

# Cabinet



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**Please Direct Dial on:** 01263 516010

Friday, 23 October 2020

A meeting of the **Cabinet** of North Norfolk District Council will be held remotely via Zoom on **Monday, 2 November 2020** at **10.00 am**.

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

## **PUBLIC ATTENDANCE AND PUBLIC SPEAKING – COVID-19**

*Please note that due to the Covid-19 restrictions, meetings of cabinet will be held remotely via Zoom video conferencing and live streamed on YouTube.*

*Public speaking:* If you wish to speak on an agenda item, please email [emma.denny@northnorfolk.gov.uk](mailto:emma.denny@northnorfolk.gov.uk) no later than 5.00 pm on the Thursday before the meeting and include a copy of your statement. You will have the opportunity to make your statement by video link but in the event that this is not possible, or if you would prefer, your statement will be read out by an officer.

This meeting will be broadcast live to YouTube and will be capable of repeated viewing. The entirety of the meeting will be filmed except for confidential or exempt items. If you attend the meeting and make a representation you will be deemed to have consented to being filmed and that the images and sound recordings could be used for webcasting/ training purposes.

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

**To:** Mrs S Bütikofer, Mrs A Fitch-Tillett, Ms V Gay, Mr G Hayman, Mr R Kershaw, Mr N Lloyd, Mr E Seward, Miss L Shires and Mr J Toye

All other Members of the Council for information.  
Members of the Management Team, appropriate Officers, Press and Public



**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

**Chief Executive:** Steve Blatch  
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## A G E N D A

### 1. TO RECEIVE APOLOGIES FOR ABSENCE

### 2. MINUTES

1 - 4

To approve, as a correct record, the minutes of the meeting of the Cabinet held on 05 October 2020.

### 3. PUBLIC QUESTIONS AND STATEMENTS

To receive questions and statements from the public, if any.

### 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. DECLARATIONS OF INTEREST

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

### 6. MEMBERS' QUESTIONS

To receive oral questions from Members, if any

### 7. OVERVIEW & SCRUTINY MATTERS

To consider any matters referred to the Cabinet by the Overview & Scrutiny Committee for reconsideration by the Cabinet in accordance within the Overview and Scrutiny Procedure Rules.

The following recommendation was made to cabinet at the meeting of the Overview and Scrutiny Committee on 14<sup>th</sup> October 2020:

#### ITEM 10: DELIVERY PLAN - RE-PRIORITISATION DUE TO COVID

#### **RESOLVED**

1. To recommend to Cabinet that consideration is given to resuming the Environmental Forum meetings remotely, or by any other appropriate means, to maintain public engagement and support in the climate change agenda and the environmental actions of the Delivery Plan.

### 8. RECOMMENDATIONS FROM CABINET WORKING PARTIES

#### PLANNING POLICY & BUILT HERITAGE WORKING PARTY – 12 OCTOBER 2020 RECOMMENDATIONS TO CABINET

LOCAL PLAN DRAFT POLICIES SD11: COASTAL EROSION, SD12: COASTAL ADAPTATION AND ENV3: HERITAGE & UNDEVELOPED

COAST

**RECOMMENDED**

**That the revised Policies SD11, SD12 and ENV3 be endorsed and responsibility for drafting such an approach, including that of finalising the associated policies, be delegated to the Planning Policy Manager and Coastal Manager.**

THE GLAVEN VALLEY CONSERVATION AREA APPRAISALS & MANAGEMENT PLANS 2020

**RECOMMENDED**

- 1. That Cabinet approve the draft Conservation Area Appraisals for Baconsthorpe, Glandford, Hempstead, Holt and Letheringsett for public consultation.**
- 2. That following consultation, the amended appraisals be brought back to the Planning Policy & Built Heritage Working Party for consideration and subsequent adoption by Cabinet.**

**9. BUDGET MONITORING 2020/21 PERIOD 6**

5 - 46

Summary: This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of September 2020. The report also provides an update on the financial impact of Covid-19 on the Council's Financial position.

Options considered: Not applicable.

Conclusions: The overall position at the end of September 2020 shows an £1,392,232 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £421,435 which, as per the previous COVID update, is to be funded from reserves if required.

Recommendations: **It is recommended that Cabinet:**

- 1) note the contents of the report and the current budget monitoring position;**
- 2) recommend to Full Council the release of £247,083 capital receipts to increase the coastal adaption fund; reinvesting proceeds previously received from the sale of land.**

Reasons for Recommendations: To update Members on the current budget monitoring position for the Council.

**LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW**

*(Papers relied on to write the report and which do not contain exempt information)*

System budget monitoring reports

Cabinet Member(s) Ward(s) affected  
Cllr Eric Seward

Contact Officer, telephone number and email:  
Duncan Ellis, 01263 516330, [Duncan.ellis@north-norfolk.gov.uk](mailto:Duncan.ellis@north-norfolk.gov.uk)

**10. TREASURY HALF YEAR UPDATE 2020/21**

47 - 58

Summary: This report sets out the Treasury Management activities actually undertaken during the first half of the 2020/21 Financial Year compared with the Treasury Management Strategy for the year.

Options Considered: This report must be prepared to ensure the Council complies with the CIPFA Treasury Management and Prudential Codes.

Conclusions: Treasury activities for the half year have been carried out in accordance with the CIPFA Code and the Council's Treasury Strategy.

Recommendations: **1. That the Council be asked to RESOLVE that The Treasury Management Half Yearly Report 2020/21 is approved.**  
**2. That the Council be asked to APPROVE changes to the Counterparty Limits.**

Reasons for Recommendation: Approval by Council demonstrates compliance with the Codes.

Cabinet Member(s) Ward(s) affected: All  
Eric Seward

Contact Officer, telephone number and email: Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

Summary: This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to classes of dwelling for the financial year 2021/22.

The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

Options considered: The recommendations take advantage of the reforms included in the Local Government Finance Act 2012 as amended to generate additional revenue.

Conclusions: 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 2021/22 will be made on the assumption that the determinations recommended below will apply.

Recommendations: Members recommend that Full Council shall resolve 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 one of the following applies:

*Recommendation 1*

- (a) The discounts for the year 2021/22 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is continued at 100% of the Council Tax charge for that dwelling
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60

- months) is continued at 200% of the Council Tax charge for that dwelling
- (d) The premium for long term empty properties (those that have been empty for a consecutive period longer than 120 months) is set at 300% of the Council Tax charge for that dwelling
  - (e) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended).
  - (f) That an exception to the levy charges may be made by the Section 151 Officer in conjunction with the Portfolio holder for Finance, on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

*Recommendation 2*

- (a) 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 and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management 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.

Reasons for  
Recommendations:

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.

To set appropriate council tax discounts which will apply in 2021/22 in accordance with the legal requirements and to raise additional council tax revenue.

Cabinet Member(s)	Ward(s) affected
Eric Seward	All

Contact Officer, telephone number and email:  
Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

## 12. LEASE OF COMMERCIAL PREMISES

75 - 80

Summary: The report seeks approval from Cabinet to the proposed leasing of premises.

Options considered: The alternative option would be not to approve the proposed lease. This would not be a recommended course of action as the property is held as an investment for income generation and the terms proposed are in accordance with the commercial property market.

Conclusions: The proposed lease represents a market rent and terms along with meeting the requirements of the Asset Management Plan and Council's Corporate Plan and Priorities.

Recommendations: **A resolution for Cabinet is sought to approve the lease terms as detailed in the exempt Appendix.**

Reasons for Recommendations: The total value of the lease would be a key decision.

Cabinet Member:	Eric Seward
Wards Affected:	North Walsham

Contact Officer, telephone number and email: Renata Garfoot, Asset Strategy Manager. Tel: 01263 516086 Email: <a href="mailto:Renata.garfoot@north-norfolk.gov.uk">Renata.garfoot@north-norfolk.gov.uk</a>
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## 13. EXCLUSION OF PRESS AND PUBLIC

To pass the following resolution:  
"That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 2 & 3 of Part I of Schedule 12A (as amended) to the Act."

## 14. PRIVATE BUSINESS

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## CABINET

Minutes of the meeting of the Cabinet held on Monday, 5 October 2020 remotely via Zoom at 10.00 am

### Committee

#### Members Present:

Mr A Brown  
Mrs A Fitch-Tillett  
Mr G Hayman  
Mr E Seward

Mrs S Bütikofer (Chair)  
Ms V Gay  
Mr R Kershaw

#### Members also attending:

Cllr C Cushing  
Cllr N Dixon  
Cllr J Rest

#### Officers in Attendance:

Chief Executive, Democratic Services Manager, Head of Legal & Monitoring Officer, Head of Finance and Asset Management/Section 151 Officer, The Policy & Performance Manager and the Democratic Services and Governance Officer (Scrutiny)

#### Apologies for Absence:

Mr N Lloyd

### 47 MINUTES

The minutes of the meeting held on 7<sup>th</sup> September 2020 were approved as a correct record and signed by the Chairman, subject to Cllrs Dixon and Toye being added to the attendance list.

### 48 PUBLIC QUESTIONS AND STATEMENTS

None received.

### 49 ITEMS OF URGENT BUSINESS

None.

### 50 DECLARATIONS OF INTEREST

None.

### 51 MEMBERS' QUESTIONS

The Chairman reminded Members that they could ask questions during the meeting as issues arose.

Cllr A Fitch-Tillett, Portfolio Holder for Coast, said that she wished to record her

thanks to everyone who had helped clear up the sand at Walcott following the recent storm. The huge effort made by everyone involved was much appreciated.

## **52 RECOMMENDATIONS FROM CABINET WORKING PARTIES**

The Chairman invited the Portfolio Holder for Planning, Cllr A Brown, to introduce this item. Cllr Brown referred Members to the recommendations which related to a revised policy approach regarding 'Housing mix' (Policy HOU 2).

It was proposed by Cllr A Brown, seconded by Cllr V Gay and

### **RESOLVED**

To approve the recommendations from the Planning Policy & Built Heritage Working Party meeting of 14<sup>th</sup> September 2020.

## **53 OVERVIEW & SCRUTINY MATTERS**

Cllr N Dixon, Chairman of the Overview & Scrutiny Committee, said that there were no formal recommendations for Cabinet. However, he referred to the North Walsham Town Centre Public Realm Improvements report that had been considered at the last meeting of the Overview & Scrutiny Committee and said that the Committee felt that there did not appear to be any clear measurable outcomes for this project. The Head of Economic and Community Growth had reassured the committee that he would work with the North Walsham Heritage Action Zone Working Party to develop 'SMART' objectives that would sit alongside the project and enable Members to measure it's progress.

## **54 DELIVERY PLAN - RE-PRIORITISATION DUE TO COVID**

The Leader introduced this item. She explained the work of the Council had been significantly impacted by the response to the pandemic, which was ongoing. Consequently, the Delivery Plan had been revisited and key aims and objectives had been prioritised so it was clear where the Council would be focussing efforts in the coming months.

Cllr Cushing referred to the Equality & Diversity Policy which was referenced in the report. He said that at the meeting of Full Council in December 2019, it was acknowledged that the current policy was out of date and it was referred to the Overview & Scrutiny Committee for review. He asked what progress had been made on this. The Leader asked Cllr Dixon, Chairman of the Overview & Scrutiny Committee to respond. Cllr Dixon replied that when it came to the Overview & Scrutiny Committee in February 2020, it was agreed to add the matter to its work programme. It was agreed that the policy should be reviewed and revised by Cabinet before coming through to the Committee for scrutiny. He added that the Scrutiny Officer had not been able to establish the current status of this piece of work. The Leader said that she would look into this and provide a response to Cllr Cushing as soon as possible. She referred to a recent query from a member of the public regarding the Council's adoption of the International Holocaust Remembrance Alliance (IHRA) definition of anti-semitism, which had also been agreed at the December meeting of Full Council. Cllr Dixon said that the wording of the full definition should be carried forward and included in the revised Equality & Diversity Policy.

The Chief Executive added that the revision of the Equality & Diversity Policy had

not been a priority during the pandemic but it was still a key issue and would be progressed in the coming months.

It was proposed by Cllr S Butikofer, seconded by Cllr R Kershaw and

**RESOLVED:**

**To confirm the revised Delivery Plan priorities as detailed in the report.**

Reason for the decision:

To reflect the changed circumstances in which the Council is operating at the present time in seeking to balance its Corporate Plan priorities against the ongoing COVID situation in which the Council is having to operate.

**55 MANAGING PERFORMANCE Q1 2020/21**

The Leader introduced this report. She informed Members that there was a new performance management system in place and it was anticipated that this would be beneficial as it was much easier to use than the previous system. She acknowledged that some of the measures were not where they should be due to the pandemic. She added that although some targets had not been achieved, this was due to officers being redeployed into other areas to respond to the impact of the pandemic. It was hoped to make significant progress in the coming weeks to catch up in the areas that had been impacted.

Cllr Cushing referred to the timing of the report. He queried why the quarter 1 report was coming through now and suggested that it should have come through to the August meeting of Cabinet. He added that it was now 17 months since the Administration was elected and queried why it had taken so long for the performance report to be collated. The Leader referred Cllr Cushing to her opening comments regarding the implementation of a new system. She asked the Performance Management Officer to outline the timing of the reports. The Performance Management Officer replied that quarter 3 was just starting and the report on the first quarter was only one month late. She said that a combination of the implementation of a new performance management system, the introduction of the Delivery Plan and then Covid 19 had led to the delay. The Leader confirmed that the reports would be back on schedule going forward.

Cllr J Rest said that the report was much easier to read now. He referred to the two shift working pattern and home working that had been introduced at the end of March 2020 and asked whether this had contributed to the report being later than usual. The Head of IT replied that for a very short period of time, when the pandemic began, there was a need to introduce a two shift working pattern to ensure that the Council's bandwidth could cope. The network was upgraded as soon as possible and staff reverted to a normal working pattern. The effectiveness of working from home had been very good and it was unlikely to have impacted on the production of performance data.

It was proposed by Cllr S Butikofer, seconded by Cllr A Brown and

**RESOLVED:**

**To note the report and endorse the actions being taken by Strategic Leadership Team detailed in Appendix A – Managing Performance.**

Reason for the decision:

To ensure the objectives of the Council are achieved.

**56 EXCLUSION OF PRESS AND PUBLIC**

**57 PRIVATE BUSINESS**

The meeting ended at 10.24 am.

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Chairman

## BUDGET MONITORING REPORT 2020/21 – PERIOD 6

**Summary:** This report summarises the budget monitoring position for the revenue account, capital programme and reserves statement to the end of September 2020. The report also provides an update on the financial impact of Covid-19 on the Council's Financial position.

**Options considered:** Not applicable.

**Conclusions:** The overall position at the end of September 2020 shows an £1,392,232 underspend for the current financial year on the revenue account, this is however currently expected to deliver a full year overspend of £421,435 which, as per the previous COVID update, is to be funded from reserves if required.

