.57
Swanton Abbott	148.37	173.10	197.83	222.55	272.01	321.47	370.93	445.11
Swanton Novers	181.34	211.57	241.79	272.02	332.47	392.91	453.36	544.04
Tattersett	131.32	153.21	175.10	196.99	240.76	284.54	328.32	393.98
Thornage	157.03	183.20	209.37	235.55	287.89	340.23	392.58	471.10
Thorpe Market	152.63	178.07	203.50	228.94	279.82	330.70	381.58	457.89
Thursford	147.38	171.95	196.51	221.08	270.21	319.34	368.46	442.16
Trimingham	170.72	199.17	227.63	256.08	312.99	369.90	426.81	512.17
Trunch	162.89	190.04	217.19	244.34	298.63	352.93	407.23	488.68

## Appendix F – Council Tax Tables 2025/26.

Tunstead	140.18	163.54	186.90	210.27	257.00	303.72	350.45	420.54
Upper Sheringham	148.44	173.18	197.92	222.66	272.14	321.62	371.10	445.32
Walcott	141.48	165.06	188.64	212.22	259.38	306.54	353.70	424.44
Walsingham	170.12	198.47	226.82	255.18	311.88	368.59	425.30	510.36
Warham	162.06	189.07	216.09	243.10	297.12	351.14	405.17	486.20
Wells-next-the-Sea	167.42	195.33	223.23	251.14	306.95	362.76	418.57	502.28
Weybourne	157.42	183.66	209.90	236.14	288.61	341.09	393.56	472.28
Wickmere	158.80	185.27	211.73	238.20	291.13	344.07	397.00	476.41
Wighton	142.58	166.34	190.10	213.87	261.40	308.92	356.45	427.74
Witton	139.53	162.79	186.05	209.30	255.82	302.33	348.84	418.61
Wiveton	142.87	166.69	190.50	214.31	261.94	309.57	357.19	428.63
Wood Norton	136.49	159.24	181.99	204.74	250.24	295.74	341.23	409.48
Worstead	135.94	158.60	181.25	203.91	249.22	294.54	339.85	407.83
All Other Parts of the Council's Area	115.68	134.96	154.24	173.52	212.08	250.64	289.20	347.04

being the amounts given by multiplying (as appropriate) the amounts at 5.6(f) or 5.6(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 5.7 That it be **NOTED** that for the year 2025/26 the Norfolk County Council and the Office of the Police & Crime Commissioner for Norfolk have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:-

	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Norfolk County Council	1,170.42	1,365.49	1,560.56	1,755.63	2,145.77	2,535.91	2,926.05	3,511.26
Norfolk Police and Crime Commissioner	219.90	256.55	293.20	329.85	403.15	476.45	549.75	659.70

- 5.8 That, having calculated the aggregate in each case of the amounts at 5.6(h) and 5.7 above, the Council, in accordance with Section 30 and 36 of the Local Government Finance Act 1992, **HEREBY SETS** the following amounts as the amounts of Council Tax for the year 2025/26 for each of the categories of dwellings shown below:-

**Appendix F – Council Tax Tables 2025/26.**

PART OF THE COUNCIL'S AREA	VALUATION BANDS							
	A	B	C	D	E	F	G	H
Alby with Thwaite	1,524.35	1,778.41	2,032.46	2,286.52	2,794.64	3,302.76	3,810.88	4,573.05
Aldborough and Thurgarton	1,543.72	1,801.00	2,058.29	2,315.58	2,830.15	3,344.72	3,859.30	4,631.16
Antingham	1,527.89	1,782.54	2,037.19	2,291.84	2,801.13	3,310.43	3,819.73	4,583.68
Ashmanhaugh	1,557.18	1,816.71	2,076.24	2,335.77	2,854.84	3,373.90	3,892.96	4,671.55
Aylmerton	1,528.49	1,783.23	2,037.98	2,292.73	2,802.23	3,311.73	3,821.22	4,585.47
Baconsthorpe	1,565.26	1,826.14	2,087.02	2,347.90	2,869.65	3,391.41	3,913.16	4,695.80
Bacton	1,528.32	1,783.04	2,037.76	2,292.48	2,801.93	3,311.37	3,820.81	4,584.97
Barsham	1,526.77	1,781.23	2,035.70	2,290.16	2,799.08	3,308.01	3,816.94	4,580.32
Barton Turf	1,537.91	1,794.22	2,050.54	2,306.86	2,819.50	3,332.13	3,844.77	4,613.73
Beckham East/West	1,532.16	1,787.52	2,042.88	2,298.24	2,808.96	3,319.68	3,830.41	4,596.49
Beeston Regis	1,529.71	1,784.66	2,039.61	2,294.57	2,804.47	3,314.37	3,824.28	4,589.14
Binham	1,535.91	1,791.90	2,047.89	2,303.87	2,815.85	3,327.82	3,839.79	4,607.75
Blakeney	1,564.94	1,825.77	2,086.59	2,347.42	2,869.06	3,390.71	3,912.36	4,694.84
Bodham	1,552.29	1,811.01	2,069.72	2,328.44	2,845.87	3,363.30	3,880.73	4,656.88
Briningham	1,527.43	1,782.00	2,036.58	2,291.15	2,800.29	3,309.44	3,818.58	4,582.30
Brinton	1,546.61	1,804.38	2,062.15	2,319.92	2,835.46	3,351.00	3,866.54	4,639.85
Briston	1,548.35	1,806.41	2,064.47	2,322.52	2,838.64	3,354.76	3,870.88	4,645.05
Catfield	1,554.55	1,813.64	2,072.73	2,331.83	2,850.01	3,368.20	3,886.38	4,663.66
Cley	1,537.63	1,793.90	2,050.17	2,306.45	2,818.99	3,331.54	3,844.08	4,612.90
Colby	1,564.39	1,825.12	2,085.85	2,346.59	2,868.05	3,389.52	3,910.98	4,693.18
Corpusty and Saxthorpe	1,546.54	1,804.29	2,062.05	2,319.81	2,835.32	3,350.83	3,866.35	4,639.62
<b>Cromer</b>	<b>1,595.46</b>	<b>1,861.37</b>	<b>2,127.28</b>	<b>2,393.19</b>	<b>2,925.01</b>	<b>3,456.83</b>	<b>3,988.65</b>	<b>4,786.39</b>
Dilham	1,531.59	1,786.85	2,042.12	2,297.38	2,807.91	3,318.44	3,828.97	4,594.77
East Ruston	1,530.86	1,786.01	2,041.15	2,296.29	2,806.58	3,316.87	3,827.16	4,592.59
Edgefield	1,532.40	1,787.81	2,043.21	2,298.61	2,809.41	3,320.22	3,831.02	4,597.22
Erpingham	1,540.79	1,797.58	2,054.38	2,311.18	2,824.78	3,338.37	3,851.97	4,622.37
Fakenham	1,645.05	1,919.22	2,193.40	2,467.58	3,015.93	3,564.28	4,112.63	4,935.16
Felbrigg	1,551.25	1,809.79	2,068.33	2,326.87	2,843.96	3,361.04	3,878.13	4,653.75
Felmingham	1,512.84	1,764.98	2,017.12	2,269.26	2,773.54	3,277.82	3,782.10	4,538.52
Field Dalling	1,550.48	1,808.90	2,067.31	2,325.73	2,842.56	3,359.39	3,876.22	4,651.46
Fulmodeston	1,542.69	1,799.80	2,056.92	2,314.04	2,828.27	3,342.50	3,856.73	4,628.08
Gimingham	1,549.94	1,808.27	2,066.59	2,324.92	2,841.57	3,358.22	3,874.87	4,649.84
Great Snoring	1,546.98	1,804.81	2,062.65	2,320.48	2,836.14	3,351.80	3,867.47	4,640.96
Gresham	1,543.19	1,800.39	2,057.59	2,314.79	2,829.19	3,343.59	3,857.98	4,629.58
Gunthorpe	1,523.82	1,777.80	2,031.77	2,285.74	2,793.68	3,301.63	3,809.57	4,571.48

**Appendix F – Council Tax Tables 2025/26.**

Hanworth	1,521.08	1,774.59	2,028.11	2,281.62	2,788.65	3,295.67	3,802.70	4,563.24
Happisburgh	1,515.62	1,768.23	2,020.83	2,273.44	2,778.65	3,283.86	3,789.07	4,546.88
Helhoughton	1,561.06	1,821.23	2,081.41	2,341.59	2,861.94	3,382.30	3,902.65	4,683.18
Hempstead	1,538.25	1,794.63	2,051.01	2,307.38	2,820.13	3,332.89	3,845.64	4,614.77
Hempton & Pudding Norton	1,548.94	1,807.10	2,065.26	2,323.42	2,839.73	3,356.05	3,872.36	4,646.84
Hickling	1,535.78	1,791.75	2,047.71	2,303.68	2,815.61	3,327.54	3,839.47	4,607.36
High Kelling	1,531.94	1,787.26	2,042.58	2,297.91	2,808.55	3,319.20	3,829.85	4,595.82
Hindolveston	1,545.86	1,803.50	2,061.14	2,318.79	2,834.07	3,349.36	3,864.65	4,637.58
Hindringham	1,530.62	1,785.73	2,040.83	2,295.94	2,806.15	3,316.35	3,826.56	4,591.88
Holkham	1,540.32	1,797.04	2,053.76	2,310.48	2,823.92	3,337.37	3,850.81	4,620.97
Holt	1,568.77	1,830.23	2,091.70	2,353.16	2,876.08	3,399.01	3,921.94	4,706.32
Honing	1,518.10	1,771.11	2,024.13	2,277.15	2,783.18	3,289.22	3,795.25	4,554.30
Horning	1,530.50	1,785.59	2,040.67	2,295.75	2,805.92	3,316.09	3,826.26	4,591.51
Horse	1,525.25	1,779.46	2,033.67	2,287.88	2,796.30	3,304.72	3,813.14	4,575.77
Hoveton	1,562.36	1,822.75	2,083.15	2,343.54	2,864.33	3,385.12	3,905.91	4,687.09
Ingham	1,515.71	1,768.33	2,020.95	2,273.57	2,778.81	3,284.04	3,789.28	4,547.14
Ingworth	1,552.51	1,811.27	2,070.02	2,328.77	2,846.28	3,363.79	3,881.29	4,657.55
Itteringham	1,548.79	1,806.92	2,065.06	2,323.19	2,839.45	3,355.72	3,871.99	4,646.38
Kelling	1,542.74	1,799.87	2,056.99	2,314.12	2,828.37	3,342.62	3,856.87	4,628.24
Kettlestone	1,535.30	1,791.18	2,047.06	2,302.95	2,814.71	3,326.48	3,838.25	4,605.90
Knapton	1,547.00	1,804.83	2,062.66	2,320.50	2,836.16	3,351.83	3,867.50	4,641.00
Langham	1,542.71	1,799.83	2,056.95	2,314.07	2,828.30	3,342.54	3,856.78	4,628.14
Lessingham	1,519.17	1,772.37	2,025.57	2,278.76	2,785.15	3,291.55	3,797.94	4,557.53
Letheringsett with Glandford	1,514.91	1,767.39	2,019.88	2,272.36	2,777.33	3,282.31	3,787.28	4,544.73
Little Barningham	1,512.85	1,765.00	2,017.14	2,269.28	2,773.57	3,277.86	3,782.14	4,538.57
Little Snoring	1,547.82	1,805.79	2,063.76	2,321.73	2,837.67	3,353.61	3,869.55	4,643.46
Ludham	1,535.02	1,790.86	2,046.70	2,302.54	2,814.21	3,325.89	3,837.57	4,605.08
Matlaske	1,547.24	1,805.11	2,062.98	2,320.86	2,836.61	3,352.35	3,868.10	4,641.72
Melton Constable	1,556.59	1,816.02	2,075.45	2,334.88	2,853.74	3,372.61	3,891.47	4,669.77
Mundesley	1,563.63	1,824.24	2,084.85	2,345.45	2,866.67	3,387.88	3,909.09	4,690.91
Neatishead	1,543.25	1,800.46	2,057.67	2,314.87	2,829.29	3,343.71	3,858.13	4,629.75
North Walsham	1,574.08	1,836.43	2,098.77	2,361.12	2,885.81	3,410.51	3,935.20	4,722.24
Northrepps	1,541.24	1,798.11	2,054.99	2,311.86	2,825.61	3,339.36	3,853.10	4,623.73
Overstrand	1,545.40	1,802.96	2,060.53	2,318.10	2,833.23	3,348.37	3,863.50	4,636.20
Paston	1,555.31	1,814.53	2,073.75	2,332.97	2,851.40	3,369.84	3,888.28	4,665.94
Plumstead	1,551.84	1,810.48	2,069.12	2,327.76	2,845.04	3,362.32	3,879.60	4,655.52