**Recommendations:** **It is recommended that Cabinet:**

- 1) **note the contents of the report and the current budget monitoring position;**
- 2) **recommend to Full Council the release of £247,083 capital receipts to increase the coastal adaption fund; reinvesting proceeds previously received from the sale of land.**

**Reasons for Recommendations:** To update Members on the current budget monitoring position for the Council.

### LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

*(Papers relied on to write the report and which do not contain exempt information)*

System budget monitoring reports
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Cabinet Member(s)	Ward(s) affected
Cllr Eric Seward	

Contact Officer, telephone number and email: Duncan Ellis, 01263 516330, <a href="mailto:Duncan.ellis@north-norfolk.gov.uk">Duncan.ellis@north-norfolk.gov.uk</a>
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## 1. Introduction

- 1.1 This report compares the actual expenditure and income position at the end of September 2020 to the Updated budget for 2020/21. The original Base Budget as agreed by Full Council in February 2020 has been updated to reflect approved budget virements.
- 1.2 The report follows two previous COVID-19 financial updates provided to Members in May and August. At that time the anticipated year end deficit of c£1m was forecast to have reduced significantly from the previous May report to around £0.4m. It was however highlighted at that point that this projection was still based on a number of assumptions about future funding and income pressures and assumptions regarding further government support.
- 1.3 The report also provides an update on the impact of the Covid-19 pandemic on the council's financial position and likely outturn budget impact and provides a further update and follows the government announcement made on 2 July in respect of additional support towards lost income, the first claim for which has now been submitted.
- 1.4 The coronavirus COVID-19 pandemic continues to represent a significant challenge for the District Council which will continue to impact on the Council's resources and budget during 2020/21 and future years. This report sets out the current high level forecasts relating to the COVID-19 pandemic taking account of the latest central government support package.

## 2. Budget Monitoring Position – Summary

- 2.1 The detailed position for the various service areas is included later within the report, the table below highlights the current overall position and provides a summary of the full year projections for the service areas.

<b>Table 1 - Summary of Full Year Effects 2020/21</b>	<b>Estimated Movement From Updated Budget</b>
	<b>£</b>
Service Areas (Table 2) (non Covid-19)	121,606
Covid-19 Expenditure Impact	1,287,178
Covid-19 Income Impact	1,271,850
Investment Interest/Borrowing Interest	(222,021)
Business rates	0
First 3 tranches of Government support grant	(1,287,178)
First tranche of fees & charges support	(750,000)
<b>Total</b>	<b>421,435</b>

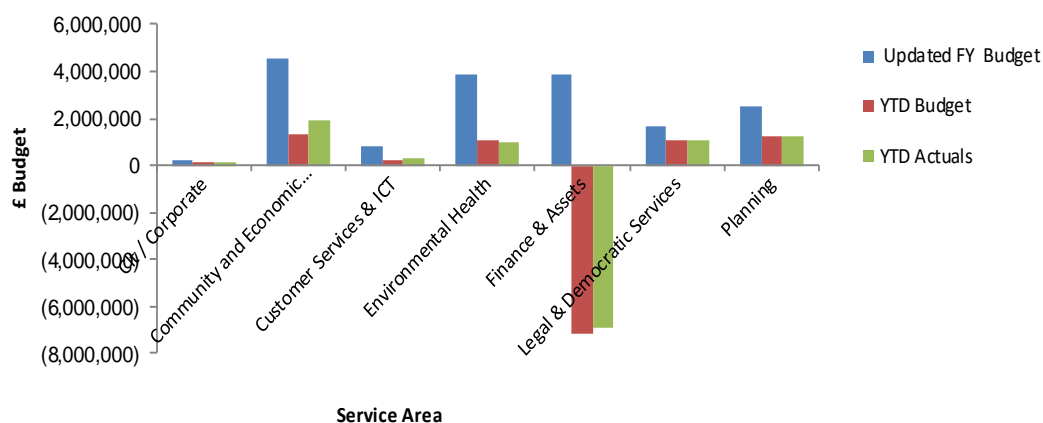
- 2.2 The table highlights that the current forecasts as at October 2020 are broadly in line with those reported back in August with a similar projected deficit of c£400k and as agreed within the last report is to be funded from reserves if further efficiencies cannot be found before the year end.
- 2.3 A fourth tranche of government support funding has recently been announced, we do not as yet have any idea what our individual allocation is likely to be but it is anticipated at the current time that it will be low as the focus has been identified as supporting those areas currently under third tier lockdown restrictions. At the present time therefore no additional income has been assumed from this funding source, if an

award is subsequently made we will be able to update the next monitoring report to reflect the amount confirmed.

### 3. Budget Monitoring Position – Revenue

3.1 The General Fund Summary at Appendix A shows the high level budget monitoring position as at 30 September 2020 and highlights a year to date variance of £1,392,232 underspend against the profiled updated budget. There is an over spend of £614,893 in relation to the service variances with the remainder relating to non-service specific budgets. The chart below illustrates these variances per service area and Appendix B provides further details of the individual service variances. The updated budget and actuals for the Finance and Assets area have been updated to include the expenditure and funding relating to business support and discretionary grants to businesses. There is a net underspend of £2,007,131 relating to non-service expenditure against the profiled budget. Details of these variances are included below.

#### Variance by Service area



3.2 Variances are reported against the updated budget in the Council's General Fund Summary as shown in Appendix A. Any budgets and reserves affected will be updated accordingly.

3.3 The following table shows the over/underspend to date for the more significant variances; this is compared to the updated budget. The estimated full year variance is what the likely financial position will be at the end of the financial year. **The Full Year Effect (FYE) position does not take account of variances that are directly attributed to Covid-19, as they are considered in more detail later in the report.** Full year savings resulting from changes in working practises have not been included in full year variances but continue to be closely monitored.

<b>Table 2 – Service Variances</b>	<b>Over/ (Under) Spend to Date against Updated Budget</b>	<b>Estimated Full Year Variance Against Updated Budget</b>
	<b>As Per General Fund Summary</b>	<b>(Excluding Covid-19 Impacts)</b>
	<b>£</b>	<b>£</b>
<b>CLT and Corporate</b>		
<b>Human Resources and Payroll</b> – Employee related expenditure including new appointment advertising costs.	£13,539	£13,663
<b>Registration Services</b> – Costs associated with the running of the European & General Election - to be funded from the Electoral Claims Unit.	£77,250	0
<b>Corporate Leadership Team</b> – (£56,029) - Lower salaries and oncosts as a result of staff vacancies. Due to the restructure, no saving is anticipated. (£3,086) - Other professional fees. The balance consists of minor variances.	(£66,362)	0
<b>Communications</b> - (£8,558) - Staff vacancies, no full year saving - to be used as part of the restructure. (£6,951) - Marketing. (£2,850) - Digital promotion - to be used for promotion of social posts to boost engagement/audience.	(£18,974)	0
<b>Economic and Community Development</b>		
<b>Car Parking</b> – £63,943 - Higher NNDR costs as a result of an increase in the multiplier and loss of transitional relief. £16,610 - Higher income from credit cards leading to higher charges. (£129,164) - Invoice for management fees not yet received. (£11,002) - Lower costs as part of the cleansing contract. (£7,775) - Contribution towards costs in relation to setting up a new car park at Millars Walk, Fakenham. £514,994 - Car park income lower due to Covid-19.	£447,719	£63,943
<b>Markets</b> – Lower fee income from market rentals as a result of Covid-19 restrictions and social distancing measures.	14,862	0
<b>Leisure Complexes</b> – (£80,498) - Rent/Hire of Buildings - No invoices received for the hire of school halls. £162,739 - Higher management fees - these represent contributions towards key workers and furloughed staff. £5,000 - Consultancy costs.	£96,037	0
<b>Other Sports</b> – (£8,498) - Open Space Study / overarching Consultation from New Homes Bonus reserve. (£7,602) - Salaries and oncosts - no full year variance anticipated.	(£34,265)	0
<b>Pier Pavilion</b> - No profit share as a result of Covid-19 pandemic.	£20,957	0



<b>Foreshore (Community)</b> - £5,200 - Contract extension costs. (£37,844) - New cleansing contract costs which are subject to bills of quantity. (£5,384) - Lower cost of memorial seat repairs.	(£41,785)	0
<b>Health and Communities</b> - (£9,232) - Arts grants. (£10,766) - A new Service Level Agreement is currently being discussed with the Citizens Advice Bureau. £27,568 - Fixed term staff funded by grants. (£9,000) - Grants awarded by the Big Society panel during prior years not yet claimed.	(£37,381)	0
<b>Coastal Management</b> – Staffing costs - to be funded from Reserves and contributions at year end.	£18,928	0
<b>Customer Services and ICT</b>		
<b>ICT – Support Services</b> - £13,814 - Higher salaries and oncosts. Fixed term posts funded from the Invest to Save reserve. £7,381 - Computer Software Licences due to the removal of the Microsoft Government Framework which delivered significant cost reductions on our Microsoft software. We are attempting to mitigate the impact of this by removing unused software licences and accessing a discount framework. Current estimates are that the increase will be around £30,000. £10,054 - Computer maintenance and computer lines / modems - delay in delivery of network upgrade. £46,578.55 - Computer Purchases - much of this expenditure is directly in support of providing laptops etc. as a part of the requirement to work at home as a consequence of the Covid-19 Response. The total cost of Covid-19 is £64,063.	£72,562	£30,000
<b>Homelessness</b> – Additional costs associated with providing temporary accommodation - this is offset by recoverable income from client contributions and housing benefit. In addition rough sleepers have been targeted and placed in temporary accommodation as part of the response to the Covid-19 Pandemic - these costs have been off-set by the Central Government grant allocation.	(£23,027)	0
<b>Customer Services Housing</b> – Temporary staffing to be funded from Homelessness Prevention grant.	£32,670	0
<b>Environmental Health</b>		
<b>Public Protection</b> – Licence fee income is down as a result of restrictions in place during the Covid-19 lockdown.	£50,888	0
<b>Combined Enforcement Team</b> – Vacant Team Leader post currently being used to fund temporary staffing within the department.	(£19,970)	0
<b>Waste Collection and Disposal</b> – (£58,461) Outstanding accruals from 2019/20 for services provided and no invoices yet received. (£70,297) Waste collection costs lower than budgeted - awaiting invoices from contractor. These savings are offset against contract extension costs of £26,998 to Kier. £8,830 Higher contract payments for recycling.  Predicted shortfall in Trade Waste fees as a result of business closures during lockdown - currently estimated to be £150,000.	(£98,346)	

<b>Finance and Assets</b>		
<p><b>Revenue Services –</b> Repaid Business Support grants. These repaid grants will be included in any unallocated balance of funding returned to Central government.</p> <p>Although not highlighting as a variance at P6 there is an estimated reduction in income from costs awarded of £100,000. This is as a result of reduced recovery action being taken during the pandemic</p>	(£59,011)	0
<p><b>Property Services –</b> (£17,127) Vacant post held in the service offset by costs for advertising and Covid-19 related overtime. £7,872 Works in default to be funded from the Enforcement Board. £114,410 Repair and maintenance and purchase of equipment/consumables relating to Covid-19 and Return to the High Street Safely Fund (RHSSF).</p>	£117,722	0
<p><b>Public Conveniences –</b> £29,250 - Higher repair and maintenance expenditure associated with Legionella risk assessments and corrective works, emergency lighting and fixed wire testing and repairs. (£18,990) Underspend in running costs for water and electricity (facilities closed during the pandemic) and offset by higher NNDR and cleansing costs.</p>	£18,999	£15,000
<p><b>Investment Properties –</b> Option appraisals and structural surveys. Outstanding debtor accruals - invoices yet to be raised for recharge of insurance premiums and utility charges.</p>	£21,022	£20,000
<p><b>Corporate and Democratic Core –</b> (£18,238) Staff costs as a result of Planning vacancies - this will be offset by temporary agency staff required to manage work load. £7,413 Payment to Local Enterprise Partnership (LEP) re Enterprise Zones. £7,623 Prior year's external audit costs. £46,671 Additional Covid-19 costs funded from the Central Government Grant. These include a Countywide mailshot and Community foodbank contribution.</p>	£30,073	£15,000
<b>Legal and Democratic Services</b>		
<p><b>Members Services –</b> Year to date savings in training and travel costs as a result of the pandemic and changes in working practices. Underspend In Chairman's Civic expenditure. These savings are predicted to deliver a Full Year Effect of £16,000.</p>	(£21,834)	(£16,000)
<p><b>Legal Services –</b> £9,970 Employee Costs. £14,537 Income generated from legal fees. No full year is anticipated as the net position will be funded from the legal earmarked reserve.</p>	£22,717	0
<b>Planning</b>		
<p><b>Development Management –</b> The variance at period 6 relates predominantly to Planning fee income. During the initial lockdown period planning income drastically reduced, although there are signs that this is starting to improve - a full year variance of £150,000 is still predicted.</p>	£99,391	0
<p><b>Planning Policy –</b> (£24,030) Staff turnover savings resulting from a vacant post. (£47,446) Delays in Local Plan profiled expenditure.</p>	(£73,153)	(£20,000)

<b>Building Control</b> – £19,854 Building Control fee income down due to Covid-19 restrictions, The full year effect of the pandemic is estimated to have a 10% reduction in full year fee income. This equates to £38,000.	£10,339	0
<b>Property Information</b> – (£13,309) Increase in Land Charge income currently unaffected by the pandemic. No full year variance has been reported as this is a self-financing service and net surplus/deficit will be transferred to the earmarked reserve.	(£15,641)	0
<b>TOTALS</b>	<b>£655,926</b>	<b>£121,606</b>

#### 4. Covid-19 Position – Impact on Budget Monitoring Position P6

##### 4.1 Covid-19 Grants and Additional Expenditure

4.2 In response to the pandemic, the council has received a number of grants from Central Government, many of these are targeted at providing direct support to local businesses in sectors greatly affected by the Covid-19 restrictions but it has also acknowledged the ongoing service delivery pressures facing district councils.

4.3 North Norfolk District Council has received three tranches of support grant from the Ministry for Housing Communities and Local Government (MHCLG) totaling £1,287,178. The expenditure allocated against this grant is closely monitored and monthly updates are submitted to MHCLG. The grant has not currently been allocated to service budgets and therefore the expenditure is currently showing as a variance at net cost of service level. A high level breakdown of this expenditure is shown in table 3 below, along with the projected Full Year Effect (FYE). The support grant income is identified on the General Fund Summary under Local Taxation and Government Grant, which also includes £330,029 successfully drawn down to support the tourism sector, and a package of support measures are being devised to allocate this funding.