**Appendix F – Council Tax Tables 2025/26.**

Potter Heigham	1,535.86	1,791.84	2,047.82	2,303.80	2,815.75	3,327.71	3,839.67	4,607.60
Raynham	1,532.20	1,787.57	2,042.94	2,298.30	2,809.04	3,319.77	3,830.51	4,596.61
Roughton	1,532.25	1,787.63	2,043.00	2,298.38	2,809.13	3,319.88	3,830.63	4,596.76
Runton	1,521.19	1,774.72	2,028.25	2,281.78	2,788.85	3,295.91	3,802.98	4,563.57
Ryburgh	1,558.34	1,818.07	2,077.79	2,337.52	2,856.97	3,376.42	3,895.87	4,675.04
Salthouse	1,547.80	1,805.76	2,063.73	2,321.70	2,837.63	3,353.57	3,869.50	4,643.40
Scottow	1,544.03	1,801.37	2,058.71	2,316.05	2,830.73	3,345.41	3,860.08	4,632.10
Sculthorpe	1,528.11	1,782.80	2,037.49	2,292.17	2,801.54	3,310.92	3,820.29	4,584.35
Sea Palling	1,544.40	1,801.81	2,059.21	2,316.61	2,831.41	3,346.22	3,861.02	4,633.22
Sheringham	1,581.54	1,845.13	2,108.72	2,372.31	2,899.49	3,426.67	3,953.85	4,744.62
Sidestrand	1,530.02	1,785.02	2,040.02	2,295.03	2,805.03	3,315.04	3,825.05	4,590.06
Skeyton	1,514.17	1,766.53	2,018.89	2,271.26	2,775.98	3,280.71	3,785.43	4,542.52
Sloley	1,531.22	1,786.42	2,041.63	2,296.83	2,807.24	3,317.65	3,828.06	4,593.67
Smallburgh	1,528.91	1,783.73	2,038.54	2,293.36	2,803.00	3,312.64	3,822.28	4,586.73
Southrepps	1,538.59	1,795.03	2,051.46	2,307.89	2,820.76	3,333.63	3,846.49	4,615.79
Stalham	1,614.65	1,883.76	2,152.87	2,421.98	2,960.20	3,498.42	4,036.64	4,843.97
Stibbard	1,630.04	1,901.71	2,173.38	2,445.06	2,988.40	3,531.75	4,075.10	4,890.12
Stiffkey	1,540.59	1,797.35	2,054.12	2,310.88	2,824.42	3,337.95	3,851.48	4,621.77
Stody	1,545.49	1,803.07	2,060.65	2,318.23	2,833.40	3,348.56	3,863.72	4,636.47
Suffield	1,525.21	1,779.41	2,033.61	2,287.81	2,796.22	3,304.62	3,813.03	4,575.63
Sustead	1,533.23	1,788.77	2,044.30	2,299.84	2,810.92	3,322.00	3,833.07	4,599.69
Sutton	1,535.45	1,791.36	2,047.27	2,303.18	2,815.00	3,326.81	3,838.63	4,606.36
Swafield	1,537.84	1,794.15	2,050.45	2,306.76	2,819.38	3,331.99	3,844.60	4,613.53
Swanton Abbott	1,538.69	1,795.14	2,051.59	2,308.03	2,820.93	3,333.83	3,846.73	4,616.07
Swanton Novers	1,571.66	1,833.61	2,095.55	2,357.50	2,881.39	3,405.27	3,929.16	4,715.00
Tattersett	1,521.64	1,775.25	2,028.86	2,282.47	2,789.68	3,296.90	3,804.12	4,564.94
Thornage	1,547.35	1,805.24	2,063.13	2,321.03	2,836.81	3,352.59	3,868.38	4,642.06
Thorpe Market	1,542.95	1,800.11	2,057.26	2,314.42	2,828.74	3,343.06	3,857.38	4,628.85
Thursford	1,537.70	1,793.99	2,050.27	2,306.56	2,819.13	3,331.70	3,844.26	4,613.12
Trimingham	1,561.04	1,821.21	2,081.39	2,341.56	2,861.91	3,382.26	3,902.61	4,683.13
Trunch	1,553.21	1,812.08	2,070.95	2,329.82	2,847.55	3,365.29	3,883.03	4,659.64
Tunstead	1,530.50	1,785.58	2,040.66	2,295.75	2,805.92	3,316.08	3,826.25	4,591.50
Upper Sheringham	1,538.76	1,795.22	2,051.68	2,308.14	2,821.06	3,333.98	3,846.90	4,616.28
Walcott	1,531.80	1,787.10	2,042.40	2,297.70	2,808.30	3,318.90	3,829.50	4,595.40
Walsingham	1,560.44	1,820.51	2,080.58	2,340.66	2,860.80	3,380.95	3,901.10	4,681.32
Warham	1,552.38	1,811.11	2,069.85	2,328.58	2,846.04	3,363.50	3,880.97	4,657.16
Wells-next-the-Sea	1,557.74	1,817.37	2,076.99	2,336.62	2,855.87	3,375.12	3,894.37	4,673.24
Weybourne	1,547.74	1,805.70	2,063.66	2,321.62	2,837.53	3,353.45	3,869.36	4,643.24

**Appendix F – Council Tax Tables 2025/26.**

Wickmere	1,549.12	1,807.31	2,065.49	2,323.68	2,840.05	3,356.43	3,872.80	4,647.37
Wighton	1,532.90	1,788.38	2,043.86	2,299.35	2,810.32	3,321.28	3,832.25	4,598.70
Witton	1,529.85	1,784.83	2,039.81	2,294.78	2,804.74	3,314.69	3,824.64	4,589.57
Wiveton	1,533.19	1,788.73	2,044.26	2,299.79	2,810.86	3,321.93	3,832.99	4,599.59
Wood Norton	1,526.81	1,781.28	2,035.75	2,290.22	2,799.16	3,308.10	3,817.03	4,580.44
Worstead	1,526.26	1,780.64	2,035.01	2,289.39	2,798.14	3,306.90	3,815.65	4,578.79
All Other Parts of the Council's Area	1,506.00	1,757.00	2,008.00	2,259.00	2,761.00	3,263.00	3,765.00	4,518.00



## CABINET MEMBERS REPORT TO COUNCIL

February 2025

**COUNCILLOR ADAMS - CABINET MEMBER FOR STRATEGY, COUNTRYWIDE WORKING AND EXTERNAL PARTNERSHIPS, PERFORMANCE, COMMUNICATIONS, HR AND LEGAL SERVICES**

For the period December 2024 to February 2025

### **1 Progress on Portfolio Matters.**

#### **Legal**

##### **Freedom of Information**

- The Council continues to meet its target in terms of response times at or above 95% for the year. The team are currently looking to publish our performance rates on the Council's website.

##### **Litigation**

- Focus remains on recovery of larger and longstanding debts at this time in conjunction, particularly, with the revenues and benefits team.
- The Council have instigated a winding up petition in the high court against a single creditor in relation to outstanding council debts of £44,694.50 and are commencing further insolvency proceedings against another individual who owes circa £60,000 to the Council.
- This is over and above multiple charging orders which secure outstanding debts.
- Eastlaw successfully prosecuted an individual for planning offences at the beginning of the year and are in Court later in the month for a further prosecution for offences relating to failure to provide information to the Council necessary for the recovery of further significant debt.

##### **Coastwise**

- The Coastal Transition Lawyer continues to provide support to the Coastwise team, including negotiation of consultancy agreement with the Environment Agency, provision of advice on cliffed coasts and dangerous structures on cliff tops, limitation of liabilities and indemnity forms, terms of the early access to national coastal erosion risk data, has fed back to the Law Society and National Trading Standards in respect of estate agents duties in relation to costal erosion, and is in the process of feeding back to UKELA working party in relation to apparent disconnect between legislation and policy which is hindering delivery of more natural coastal management and transition from at risk areas.

### **Code of Conduct matters**

- Most matters have not warranted investigation, with words of advice being provided as part of the initial assessment process.
- One matter was recently dealt with at a hearing before the Standards Committee, with sanctions being imposed, and another matter is under investigation.
- The MO and DMO continue to receive complaints which fall outside the jurisdiction of the Standards process but work is underway to deal with this.

### **General**

- Eastlaw have seen an increase in instructions for certain workstreams which have provided additional income to the Council which has contributed to the team having exceeded its annual income target already this financial year.

### **Human Resources**

#### **Workforce Development and People Strategy**

- Following workshops facilitated by an external consultant a draft Workforce Development and People Strategy is currently being worked on. Once this is ready for launch this will be done so alongside a new Learning and Development Strategy.

#### **Family Friendly Policy**

- Changes in relation to The Neonatal Care (Leave and Pay) Act 2023 are due to come into force in April 2025. This will require some changes to be made to the Family Friendly Policy.

#### **Supporting Employees Experiencing Domestic Abuse Policy**

- Following the introduction of this policy and the DAHA Accreditation that was achieved by the Council, this policy is being reviewed and some minor adjustments recommended to ensure this continues to be fit for purpose.

#### **Prevention of Sexual Harassment Policy**

- Following legislative changes in 2024, this policy has now been rolled out to all officers and members as well as mandatory training for all.

#### **Pay update**

- The national minimum wage will increase with effect from 1 April 2025 by £0.77 to £12.21, all employees (except Apprentices) within NNDC are paid the Real Living Wage or above which is currently £12.60.
- The pay policy statement for 2025/26 has been drafted for approval at full council on 19 February 2025.

### **Elections**

- Currently the focus is on the delivery of the Cromer Parish Poll which takes place on Thursday 13th February at four polling stations across the Cromer Town and Suffield Park areas.

## **Communications**

### **The team has:**

- Assisted with external and internal communications from NNDC re devolution/LGR
- Shared pro-active communications with the public regarding National Coastal Erosion Risk Mapping (NCERM) data from the Environment Agency, which details projections of potential coastal erosion impacts in North Norfolk over the next 80 years
- Supporting Economic Development's launch of refreshed Invest North Norfolk digital presence and public events scheduled for first half of 2025
- Successfully covered Bacton Energy Summit hosted at NNDC
- Successfully covered and supported celebration event to mark completion of Cromer Coastal Protection Scheme

## **2 Meetings attended**

### **Meetings attended:**

- Business Planning, Cabinet
- Norfolk Leaders Group
- Various Norfolk/Suffolk Leaders meetings concerning Devo/LGR
- Various negotiations on second homes premium usage
- SPARSE SIG
- LGA roundtables
- Coastwise/ NCERM briefing
- National Gas
- Jarrolds
- Norfolk Railway Foundation
- Anglian Water
- Stalham representatives
- Marrams Bowls Club
- Openwide International
- Numerous internal/officer meetings

### **Attended:**

- DCN member briefings/webinars
- Bacton Summit
- Launch of Local Growth Plan for Norfolk
- FLASH Steering Group
- NCC Flood & Drought Summit.