**Table 3 – Covid-19 Expenditure included in the Net Cost of Services**

<b>Category of Spend</b>	<b>YTD</b>	
	<b>Actuals P6 2020/21 £</b>	<b>Estimated FYE 2020/21 £</b>
Additional Publicity Communications with Residents and Community	35,619	35,610
Additional Contractor support - Leisure	172,582	526,944
Additional Homelessness Support	77,163	78,231
Additional IT Costs, including laptops for homeworking and service specific software	76,125	105,026
Additional Banking Costs	861	861
Changes to assets	81,532	80,000
Delayed schemes/ cancelled events	1,200	2,200
Finance and Corporate other	4,179	4,179
Food banks and Community support	11,773	11,773
Extrenal Resource Support - Agency/ Civica on Demand		38,000
PPE and Public Safety	15,654	20,000
Staffing /Overtime	72,507	81,280
Support to affiliated companies - VNN	9,000	18,000
Borrowing Costs		15,000
Unallocated Grant		270,074
<b>Grand Total</b>	<b>558,196</b>	<b>1,287,178</b>

**4.4 Covid-19 Update on Income Variances**

4.5 As highlighted at Period 3, the greatest financial impact that faces the council is income reductions, the position at Period 6 shows a deficit of £470,681 against the year to date profiled budget. This position has greatly improved on earlier predictions largely due to a significant recovery in car park income after lockdown restrictions were lightened in the summer.

4.6 At Period 3 it was noted that the government had announced a support package relating to losses from fees and charges income, although there were some areas specifically excluded such as commercial rents and investment income.

4.7 The first MHCLG income (fees and charges) claim was submitted on 8 October for £435k and has been calculated as per below. The lost income for the period from April through to July for qualifying areas was £766k.

	£000
<b>Calculation of 5% deductible</b>	
Total budgeted income 2020/21 for qualifying areas	3,782
5% deductible calculation	<b>(189)</b>
<b>Calculation of MHCLG support</b>	
Lost income (Apr – July)	769
Less 5% deductible	(189)
Gross income	580
<b>75% MHCLG support</b>	<b>435</b>

4.8 In terms of the overall claims position we are estimating that the total potential eligible claim for 2020/21 will amount to c£1m which would mean grant income of £0.75m based on the intervention rate of 75%.

4.9 A breakdown of variances by main income streams is shown below. It is still anticipated that the full impact on 2020/21 budgets will be a shortfall of £1,271,850. A breakdown of this variance is detailed in chart 3 below.

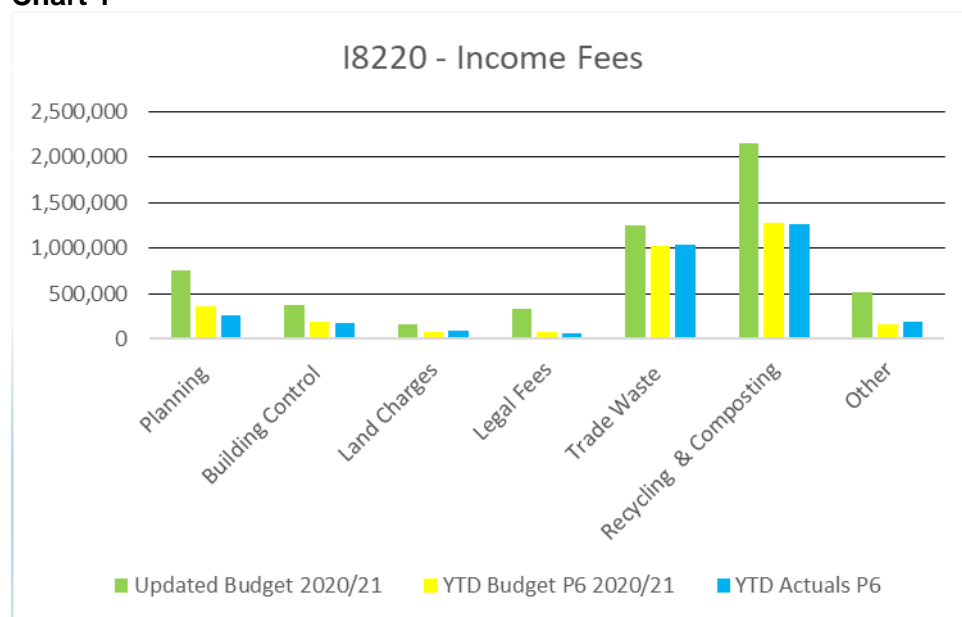
## I822 - Income Fees and Charges

### I8220 - Fees

### Income - Fees

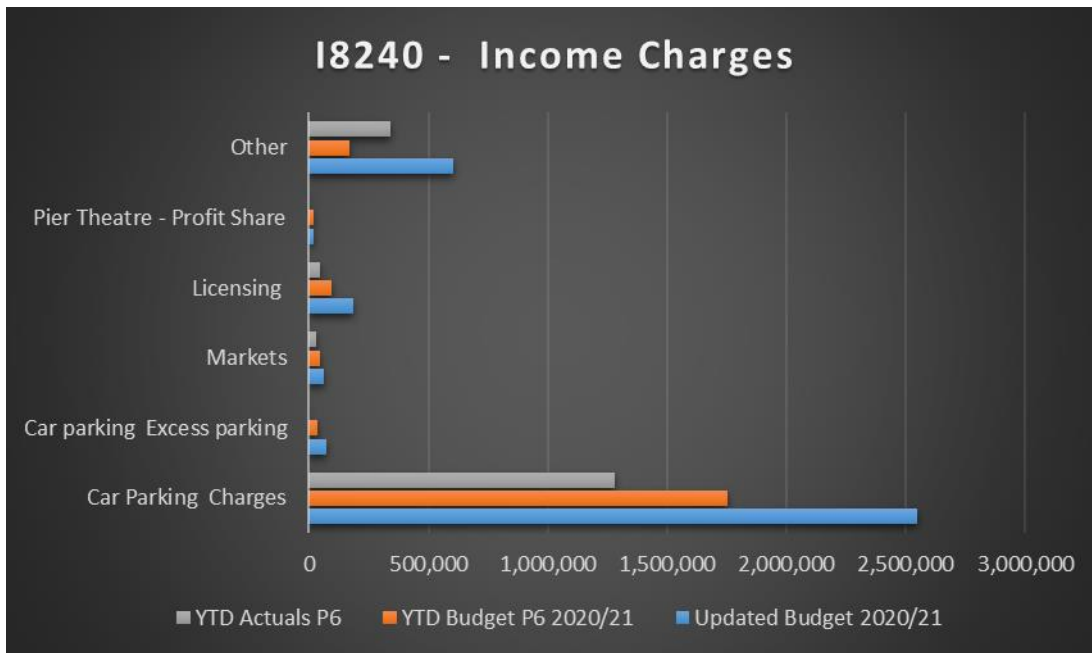
	YTD			YTD Variance
	Updated Budget 2020/21	Budget P6 2020/21	YTD Actuals P6	
Planning	(751,500)	(365,748)	(267,129)	98,619
Building Control	(380,000)	(189,996)	(170,086)	19,910
Land Charges	(162,190)	(81,096)	(93,099)	(12,003)
Legal Fees	(329,896)	(77,544)	(63,182)	14,362
Trade Waste	(1,255,000)	(1,026,250)	(1,030,382)	(4,132)
Recycling & Composting	(2,144,861)	(1,270,800)	(1,267,276)	3,524
Other	(508,278)	(164,197)	(194,591)	(30,394)
	<b>(5,531,725)</b>	<b>(3,175,631)</b>	<b>(3,085,745)</b>	<b>89,886</b>

Chart 1



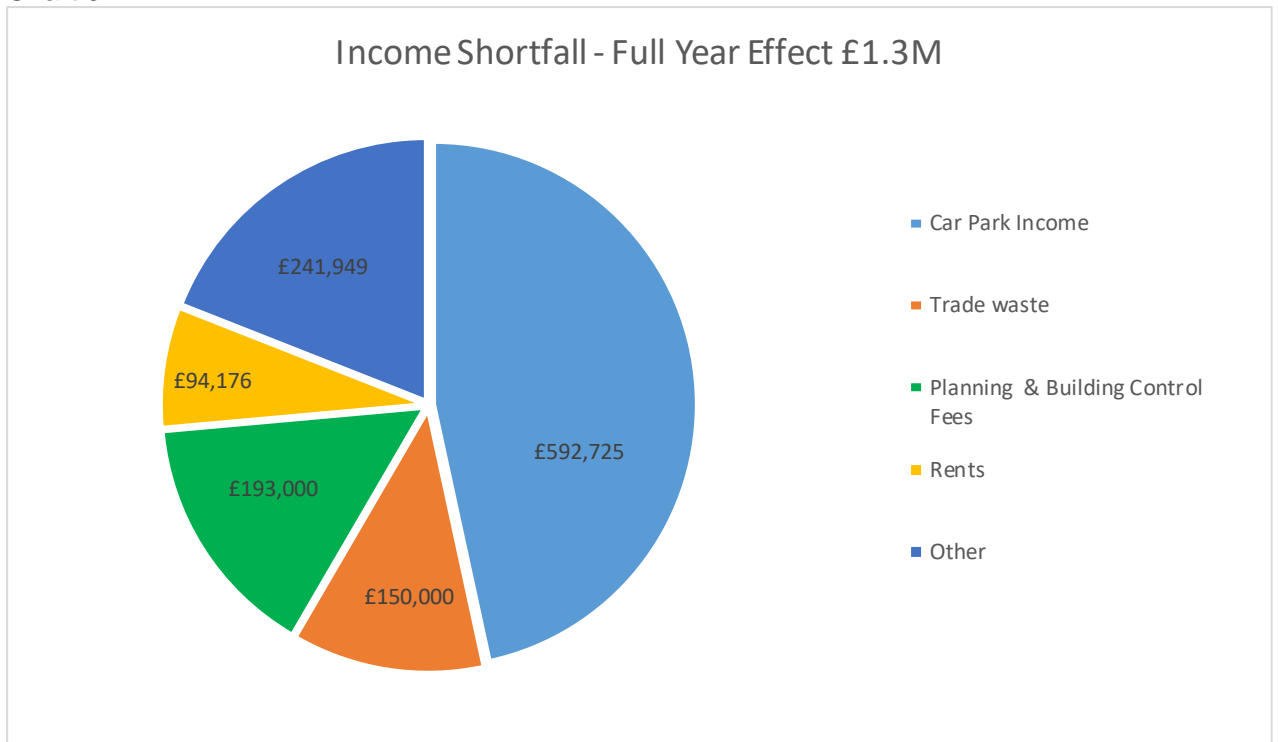
### I8240- Income - Charges

	YTD			YTD Variance
	Updated Budget 2020/21	Budget P6 2020/21	YTD Actuals P6	
Car Parking Charges	(2,544,900)	(1,750,414)	(1,295,456)	454,958
Car parking Excess parking	(70,490)	(35,244)	28	35,272
Markets	(63,654)	(45,534)	(30,230)	15,304
Licensing	(187,000)	(92,250)	(45,357)	46,893
Pier Theatre - Profit Share	(20,000)	(20,000)	0	20,000
Other	(605,610)	(167,839)	(343,219)	(175,380)
	<b>(3,491,654)</b>	<b>(2,111,281)</b>	<b>(1,714,234)</b>	<b>397,047</b>



The balance that makes up the year to date income variance of £470,681 is in relation to rent of land and buildings and has a favorable variance of £16,252 at P6.

Chart 3



#### 4. Non Service Variances to Period 6 2020/21

##### 4.1 Investment Interest

The interest budget for 2020/21 anticipates that a total of £1,323,300 will be earned from treasury investments and a loan for service purposes to Broadland Housing Association. Overall an average balance of £41.2m is assumed, at an average interest rate of 3.5%.

At the end of period 6, a total of £697,870 has been earned, resulting in a favourable variance against the year to date budget of £36,222. The average rate of interest achieved was 2.35% from an average balance available for investment of £59.5m. At the end of the year a favourable variance against the budget of £58,464 is anticipated. The investment balance is forecast to be above budget due to additional payments received from central government in response to Covid-19. However, against this the interest rate achieved will be below the budget figure due to current market conditions. There are significant risks to this forecast in the current uncertain economic environment, where negative interest rates are a potential future possibility.

A total of £32m has been invested in pooled funds which are valued at £31.3m at the end of period 6. The reduction due to the impact of the global pandemic on equity funds. This is however, an improvement of £1.2m from the 31<sup>st</sup> March 2020, where pooled funds were valued at £30.1m.

The Council has a balanced portfolio with a diverse range of funds investing in different instruments. The Council can expect the valuation of its pooled investments to continue to be volatile, but this is in line with expectations when the investments were placed. The risks inherent in the volatile nature of these investments are mitigated as the Council intends to hold them for the long term.

#### **4.2 Borrowing Interest**

The budget for 2020/21 anticipates that £10,000 would be paid in interest for short-term borrowing for cash flow purposes.

At period 6, a total of £1,447 has been paid resulting in a favourable variance against the budget of £3,553. There has been a lower requirement for short-term borrowing due to increased cash inflows associated with Covid-19 related central government payments. At the end of the year a favourable variance against the budget of £7,107 is anticipated.

Interest for long-term borrowing has been budgeted for £348,100 for financing the re-provision of Splash Leisure Centre and purchase of waste vehicles.

At period 6, there had been no commitments to long-term borrowing for capital purposes. At end of the year, if long-term borrowing is not undertaken a favourable variance of £312,900 against budget is forecast, although at the present time we are only assuming 50% of this (£156,450). This may change dependent on future cash inflows and the timing of the repayment of excess grant funding from central government. The decision to undertake short-term or long-term borrowing will be made in line with our borrowing strategy.

#### **4.3 Retained Business Rates**

There is currently no variance showing against Non Domestic Rates income for the financial year. Any unspent allocation from the Section 31 grant used to reimburse the authority for new reliefs announced by the Government to support businesses with the effect of COVID will have to be repaid at the end of the year, having been paid to councils in advance to support with cash flow requirements. The final variance will not be known until the NNDR3 form is completed at the end of the year and the grant actually due to the authority has been determined.

The COVID pandemic is having adverse effects on collection rates for Non Domestic Rates, but this will not impact income recognised in the General Fund until next financial year. Due to the potential severity of this, MHCLG have confirmed that

authorities will be able to spread the surplus or deficit on the Collection Fund over three years. The accounting for this is still being worked out, and it is not possible at this time to say what the impact on NNDC will be. The sector is also lobbying central government to recognise the potential impact of this on next year's budgets with a view to providing additional financial support.