### **Media Engagement:**

- BBC Look East
- BBC Radio Norfolk
- That's TV

- EDP

**To Occur:**

- NHS Estates
- Cromer Protection Scheme - celebratory event
- Transport East

## CABINET MEMBERS REPORT TO COUNCIL

19<sup>th</sup> February 2025

### **COUNCILLOR ANDREW BROWN - CABINET MEMBER FOR PLANNING AND ENFORCEMENT**

For the period 7<sup>th</sup> December 2024 to 7<sup>th</sup> February 2025

#### **1 Progress on Portfolio Matters**

In terms of **Planning Policy**:

- (i) The ***Further Consultation on the Local Plan*** concluded on 19<sup>th</sup> December 2024. On 28<sup>th</sup> January 2025 the Council wrote to the Inspector to advise him that we received 492 comments within the consultation period – and that those comments were from 325 different individuals / organisations. We expect further public hearing sessions will take place in the spring, but this is for the independent Inspector from the Planning Inspectorate to determine. For the latest position see: [Local plan examination latest news](#). For information on the 492 comments, see [Examination documents \(published after submission\)](#). When the Inspector notifies the Council of the next phase of this work, we will publicise it e.g. including via the above news link.

In terms of **Development Management**:

- (ii) The Development Committee has met three times once since the last Report and considered 8 applications at those meetings. Those 8 included four ***major applications*** – for new Film and TV studios at Tattersett – see [Development Committee Report PO231025](#) – for an Extra Care and 40 homes at Stalham – see [Development Committee Report\(s\) PF211532 and PF212021](#) – and 19 homes at Little Snoring – see [Development Committee Report PF241634](#). The Committee(s) supported all four applications and authorised Officers to issue conditional approval(s) upon resolution of specific matters in each case (e.g. the completion of Section 106 Agreement(s)).
- (iii) The Council's new ***Local Validation List*** 'went live' at the start of January 2025. This List relates to the information that needs to be submitted to support different types and scales of planning application. For more information see: [North Norfolk Local Validation Requirements List](#).

- (iv) The Council's new **pre-application service** 'went live' last month. The new service responded to feedback on the previous service that we had received from customers. For more information see: [Planning Pre-Application Services](#).
- (v) Development Committee at its meeting on 23<sup>rd</sup> January determined the Council's response to the Government's Working Paper on **Planning Reform: Modernising Planning Committee**. For further information see: [Development Committee Planning Reform Report](#). Effectively, we have advocated a position that suggests that a centrally imposed regime that all councils of different sizes and types would be an unhelpful step and also remove democratic legitimacy from the process. Our position was backed up by statistics that demonstrated the overall effectiveness of the Committee process at North Norfolk District Council.

In terms of **Building Control**:

- (vi) The **Building Safety Levy** has now been confirmed and is likely to come into force 1<sup>st</sup> October 2025. This will involve charging a levy on new developments (e.g. of 10 dwellings or more) - with legislation due to be laid in April/May. New Burden funding has been confirmed and an ongoing 'top slice' of the levy will be retained by the Council to enable us to continue to operate the scheme. The Building Control team is preparing for these new obligations and the consequential resourcing and IT impacts.
- (vii) An announcement is expected next month (March) from the Government to confirm whether or not it will undertake a **review of the Building Control Service provision** – i.e. to determine whether it should continue to be subject to competition from Private Industry and whether it should continue within Local Authorities or whether it should be 'nationalised' within a new body.

In terms of **Planning Enforcement**:

- (viii) In December 2020 the Council served an **Enforcement Notice** following unauthorised works which were carried out on a property in Great Ryburgh – i.e. involving harmful works to the roof of the property. The Enforcement Notice required a return of the roof to its original condition. The Enforcement Notice was appealed – with the Planning Inspectorate then dismissing the appeal. The property owner subsequently failed to undertake the required remedial works, leading to the Council seeking a prosecution for failing to comply with the Planning Enforcement Notice. At Kings Lynn Magistrates Court, the Court found the property owner guilty and issued a £2,000 fine, a £800 Victim Surcharge and the District Council was awarded full costs of £3,600. The team is now in discussion with the owner to get the required remedial works carried out. For further information see: [Council pleased with prosecution over planning enforcement](#).

Finally, on other matters:

- (ix) Work continues on the Government's nationwide initiative to transfer **Land Charges to HM Land** Further information can be accessed at [Local Land Charges Programme](#). Currently we anticipate that our transfer will 'go live' in mid October 2025.

## **2 Forthcoming Activities and Developments**

The next Development Committee is due to be held on 6<sup>th</sup> March 2025.

The next Planning Policy and Built Heritage Working Party is due to be held on 13<sup>th</sup> March 2025.

## **3 Meetings attended**

### December (from 7<sup>th</sup>)

11<sup>th</sup> Overview and Scrutiny  
12<sup>th</sup> Development Committee  
18<sup>th</sup> Full Council  
19<sup>th</sup> Standards Hearing  
20<sup>th</sup> Business Planning

### January 2025

6<sup>th</sup> Cabinet and Business Planning  
14<sup>th</sup> Bacton summit  
20<sup>th</sup> Cabinet  
22<sup>nd</sup> Overview and Scrutiny  
29<sup>th</sup> Full Council

### February (up to 7<sup>th</sup>)

3<sup>rd</sup> Cabinet and Business Planning  
6<sup>th</sup> Development Committee

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## **CABINET MEMBERS REPORT TO COUNCIL**

**19 February 2025**

### **COUNCILLOR HARRY BLATHWAYT - CABINET MEMBER FOR COAST**

For the period December 2024 to February 2025

#### **1 Progress on Portfolio Matters.**

##### **Cromer and Mundesley Coastal Protection Schemes**

- Concrete works have continued at Mundesley.
- New steel steps installed at Mundesley.
- The Cromer compound on the Runton Road has started to be demobilised. Only minor works left to complete at Cromer, however, the compound also serves Mundesley.
- Celebration of completion of Cromer scheme was held on the 5<sup>th</sup> February (pic. Below).



##### **Coastwise**

- Water Management Investigation works contracted for Happisburgh.
- MIND sUStain project 1:1 counselling service is now live.
- NCERM2 proactive news release was prepared and shared, with good feedback from the EA national coastal team and director.

##### **Repairs and Maintenance**

- Cromer Groyne repairs.
- Remedial works to access steps at Walcott.

##### **Bacton to Walcott Sandscaping**

- The Sandscaping Monitoring Agreement is now with Perenco and Shell to sign.

## **2 Forthcoming Activities and Developments.**

### **Cromer and Mundesley Coastal Protection Schemes**

- Reinstatement of groyne bays at Cromer.
- Ongoing concreting works at Mundesley.

### **Coastwise**

- MIND sUstain project launch of the group workshops are the 12th and 17th of February.
- Coastwise Creative Competition closed for entries with shortlisted entrants and winners to be announced in February.
- Collaborating with UEA DiSTANS team on development of event and provision of materials for Norwich Science Festival, Feb 2025.

### **Repairs and Maintenance**

- Installation of access steps at Overstrand.

### **Norfolk Coast Forum**

- Being organised to be held (virtually) on the 11<sup>th</sup> March.

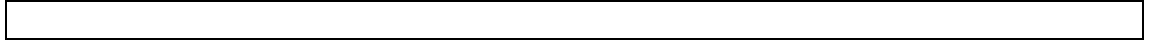
## **3 Meetings attended**

### **December 2024**

2<sup>nd</sup> Cabinet and Business Planning.  
3<sup>rd</sup> LGA Coastal SIG  
5<sup>th</sup> Upper Thurne Working Group  
6<sup>th</sup> B.A. Planning Committee  
10<sup>th</sup> B.A. Interviews  
12<sup>th</sup> B.A. Meeting with Norwich City Council leaders  
13<sup>th</sup> B.A. Heritage Review Group  
16<sup>th</sup> Cromer scheme Meeting  
18<sup>th</sup> Full Council

### **January 2025**

6<sup>th</sup> Business Planning  
7<sup>th</sup> BA Chairs Meeting  
9<sup>th</sup> B.A. Navigation Committee  
14<sup>th</sup> Broadland Futures meeting  
20<sup>th</sup> Cabinet and Agenda meeting  
22<sup>nd</sup> Norfolk Rivers IDB  
23<sup>rd</sup> NCERM Briefing  
    B.A. Chairs Briefing  
24<sup>th</sup> B.A. Full Board Meeting  
25<sup>th</sup> Save Happisburgh MP meeting  
29<sup>th</sup> Full Council Community Charge Meeting  
30<sup>th</sup> Broads IDB Meeting  
31<sup>st</sup> Multi Agency Flood Summit



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## **CABINET MEMBERS REPORT TO COUNCIL**

**January 2025**

### **COUNCILLOR WENDY FREDERICKS - CABINET MEMBER FOR PEOPLE SERVICES**

For the period up to 31<sup>st</sup> January 2025

#### **Benefits**

##### **Council Tax Support Scheme 2025/26**

The Council is making changes to the Council Tax Support scheme from 1 April including:

- The introduction of a flat rate non-dependent deduction of £10 per week for each non-dependent adult
- The removal of the additional £17.10 weekly earnings disregard
- A reduction in the time an award of Council Tax Support will be backdated (from 6 months to 1 month)

These changes only affect working age claimants. Council Tax Support for low-income pensioners (66 years or over) is determined by central government.

The changes were approved by Full Council on Wednesday 29<sup>th</sup> January 2025. Full details of the Council Tax Support Scheme can be found at [www.north-norfolk.gov.uk/benefitscts](http://www.north-norfolk.gov.uk/benefitscts)

##### **Housing Benefit and Council Tax Support**

###### **Caseload**

In January, the team received over 9,350 reported changes in circumstances and over 170 new claims.

As of 1st February, we have 7,163 households claiming Housing Benefits and/or Council Tax Support of which 53% are working age.

We are continuing to see a reduction in the number of Housing Benefit claimants due to the managed migration to Universal Credit which is due to be completed by the end of 2025/26.

### **Speed of Processing (benchmarking) for January**

The table below represents our speed of processing data for January 2025, against the published data by the Department for Work and Pensions for Q2 (2024), which is the latest published data.

	<b>NNDC number of days to process (January 2025)</b>	<b>NNDC Benchmarked number of days to process (Q2)</b>	<b>National Benchmarked number of days to process (Q2)</b>
New claims HB	6.70	6	22
New claims CTS	7.90		
Changes in circumstances HB	12.30	9	9
Changes in circumstances CTS	6.70		

For Q2 North Norfolk is placed top across Norfolk for speed of processing of new claims and placed joint second across Norfolk for speed of processing change in circumstances.

Our current unpublished data for January 2025, shows an increase to our speed of processing for Housing Benefit change in circumstances due to an influx of migration notices.

### **Discretionary Housing Payments**

We continue to administer Discretionary Housing Payments (DHP) to support tenancy sustainment, homelessness, and to support people stay within the community. Cases are determined by officers from the Benefits and Housing Options Teams.