## 5 Budget Monitoring Position – Capital

5.1 Total Capital expenditure amounted to £2,874,627 across all projects in the first half of 2020/21. The Capital Programme has been updated to reflect changes agreed in the first half of 2020/21 and can be found at Appendix C. Since the last report to Cabinet the following changes have been made:

- HR Information System – £108,100 has been removed from the capital programme as associated costs are licences paid annually that will be met from the revenue budget.
- Revenues & Benefits Civica (Open Revenues) System - £100,000 has been removed from the capital programme as implementation costs included in the bid will not occur due to remaining with the current supplier.
- Bacton Car Park – £30,000 from the Asset Management Reserve was agreed under delegation to increase the budget to fund electrical supply and additional site costs.
- Concerto Asset Management System - £25,000 from the Asset Management Reserve was agreed under delegation for system acquisition costs required for the renewal of our current property software database.
- North Walsham Heritage Action Zone – £1,170,000 additional LEP funding has been secured for town centre place-making, increasing the scheme cost to £3,120,000. This was agreed by Cabinet in September. The original budget of £1,950,000 was approved to be met 50:50 by Historic England and Capital Receipts. The budget has been re-profiled to reflect the 4 year planned programme of works.
- The following budgets have been re-profiled into future years to reflect programme of work revisions, or known delays associated with further decision making or the impact of Covid-19:

Scheme	Budget Re-profiled
Rocket House	(£39,619)
Cornish Way	(£137,574)
North Walsham Heritage Action Zone	(£1,478,500)
Unit 1 & 2, Surf Lifesaving School, Cromer	(£55,000)
Cromer Coast Protection Scheme	(£1,742,878)
Mundesley – Refurbishment of Coastal Defences	(£1,545,843)
Steelwork Protection to Victory Pool and Fakenham Gym	(£27,467)
Cromer Office LED Lighting	(£60,000)

5.2 Further release of funds is requested at this time for the following Capital projects;

- Coastal Adaptions – £247,083 is requested from Capital Receipts to increase the coastal adaption fund; reinvesting proceeds previously received from the sale of land.



## **6 Reserves**

The Council's current Reserve Statement is shown at Appendix D, this gives the latest position of amounts allocated to services and the capital programme and also includes known commitments that have not yet been allocated to services. A more detailed breakdown of the purpose of the current reserve allocations is included at Appendix D1. Projections for 2021/22 and beyond have not been updated but a reminder of what each allocation is for is included.

## **8 Conclusion**

- 8.1 The revenue budget is showing an estimated full year overspend for the current financial year of £421,435. The overall financial position continues to be closely monitored and it is anticipated that the overall budget for the current year will be achieved.
- 8.2 The previous COVID finance report secured reserve funding to support with the anticipated £400k deficit which has only changed marginally based on current forecasts. The use of reserves will be a last resort, the Council will continue to try and address any forecast deficit by looking to make further savings and reallocate resources within the current budget as the reserves are already under pressure and only represent a one-off source of funding which is not sustainable in the medium term. Should the Council not be able to make these adjustments in year then reserves will be required to balance the budget.

## **9 Financial Implications and Risks**

- 9.1 The detail within section 3 of the report highlights the more significant variances including those that are estimated to result in a full year impact.
- 9.2 The estimated outturn shown in Table 1 will continue to be monitored during the year.

**10 Sustainability** - None as a direct consequence from this report.

**11 Equality and Diversity** - None as a direct consequence from this report.

**12 Section 17 Crime and Disorder considerations** - None as a direct consequence from this report.

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## General Fund Summary 2020-21 Base Budget

Service Area	2020-21	2020-21	Budget YTD	Actuals YTD	Variance YTD	Commitments	Remaining Budget
	Base Budget	Updated Budget					
	£	£	£	£	£	£	£
Corporate Leadership Team/Corporate	314,973	277,015	134,337	139,789	5,452	11,542	125,685
Community & Economic Development	4,456,448	4,682,508	1,468,478	1,930,064	461,586	800,342	1,952,102
Customer Services & ICT	769,811	828,783	209,632	304,882	95,250	293,562	230,338
Environmental Health	3,902,129	3,898,574	1,102,064	1,005,284	(96,780)	2,682,314	210,976
Finance and Assets	3,883,103	4,026,975	(7,025,894)	(6,894,539)	131,355	636,632	10,284,882
Legal and Democratic Services	1,606,069	1,637,068	1,094,128	1,098,600	4,472	13,449	525,020
Planning	2,379,017	2,471,145	1,201,816	1,215,375	13,558	266,439	989,331
<b>Net Cost of Services</b>	<b>17,311,550</b>	<b>17,822,068</b>	<b>(1,815,438)</b>	<b>(1,200,545)</b>	<b>614,893</b>	<b>4,704,280</b>	<b>14,318,333</b>
Parish Precepts	2,520,143	2,520,143	2,520,143	2,520,143	0	0	0
Capital Charges	(1,819,204)	(1,819,204)	(909,606)	(909,600)	6	0	(909,604)
Refcus	(842,667)	(842,667)	0	0	0	0	(842,667)
Interest Receivable	(1,310,977)	(1,310,977)	(655,485)	(697,807)	(42,322)	0	(613,170)
External Interest Paid	358,100	358,100	179,049	1,447	(177,602)	0	356,653
Revenue Financing for Capital:	4,892,728	5,420,299	0	0	0	0	5,420,299
IAS 19 Pension Adjustment	260,290	260,290	0	0	0	0	260,290
<b>Net Operating Expenditure</b>	<b>21,369,963</b>	<b>22,408,052</b>	<b>(681,337)</b>	<b>(286,362)</b>	<b>394,975</b>	<b>4,704,280</b>	<b>17,990,134</b>
<b>Contribution to/(from) the Earmarked Reserves</b>							
Capital Projects Reserve	(636,302)	(1,198,857)	0	0	0	0	(1,198,857)
Asset Management	(27,000)	(52,000)	0	0	0	0	(52,000)
Benefits	(253,801)	(284,800)	0	0	0	0	(284,800)
Building Control	(44,441)	(44,441)	0	0	0	0	(44,441)
Business Rates Reserve	(27,068)	(166,126)	0	0	0	0	(166,126)
Coast Protection	(37,958)	(37,958)	0	0	0	0	(37,958)
Communities	(242,000)	(275,000)	0	0	0	0	(275,000)
Delivery Plan	2,379,266	2,355,706	0	0	0	0	2,355,706
Economic Development & Tourism	(10,000)	(10,000)	0	0	0	0	(10,000)
Elections	40,000	40,000	0	0	0	0	40,000
Grants	(57,086)	(81,566)	0	0	0	0	(81,566)
Housing	(488,585)	(530,961)	0	0	0	0	(530,961)
Legal	(25,426)	(25,446)	0	0	0	0	(25,446)
New Homes Bonus Reserve	(225,460)	(225,460)	0	0	0	0	(225,460)
Organisational Development	(97,885)	(97,885)	0	0	0	0	(97,885)
Pathfinder	(20,500)	(20,500)	0	0	0	0	(20,500)
Planning Revenue	50,000	20,000	0	0	0	0	20,000
Property Investment Fund	(1,000,000)	(999,475)	0	0	0	0	(999,475)
Property Company	(2,000,000)	(2,000,000)	0	0	0	1	(2,000,001)
Restructuring/Invest to save	(732,950)	(860,516)	0	0	0	0	(860,516)
Contribution to/(from) the General Reserve	(116,528)	(116,528)	0	0	0	0	(116,528)
<b>Amount to be met from Government Grant and Local Taxpayers</b>	<b>17,796,239</b>	<b>17,796,239</b>	<b>(681,337)</b>	<b>(286,362)</b>	<b>394,975</b>	<b>0</b>	<b>13,378,320</b>
Collection Fund – Parishes	(2,520,143)	(2,520,143)	(1,260,072)	(1,260,072)	0	0	(1,260,071)
Collection Fund – District	(6,305,671)	(6,305,671)	(3,152,832)	(3,152,832)	0	0	(3,152,839)
Retained Business Rates	(7,504,661)	(7,504,661)	(3,752,328)	(3,752,328)	0	0	(3,752,333)
Revenue Support Grant	(89,799)	(89,799)	(44,898)	(44,898)	0	0	(44,901)
New Homes bonus	(892,194)	(892,194)	(446,097)	(446,097)	0	0	(446,097)
Rural Services Delivery Grant	(483,771)	(483,771)	(241,886)	(241,886)	0	0	(241,885)
Covid Grants	0	0	0	(1,787,207)	(1,787,207)	0	1,787,207
<b>Income from Government Grant and Taxpayers</b>	<b>(17,796,239)</b>	<b>(17,796,239)</b>	<b>(8,898,113)</b>	<b>(10,685,320)</b>	<b>(1,787,207)</b>	<b>0</b>	<b>(8,210,144)</b>
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>0</b>	<b>(9,579,450)</b>	<b>(10,971,682)</b>	<b>(1,392,232)</b>	<b>0</b>	<b>5,168,176</b>

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## General Fund

## Service Area Summaries P6 2020-21

## Clt / Corporate

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b>Human Resources &amp; Payroll</b>							
Gross Direct Costs	377,192	188,610	202,972	14,362	6,245	167,975	£6,960 - Higher salaries and oncosts as a result of no staff turnover and a higher than budgeted pay award. This will have a full year effect of £13,663. £10,756 - New appointment advertising - this is charged out to services as and when recruitment advertising takes place. £4,722 - Equipment purchases, bicycles purchased as part of the cycle scheme. £5,966 - Various professional fees. (£13,674) - Corporate training not yet delivered.
Gross Direct Income	(1,000)	(498)	(1,321)	(823)	0	321	No Major Variances.
Support Service Charges	(376,192)	(188,112)	(188,112)	0	0	(188,080)	No Major Variances.
	<b>0</b>	<b>0</b>	<b>13,539</b>	<b>13,539</b>	<b>6,245</b>	<b>(19,784)</b>	
<b>Registration Services</b>							
Gross Direct Costs	246,243	105,158	96,162	(8,996)	19	150,062	Staffing costs following a restructure of the team. Some of this saving will be used to fund staffing costs ahead of next year's elections.
Gross Direct Income	(54,120)	(13,338)	72,908	86,246	0	(127,028)	Outstanding claims for the European and General Elections.
Support Service Charges	122,850	61,440	61,440	0	0	61,410	No Major Variances.
	<b>314,973</b>	<b>153,260</b>	<b>230,510</b>	<b>77,250</b>	<b>19</b>	<b>84,444</b>	
<b>Corporate Leadership Team</b>							
Gross Direct Costs	480,324	240,168	173,806	(66,362)	2,989	303,530	(£56,029) - Lower salaries and oncosts as a result of staff vacancies. Due to the restructure, no saving is anticipated. (£3,086) - Other professional fees. The balance consists of minor variances.
Support Service Charges	(480,324)	(240,144)	(240,144)	0	0	(240,180)	No Major Variances.
	<b>0</b>	<b>24</b>	<b>(66,338)</b>	<b>(66,362)</b>	<b>2,989</b>	<b>63,350</b>	
<b>Communications</b>							
Gross Direct Costs	257,210	128,635	111,205	(17,430)	2,289	143,717	See Note A Below:
Gross Direct Income	0	0	(1,544)	(1,544)	0	1,544	Income from filming rights.
Support Service Charges	(295,168)	(147,582)	(147,582)	0	0	(147,586)	No Major Variances.
	<b>(37,958)</b>	<b>(18,947)</b>	<b>(37,921)</b>	<b>(18,974)</b>	<b>2,289</b>	<b>(2,325)</b>	
<b>Total Clt / Corporate</b>	<b>277,015</b>	<b>134,337</b>	<b>139,789</b>	<b>5,452</b>	<b>11,542</b>	<b>125,685</b>	

**Note A:** (£8,558) - Staff vacancies, no full year saving - to be used as part of the restructure. (£6,951) - Marketing. Some bills still potentially being processed, also varying marketing/graphic design demand from other departments due to impact of COVID on normal council business. (£2,850) - Digital promotion - to be used for promotion of social posts to boost engagement/audience

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## General Fund

## Service Area Summaries P6 2020-21

## Community, Econ Dev &amp; Coast

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b>Health</b>							
Gross Direct Income	0	0	(253)	(253)	0	253	No Major Variances.
	<b>0</b>	<b>0</b>	<b>(253)</b>	<b>(253)</b>	<b>0</b>	<b>253</b>	
<b>Car Parking</b>							
Gross Direct Costs	824,726	516,941	457,442	(59,499)	292,920	74,365	See <b>Note A</b> Below:
Capital Charges	62	30	30	0	0	32	No Major Variances.
Gross Direct Income	(2,634,946)	(1,786,936)	(1,295,399)	491,537	0	(1,339,547)	See <b>Note B</b> Below:
Support Service Charges	151,089	85,554	85,554	0	0	65,535	No Major Variances.
	<b>(1,659,069)</b>	<b>(1,184,411)</b>	<b>(752,373)</b>	<b>432,038</b>	<b>292,920</b>	<b>(1,199,616)</b>	
<b>Note A:</b> £63,943 - Higher NNDR costs as a result of an increase in the multiplier and loss of transitional relief. £16,610 - Higher income from credit cards leading to higher charges. (£129,164) - Invoice for management fees not yet received. (£11,002) - Lower than anticipated costs as part of the cleansing contract.							
<b>Note B:</b> £514,994 - Car park income lower than expected due to Covid. (£7,775) - Contribution towards costs in relation to setting up a new car park at Millars Walk, Fakenham							
<b>Markets</b>							
Gross Direct Costs	56,318	25,790	25,136	(654)	1,993	29,189	No Major Variances.
Gross Direct Income	(63,654)	(45,534)	(30,018)	15,516	0	(33,636)	£15,516 - Lower income from market rents as a result of closure between April and June because of Covid.
Support Service Charges	22,990	11,502	11,502	0	0	11,488	No Major Variances.
	<b>15,654</b>	<b>(8,242)</b>	<b>6,620</b>	<b>14,862</b>	<b>1,993</b>	<b>7,041</b>	
<b>Parks &amp; Open Spaces</b>							
Gross Direct Costs	292,174	147,222	132,605	(14,617)	151,380	8,189	(£8,904) - R & M Grounds - General. £6,777 - Grounds maintenance contract; (£9,903) - Cleansing (dog and litter bins) contract - Both subject to Bills of Quantity invoicing.
Capital Charges	11,434	5,718	5,718	0	0	5,716	No Major Variances.
Gross Direct Income	(14,590)	(3,438)	(725)	2,713	0	(13,865)	No Major Variances.
Support Service Charges	115,030	57,528	57,528	0	0	57,502	No Major Variances.
	<b>404,048</b>	<b>207,030</b>	<b>195,126</b>	<b>(11,904)</b>	<b>151,380</b>	<b>57,542</b>	
<b>Foreshore</b>							
Gross Direct Costs	150,727	42,861	54,814	11,953	1,225	94,688	£5,710 - Higher salaries and oncosts. £7,080 - Winter storage costs. (£3,153) - Lower NNDR costs.
Capital Charges	109,610	54,804	54,804	0	0	54,806	No Major Variances.
Gross Direct Income	(217,362)	(108,684)	(129,880)	(21,196)	0	(87,482)	(£18,025) - Higher beach hut and chalet rentals. It is projected that overall income will be £30,000 lower due to Covid. (£3,717) - Winter storage charges.
Support Service Charges	188,230	94,140	94,140	0	0	94,090	No Major Variances.
	<b>231,205</b>	<b>83,121</b>	<b>73,878</b>	<b>(9,243)</b>	<b>1,225</b>	<b>156,102</b>	
<b>Leisure Complexes</b>							
Gross Direct Costs	291,515	224,537	323,374	98,837	34,168	(66,028)	(£80,498) - Rent/Hire of Buildings - No invoices received for the hire of school halls. £162,739 - Higher management fees due to Covid. These represent contributions towards key workers and furloughed staff. £5,000 - Consultancy costs.
Capital Charges	538,140	269,064	269,064	0	0	269,076	No Major Variances.
Gross Direct Income	0	0	(2,800)	(2,800)	0	2,800	No Major Variances.
Support Service Charges	101,830	50,946	50,946	0	0	50,884	No Major Variances.
	<b>931,485</b>	<b>544,547</b>	<b>640,584</b>	<b>96,037</b>	<b>34,168</b>	<b>256,732</b>	

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b><u>Other Sports</u></b>							
Gross Direct Costs	112,310	65,377	50,261	(15,116)	4,299	57,750	(£8,498) - Open Space Study / overarching Consultation from New Homes Bonus. (£7,602) - Salaries and oncosts - no variance anticipated.
Gross Direct Income	(10,000)	(4,998)	(24,147)	(19,149)	0	14,147	(£24,008) - Mammoth marathon entry fees. £4,859 - No fee income as a result of Covid.
Support Service Charges	65,740	32,874	32,874	0	0	32,866	No Major Variances.
	<b>168,050</b>	<b>93,253</b>	<b>58,988</b>	<b>(34,265)</b>	<b>4,299</b>	<b>104,763</b>	
<b><u>Recreation Grounds</u></b>							
Gross Direct Costs	13,800	6,900	6,300	(600)	8,697	(1,197)	No Major Variances.
Capital Charges	79	42	42	0	0	37	No Major Variances.
Gross Direct Income	(1,000)	(498)	(935)	(437)	0	(65)	No Major Variances.
Support Service Charges	5,780	2,898	2,898	0	0	2,882	No Major Variances.
	<b>18,659</b>	<b>9,342</b>	<b>8,305</b>	<b>(1,037)</b>	<b>8,697</b>	<b>1,657</b>	
<b><u>Pier Pavilion</u></b>							
Gross Direct Costs	7,780	3,888	4,845	957	401	2,533	No Major Variances.
Gross Direct Income	(20,000)	(20,000)		20,000	0	(20,000)	(£20,000) - No profit share as a result of Covid.
Support Service Charges	35,160	17,592	17,592	0	0	17,568	No Major Variances.
	<b>22,940</b>	<b>1,480</b>	<b>22,437</b>	<b>20,957</b>	<b>401</b>	<b>101</b>	
<b><u>Foreshore (Community)</u></b>							
Gross Direct Costs	416,415	154,282	112,497	(41,785)	196,857	107,060	£5,200 - Contract extension costs. (£37,844) - New cleansing contract costs, subject to bills of quantity invoices. (£5,384) - Lower cost of memorial seat repairs.
Support Service Charges	69,240	34,626	34,626	0	0	34,614	No Major Variances.
	<b>485,655</b>	<b>188,908</b>	<b>147,123</b>	<b>(41,785)</b>	<b>196,857</b>	<b>141,674</b>	
<b><u>Woodlands Management</u></b>							
Gross Direct Costs	181,275	91,144	110,353	19,209	7,816	63,106	(£3,369) - General Grounds maintenance. £18,080 - Woodland furniture - of this, £15,359 will be funded from earmarked reserves (Parks Improvement funding). £4,925 - Other professional fees.
Capital Charges	1,346	672	672	0	0	674	No Major Variances.
Gross Direct Income	(25,550)	(12,780)	(19,944)	(7,164)	0	(5,606)	(£8,260) - Higher car park income. (£2,180) - Rental income.
Support Service Charges	156,280	78,156	78,156	0	0	78,124	No Major Variances.
	<b>313,351</b>	<b>157,192</b>	<b>169,237</b>	<b>12,045</b>	<b>7,816</b>	<b>136,298</b>	
<b><u>Cromer Pier</u></b>							
Gross Direct Costs	98,649	92,858	89,437	(3,422)	1,133	8,079	No Major Variances.
Capital Charges	5,277	2,640	2,640	0	0	2,637	No Major Variances.
Gross Direct Income	(28,274)	(14,136)	(14,080)	56	0	(14,194)	No Major Variances.
Support Service Charges	79,550	39,774	39,774	0	0	39,776	No Major Variances.
	<b>155,202</b>	<b>121,136</b>	<b>117,771</b>	<b>(3,366)</b>	<b>1,133</b>	<b>36,298</b>	
<b><u>Economic Growth</u></b>							
Gross Direct Costs	82,030	41,914	34,415	(7,499)	59,819	(12,204)	Contributions/match funding not paid out.
Capital Charges	50,211	25,110	25,110	0	0	25,101	No Major Variances.
Gross Direct Income	0	0	(1,659)	(1,659)	0	1,659	No Major Variances.
Support Service Charges	349,280	174,642	174,642	0	0	174,638	No Major Variances.
	<b>481,521</b>	<b>241,666</b>	<b>232,507</b>	<b>(9,159)</b>	<b>59,819</b>	<b>189,195</b>	



	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b><u>Tourism</u></b>							
Gross Direct Costs	43,588	21,798	31,951	10,153	0	11,637	£9,000 Payment made to VNN to be funded from Covid grant allocation.
Gross Direct Income	0	0		0	0	0	
Support Service Charges	19,200	9,612	9,612	0	0	9,588	No Major Variances.
	<b>62,788</b>	<b>31,410</b>	<b>41,563</b>	<b>10,153</b>	<b>0</b>	<b>21,225</b>	
<b><u>Coast Management</u></b>							
Gross Direct Costs	321,730	135,252	134,292	(960)	16,818	170,620	No Major Variances.
Capital Charges	509,716	254,856	254,856	0	0	254,860	No Major Variances.
Support Service Charges	390,900	195,456	195,456	0	0	195,444	No Major Variances.
	<b>1,222,346</b>	<b>585,564</b>	<b>584,604</b>	<b>(960)</b>	<b>16,818</b>	<b>620,924</b>	
<b><u>Business Growth Staffing</u></b>							
Gross Direct Costs	269,551	134,790	144,423	9,633	0	125,128	Funding to be allocated to a new project officer post re North Walsham HSAZ project.
Support Service Charges	(269,551)	(134,754)	(134,754)	0	0	(134,797)	No Major Variances.
	<b>0</b>	<b>36</b>	<b>9,669</b>	<b>9,633</b>	<b>0</b>	<b>(9,669)</b>	
<b><u>Economic &amp; Comm Dev Mgt</u></b>							
Gross Direct Costs	84,401	42,204	42,346	142	315	41,740	No Major Variances.
Support Service Charges	(84,401)	(42,198)	(42,198)	0	0	(42,203)	No Major Variances.
	<b>0</b>	<b>6</b>	<b>148</b>	<b>142</b>	<b>315</b>	<b>(463)</b>	
<b><u>Leisure</u></b>							
Gross Direct Costs	205,421	102,720	106,250	3,530	0	99,171	£4,729 - Higher salaries and oncosts as a result of no staff turnover and the pay award being higher than budgets.
Gross Direct Income	(700)	(348)		348	0	(700)	No Major Variances.
Support Service Charges	(204,721)	(102,354)	(102,354)	0	0	(102,367)	No Major Variances.
	<b>0</b>	<b>18</b>	<b>3,896</b>	<b>3,878</b>	<b>0</b>	<b>(3,896)</b>	
<b><u>Housing Strategy</u></b>							
Gross Direct Costs	408,015	204,018	197,951	(6,067)	17,562	192,502	Supplies and Services/ Contributions.
Capital Charges	742,667	0		0	0	742,667	No Major Variances.
Gross Direct Income	0	0	(1,670)	(1,670)	0	1,670	Final Vat shelter agreement receipts from Victory/Flagship Housing Association.
Support Service Charges	102,296	51,192	51,192	0	0	51,104	No Major Variances.
	<b>1,252,978</b>	<b>255,210</b>	<b>247,473</b>	<b>(7,737)</b>	<b>17,562</b>	<b>987,943</b>	
<b><u>Health &amp; Communities</u></b>							
Gross Direct Costs	650,430	172,214	178,293	6,079	0	472,137	(£9,232) - Arts grants. (£10,766) - A new Service Level Agreement is currently being discussed with the Citizens Advice Bureau. £27,568 - Fixed term staff funded by grants. (£9,000) - Grants awarded by the Big Society panel during prior years not yet claimed. The balance consists of minor variances.
Gross Direct Income	(106,675)	(31,998)	(75,458)	(43,460)	0	(31,217)	(£41,670) - Grants for fixed term staff.
Support Service Charges	31,940	15,978	15,978	0	0	15,962	No Major Variances.
	<b>575,695</b>	<b>156,194</b>	<b>118,813</b>	<b>(37,381)</b>	<b>0</b>	<b>456,882</b>	
<b><u>Coastal Management</u></b>							
Gross Direct Costs	287,290	128,652	148,027	19,375	4,820	134,443	Staffing costs - to be funded from Reserves and contributions at year end.
Gross Direct Income	0	0	(447)	(447)	0	447	No Major Variances.
Support Service Charges	(287,290)	(143,634)	(143,634)	0	0	(143,656)	No Major Variances.
	<b>0</b>	<b>(14,982)</b>	<b>3,946</b>	<b>18,928</b>	<b>4,820</b>	<b>(8,766)</b>	
<b>Total Community, Econ Dev &amp; Coast</b>	<b>4,682,508</b>	<b>1,468,478</b>	<b>1,930,064</b>	<b>461,586</b>	<b>800,222</b>	<b>1,952,222</b>	

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## General Fund

## Service Area Summaries P6 2020-21

## Customer Services &amp; ICT

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitment s	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
<b>It - Support Services</b>							
Gross Direct Costs	1,383,452	635,237	716,948	81,711	75,888	590,616	See Note A Below:
Capital Charges	79,420	39,708	39,708	0	0	39,712	No Major Variances.
Gross Direct Income	(410)	(204)	(3,000)	(2,796)	0	2,590	No Major Variances.
Support Service Charges	(1,424,504)	(712,284)	(712,284)	0	1,101	(713,321)	(£3,000) - Grant towards staff training costs
	<b>37,958</b>	<b>(37,543)</b>	<b>41,372</b>	<b>78,915</b>	<b>76,990</b>	<b>(80,404)</b>	

**Note A:** £13,814 - Higher salaries and oncosts. Fixed term posts funded from the invest to save reserve. £7,381 - Computer Software Licences. This is caused by the removal of the Microsoft Government Framework which delivered significant cost reductions on our Microsoft software. We are attempting to mitigate the impact of this by removing unused software licences and accessing a discount framework available to NCC. Current estimates are that the increase will be around £30,000. £31,793 - Computer maintenance. (£21,739) - Computer Lines / Modems - Delay in delivery of network upgrade - this will be complete by March 2021 £46,578 - Computer Purchases, Hardware - Much of this expenditure is directly in support of providing laptops etc. as a part of the requirement to work at home as a consequence of the Covid 19 Response. The total cost of Covid is £64,063

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Gross Direct Costs	105,898	52,617	48,266	(4,351)	9,078	48,555	(£4,076) - Purchases For Resale - fewer souvenirs bought for resale.
Capital Charges	5,729	2,862	2,862	0	0	2,867	No Major Variances.
Gross Direct Income	(27,000)	(13,506)	(7,708)	5,798	0	(19,292)	£5,812 - Sale of souvenirs.
Support Service Charges	77,020	38,526	38,526	0	0	38,494	No Major Variances.
	<b>161,647</b>	<b>80,499</b>	<b>81,946</b>	<b>1,447</b>	<b>9,078</b>	<b>70,624</b>	

**Homelessness**

Gross Direct Costs	241,170	120,586	450,615	330,029	172,660	(382,105)	Additional costs associated with providing temporary accommodation. This is offset by additional client receipts and housing benefit subsidy.
Capital Charges	4,856	2,430	2,430	0	0	2,426	No Major Variances.
Gross Direct Income	(522,107)	(398,512)	(751,568)	(353,056)	0	229,461	Additional recoverable costs on temporary accommodation costs.
Support Service Charges	632,340	316,164	316,164	0	0	316,176	No Major Variances.
	<b>356,259</b>	<b>40,668</b>	<b>17,641</b>	<b>(23,027)</b>	<b>172,660</b>	<b>165,959</b>	

**Customer Services Housing**

Gross Direct Costs	410,872	205,446	238,386	32,940	178	172,308	Contract extensions to temporary staff to be funded from by Homelessness grants earmarked in the Housing reserve.
Gross Direct Income	0	0	0	0	0	0	No Major Variances.
Support Service Charges	(410,872)	(205,434)	(205,704)	(270)	0	(205,168)	No Major Variances.
	<b>0</b>	<b>12</b>	<b>32,682</b>	<b>32,670</b>	<b>178</b>	<b>(32,860)</b>	

**Digital Transformation**

Gross Direct Costs	290,519	145,266	150,279	5,013	14,630	125,610	£6,512 - Salaries and oncosts are higher than anticipated - no full year effect is expected.
Capital Charges	31,500	15,750	15,750	0	0	15,750	No Major Variances.
Gross Direct Income	0	0	0	0	0	0	No Major Variances.
Support Service Charges	(70,114)	(35,064)	(35,064)	0	0	(35,050)	No Major Variances.
	<b>251,905</b>	<b>125,952</b>	<b>130,965</b>	<b>5,013</b>	<b>14,630</b>	<b>106,310</b>	

**Reprographics**

Gross Direct Costs	83,047	41,526	32,889	(8,637)	5,827	44,332	(£2,479) - Operating lease costs for printers lower than expected as a result of lower numbers of copies being required. (£4,175) - Paper costs lower because of lower printing requirements. Both due to Covid
Capital Charges	0	0	0	0	0	0	No Major Variances.
Gross Direct Income	(7,500)	(3,750)	(894)	2,856	0	(6,606)	£2,856 - Covid has meant external revenue has fallen due to less activities being allowed to open.
Support Service Charges	(75,547)	(37,770)	(37,770)	0	0	(37,777)	No Major Variances.
	<b>0</b>	<b>6</b>	<b>(5,775)</b>	<b>(5,781)</b>	<b>5,827</b>	<b>(52)</b>	

**Customer Services - Corporate**

Gross Direct Costs	718,067	348,584	354,074	5,490	14,201	349,792	See Note A Below:
Capital Charges	0	0	0	0	0	0	No Major Variances.
Gross Direct Income	(22,070)	(11,034)	(10,510)	524	0	(11,560)	£4,002 - Postal charges re envelopes, BR postage and surcharges. (£3,886) - Income from service charges.
Support Service Charges	(674,983)	(337,512)	(337,512)	0	0	(337,471)	No Major Variances.
	<b>21,014</b>	<b>38</b>	<b>6,052</b>	<b>6,014</b>	<b>14,201</b>	<b>761</b>	

**Note A:** £10,332 - Salaries and oncosts higher as a result of no staff turnover, staff regradings and pay award higher than budgeted. This will lead to a full year cost of £38,737. (£2,783) - Postage costs. £7,786 - Personal protective equipment purchased for the Council as a whole due to Covid. (£3,432) - Other professional fees. (£2,549) - Stationery purchases.