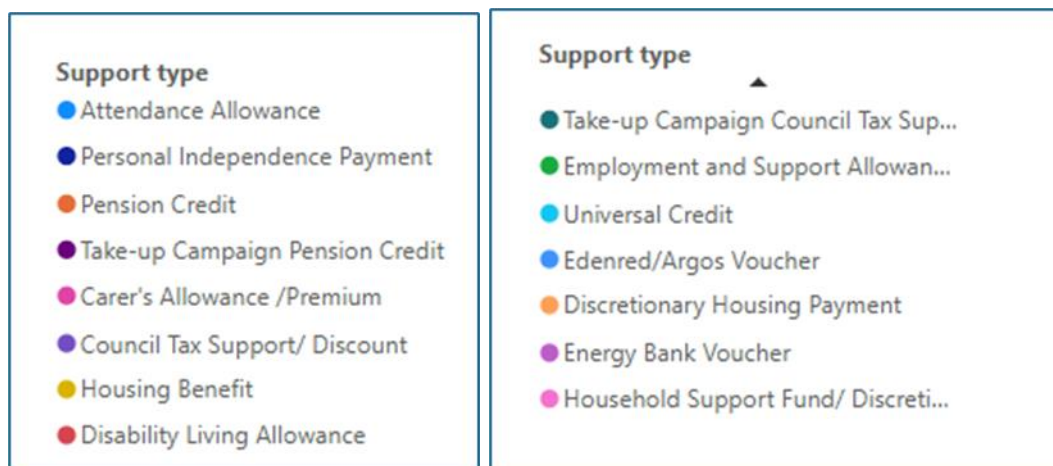
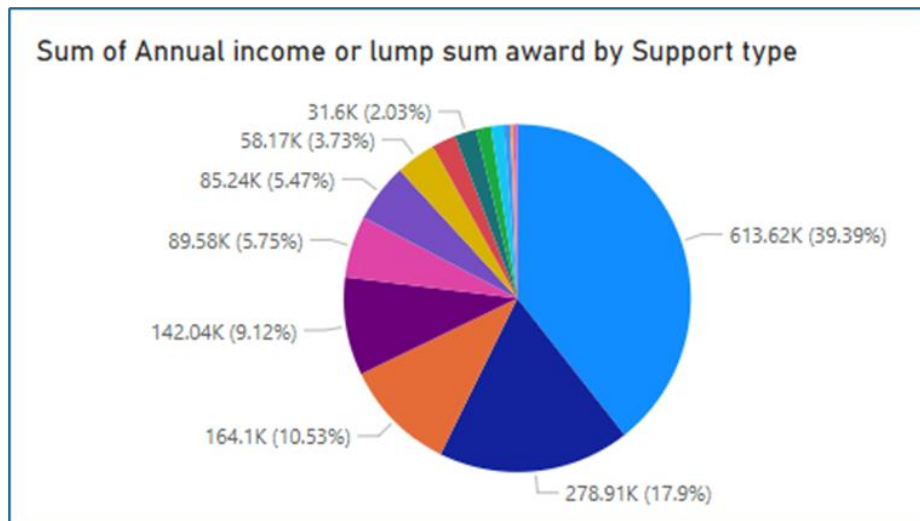
For 2024/25, North Norfolk has been allocated funding of £103,037.00, and up to 31<sup>st</sup> January 2025 we have spent 90% of our allocation across 110 households. A further total of 201 applications (across 185 households) have been refused as the circumstances of the household are outside the scope of the scheme. Where we have not been able to provide support through the DHP scheme, the team considers other funding options and support available and signposts the customer accordingly.

A breakdown of how the expenditure has been allocated across the 110 households can be seen below.

<b>Single Working Age Households</b>	
Number of successful households	67
Rent Arrears	£6,600.03
Rent Deposit/Moving Costs	£2,925.00
Ongoing Rent Shortfall	£39,174.69
<b>Sub Total Expenditure</b>	<b>£48,699.72</b>
<b>Single Pension Age Households</b>	
Number of successful households	6
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£6,599.67
<b>Sub Total Expenditure</b>	<b>£6,599.67</b>
<b>Couple Working Age Households</b>	
Number of successful households	5
Rent Arrears	£2,034.73
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£978.25
<b>Sub Total Expenditure</b>	<b>£3,012.98</b>
<b>Couple Pension Age Households</b>	
Number of successful households	1
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£2,154.00
Ongoing Rent Shortfall	£0.00
<b>Sub Total Expenditure</b>	<b>£2,154.00</b>
<b>Family Working Age Households</b>	
Number of successful households	31
Rent Arrears	£5,159.75
Rent Deposit/Moving Costs	£2,865.95
Ongoing Rent Shortfall	£23,932.63
<b>Sub Total Expenditure</b>	<b>£31,958.33</b>
<b>Family Pension Age Households</b>	
Number of successful households	0
Rent Arrears	£0.00
Rent Deposit/Moving Costs	£0.00
Ongoing Rent Shortfall	£0.00
<b>Sub Total Expenditure</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£92,424.70</b>

## Financial Inclusion

The Financial Inclusion team is continuing to support low-income households become financially resilient by maximising their income through unclaimed benefits, premiums, and grants. We have also run two Pension Credit campaigns using data from the Low-Income Family Tracker (LIFT) to target individual households and have used DWP data shared through Norfolk County Council to increase take up of Council Tax Support. In total the Benefits team and Financial Inclusion team have generated over £1.55 million in missed benefits and/or funding for households across North Norfolk, with the highest amount of income being claimed for disabled households. This is illustrated below.



## Household Support Fund

We have been given a further £109,000 from Norfolk County Council to distribute as part of the Household Support Fund round 6 to low income pension age households not in receipt of the Winter Fuel Payment and who are not entitled to Pension Credit. We will be identifying eligible households using the Low Income Family Tracker (LIFT) data and each eligible household



will be offered £120. This payment will be distributed through the Post Office PayOut scheme. This demonstrates how as a service we are supporting our vulnerable residents having taken the decision to invest in the LIFT product.

### Better Off Calculator

To support residents maximise their income, we have a Better Off Calculator available on our website [www.north-norfolk.gov.uk/benefits/calculator](http://www.north-norfolk.gov.uk/benefits/calculator) This is outcome-focused and gives residents information they can trust. It shows how households can be affected by welfare reforms, income changes, household changes, etc. It also links directly to Anglian Water where eligible households can claim the social tariff to reduce their water bill.

### Housing Options and Homeless Prevention

#### Your Choice Your Home

As of the 31 January 2025 there were 2,256 households on the housing list with 474 (21%) being on the Housing Register – the register contains those qualifying applicants who have the most urgent housing needs, including households to whom the council owns a statutory housing duty.

The tables below highlight the makeup of housing need and size of property that is required by applicants on the housing list. Although the greatest demand for housing is those with a 1-bedroom need, there are significantly fewer larger properties allocated with current demand for 4beds+ properties being 240 with only 1 four-bedroom housing being let between 01 April 2024 to 31 January 2025.

Some properties have a minimum age requirement, for example, in some cases only people over 55 years of age can apply, this applied to 51 properties let during 01 April 2024 to 31 January 2025.

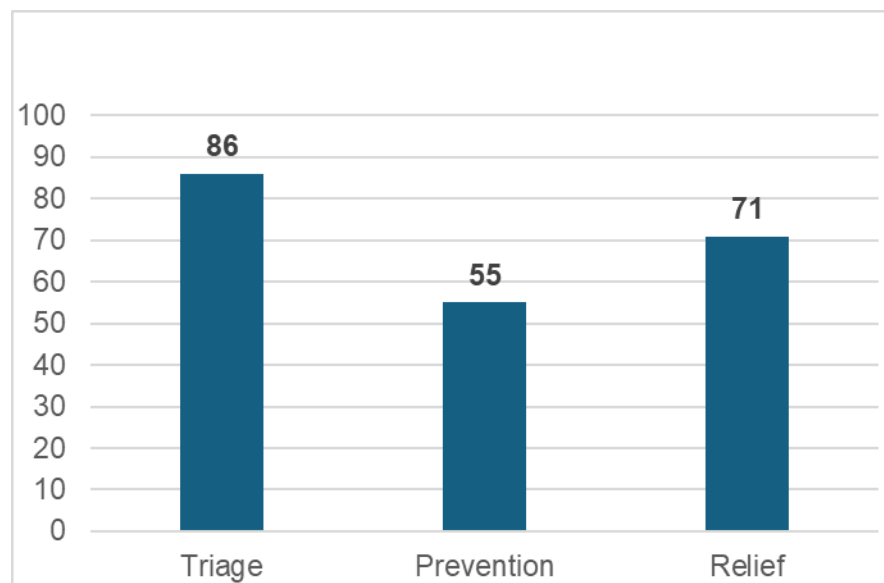
Housing List by Bedroom Need					Homes Let by Property size (Bedrooms)			
	Housing Register	Housing Options	Transfer	Total	Housing Register	Housing Options	Transfer	Total
1 Bed	205	896	160	1261	89	2	6	97
2 Bed	97	333	91	521	95	8	7	110
3 Bed	67	92	42	201	23	1	6	30
4 Bed	92	108	40	240	1	0	0	1
5 Bed +	13	12	8	33	0	0	0	0
<b>Total</b>	<b>474</b>	<b>1141</b>	<b>341</b>	<b>2256</b>	<b>208</b>	<b>11</b>	<b>19</b>	<b>238</b>

## Households Assessed and Duty Owed

Our Housing Options Service offers advice to anyone who has a housing problem, and offers support and assistance if someone is homeless, or threatened with homelessness, within the next 56 days.

Approaches to the service remain high and between 01 April 2024 to 31 January 2025 we have opened 1,000 new cases. Each case represents a household who has contacted us as they have some sort of housing need, and we are still seeing an increase in households being owed the Relief Duty (179 cases) Vs the Prevention Duty (111 cases).

As of 31 January 2025, there were 207 open homeless cases. The table below shows the levels of Homelessness, where a household is owed either the prevention or relief duty following initial assessment.



The three most common triggers of homelessness for Households owed a homeless duty by reason of loss, or threat of loss, of last settled home were:

- End of Private Tenancy
- Family/Friends no longer/willing to accommodate
- Domestic Abuse

## Outcome of main duty decisions for eligible households

Main homelessness duty describes the duty a local authority has towards an applicant who is unintentionally homeless, eligible for assistance and has priority need. Households are only owed a main duty if their homelessness has not been successfully prevented or relieved.

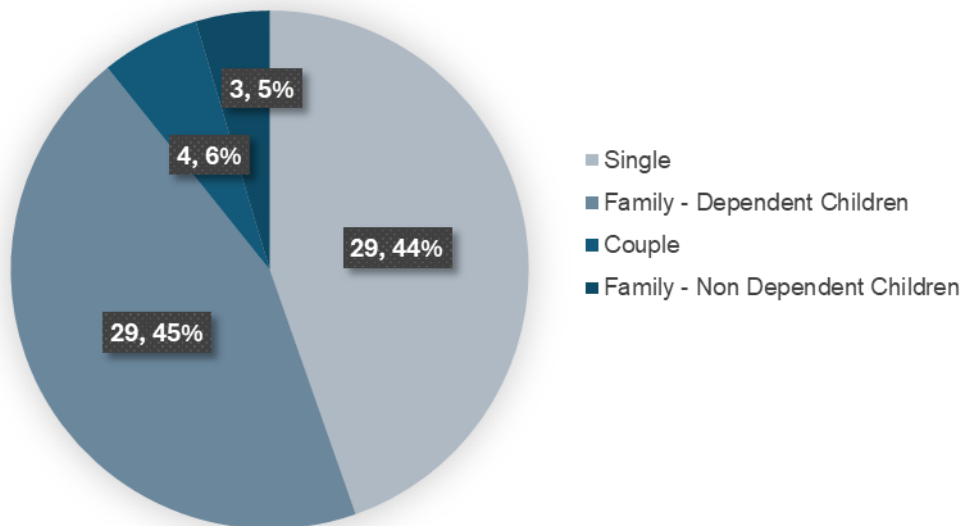
Between 01 April 2024 to 31 January 2025, 144 main duty decisions have been taken with 103 households (72%) being found to be Homeless, priority

need, and unintentionally homeless.

Where a local authority has accepted a main housing duty to an applicant, Section 193 accommodation duty arises. This requires the local authority to ensure that the applicant has access to suitable temporary accommodation until the applicant is rehoused and the Section 193 duty is discharged.

### Temporary Accommodation

On the 31 January 2025 there were 65 Households in Temporary Accommodation.