<b>Total Customer Services &amp; ICT</b>	<b>828,783</b>	<b>209,632</b>	<b>304,882</b>	<b>95,259</b>	<b>293,562</b>	<b>230,338</b>	
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## General Fund

## Service Area Summaries P6 2020-21

## Environmental Health

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b><u>Commercial Services</u></b>							
Gross Direct Costs	310,188	155,098	137,900	(17,198)	5,161	167,128	Vacant post within the team and lower mileage costs due to Covid.
Gross Direct Income	(11,250)	(5,628)	(1,822)	3,806	0	(9,428)	No income from food hygiene re-rating visits.
Support Service Charges	91,780	45,894	45,894	0	0	45,886	No Major Variances.
	<b>390,718</b>	<b>195,364</b>	<b>181,972</b>	<b>(13,392)</b>	<b>5,161</b>	<b>203,586</b>	
<b><u>Internal Drainage Board Levies</u></b>							
Gross Direct Costs	412,188	206,094	203,703	(2,392)	0	208,486	Lower inflation.
Support Service Charges	190	96	96	0	0	94	No Major Variances.
	<b>412,378</b>	<b>206,190</b>	<b>203,799</b>	<b>(2,392)</b>	<b>0</b>	<b>208,580</b>	
<b><u>Travellers</u></b>							
Gross Direct Costs	50,320	20,536	19,290	(1,246)	22,227	8,802	No Major Variances.
Gross Direct Income	(4,000)	(2,004)	(630)	1,374	0	(3,370)	No Major Variances.
Support Service Charges	870	432	432	0	0	438	No Major Variances.
	<b>47,190</b>	<b>18,964</b>	<b>19,092</b>	<b>128</b>	<b>22,227</b>	<b>5,870</b>	
<b><u>Public Protection</u></b>							
Gross Direct Costs	198,935	92,479	93,255	775	6,615	99,066	No Major Variances,
Gross Direct Income	(197,000)	(98,496)	(48,384)	50,113	0	(148,617)	Lower income received - under review.
Support Service Charges	100,110	50,058	50,058	0	0	50,052	No Major Variances.
	<b>102,045</b>	<b>44,041</b>	<b>94,929</b>	<b>50,888</b>	<b>6,615</b>	<b>501</b>	
<b><u>Street Signage</u></b>							
Gross Direct Costs	12,000	3,996	1,980	(2,016)	0	10,020	No Major Variances.
Capital Charges	4,235	2,118	2,118	0	0	2,117	No Major Variances.
Support Service Charges	18,920	9,462	9,462	0	0	9,458	No Major Variances.
	<b>35,155</b>	<b>15,576</b>	<b>13,560</b>	<b>(2,016)</b>	<b>0</b>	<b>21,595</b>	
<b><u>Environmental Protection</u></b>							
Gross Direct Costs	687,269	325,514	324,723	(791)	36,611	325,934	No Major Variances.
Capital Charges	8,397	4,200	4,200	0	0	4,197	No Major Variances.
Gross Direct Income	(58,375)	(11,648)	(20,535)	(8,887)	0	(37,840)	Reimbursement of costs relating to emergency measures to a dangerous structure.
Support Service Charges	195,040	97,530	97,530	0	0	97,510	No Major Variances.
	<b>832,331</b>	<b>415,596</b>	<b>405,918</b>	<b>(9,678)</b>	<b>36,611</b>	<b>389,802</b>	
<b><u>Env Health - Service Mgmt</u></b>							
Gross Direct Costs	140,332	70,182	85,205	15,023	10,574	44,553	Staffing costs funded from a saving within the Corporate Enforcement team.
Support Service Charges	(140,332)	(70,152)	(70,152)	0	0	(70,180)	No Major Variances.
	<b>0</b>	<b>30</b>	<b>15,053</b>	<b>15,023</b>	<b>10,574</b>	<b>(25,627)</b>	
<b><u>Combined Enforcement Team</u></b>							
Gross Direct Costs	159,503	79,758	59,788	(19,970)	2,214	97,501	Vacant post. - used to fund temporary staffing.
Support Service Charges	(159,503)	(79,740)	(79,740)	0	0	(79,763)	No Major Variances.
	<b>0</b>	<b>18</b>	<b>(19,952)</b>	<b>(19,970)</b>	<b>2,214</b>	<b>17,738</b>	
<b><u>Environmental Contracts</u></b>							
Gross Direct Costs	282,296	141,158	142,616	1,458	191	139,489	No Major Variances.
Capital Charges	4,521	2,262	2,262	0	0	2,259	No Major Variances.
Support Service Charges	(286,817)	(143,406)	(143,406)	0	0	(143,411)	No Major Variances.
	<b>0</b>	<b>14</b>	<b>1,472</b>	<b>1,458</b>	<b>191</b>	<b>(1,663)</b>	

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget	Explanation for Major Variances
	£	£	£	£	£	£	
<b><u>Waste Collection And Disposal</u></b>							
Gross Direct Costs	4,138,993	1,810,659	1,718,921	(91,738)	2,171,165	248,908	See <b>Note A</b> below
Capital Charges	48,815	24,408	24,408	0	0	24,407	No Major Variances.
Gross Direct Income	(3,447,361)	(2,317,926)	(2,324,534)	(6,608)	0	(1,122,827)	Additional income from bulky waste collections.
Support Service Charges	450,780	225,414	225,414	0	0	225,366	No Major Variances.
	<b>1,191,227</b>	<b>(257,445)</b>	<b>(355,791)</b>	<b>(98,346)</b>	<b>2,171,165</b>	<b>(624,147)</b>	
<b>Note A:</b> (£58,461) Outstanding accruals from 2019/20 for services provided and no invoices yet received. (£70,297) Waste collection costs lower than budgeted - awaiting invoices from contractor. These savings are offset against contract extension costs of £26,998 to Kier. £8,830 Contract payments for recycling.							
<b><u>Cleansing</u></b>							
Gross Direct Costs	690,300	331,484	332,009	525	426,772	(68,482)	No Major Variances.
Capital Charges	18,000	9,000	9,000	0	0	9,000	No Major Variances.
Gross Direct Income	(57,170)	0	(172)	(172)	0	(56,998)	No Major Variances.
Support Service Charges	58,580	29,298	29,298	0	0	29,282	No Major Variances.
	<b>709,710</b>	<b>369,782</b>	<b>370,135</b>	<b>353</b>	<b>426,772</b>	<b>(87,198)</b>	
<b><u>Environmental Strategy</u></b>							
Gross Direct Costs	25,000	25,000	(3,979)	(28,979)	0	28,979	No expenditure - Green Build event cancelled due to Covid.
Gross Direct Income	(15,000)	(15,000)	0	15,000	0	(15,000)	No income - Green Build event cancelled due to Covid.
Support Service Charges	19,840	9,918	9,918	0	0	9,922	No Major Variances.
	<b>29,840</b>	<b>19,918</b>	<b>5,939</b>	<b>(13,979)</b>	<b>0</b>	<b>23,901</b>	
<b><u>Community Safety</u></b>							
Gross Direct Costs	30,647	15,324	13,081	(2,243)	0	17,566	No Major Variances.
Support Service Charges	250	126	126	0	0	124	No Major Variances.
	<b>30,897</b>	<b>15,450</b>	<b>13,207</b>	<b>(2,243)</b>	<b>0</b>	<b>17,690</b>	
<b><u>Civil Contingencies</u></b>							
Gross Direct Costs	87,743	43,878	41,263	(2,615)	785	45,695	No Major Variances.
Support Service Charges	29,340	14,688	14,688	0	0	14,652	No Major Variances.
	<b>117,083</b>	<b>58,566</b>	<b>55,951</b>	<b>(2,615)</b>	<b>785</b>	<b>60,347</b>	
<b>Total Environmental Health</b>	<b>3,898,574</b>	<b>1,102,064</b>	<b>1,005,284</b>	<b>(96,780)</b>	<b>2,682,314</b>	<b>210,976</b>	

## General Fund

## Service Area Summaries P6 2020-21

## Finance &amp; Assets

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b>Industrial Estates</b>							
Gross Direct Costs	15,517	9,535	6,366	(3,169)	1,075	8,076	Insurance premiums.
Capital Charges	46,240	23,118	23,118	0	0	23,122	No Major Variances.
Gross Direct Income	(134,600)	(67,300)	(59,620)	7,680	0	(74,980)	Debtor provisions brought forward relating to insurance premium recharges - invoices yet to be raised.
Support Service Charges	46,230	23,124	23,124	0	0	23,106	No Major Variances.
	<b>(26,613)</b>	<b>(11,523)</b>	<b>(7,013)</b>	<b>4,510</b>	<b>1,075</b>	<b>(20,675)</b>	
<b>Surveyors Allotments</b>							
Gross Direct Costs	3,000	0	25	25	0	2,975	No Major Variances.
Gross Direct Income	(50)	(24)	(50)	(26)	0	0	No Major Variances.
Support Service Charges	12,070	6,042	6,042	0	0	6,028	No Major Variances.
	<b>15,020</b>	<b>6,018</b>	<b>6,017</b>	<b>(1)</b>	<b>0</b>	<b>9,003</b>	
<b>Handy Man</b>							
Gross Direct Costs	44,065	22,044	27,032	4,988	0	17,033	Consumables - stock for vans.
Gross Direct Income	(54,730)	0	0	0	0	(54,730)	All budgets for the Handyman are to be incorporated within Property Services and process for recharges is to be changed.
Support Service Charges	60,970	30,498	30,498	0	0	30,472	No Major Variances.
	<b>50,305</b>	<b>52,542</b>	<b>57,530</b>	<b>4,988</b>	<b>0</b>	<b>(7,225)</b>	
<b>Parklands</b>							
Gross Direct Costs	34,767	17,408	14,568	(2,840)	2,204	17,995	Lower repair and maintenance costs to date.
Capital Charges	432	216	216	0	0	216	No Major Variances.
Gross Direct Income	(64,055)	(49,055)	(61,086)	(12,031)	0	(2,969)	(£14,500) Sale of pitch.
Support Service Charges	32,560	16,284	16,284	0	0	16,276	No Major Variances.
	<b>3,704</b>	<b>(15,147)</b>	<b>(30,019)</b>	<b>(14,872)</b>	<b>2,204</b>	<b>31,518</b>	
<b>Revenue Services</b>							
Gross Direct Costs	66,225,518	56,572,752	56,570,033	(2,719)	36,385	9,619,100	No Major Variances
Gross Direct Income	(65,944,911)	(65,628,456)	(65,684,748)	(56,292)	0	(260,163)	Repaid Covid Business Support grants.
Support Service Charges	383,980	192,018	192,018	0	0	191,962	No Major Variances.
	<b>664,587</b>	<b>(8,863,686)</b>	<b>(8,922,697)</b>	<b>(59,011)</b>	<b>36,385</b>	<b>9,550,899</b>	
<b>Benefits Subsidy</b>							
Gross Direct Costs	21,979,945	0	463	463	0	21,979,482	No Major Variances.
Gross Direct Income	(21,726,144)	0	(3,964)	(3,964)	0	(21,722,180)	
	<b>253,801</b>	<b>0</b>	<b>(3,501)</b>	<b>(3,501)</b>	<b>0</b>	<b>257,302</b>	
<b>Discretionary Payments</b>							
Support Service Charges	3,820	1,908	1,908	0	0	1,912	No Major Variances.
	<b>3,820</b>	<b>1,908</b>	<b>1,908</b>	<b>0</b>	<b>0</b>	<b>1,912</b>	
<b>Non Distributed Costs</b>							
Gross Direct Costs	0	108,455	116,435	7,980	0	(116,435)	£9,331 - Actuarial strain costs for staff retiring early.
	<b>0</b>	<b>108,455</b>	<b>116,435</b>	<b>7,980</b>	<b>0</b>	<b>(116,435)</b>	
<b>Administration Buildings Svcs</b>							
Gross Direct Costs	609,472	293,658	292,038	(1,620)	34,721	282,713	See <b>Note A</b> below:
Capital Charges	75,862	37,932	37,932	0	0	37,930	No Major Variances.
Gross Direct Income	(344,158)	(96,888)	(86,544)	10,344	0	(257,614)	Service charges are lower as fewer tenants.
Support Service Charges	(281,517)	(140,754)	(140,754)	0	0	(140,763)	No Major Variances.
	<b>59,659</b>	<b>93,948</b>	<b>102,672</b>	<b>8,724</b>	<b>34,721</b>	<b>(77,734)</b>	
<b>Note A: £37,804 Higher repair and maintenance costs - Legionella corrective works at various sites, PAT testing and emergency lighting. (£41,871) Lower running costs - outstanding invoices for rent at Kings Arms St. North Walsham; lower gas and electricity costs at Cromer and Fakenham and lower contract cleaning costs at North Walsham and Cromer.</b>							
<b>Property Services</b>							
Gross Direct Costs	622,794	336,766	441,411	104,645	55,736	125,648	See <b>Note A</b> below:
Capital Charges	3,002	1,500	1,500	0	0	1,502	No Major Variances.
Gross Direct Income	(10,000)	0	13,377	13,377	0	(23,377)	Outstanding debtor income from 2019/20.
Support Service Charges	(615,796)	(307,890)	(308,190)	(300)	0	(307,606)	No Major Variances.
	<b>0</b>	<b>30,376</b>	<b>148,098</b>	<b>117,722</b>	<b>55,736</b>	<b>(203,833)</b>	
<b>Note A: (£17,127) Vacant post held in the service offset by costs for advertising and Covid related overtime. £7,872 Works in default to be funded from the Enforcement Board. £114,410 Repair and maintenance and purchase of equipment and consumables relating to Covid and the Return to the High Street Safely Fund (RHSSF).</b>							
<b>Head Of Finance &amp; Assets</b>							
Gross Direct Costs	109,836	54,924	55,653	729	0	54,183	No Major Variances.
Support Service Charges	(109,836)	(54,930)	(54,930)	0	0	(54,906)	No Major Variances.
	<b>0</b>	<b>(6)</b>	<b>723</b>	<b>729</b>	<b>0</b>	<b>(723)</b>	

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b>Corporate Finance</b>							
Gross Direct Costs	446,119	229,190	221,803	(7,387)	21,529	202,787	Staffing due to contract changes
Support Service Charges	(446,119)	(223,056)	(223,056)	0	0	(223,063)	No Major Variances.
	<b>0</b>	<b>6,134</b>	<b>(1,253)</b>	<b>(7,387)</b>	<b>21,529</b>	<b>(20,276)</b>	
<b>Insurance &amp; Risk Management</b>							
Gross Direct Costs	199,704	199,704	201,974	2,270	0	(2,270)	No Major Variances.
Gross Direct Income	(650)	(324)	(185)	139	0	(465)	No Major Variances.
Support Service Charges	(199,054)	(99,552)	(99,552)	0	0	(99,502)	No Major Variances.
	<b>0</b>	<b>99,828</b>	<b>102,237</b>	<b>2,409</b>	<b>0</b>	<b>(102,237)</b>	
<b>Internal Audit</b>							
Gross Direct Costs	75,000	0	1,917	1,917	51,427	21,656	No Major Variances.
Support Service Charges	(75,000)	(37,506)	(37,506)	0	0	(37,494)	No Major Variances.
	<b>0</b>	<b>(37,506)</b>	<b>(35,589)</b>	<b>1,917</b>	<b>51,427</b>	<b>(15,838)</b>	
<b>Playgrounds</b>							
Gross Direct Costs	57,110	19,012	20,485	1,473	19,285	17,339	No Major Variances.
Support Service Charges	37,740	18,876	18,876	0	0	18,864	No Major Variances.
	<b>94,850</b>	<b>37,888</b>	<b>39,361</b>	<b>1,473</b>	<b>19,285</b>	<b>36,203</b>	
<b>Community Centres</b>							
Gross Direct Costs	9,893	4,739	4,408	(331)	80	5,405	No Major Variances.
Support Service Charges	8,650	4,332	4,332	0	0	4,318	No Major Variances.
	<b>18,543</b>	<b>9,071</b>	<b>8,740</b>	<b>(331)</b>	<b>80</b>	<b>9,723</b>	
<b>Public Conveniences</b>							
Gross Direct Costs	586,309	325,115	343,430	18,315	210,447	32,432	See <b>Note A</b> below:
Capital Charges	179,646	89,826	89,826	0	0	89,820	No Major Variances.
Support Service Charges	87,477	43,740	44,424	684	0	43,053	No Major Variances.
	<b>853,432</b>	<b>458,681</b>	<b>477,680</b>	<b>18,999</b>	<b>210,447</b>	<b>165,305</b>	
<b>Note A: £29,250 - Higher repair and maintenance costs associated with Legionella risk assessments and corrective works, emergency lighting and fixed wire testing and repairs. (£18,990) Underspend in running costs for water and electricity offset by higher NNDR costs. £6,564 Higher cleansing contractor costs due to Covid.</b>							
<b>Investment Properties</b>							
Gross Direct Costs	146,039	75,725	81,887	6,162	50,019	14,133	Option appraisals and structural surveys.
Capital Charges	46,674	23,340	23,340	0	0	23,334	No Major Variances.
Gross Direct Income	(210,105)	(121,240)	(106,379)	14,861	0	(103,726)	Outstanding debtor accruals - invoices yet to be raised for recharge of insurance premiums and utility charges.
Support Service Charges	154,140	77,082	77,082	0	0	77,058	No Major Variances.
	<b>136,748</b>	<b>54,907</b>	<b>75,929</b>	<b>21,022</b>	<b>50,019</b>	<b>10,800</b>	
<b>Central Costs</b>							
Gross Direct Costs	91,205	43,103	39,013	(4,090)	6	52,186	(£7,752) - Budget for general events etc. £2,900 - Data protection fee
Support Service Charges	(87,650)	(43,812)	(43,812)	0	0	(43,838)	No Major Variances.
	<b>3,555</b>	<b>(709)</b>	<b>(4,799)</b>	<b>(4,090)</b>	<b>6</b>	<b>8,348</b>	
<b>Corporate &amp; Democratic Core</b>							
Gross Direct Costs	621,069	355,149	385,722	30,573	153,718	81,629	See <b>Note A</b> Below:
Capital Charges	100,000	0	0	0	0	100,000	No Major Variances.
Gross Direct Income	0	0	(500)	(500)	0	500	No Major Variances.
Support Service Charges	1,175,550	587,778	587,778	0	0	587,772	No Major Variances.
	<b>1,896,619</b>	<b>942,927</b>	<b>973,000</b>	<b>30,073</b>	<b>153,718</b>	<b>769,901</b>	
<b>Note A: (£18,238) - Salaries and oncosts lower due to vacancies in Planning, this will be offset by agency costs. (£13,471) - Bank charges. (£3,710) - Treasury consultancy charges. (£9,298) - Other professional fees. £7,413 - Enterprise zone payment. £27,266 - Countywide mailshot - COVID 19. £19,405 - Foodbank and other donations (Covid). £7,623 - Prior years grant audit by external auditors</b>							
<b>Total Finance &amp; Assets</b>	<b>4,028,030</b>	<b>(7,025,894)</b>	<b>(6,894,539)</b>	<b>131,355</b>	<b>636,632</b>	<b>10,285,937</b>	



## General Fund

## Service Area Summaries P6 2020-21

## Legal &amp; Democratic Svs

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b>Benefits Administration</b>							
Gross Direct Costs	930,319	481,539	511,497	29,958	3,294	415,528	£20,350 overtime, predominantly funded from Covid grant. Turnover savings not made. £7,713 Covid related software costs funded from Covid grant allocation.
Gross Direct Income	(346,963)	(1,770)	(28,139)	(26,369)	0	(318,824)	Miscellaneous Grants from Department for Works and Pensions (DWP).
Support Service Charges	488,240	244,128	244,128	0	0	244,112	No Major Variances.
	<b>1,071,596</b>	<b>723,897</b>	<b>727,486</b>	<b>3,589</b>	<b>3,294</b>	<b>340,816</b>	
<b>Members Services</b>							
Gross Direct Costs	507,462	251,770	229,738	(22,032)	3,981	273,743	See <b>Note A</b> below.
Gross Direct Income	(400)	(198)	0	198	0	(400)	No Major Variances.
Support Service Charges	58,410	29,220	29,220	0	0	29,190	No Major Variances.
	<b>565,472</b>	<b>280,792</b>	<b>258,958</b>	<b>(21,834)</b>	<b>3,981</b>	<b>302,533</b>	
<b>Note A:</b> (£4,808) - General Training (Members) - This budget is underspent this year due to the pandemic. Training was put on hold initially and is now restarting on a remote basis. (£6,459) - Travelling allowances - general - Members are not travelling to the office to attend meetings currently so are not claiming travel expenses at the usual level. (£7,134) - Chairman's' Civic Expenditure. (£2,080) - Telephone reimbursements. £2,794 - Members Allowances - due to a change in the SRA payments to the Chair of Standards and the Leader of the Opposition – following the recommendations of the Independent Remuneration Panel (approved by Council in Feb 2020). All of this will lead to a full year saving of £16,000.							
<b>Legal Services</b>							
Gross Direct Costs	646,462	325,281	336,297	11,016	6,173	303,991	£9,970 - Salaries and oncosts. (£4,087) - Client disbursements. £3,500 - Purchase of legal books. Any overspend will be funded from the legal reserve.
Gross Direct Income	(329,946)	(77,568)	(65,868)	11,700	0	(264,078)	£14,537 - Income from legal fees. No variance is anticipated because any balance will be transferred to the Legal reserve. (£2,842) - Other recoverable charges.
Support Service Charges	(316,516)	(158,274)	(158,274)	0	0	(158,242)	No Major Variances.
	<b>0</b>	<b>89,439</b>	<b>112,156</b>	<b>22,717</b>	<b>6,173</b>	<b>(118,329)</b>	
<b>Total Legal &amp; Democratic Svs</b>	<b>1,637,068</b>	<b>1,094,128</b>	<b>1,098,600</b>	<b>4,472</b>	<b>13,449</b>	<b>525,020</b>	

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## General Fund

## Service Area Summaries P6 2020-21

## Planning

	Full Year Budget £	YTD Budget £	YTD Actuals £	YTD Variance £	Commitments £	Remaining Budget £	Explanation for Major Variances
<b>Development Management</b>							
Gross Direct Costs	1,060,192	543,888	547,095	3,207	83,085	430,012	No Major Variances.
Capital Charges	36,000	18,000	18,000	0	0	18,000	No Major Variances.
Gross Direct Income	(801,700)	(400,854)	(304,670)	96,184	0	(497,030)	Planning fee income - see Covid fee update
Support Service Charges	598,290	299,160	299,160	0	0	299,130	No Major Variances.
	<b>892,782</b>	<b>460,194</b>	<b>559,586</b>	<b>99,391</b>	<b>83,085</b>	<b>250,112</b>	
<b>Planning Policy</b>							
Gross Direct Costs	669,343	293,021	219,993	(73,028)	8,997	440,353	(£24,030) Vacant post. (£47,446) Local Plan Profiled Expenditure.
Gross Direct Income	0	0	(125)	(125)	0	125	No Major Variances.
Support Service Charges	93,076	46,560	46,560	0	0	46,516	No Major Variances.
	<b>762,419</b>	<b>339,581</b>	<b>266,428</b>	<b>(73,153)</b>	<b>8,997</b>	<b>486,994</b>	
<b>Conservation, Design &amp; Landsc</b>							
Gross Direct Costs	159,938	78,003	61,986	(16,017)	41,135	56,817	(£14,750) Accrued Contributions in dispute not yet paid.
Support Service Charges	76,830	38,424	38,424	0	0	38,406	No Major Variances.
	<b>236,768</b>	<b>116,427</b>	<b>100,410</b>	<b>(16,017)</b>	<b>41,135</b>	<b>95,223</b>	
<b>Major Developments</b>							
Gross Direct Costs	259,617	140,489	165,364	24,875	50,261	43,992	£7,893 New appointment advertising. Costs associated with Planning appeals.
Gross Direct Income	0	0	(4,980)	(4,980)	0	4,980	Costs awarded to Council following planning appeal.
Support Service Charges	78,760	39,378	39,378	0	0	39,382	No Major Variances.
	<b>338,377</b>	<b>179,867</b>	<b>199,762</b>	<b>19,895</b>	<b>50,261</b>	<b>88,354</b>	
<b>Building Control</b>							
Gross Direct Costs	451,956	225,996	216,482	(9,515)	5,212	230,262	(£7,582) Staffing. (£4,860) Transport costs due to lockdown restrictions.
Gross Direct Income	(390,000)	(194,994)	(175,141)	19,854	0	(214,860)	Building control fees - see Covid fee update.
Support Service Charges	124,740	62,388	62,388	0	0	62,352	No Major Variances.
	<b>186,696</b>	<b>93,390</b>	<b>103,729</b>	<b>10,339</b>	<b>5,212</b>	<b>77,755</b>	
<b>Head Of Planning</b>							
Gross Direct Costs	132,755	64,686	53,430	(11,256)	17,121	62,203	(£4,998) Generic training. (£3,456) Supplies and Services.
Support Service Charges	(132,755)	(66,372)	(66,372)	0	0	(66,383)	No Major Variances.
	<b>0</b>	<b>(1,686)</b>	<b>(12,942)</b>	<b>(11,256)</b>	<b>17,121</b>	<b>(4,180)</b>	
<b>Property Information</b>							
Gross Direct Costs	184,959	79,983	77,650	(2,333)	60,628	46,681	No Major Variances.
Gross Direct Income	(182,190)	(91,098)	(104,407)	(13,309)	0	(77,783)	Land charge fee income. Current effect predicted as a result of Covid.
Support Service Charges	50,280	25,158	25,158	0	0	25,122	No Major Variances.
	<b>53,049</b>	<b>14,043</b>	<b>(1,598)</b>	<b>(15,641)</b>	<b>60,628</b>	<b>(5,980)</b>	
<b>Total Planning</b>	<b>2,470,091</b>	<b>1,201,816</b>	<b>1,215,375</b>	<b>13,558</b>	<b>266,439</b>	<b>988,277</b>	

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**General Fund Summary P6 2020/21**  
**Service Area Summaries**

**Clt / Corporate**

	<b>Full Year Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Variance</b>	<b>Commitments</b>	<b>Remaining Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Human Resources & Payroll	0	0	13,539	13,539	6,245	(19,784)
Registration Services	314,973	153,260	230,510	77,250	19	84,444
Corporate Leadership Team	0	24	(66,338)	(66,362)	2,989	63,350
Communications	(37,958)	(18,947)	(37,921)	(18,974)	2,289	(2,325)
<b>Total Clt / Corporate</b>	<b>277,015</b>	<b>134,337</b>	<b>139,789</b>	<b>5,452</b>	<b>11,542</b>	<b>125,685</b>

**Community, Econ Dev & Coast**

	<b>Full Year Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Variance</b>	<b>Commitments</b>	<b>Remaining Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Health	0	0	(253)	(253)	0	253
Car Parking	(1,659,069)	(1,184,411)	(752,373)	432,038	292,920	(1,199,616)
Markets	15,654	(8,242)	6,620	14,862	1,993	7,041
Parks & Open Spaces	404,048	207,030	195,126	(11,904)	151,380	57,542
Foreshore	231,205	83,121	73,878	(9,243)	1,225	156,102
Leisure Complexes	931,485	544,547	640,584	96,037	34,168	256,732
Other Sports	168,050	93,253	58,988	(34,265)	4,299	104,763
Recreation Grounds	18,659	9,342	8,305	(1,037)	8,697	1,657
Pier Pavilion	22,940	1,480	22,437	20,957	401	101
Foreshore (Community)	485,655	188,908	147,123	(41,785)	196,857	141,674
Woodlands Management	313,351	157,192	169,237	12,045	7,816	136,298
Cromer Pier	155,202	121,136	117,771	(3,366)	1,133	36,298
Economic Growth	481,521	241,666	232,507	(9,159)	59,819	189,195
Tourism	62,788	31,410	41,563	10,153	0	21,225
Coast Management	1,222,346	585,564	584,604	(960)	16,818	620,924
Business Growth Staffing	0	36	9,669	9,633	0	(9,669)
Economic & Comm Dev Mgt	0	6	148	142	315	(463)
Leisure	0	18	3,896	3,878	0	(3,896)
Housing Strategy	1,252,978	255,210	247,473	(7,737)	17,562	987,943
Health & Communities	575,695	156,194	118,813	(37,381)	0	456,882
Coastal Management	0	(14,982)	3,946	18,928	4,820	(8,766)
<b>Total Community, Econ Dev &amp; Coast</b>	<b>4,682,508</b>	<b>1,468,478</b>	<b>1,930,064</b>	<b>461,586</b>	<b>800,222</b>	<b>1,952,222</b>

**Customer Services & Ict**

	<b>Full Year Budget</b>	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>YTD Variance</b>	<b>Commitments</b>	<b>Remaining Budget</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
It - Support Services	37,958	(37,543)	41,372	78,915	76,990	(80,404)
Tic'S	161,647	80,499	81,946	1,447	9,078	70,624
Homelessness	356,259	40,668	17,641	(23,027)	172,660	165,959
Customer Services Housing	0	12	32,682	32,670	178	(32,860)
Digital Transformation	251,905	125,952	130,965	5,013	14,630	106,310
Reprographics	0	6	(5,775)	(5,781)	5,827	(52)
Customer Services - Corporate	21,014	38	6,052	6,014	14,201	761
<b>Total Customer Services &amp; Ict</b>	<b>828,783</b>	<b>209,632</b>	<b>304,882</b>	<b>95,250</b>	<b>293,562</b>	<b>230,338</b>