Households in Temporary Accommodation

### Rough Sleeping

During the month of January (at various points in time) 8 people were reported/verified as sleeping rough in North Norfolk, this includes 1 person with entrenched experience of rough sleeping, 4 people who have previously slept rough in the district and 3 people who were new rough sleeping in the district.

At the end of the month, 3 people remain sleeping rough, 2 people have been assisted Supported Housing, 1 person has been offered interim emergency accommodation and 2 people are believed to have left the area and are no longer engaging with us.

### Housing Strategy

#### Temporary Accommodation

The Council currently holds 25 units of Temporary or other homeless accommodation (including five units of move on accommodation for ex-rough sleepers). Some of these units have been partly funded using government grant, including Local Authority Housing Fund Grant (which has also helped to fund Flagship Housing to purchase 10 affordable homes).

## **New Affordable Homes**

We have a healthy affordable housing scheme pipeline, many of which are 'rural exception' housing sites at various points in the development process. There are over twenty developments which will, subject to approvals, deliver more than 550 new affordable homes in the next few years. In common with most of Norfolk, 'Nutrient Neutrality' is a delaying factor for many sites within the district, but mitigation solutions are now well underway in a number of cases.

In 2024/25 we expect Housing Associations to provide 41 new affordable homes in the district – this is a lower figure than previously reported as one scheme will only partially handover their new development this year with the remaining in a phased process which takes some home now into early 2025/26.

So far in 2024/25 35 new homes have been completed, which include, in January, a rural exception site in Warham with 12 affordable rented homes specifically for Homes for Wells. The development of 24 affordable homes in Sheringham (Westwood), is due for completion over the next few months.

Planning applications continue – in Stalham planning consent has been granted to a fully affordable development which will deliver 61 extra care homes, along with 40 affordable homes. In Wells, planning consent has been granted to the Holkham Estate where 10 affordable homes will be delivered as part of their market led development in the town. A planning application has been submitted for a rural exception housing site in Little Snoring, where we hope to have 10 affordable homes delivered subject to consent. Following a successful public consultation, Blakeney Neighbourhood Housing Society continue to work in partnership with Broadland Housing Association to deliver eight affordable homes, with a planning application submission expected in the coming months.

We continue to work with Parish Councils in respect to new affordable homes opportunities for their parishes with Felmingham Parish Council being the most recently visited.

Work continues to seek further land in the district which is suitable for affordable housing with some local landowners making contact following recent publicity. Over the last three months Strategic Housing have been approached with land offers or have identified suitable land across parishes in the district.

## Social Prescribing

### **January 2025:**

Referrals received into SP = **62**

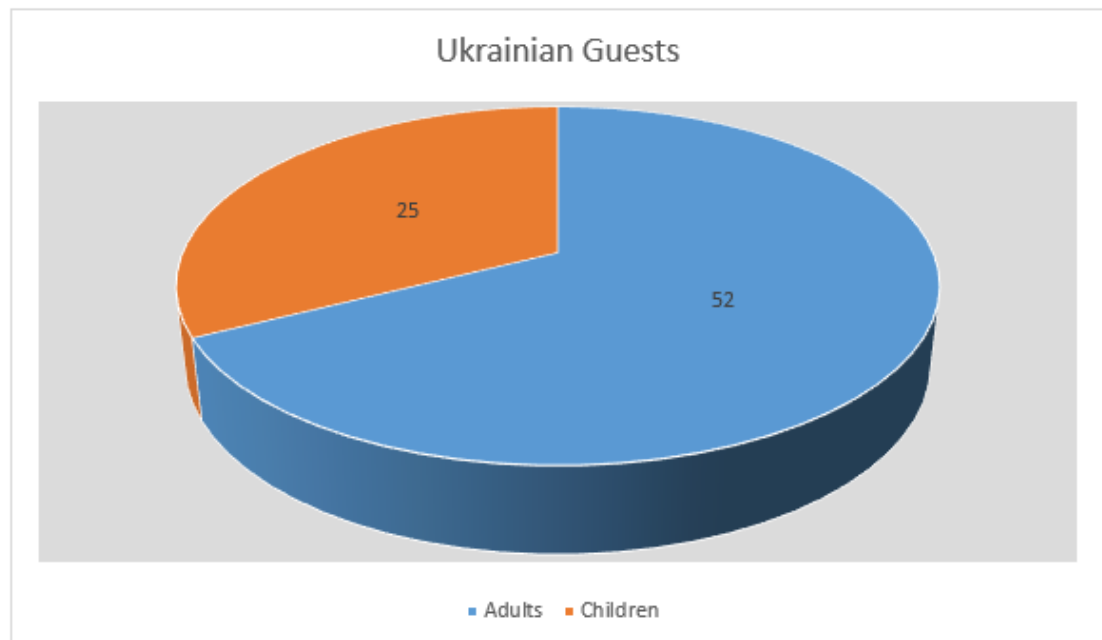
*(Higher number than usual due to Christmas break.)*

Key issues in respect of reasons for referral include support with budgeting, benefits and financial advice due to debts, housing conditions and potential risk of homelessness, support with mental health and long-term conditions and social isolation.

Complex referrals are presented to and discussed at the multi-agency Help Hub to get a more holistic view of the person being referred. Agreement is reached at the Hub on how to deal with the referral and the concerns raised. Referrals are also allocated to Social Prescribers, Community Connectors for Social Isolation or Financial Inclusion for benefits, debt, budgeting and financial issues.

## Homes for Ukraine (H4U)

Currently we have 30 hosts, 77 guests in a hosting arrangement (52 adults and 25 children), plus 1 person in Temporary Accommodation.



**Ukraine permission Extension Scheme (UPES)** went live on 4<sup>th</sup> February. Within one month of the expiry date of their current visa, existing H4U guests can apply for further Leave to Remain in the UK for 18 months.

The current Thank You payments awarded to hosts of H4U guests is ending 31<sup>st</sup> March 2025.

Hosts will need to reapply for Thank You payments however, this amount will reduce from £500 to £350. There is concern that due to this some hosts may be unable to continue to offer accommodation. NNDC's Ukraine Community Support Officer continues to work closely with existing guests and hosts helping them deal with Government changes in process and procedure and helping guests wishing to move on to independent living.

## IHAT

Continue to promote IHAT and discretionary grants available throughout 2024-25 through the following,

- Development of IHAT leaflet to better promote the service across the council and to reach a wider audience in addition to the website information. The leaflet is to be used for profession and public use to better understand eligibility for DFG and referral process.
- Recent network even with Norfolk's wider occupational therapy service to increase integration across public service and the voluntary sector to improve the service for North Norfolk's residents.
- NNDC IHAT attendance at Norfolk's DFG roadshow with other Norfolk IHAT teams to problem solve areas and develop better workflow across the county.
- Discretionary grant policy due to be renewed before the next financial year. Reviewing the benefits of the discretionary grants on a wider process and how this can improve wait times for the core DFG works.

## Update

- On 03/01 the government announced an immediate in-year uplift to the Disabled Facilities Grant for the 2024-2025 financial year. The expectation is that these funds are spent this year or at least committed. Reviewing how this expenditure can be undertaken within current staffing resource.
- Additional funds allocated to NNDC's IHAT and increase in demand are placing additional pressures on each stage and leading to increased wait time across the whole DFG process.
- Evaluating how we manage this along with the predicted continuation in demand following promotion of IHAT and grants and natural increase in demand for adaptations due to demographics and focus on prevention from other services, such as NHS and local community healthcare services.

### **Figures 2024-25 – Disabled Facilities Grant**

YTD Total approved grants 2024-25 (as of 31 <sup>st</sup> January)	£1,173,534.08
YTD Approved value outstanding 2024-25 (as of 31 <sup>st</sup> January)	£799,542.92
Brought forward approval value form 203-24 (not yet completed, as of 31 <sup>st</sup> January)	£89,056.94
Brought forward approved cases 2023-24 (not yet completed)	8 cases
Q3 (Oct 24 – Dec 24) total spend	£451,388.65
Q3 (Oct 24 – Dec 24) total approved value	£507,783.11 (49 cases)
Total spend YTD (as of 31 <sup>st</sup> January)	£1,207,845.11
Cases awaiting assessment for adaptation (as of 31 <sup>st</sup> January)	65
Average time for all category of cases (working days) between Oct 24 – Dec 24	
Triage and assessment being completed	61 days
Recommendation for adaptations and schedule of work	106 days
Case start to completion of work	318 days

### **Figures 2024-25 – Discretionary Grants**

YTD as of 31 <sup>st</sup> January grants awarded (completed)	65
YTD as of 31 <sup>st</sup> January total value	£91,298.70

### **Discretionary Grants Key Highlights from quarter 3**

- 29 minor adaptation grants (*adaptations costing under £1,000, non means tested*) awarded totalling £8,977.77 (average spend per grant £309.58). This has included applicants who may not be financially eligible for DFG and lower-level adaptations that have prevented the need for DFG producing savings within DFG budget and also relieving some of the pressure/demand on the DFG process.
- 12 home repair grants awarded totalling £58,899.00 (average spend per grant £4,908.25) these have included repairs and replacement boilers/heating system inc. hot water with some properties and residents being without these basic utilities for 2+ years. Grants have also been awarded under home repair that have helped facilitate a DFG for adaptations in addition to Discretionary including upgrades to electrical systems to allow for the installation of stair lifts and level access showers. Without the grant these upgrades would have been

prevented an adaptation if the client was unable to fund prior to DFG application submission.

- 18 architects and surveyor's grants awarded totalling £20,787.65 (average spend £1,154.87) these grants have enabled complex cases to progress to DFG through taking away the expensive upfront costs required away from the family/applicant and offering support to applicants through the architect and surveyor grant. Without the introduction of this grant less than 10% of our complex cases were able to progress previously due to financial implications.

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### **Forthcoming Activities and Developments.**

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### **Meetings attended**

Pre Cabinet Agenda  
Business Planning  
Peoples' Services Catchup  
EELGA Women's Health Publicity Chat  
Bacton Energy Summit  
Portfolio Holder Catchup Housing Strategy  
Site Visit to West Wood Victory Flagship Development  
LGA Audit Training  
Cabinet  
DCN Blueprint for Affordable Housing – Speaker  
Mundesley Parish council Full Council  
Extraordinary Full Council NNDC  
LGA Roundtable on Temporary Accommodation and finance

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CABINET MEMBERS REPORT TO COUNCIL

**COUNCILLOR RINGER - CABINET MEMBER FOR IT, WASTE AND ENVIRONMENTAL SERVICES**

For the period December 2024 and January 2025

**1 Progress on Portfolio Matters.**

**Public Protection**

The draft taxi and private hire policy and handbook was finalised with changes arising from discussions with the taxi trade association and style updates from the communications team.

Gambling Statement of Principles was reviewed with minor style changes and passed to communications for publication for 31 January deadline.

A new Permanent Pavement Licensing Policy was put into draft.

**Number of Licences issued by type, Dec 2024 and Jan 2025:**

	Dec 2024	Jan 2025
Lic. Animal Activities	3	3
Fit and proper person caravan site	1	0
Street collection	2	2
Gambling premises	1	2
Lottery - Small Premises	1	0
Personal	4	6
Premise Licence inc. clubs	8	0
TENS	25	28
Hackney Carriage Operator	0	0
Hackney Carriage Vehicle	6	16
Private Hire Vehicle	28	35
Taxi Driver	41	25
Skin piercing	0	2
Street Trading	0	1

The Commercial team completed 499 inspections this year.

The number of inspections to be undertaken between 29 January and 31 March, to fully comply with the Food Law Code of Practice is:

2	Category A
17	Category B
53	Category C
154	Category D
591	Category E
54	Newly Registered
871	TOTAL

They are concentrating efforts on achieving compliance with inspecting the Category A, B, C and Newly Registered premises, before inspecting as many Category D premises as resources allow. The maximum number of inspections to complete before the end of the financial year is 280.

NNDC undertook with the FSA earlier this year to try to achieve compliance with the Food Law Code of Practice as far as Category A, B, C, D and Newly Registered Premises, but it is challenging to recruit fully competent food inspectors. 1 new member of staff was recruited, however, she is presently not fully competent and therefore unqualified to inspect Category A, B, or C premises. The inspections of those premises fall to the 2.5FTEs in the team.

### **Environmental Protection**

Following his departure on 29 January, the Environmental Protection Team Leader was replaced on a secondment basis for 6 months, as a trial measure.

PSPOS for car meets had gone through Cabinet (with amendments) these would be enacted shortly.

The preliminary outcome of the EP Audit (Focus was on Statutory Nuisance and Private Water Supplies) showed the auditor was pleased with the statutory nuisance process with no advisory or additional recommendations. Private Water Supplies was generally well-managed; additional focus needed on risk assessments.

122 new cases across all categories in December 2024  
157 new cases in January 2025.

252 closed cases December 2024  
261 closed cases in January 2025

### **Civil Contingencies**

Minor cliff falls did not require action by Civil Contingencies (Coastal staff responded). Storm Éowyn (24 January) barely affected Norfolk. Coordination undertaken for:

- Storm Darragh, 6-7 December: the large swells at the coast were (miraculously) not repeated at high tide – fortunate we were in neaps. Associated rain resulted in some flood alerts on rivers. Internal and external liaison re high winds. Minimal damage to Council assets.
- Spring tides and surge 18-19 Dec: alerts round the coast and on the rivers, all flood gates closed. Liaised with Openwide as high tide coincided with Cromer Pier's Christmas show times - no issues reported.
- Supported Norfolk Fire & Rescue Service-run Crucial Crew in Norwich 2 December (half day)
- Met with the Environment Agency re: Potter Heigham response actions in December and participated in 'Exercise Olive' training in January. (Covered on BBC website, Evening News and Radio Norfolk breakfast show)

### **Environmental and Safety Services**

All existing commercial customers have been contacted about the upcoming changes to recycling requirements which includes the separation of recycling and food waste, for businesses with 10 or more employees with effect from the 1st April 2025. This is something that the team are currently planning for and working on.

### **IT Infrastructure**

#### Upgrades

- Upgrade of the new Storage without any downtime for users.
- Upgrade software and appliances that continually collect a log of events of what is happening on our network to alert us of suspicious events and aid with investigations in the event of a Cyber-attack.
- Assisted Apps team with rollout of pre-requisites for OpenRevenues server upgrades, saving the Council 1000s in consultancy fees.
- Carry on the project to maximise our usage of Microsoft 365. This will include configuring a new way on building an image for our laptop rollouts using Microsoft software rather than another supplier

#### Cyber Security

- Implementing recommendations from Cyber Security Audit– nearly finalised is an IT Asset Policy for NNDC.
- Received £15k grant for completing first stage of Cyber Assessment framework (CAF)

#### Meetings

- IT support for Bacton Summit – we will now also have a presence at Full Council Meetings.

#### Other Work

- Audit all phone lines in preparation for the PSTN switch off
- Investigate software for taking cards payments over the phone with no interaction from CS advisors.

### **IT Web Team**

#### New forms published

- Business food waste data gathering

#### Existing forms updated

- Contact Us
- Request Inspections – customer booking of building inspections
- Council Tax Direct Debit signup form
- Custom and self build
- Planning Preapplication process changes

#### Website and Intranet Content updates for teams

- Invest North Norfolk
- Planning section has received a significant overhaul in terms of layout and streamlining of content
- Devolution section for the intranet (awaiting approval)
- Updating for policy changes pertaining to sexual harassment
- Reporting abandoned vehicles
- Business Food Waste page

#### Other collaboration work

- Provision of data to facilitate contacting of Garden Bin customers for payment
- Automating data transfers between Planning and Environmental systems

#### Mapping updates

- New data loads, including
  - o National flood risk layer
  - o Public right of way layers
  - o Underground asset register layers
- UNIMap web integration now completed

#### Training

- Team attended API security training

### **ICT Applications Support Team**

#### Data Archiving

- Work now on hold on work to archive data held in Revs/Bens to reduce disk space. Focus now upon year-end uprating.

#### Software Updates

- Notification that M3 waste component is being de-supported. Options for mitigation currently being considered.
- EH Assure TEST system migrated to new server, software updated and new Document Management System switched on. Intention to replicate in LIVE later in the month.
- Development of Uniform-Assure interface completed. Will reduce Customer Services manual processing while also preventing user error.

## **2 Forthcoming Activities and Developments.**

- Stalham Poppy Centre will be the replacement rest centre for Stalham High School – site meeting in early February.
- Public consultation on Taxi and Private Hire Policy and Handbook planned for 6 weeks commencing in February.
- Staff training on caravan site licensing arranged for February.
- New part-time Licensing Enforcement Officer commencing 3 February.

### **IT Infrastructure**

#### Artificial Intelligence

- Investigating first steps towards AI readiness.

#### Cyber Awareness

- Carrying out the next steps for Cyber Assessment framework.
- Have a campaign to ensure 100% take up of Cyber Awareness training.

#### Savings

- Continue to look for savings and further efficiencies.

#### Phone Lines

- Cease old telephone lines if no longer needed and start transitioning.

### **IT Web Team**

#### Consultations

- Engagement and assistance with various council consultations

#### Training

- Team training on “.NET Razor” to further enhance new forms system

#### Pending forms

- Internal form for Licencing
- Second property review form – in testing with Service
- Change of business address
- Self-serve customer management facility for Garden Bins
- Ongoing development of new forms facility

## **ICT Applications Support Team**

### Data Management

- Work to migrate land registry data to national database still ongoing.
- Work on EH Waste data matching underway at request of service.

### Year End

- Imminently to commence Revenues and Benefits End of year uprating.

### Software Updates

- Finance Assets module currently being configured with planned go-live later this month.
- Upgrade of Planning core software to current release levels.
- Upgrade of HR core software to current release levels to account for annual legislative changes.

## **3 Meetings attended**

Meeting with the Taxi Trade Association to review Taxi and Private Hire Policy and Handbook.

Regular meetings with council officers regarding portfolio matters

Norfolk Waste Partnership

Joint Waste Contract Review and Development Board

## **CABINET MEMBERS REPORT TO COUNCIL**

**February 2025**

### **COUNCILLOR SHIRES - CABINET MEMBER FOR FINANCE, ASSETS AND PROPERTY SERVICES**

For the period December 2024 to February 2025

#### **1 Progress on Portfolio Matters.**

##### **Finance**

###### **Statement of Accounts**

- The 2023/24 draft Statement of Accounts have been published on our website; these are due to be signed off after the public inspection period has ended on 25 February 2025. Ernst and Young (EY) will then issue their audit report with a disclaimed opinion. This will be undertaken before the official backstop date of the 28 February 2025.

###### **IT System**

- A scoping meeting has taken place with Civica to discuss the requirements of the new asset management module. Once implemented it will allow more robust monitoring of the Councils Asset Register.

###### **Budget 2025/26**

- The 2025/26 base budget report and associated working papers were produced for Cabinet. The general Fund Summary showed a balanced position. This position incorporated £1.8m identified savings and additional income along with forecast central government support. Any further revisions will be made before the final budget position is reported to Full Council.

###### **Recruitment**

- Interviews for the vacant Chief Technical accountant post have taken place, the successful candidate is due to start at the beginning of the new financial year.

###### **Audit**

- The team have been involved in two internal audits, Key Controls and the Finance application (systems based).

##### **Revenues**

**Collection for 2024/25 as of 28 January 2025.**

- The Council Tax collection was 90.11% as of 28 January 2025 against the 31 January 2025 target of 90.40%. This equates to £276k to collect over the remaining few days in January however we have collected £5.02M more than at end of January last year, with a few days to go before end of month and with texts and reminders still being issued.
- The NDR collection was 91.23% as of 28 January 2025 against the 31 January 2025 target of 91.45%. This equates to £58k to collect over the remaining few days in January however we have collected £1.77M more than at end of January last year, with a few days to go before end of month and with texts and reminders still being issued.
- For context, at the end of January last year, we had achieved 90.40% for council tax and 91.56% for NDR, so we are finding things more difficult, but hopefully the gap will narrow over the next few days.
- Revenues continue to work well with legal on several cases that are progressing through the courts to increase revenue for NNDC.

### **Estates**

#### **Vacant property:**

- Cornish way letting – There is interest from existing tenant to relocate to a vacant unit, a further unit is being marketed with interest and viewings will be undertaken.
- The Cedars Barns are being advertised with little interest. Vacant Annex has some interest from an existing tenant.
- North Lodge Park hard standing consultation went live during January
- Fakenham Connect first floor offices are being advertised
- North Norfolk Visitor Centre – Advertising of the property for lease is commencing following a Cabinet decision in January

#### **Leases:**

- Lease negotiations for the RNLI and Rocket House Café at the Rocket House are subject to governance approvals. Repair of the building is progressing with café completing.
- Short term agreement for car parking at Gold Park continues to progress and is expected to be in place for April 2025.
- Fakenham industrial unit lease renewal with solicitors is nearing completion with an increase in rent.
- Solicitors continue to progress with the lease renewal to North Walsham Football Club in consultation with the funding body.
- Meeting with the Marrams Bowls Club during January 2025 and draft Heads of Terms to be sent. Lease renewal is progressing at Suffield Park.
- Lease renewal negotiations for industrial unit at Catfield, Cornish Way with rental increases continue.
- Donkey shelter – Building redevelopment by community organisation being considered.
- Cromer Council office first floor lease short term lease being



progressed and longer-term lease for a smaller reconfigured area and viability is being considered. This is expected to create additional space with initial discussions with potential public sector tenants.

- Lease negotiations to facilitate the FLASH project are progressing and the land has been registered.
- The beach hut and chalet waiting list is being contacted in relation to the weekly lets sites becoming available for 5-year leases following the Cabinet decision 4<sup>th</sup> November. Rent review is being implemented.

**Disposal:**

- Enabling land at Sheringham. The option agreement is to be further extended for a period of 6 months to enable the purchaser time to apply for planning consent for an amended scheme, alongside this advertising of the site for sale, will also commence. Legal transaction in progress.
- Sale of Station Approach putting greens to the Town Council in Sheringham is nearing completion.
- Disposal of Highfield Road car park, Fakenham to local housing association continues to progress.
- Mundesley a disposal of amenity land to Parish Council continues to progress.

**Acquisition:**

- Supporting Coastwise/Coastal Team in acquiring 2 areas of land in Happisburgh and a further 1 residential property acquisition is progressing, with 1 sale having completed.

**Property Services**

**Marrams Bowls Club**

- Asbestos removal works have been undertaken at the Marrams Bowls club.

**Cromer Offices**

- Cromer offices final phase LED lighting project is now complete.

**Public Conveniences**

- Works at Albert Street Holt public conveniences demolition and rebuild will be completed by the end of February.
- All changing places external funding has been secured.

**Pier**

- Pier sub structure survey has been completed and is currently being reviewed.
- Works are now underway on the Pier backstage refurbishment works with handover back to Openwide Ltd on the 20 March 2025.

**Health and Safety**

- Collaborative working with Corporate H&S and Estates to review

NNDC asbestos management procedures following audit by the HSE.

### **Projects**

- Rocket House restaurant works are complete.
- RNLI and public conveniences (Rocket House) tender being worked up.
- Reef remedial works are being programmed.
- Sheringham Little Theatre remedial works are in progress.
- Cedars remedial works are in progress.
- Works to the Watch House Cromer are being scoped.

## **2 Forthcoming Activities and Developments.**

### **Finance**

- The Finance team will be working with budget managers to prepare the period 10 budget monitoring report (Jan 25). This is the final position reported to members before the 2024/25 outturn. It will provide an updated forecast of the likely outturn taking into account additional costs, savings and movements in reserves.
- Preparation for the 2024/25-year end closedown and completion of the Statement of Accounts. Whilst the exact dates of the EY external audit are not yet known it is anticipated that this will take place in the autumn 2025.
- Finance currently has a vacant accountancy assistant role. It is hoped that the successful candidate will provide the opportunity to succession plan.

### **Estates**

#### **Asset Management**

- Asset valuation procurement
- Asset Management Plan

### **Revenues**

#### **Second Homes Work**

- North Norfolk District Council has voted to implement the premium charge from April 2025 and have now agreed a deal with Norfolk County Council as to how a proportion of the additional Council Tax receipts generated from the premium in North Norfolk can be used to address the acute housing pressures which exist in the district – through investing in new social housing developments with Housing Association partners.

- There is additional work needed here to deal with the increase enquiries and to implement measures to reduce avoidance of the premium.

### **System Procurement**

- The Civica Openrevenues system will expire for Revenues and Benefits on 1 October 2025, and we have agreed to procure a new contract with Civica. We have managed to get more modules for less costs which include the Business Districts Software.

### **Training/Development**

- We have a have a team leader nearing completion of her level 5 CMI management qualification and a Revenues Officer now starting the level 3 certificate in Institute of Revenues, Rating & Valuation (IRRV).

### **Service Improvements**

- Online forms - reviewing and improving the most used customer paper forms is continuing. We have gone live with a new council tax direct debit form that replaces one by Capita. We are working on a Non-Domestic (Business) Rates direct debit form and a Change of Address form.
- The Long-term empty property review forms as part of our Business Process Review of the current process has been completed and is now live with updated webpages.
- We have also completed the work on the Second Homes Review form which we are considering on using going forward linked to annual billing. The plan will be to send this via email, mobile text and then paper for those customers who do not have digital methods to keep the costs down.

### **OPEN Revenues Workflow Disk Space discussion**

- Revenues and Benefit services in conjunction with IT and System Teams are reviewing the amount of disc space being used with a view to the size reducing. We are close to capacity and have agreed to implement processes to delete and archive old electronic accounts and documents stored that are no longer needed by the services.
- This work is important, and the Revenues data has been tested and implemented in our live system. It is hoped a rolling plan to undertake this exercise can start so we are in a much better place before annual billing starts each year when we need to create and save another year's worth of data.

### **Property Services**

#### **Capital Works**

- Capital works bids for 2025/2026 submitted.

**Budget**

- Budget saving proposals for 2025/2026 submitted.

## CABINET MEMBERS REPORT TO COUNCIL

19 February 2025

### **COUNCILLOR JOHN TOYE - CABINET MEMBER FOR SUSTAINABLE GROWTH**

For the period December 2024 to February 2025

#### **1 Progress on Portfolio Matters.**

##### **Funding and Programmes**

The UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) programmes continue to be delivered successfully - both conclude in March 2025. As reported previously, most of the seven UKSPF workstreams have already met or exceeded their output and outcome targets; even so, the open schemes will continue to provide support through until the end of Quarter 4.

Programme delivery was reported to the UKSPF and REPF Project Board on 23<sup>rd</sup> January and to the Local Partnership Board on 6<sup>th</sup> February. Where projects have been implemented under budget, funding has been reallocated to enable additional schemes to come forward, thereby increasing the outcomes and benefits of the programme interventions. This has facilitated additional business engagement activity in the final quarter (see 'Business Engagement' below). Case studies of projects are being formulated (both written/graphic and video) and these will be posted and publicised on the Council's business support website (Invest North Norfolk), including profiles for some of the businesses that have benefitted from the REPF grant. This content serves to promote the value of these investments with the aim of inspiring others to engage in any future schemes.

NNDC's REPF Rural Business and Community Grants programme budget of £1.4 million was fully committed at the end of Q3 to support community and business capital projects and has already **levered over £2.8 million of additional private and community investment** into over 30 business and community projects.

### **Project Case Study Example – Norfolk Padel**

The '[Norfolk Padel](#)' project, supported by NNDC with a grant from REPF, completed in December 2024, was a rural diversification initiative, developed by Jimmy Goodley and the team at MJ Goodley Farms. During a challenging period for the sector, it has become necessary for farmers to look at ways of diversifying their business to create new and different forms of income streams. The benefits spread beyond the single farm to the wider rural economy, employing local people and supporting rural supply chains.

What was special about this particular project is that Jimmy looked to his closest businesses to support the delivery of the new padel centre. The building was built by a local firm, experienced in delivering agricultural buildings, but this was their first leisure/sports venue. The innovative lighting rig was developed by a theatre design company that took a different approach to ensuring the correct lighting was delivered, allowing national and international competition standards to be met. Local firms delivered electrics, plumbing, CCTV etc. No business supplier came from more than 50 minutes away.

This created a national-standard venue for the fastest growing sport.



### **2025/26 Transitional Funding**

In mid-December 2024 UK Government (MHCLG) announced that NNDC would receive £405,000 of UKSPF funding for a transitional year (2025-26). A review of the present workstreams has been undertaken and new workstreams are being developed for delivery from 1 April 2025. This one-year allocation of UKSPF funding will continue to support businesses and communities in North Norfolk to address identified local challenges. Any new programmes that are developed will seek to complement existing business and community support. The outline proposals for this were approved by Cabinet on 3 February 2025 and further detail will be presented to the Overview and Scrutiny Committee in April.

## **Business Engagement Activities**

Working closely with commissioned partners, the Communications and Web Teams, the Economic Growth Team are developing a number of business engagement activities in the coming year, including three significant events to be held in March:

### **Inspiring North Norfolk – 12 March – Woodland Holiday Park**

This inaugural event is intended to celebrate success and champion North Norfolk Businesses. This year, local businesses will be recognised for their achievements across four categories

- **Investing in Rural Diversification**
- **Investing in People**
- **Investing in Sustainability**
- **Investing in Innovation**



The event will provide the forum for businesses to share their inspirational stories, and video case studies will be shared throughout the year by NNDC.

### **North Norfolk Annual Business Forum – 25 March, Holkham Hall**

Hosted by NNDC at Holkham Hall, this event will provide the opportunity for networking and to meet key business support providers. Attendees will also be able to find out about the latest grant funding opportunities and the support available from the Council. There will also be an inspirational keynote speech delivered by the Managing Director of the Holkham Estate who will share his business insights, and the challenges and ambitions of this remarkable and diverse business at a historic estate.

### **North Norfolk Cultural Partnership Workshop – 27 March – Sheringham Little Theatre**

This is a sector workshop which will engage with the cultural business sector and creative industries of North Norfolk. This workshop will explore the value and contribution of this sector and discuss opportunities for those locally to collaborate further. The event will be introduced by Cllr Liz Withington and facilitated by the Economic Growth team.

## **Business & Skills Activities – General**

- Following a recent press article, discussions have been held with Marks & Spencer, which has expressed an interest in investing in the District (see [article](#)).
- At the North Norfolk Skills & Employment Forum (15 January) the group were presented with a useful overview of some of the challenges facing recruitment, training and skills in the district. The group continues to work collaboratively towards addressing these, but one immediate action was to promote apprenticeship levy transfer opportunities.

- In conjunction with the build-up to the forthcoming business engagement activities, the Council's Invest North Norfolk website is being refreshed and improved. Particular thanks to the Web and Communications team for their support with t.

## **2 Forthcoming Activities and Developments.**

### **Women Talk Business (Fakenham)**

**Friday 7 March 2025 from 10.30am to midday**

#### **Location**

Venue: Fakenham Library, Oak Street, Fakenham, NR21 9DY

Organised by Business and IP Centre Norfolk

[Find out more](#)

### **Video marketing session three: Launching your campaigns**

**Thursday 13 March 2025 from 9.15am to 12.45pm**

#### **Location**

Venue: Merchants Place, 16 Church Street, Cromer, NR27 9ES

Organised by New Anglia Growth Hub

[Find out more](#)

### **Women Talk Business (Cromer)**

**Friday 21 March 2025 from 10.3am to midday**

#### **Location**

Venue: Cromer Library, Prince of Wales Road, Cromer, NR27 9HS

Organised by Business and IP Centre Norfolk

[Find out more](#)

## **3. Meetings attended**

Meetings with local chamber of trade.

Meetings with local charity organisations

Police and Crime Panel

Bacton Summit

Skills and employment forum

Transport east summit

Norfolk Local growth plan launch Norwich

Various business visits

Council committees





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## CABINET MEMBERS REPORT TO COUNCIL

19 February 2025

### **COUNCILLOR ADAM VARLEY - CABINET MEMBER FOR CLIMATE AND NET ZERO**

For the period December 2024 to February 2025

#### **1 Progress on Portfolio Matters.**

##### Solar initiative and MakeMyHouseGreen

The Council has launched its solar initiative to encourage the uptake of roof top photovoltaic panels in the district. This project looks to break down many of the barriers to such installations for residents and SMEs.

This includes:

- the promotion of free solar modelling tools from 'MakeMyHouseGreen' to help determine if buildings are suitable for solar;
- practical advice on how to start on the journey, right through to how to decide whether solar is right for individual circumstances; and
- advice on how to choose a suitable installer.

The project includes both a general and targeted communication campaign and all members have been provided with details to share with their residents.

##### UKSPF and Norfolk Warm Homes

The Council used part of its 24/25 UKSPF allocation to help with works to reduce bills and carbon emissions from households in the district that were proving difficult to fund entirely through the Home Upgrade Grants delivered by Norfolk Warm Homes. These included homes with failed cavity wall insulation, which were ineligible under the HUG2 scheme. By blending the funding, the following outcomes were achieved:

**£16,179.90\***  
Estimated annual  
energy bill savings

**78.92 T\***  
Estimated annual  
carbon savings

**25 Homes**  
Received additional  
support and works

**£200k**  
Additional  
investment for  
households

# Norfolk Warm Homes with UK Shared Prosperity Fund



## Gary – North Norfolk Case Study

### Loft, Cavity, Flat Roof Insulation, Air Source Heat Pump & Solar

Gary embarked on an energy efficiency journey through the joint support of the Norfolk Warm Homes Team and North Norfolk District Council's UK Shared Prosperity Fund (UKSPF). Cavity, Loft and Flat Roof Insulation have been installed alongside an Air Source Heat Pump and Solar Panels.

The energy efficiency improvements have increased the home's Energy Performance Certificate score by four bands, moving from F (33) to B (89). The improvements have reduced the household CO2 emissions by an estimated 7.5 tonnes per year.

Gary Stated that 'we were really worried about how we would survive next winter when our old oil central heating system finally broke down. We were informed about the Warm Homes Grants after seeking help from our local District Council. It turned out to be the best call we ever made'.

After completing an application, Norfolk Warm Homes arranged for a full home survey which found that extensive insulation work was required before a new Air Source Heat Pump could be installed. An inspection of the cavity walls found that the insulation had degraded and failed, which needed extraction and refilling.

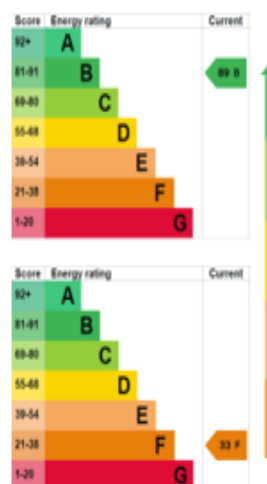
The HUG2 funding used by Norfolk Warm Homes would not cover all works identified to enable this project. It was therefore agreed that North Norfolk would provide UKSPF to supplement the funding, covering the Cavity Wall Insulation extraction and refill as well as Solar Panels to allow the project to proceed.

The enabling works reduced the home's heat loss which was a vital step to ensure that the new Air Source Heat Pump would run efficiently. The addition of Solar PV further increased energy savings and reduced the home's carbon footprint.

#### Gary's Feedback:

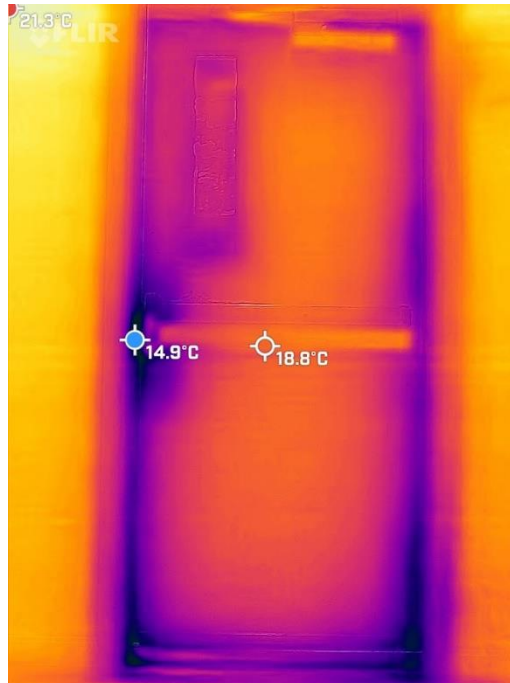
'The insulation alone has improved our home comfort and has removed any need for portable heating. The Air Source Heat Pump and hot water system is less noisy than the old oil boiler and is so much better for my health as I suffer from a lung condition that was aggravated by burning fossil fuels'.

'We can recommend the Warm Homes Scheme to everyone and encourage you to enquire. Like us it may be your opportunity to help the planet and be the best call you ever made'.



### Thermal imaging scheme

As part of the Net Zero Communities project, Stalham has been trialling a community thermal imaging camera scheme. This scheme allows groups of residents to borrow the cameras to identify significant areas of heat loss from their properties. These are a great way of visualising problems and starting conversations about retrofit and home improvements.



### Youth Advisory Board project and CL workshops

Our Climate Project Officer has delivered the first of several carbon literacy workshops to secondary school age children in North Norfolk as part of the Youth Advisory Board project. This scheme is being organised by the Leisure Services team.



## **2      Forthcoming Activities and Developments.**

There was a workshop facilitated by the Carbon Trust and organised by the Norfolk Climate Change Partnership (NCCP) to look at opportunities in Norfolk to initiate Community Energy schemes. The next step is to produce an action plan for North Norfolk District.

## **3      Meetings attended**

Cabinet  
Business planning  
NZAP team meetings  
Webinar – hitting emission targets on a budget  
RSN seminar – rural net zero  
Climate Cluster actions  
Bacton Summit  
Solar initiative briefing  
Climate Cluster home energy

## **CABINET MEMBERS REPORT TO COUNCIL**

**19 February 2025**

**COUNCILLOR LIZ WITHINGTON - CABINET MEMBER FOR  
COMMUNITY, LEISURE & OUTREACH**

For the period December 2024 to February 2025

### **1 Progress on Portfolio Matters.**

#### **Funding and Programmes**

As the Rural England Prosperity Fund (REPF) programme moves towards its conclusion, it is crucial that all projects are completed before the end of the financial year, and that the funds are spent. The list of community projects completed as a result of that funding is provided below.

- About with Friends (building refurbishment for community café/bistro)
- North Walsham and Dilham Canal (improving recreational infrastructure and access)
- Sheringham Community hub – (building improvements at YESU)
- Sheringham Museum (displays & space for schools & groups to use)
- East Anglian Cruising Club (River Thurn – club house facility)
- North Norfolk Community Transport (electric minibus)
- Colby and Banningham PC (play space equipment)
- Cromer Art Space (building/energy improvements)
- North Walsham Rugby Club (floodlights)
- North Norfolk Railway (improvements to site for efficiency/flexibility)
- New Life Church (community hub)
- Fakenham Tennis Club (new playing surface)

### **2 Forthcoming Activities and Developments.**

As part of the Council's Business Engagement Programme there will be a number of key events that support those involved in culture and tourism. The first of these is a workshop at Sheringham Little Theatre on 27<sup>th</sup> March with local businesses and organisations in the creative industries.

### **3 Meetings attended**

- Planning for Creative Workshop (with CAS, VNN)
- VNN Presentation with neighbouring districts – Broadland and South Norfolk, Kings Lynn and West Norfolk and Breckland.
- Cromer Artspace Advisory Forum (Jan 28)
- Opening of Cromer Art Space Building (Feb 7<sup>th</sup>)



## **CABINET MEMBERS REPORT TO COUNCIL**

**19 February 2025**

### **COUNCILLOR L WITHINGTON - CABINET MEMBER FOR COMMUNITY OUTREACH**

For the period December 2024 to February 2025

#### **1 Progress on Portfolio Matters.**

Throughout December and January, we have continued to support our residents by handling incoming enquiries and providing clear, timely responses to their questions.

We are pleased to report that call wait times have been steadily improving, reflecting our ongoing efforts to enhance efficiency and deliver a high-quality service. Despite the usual seasonal challenges, the Customer Services team has remained dedicated and adaptable, ensuring residents receive the assistance they need.

Customer contact volumes for this period were as follows:

- Over 4,000 contacts in December, a shorter month due to the Christmas closure.
- Over 6,000 contacts in January, as demand increased following the holiday period.

Our customer satisfaction survey received a 16.6% response rate in December and 15.8% in January. Of those who completed the survey:

- 85.10% (December) and 87.20% (January) were satisfied with their ability to contact the Council.
- 96.20% (December) and 94.20% (January) were satisfied with the helpfulness of the advisor.
- 93.00% (December) and 91.87% (January) were satisfied with their overall experience.

We are also utilizing detailed reporting on our online form usage, which, combined with contact centre data, provides valuable insights into how and why our services are accessed. This information will continue to shape the development and promotion of our services, ensuring they meet the evolving needs of residents.

## **2 Forthcoming Activities and Developments.**

Customer Services is preparing for a busy and productive period as we support the Council in key end-of-year processes, including new council tax and business rate bills, benefit notification letters, and trade waste invoices. Our goal is to ensure residents and businesses receive timely support and accurate information.

In the coming weeks, a major focus will be the renewal of Garden Bin subscriptions, with approximately 27,000 residents being contacted. For the first time, this will include direct debit customers alongside those using other payment methods. Previously, non-direct debit customers received renewal bills between November and January, but Environmental Services is now aligning all payment schedules to simplify the process and ensure consistency. We anticipate an increase in enquiries from those affected by this change and are fully prepared to assist.

Looking ahead, we are enhancing our C3 contact centre with a new Workflow system and a PCI-compliant payment platform. While still in early development, testing is set to begin soon. These improvements will streamline processes, reduce handling times, and enhance security for residents making payments.

With a strong start to the year, we remain committed to delivering a responsive, high-quality service while embracing innovations that improve both the resident experience and our operational efficiency.

## CABINET MEMBERS REPORT TO COUNCIL

January 2025

### **COUNCILLOR LIZ WITHINGTON - CABINET MEMBER FOR COMMUNITY, LEISURE AND OUTREACH SERVICES**

For the period up to 31<sup>st</sup> January 2025

#### **1 Progress on Portfolio Matters.**

##### **Community Connectors Portfolio Holder report: activity and achievements in January 2025**



##### **PositiviTea:**

##### **Wednesday 22nd January 2025 - Dementia support PositiviTea, Hoveton village hall.**

##### ***Why Dementia support?***

Alzheimer's Research UK states that in North Norfolk, there are 2,137 people living with dementia, which is higher than the national average of 1,370 (Dementia Prevalence by UK Constituency 2024)

##### ***Why Hoveton?***

Norfolk insight has identified that in Hoveton and Tunsted, 3.7% of the population, a higher percentage compared with other areas of the district, Norfolk and the country, provide more than 50 hours of unpaid care in a week. Health - Ward | Hoveton & Tunstead | Report Builder for ArcGIS  
The Making Connections Cafe, which runs from Hoveton village hall once every fortnight, is a well-attended group for those with dementia and their loved ones. They provide a safe space to enjoy the company of others and offer engaging activities. It has an army of volunteers who help to support the carers and engage and occupy their loved ones for 2 hours. We know from previous conversations that carers find it very difficult to find time to leave their loved ones to seek help, time to look online, time to call, and struggle with information overload.

Dementia support PositiviTea brought organizations to the carers, it enabled face to face contact, time to talk, discovery of new support, all whilst being in a safe space, with support from the volunteers and Community Connectors. As one attendee said, "Becoming a carer, I'm adapting to other systems never been in before, so coming here really helped".

<https://www.north-norfolk.gov.uk/communityconnectors> has upcoming PositiviTea dates.

## Falls & Frailty:

Data from the NNUH continues to be received on a weekly basis.

Due to the Christmas closure, we sent out initial letters on 6 January to residents whose information was received on 23 and 30 December. Please note that this uplifts January data.

In December, there were 70 referrals for North Norfolk residents of whom 16 went on to decline the service. Officers have made 89 calls. 687 calls have been made to residents to date, plus 11 home visits.

Referrals made for aids & adaptations (13), Assisted Bin Collection (2), Active Now (3), Financial Inclusion (8), Long Term Condition Support (1), Other Exercise Referral (1).

Information provided for benefits (13), Blue Badge (1), community group (1), Carer support (6), Energy and Heating Support (5), Grant Funding Identified (1), Good Neighbour Scheme (2), other action (4), safety advice (8) and transport advice (2).

Signposted back to GP (4).

This support empowers residents to:

- stay safer in their homes for longer
- become stronger and more active
- connect with others
- improve their income
- improve their wellbeing

## High Intensity Users:

### Community Groups Attended: 21

Signposting to Adult Social Services (3), Attendance Allowance (11), Blue Badge (1), Therapeutic listening (27), Carers support (6), Community Supermarket (2), GP surgery/hospital (4), HIU friendly groups (5), Citizen's Advice Bureau (1), employment support (1), grants (3), long term health condition support (2), mental health support (2), benefit support (1), Tech Skills for Life (1), Vision/hearing support (3), Community fridge/larder (1), grief support (1)

Referrals made to Cromer Cares (3), Housing Adaptations team (1), Financial Inclusion (2)

**47 referrals received:** made referral/signposted to Adult Social Services (2), helped with/signposted to Attendance Allowance (52), Blue Badge (1), housing queries (1), therapeutic listening (16), Carers support (2), frailty (1), social isolation (4), Citizen's Advice (3), Community Supermarket (2), Cromer Cares (3), Financial Inclusion (2), grief support (1), HIU friendly

groups (14), long term health condition (1), self-neglect/hoarding (1), social prescribing (1), Tech Skills for Life (1), GP/hospital (3), grants (2), vision/hearing (1)

**Communal Room visits: 2**

In the year to date we have supported 108 residents with Attendance Allowance applications.

This has resulted in a combined annual income uplift of over £384,000 for residents.

This support empowers residents to:

- stay safer in their homes for longer
- become stronger and more active
- connect with others
- improve their income
- improve their wellbeing

**Age Friendly Communities:**

On 31 January we held a drop-in session at the Town Hall for residents and businesses to tell us what it's like to live and work in Stalham.

48 people attended and gave their feedback via surveys (9 completed on the day), and through conversation.

We will use this feedback to help direct Age Friendly Community Work in the area.

**North Norfolk Health & Wellbeing Partnership:**

Upcoming meetings:

Wednesday 5 March, 2pm-4pm in the Council Chamber

**Poppyland Radio:**

Two shows recorded on:

<https://www.poppylandradio.co.uk/shows/community-connectors>

Ali Baba & the Four Tea Thieves and Grief Cafes.

**2 Forthcoming Activities and Developments.**

<b>3</b>	<b>Meetings attended</b>