## Environmental Health

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Commercial Services	390,718	195,364	181,972	(13,392)	5,161	203,586
Internal Drainage Board Levies	412,378	206,190	203,799	(2,392)	0	208,580
Travellers	47,190	18,964	19,092	128	22,227	5,870
Public Protection	102,045	44,041	94,929	50,888	6,615	501
Street Signage	35,155	15,576	13,560	(2,016)	0	21,595
Environmental Protection	832,331	415,596	405,918	(9,678)	36,611	389,802
Env Health - Service Mgmt	0	30	15,053	15,023	10,574	(25,627)
Combined Enforcement Team	0	18	(19,952)	(19,970)	2,214	17,738
Environmental Contracts	0	14	1,472	1,458	191	(1,663)
Waste Collection And Disposal	1,191,227	(257,445)	(355,791)	(98,346)	2,171,165	(624,147)
Cleansing	709,710	369,782	370,135	353	426,772	(87,198)
Environmental Strategy	29,840	19,918	5,939	(13,979)	0	23,901
Community Safety	30,897	15,450	13,207	(2,243)	0	17,690
Civil Contingencies	117,083	58,566	55,951	(2,615)	785	60,347
<b>Total Environmental Health</b>	<b>3,898,574</b>	<b>1,102,064</b>	<b>1,005,284</b>	<b>(96,780)</b>	<b>2,682,314</b>	<b>210,976</b>

## Finance &amp; Assets

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Industrial Estates	(26,613)	(11,523)	(7,013)	4,510	1,075	(20,675)
Surveyors Allotments	15,020	6,018	6,017	(1)	0	9,003
Handy Man	50,305	52,542	57,530	4,988	0	(7,225)
Parklands	3,704	(15,147)	(30,019)	(14,872)	2,204	31,518
Revenue Services	664,587	(8,863,686)	(8,922,697)	(59,011)	36,385	9,550,899
Benefits Subsidy	253,801	0	(3,501)	(3,501)	0	257,302
Discretionary Payments	3,820	1,908	1,908	0	0	1,912
Non Distributed Costs	0	108,455	116,435	7,980	0	(116,435)
Administration Buildings Svs	59,659	93,948	102,672	8,724	34,721	(77,734)
Property Services	0	30,376	148,098	117,722	55,736	(203,833)
Head Of Finance & Assets	0	(6)	723	729	0	(723)
Corporate Finance	0	6,134	(1,253)	(7,387)	21,529	(20,276)
Insurance & Risk Management	0	99,828	102,237	2,409	0	(102,237)
Internal Audit	0	(37,506)	(35,589)	1,917	51,427	(15,838)
Playgrounds	94,850	37,888	39,361	1,473	19,285	36,203
Community Centres	18,543	9,071	8,740	(331)	80	9,723
Public Conveniences	853,432	458,681	477,680	18,999	210,447	165,305
Investment Properties	136,748	54,907	75,929	21,022	50,019	10,800
Central Costs	3,555	(709)	(4,799)	(4,090)	6	8,348
Corporate & Democratic Core	1,896,619	942,927	973,000	30,073	153,718	769,901
<b>Total Finance &amp; Assets</b>	<b>4,028,030</b>	<b>(7,025,894)</b>	<b>(6,894,539)</b>	<b>131,355</b>	<b>636,632</b>	<b>10,285,937</b>

## Legal &amp; Democratic Svs

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Benefits Administration	1,071,596	723,897	727,486	3,589	3,294	340,816
Members Services	565,472	280,792	258,958	(21,834)	3,981	302,533
Legal Services	0	89,439	112,156	22,717	6,173	(118,329)
<b>Total Legal &amp; Democratic Svs</b>	<b>1,637,068</b>	<b>1,094,128</b>	<b>1,098,600</b>	<b>4,472</b>	<b>13,449</b>	<b>525,020</b>

## Planning

	Full Year Budget	YTD Budget	YTD Actuals	YTD Variance	Commitments	Remaining Budget
	£	£	£	£	£	£
Development Management	892,782	460,194	559,586	99,391	83,085	250,112
Planning Policy	762,419	339,581	266,428	(73,153)	8,997	486,994
Conservation, Design & Landscap	236,768	116,427	100,410	(16,017)	41,135	95,223
Major Developments	338,377	179,867	199,762	19,895	50,261	88,354
Building Control	186,696	93,390	103,729	10,339	5,212	77,755
Head Of Planning	0	(1,686)	(12,942)	(11,256)	17,121	(4,180)
Property Information	53,049	14,043	(1,598)	(15,641)	60,628	(5,980)
<b>Total Planning</b>	<b>2,470,091</b>	<b>1,201,816</b>	<b>1,215,375</b>	<b>13,558</b>	<b>266,439</b>	<b>988,277</b>

## Total General Fund

<b>17,822,069</b>	<b>(1,815,438)</b>	<b>(1,200,545)</b>	<b>614,893</b>	<b>4,704,160</b>	<b>14,318,454</b>
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<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/20 Expenditure	Updated Budget 2020/21	Current Expenditure 2020/21	Updated Budget 2021/22	Updated Budget 2022/23	Updated Budget 2023/24
	£			£	£	£	£
<b>Boosting Business Sustainability and Growth</b>							
Rocket House	77,084	37,465	0	0	39,619	0	0
Local Property Investment Fund	1,000,000	524	999,476	0	0	0	0
Property Investment Company	2,000,000	0	2,000,000	0	0	0	0
Purchase of New Car Park Vehicles	60,000	45,000	15,000	0	0	0	0
Deep History Coast	869,777	854,777	15,000	2,539	0	0	0
Fair Meadow House Improvements	50,000	16,650	33,350	0	0	0	0
Fair Meadow House Annexe	55,000	0	55,000	0	0	0	0
Collectors Cabin	25,000	933	24,067	0	0	0	0
Cornish Way	170,000	2,426	30,000	0	137,574	0	0
Fakenham Connect	100,000	332	99,668	0	0	0	0
Bacton Car Park	60,000	592	59,408	45,464	0	0	0
North Walsham Heritage Action Zone	3,120,000	175	471,325	0	1,477,750	863,500	307,250
Public Convenience Improvements	600,000	197,577	402,423	0	0	0	0
Unit 1 & 2, Surf Lifesaving School, Cromer Promenade	55,000	0	0	0	55,000	0	0
Purchase of Property Services Vehicles	17,744	0	0	17,744	0	0	0
	<b>8,259,605</b>	<b>1,156,449</b>	<b>4,204,718</b>	<b>65,748</b>	<b>1,709,943</b>	<b>863,500</b>	<b>307,250</b>
<b>Local Homes for Local Need</b>							
Disabled Facilities Grants	Annual programme	Annual programme	992,094	189,255	1,000,000	1,000,000	0
Parkland Improvements	100,000	13,124	86,876	0	0	0	0
Compulsory Purchase of Long Term Empty Properties	675,500	490,677	184,823	0	0	0	0
Shannocks Hotel	477,887	53,152	424,735	0	0	0	0
Laundry Loke - Victory Housing	100,000	0	100,000	0	0	0	0
Community Housing Fund	2,198,261	574,384	569,543	0	527,167	527,167	0
Provision of Temporary Accommodation	610,000	173,613	436,387	232,688	0	0	0
Fakenham Extra Care	215,500	171,024	44,476	0	0	0	0
	<b>4,377,148</b>	<b>1,475,974</b>	<b>2,838,933</b>	<b>421,943</b>	<b>1,527,167</b>	<b>1,527,167</b>	<b>0</b>
<b>Climate, Coast and the Environment</b>							
Gypsy and Traveller Short Stay Stopping Facilities	1,417,533	1,388,576	28,957	0	0	0	0
Cromer Pier Structural Works - Phase 2	1,378,549	1,370,732	7,817	0	0	0	0
Cromer West Prom Chalets	62,000	655	61,345	0	0	0	0
Cromer Coast Protection Scheme	8,822,001	5,305,817	30,000	428	1,743,092	1,743,092	0
Coastal Erosion Assistance	90,000	41,203	48,797	0	0	0	0
Coastal Adaptations	247,493	0	247,493	0	0	0	0
Mundesley - Refurbishment of Coastal Defences	3,221,000	52,550	50,000	6,764	1,572,607	1,545,843	0
Cromer Pier - Steelworks and Improvements to Pavilion Theatre	1,315,883	1,215,883	100,000	167,610	0	0	0
Sea Palling Ramp	10,000	349	9,651	0	0	0	0
Bacton and Walcott Coastal Management Scheme	21,784,866	21,376,122	408,744	83,089	0	0	0
Replacement of Flood Gates at Cable Gap Bacton, The Ship Bacton & Walcott Post Office	45,500	0	45,500	0	0	0	0
	<b>38,394,826</b>	<b>30,751,887</b>	<b>1,038,304</b>	<b>257,891</b>	<b>3,315,699</b>	<b>3,288,935</b>	<b>0</b>
<b>Quality of Life</b>							
Holt Country Park Play Area	52,000	47,454	4,546	4,944	0	0	0
Steelwork Protection to Victory Pool and Fakenham Gym	27,500	33	0	0	27,467	0	0
Fakenham Gym	62,500	0	62,500	0	0	0	0
Splash Gym Equipment	1,013,000	376,698	636,302	133,768	0	0	0
North Walsham Artificial Grass Pitch	860,000	11,132	848,868	0	0	0	0
Splash Leisure Centre Reprovision	12,697,000	2,829,974	8,237,551	1,635,487	1,629,475	0	0
	<b>14,712,001</b>	<b>3,265,291</b>	<b>9,789,768</b>	<b>1,774,199</b>	<b>1,656,942</b>	<b>0</b>	<b>0</b>
<b>Customer Focus and Financial Sustainability</b>							
Administrative Buildings	1,565,678	1,515,678	50,000	107,050	0	0	0
Council Chamber and Committee Room Improvements	89,000	80,588	8,412	598	0	0	0
Environmental Health IT System Procurement	150,090	132,119	17,971	0	0	0	0

<u>Scheme</u>	Scheme Total Current Estimate	Pre 31/3/20 Expenditure	Updated Budget 2020/21	Current Expenditure 2020/21	Updated Budget 2021/22	Updated Budget 2022/23	Updated Budget 2023/24
	£			£	£	£	£
Purchase of Bins	646,895	406,895	80,000	51,729	80,000	80,000	0
User IT Hardware Refresh	275,000	106,622	58,378	0	55,000	55,000	0
Storage Hardware	60,000	42,433	17,567	0	0	0	0
Members IT	65,000	41,457	23,543	0	0	0	0
Back Scanning of Files	200,000	166,790	33,210	35,798	0	0	0
Electric Vehicle Charging Points	248,600	119,424	129,176	33,718	0	0	0
Waste vehicles	4,500,000	0	4,500,000	67,964	0	0	0
Housing Options System	20,000	650	19,350	0	0	0	0
Backup Network Upgrade	14,000	0	14,000	0	0	0	0
Cromer Office LED Lighting	60,000	0	0	0	60,000	0	0
Fire Wall Replacements	36,000	0	36,000	32,488	0	0	0
HR Information System - Implementation	0	0	0	0	0	0	0
Refurbishment of IT Training Room	15,000	0	15,000	0	0	0	0
Revenue & Benefits IT System Licences	101,000	0	101,000	0	0	0	0
Revenues & Benefits Civica (Open Revenues) System	0	0	0	0	0	0	0
Citizen App	45,000	0	45,000	25,500	0	0	0
Concerto Asset Management System	25,000	0	25,000	0	0	0	0
	<b>8,116,264</b>	<b>2,612,656</b>	<b>5,173,608</b>	<b>354,847</b>	<b>195,000</b>	<b>135,000</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>73,859,842</b>	<b>39,262,258</b>	<b>23,045,331</b>	<b>2,874,627</b>	<b>8,404,751</b>	<b>5,814,602</b>	<b>307,250</b>
<b>Capital Programme Financing</b>							
Grants			2,533,592	272,772	5,096,449	4,762,435	209,750
Asset Management Reserve			184,668	16,056	137,574	0	0
Revenue Contribution to Capital (RCCO)			0	17,744	0	0	0
Capital Project Reserve			1,198,857	331,385	0	0	0
Other Reserves			4,016,442	25,500	527,167	527,167	0
Capital Receipts			3,374,220	507,720	1,014,086	525,000	97,500
Internal / External Borrowing			11,737,551	1,703,451	1,629,475	0	0
<b>TOTAL FINANCING</b>			<b>23,045,331</b>	<b>2,874,627</b>	<b>8,404,751</b>	<b>5,814,602</b>	<b>307,250</b>

## Reserves Statement 2020-21 Monitoring

Appendix D

Reserve	Purpose and Use of Reserve	Balance 01/04/20 £	Updated Budgeted Movement 2020/21 £	Committed but not allocated to Budgets £	Total Movement 2020/21 £	Balance 01/04/21 £	Budgeted Movement 2021/22 £	Balance 01/04/22 £	Budgeted Movement 2022/23 £	Balance 01/04/23 £	Budgeted Movement 2023/24 £	Balance 01/04/24 £
<b>General Fund - General Reserve</b>	A working balance and contingency, current recommended balance is £1.9 million.	<b>2,404,127</b>	(116,528)	(9,000)	(125,528)	<b>2,278,599</b>	(69,109)	<b>2,209,490</b>	(50,000)	<b>2,159,490</b>	(50,000)	<b>2,109,490</b>
<b>Earmarked Reserves:</b>												
Capital Projects	To provide funding for capital developments and purchase of major assets. This includes the VAT Shelter Receipt.	<b>1,303,796</b>	(1,198,857)		(1,198,857)	<b>104,939</b>	0	<b>104,939</b>	0	<b>104,939</b>	0	<b>104,939</b>
Asset Management	To support improvements to our existing assets as identified through the Asset Management Plan.	<b>954,190</b>	(52,000)		(52,000)	<b>902,190</b>	(5,000)	<b>897,190</b>	(15,000)	<b>882,190</b>	(5,000)	<b>877,190</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>897,959</b>	(284,800)		(284,800)	<b>613,159</b>	0	<b>613,159</b>	0	<b>613,159</b>	0	<b>613,159</b>
Building Control	Building Control surplus ring-fenced to cover any future deficits in the service.	<b>212,481</b>	(44,441)		(44,441)	<b>168,040</b>	(44,441)	<b>123,599</b>	(44,441)	<b>79,158</b>	(44,441)	<b>34,717</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>2,074,708</b>	(166,126)		(166,126)	<b>1,908,582</b>	(18,000)	<b>1,890,582</b>	(18,000)	<b>1,872,582</b>	(18,000)	<b>1,854,582</b>
Coast Protection	To support the ongoing coast protection maintenance programme and carry forward funding between financial years.	<b>238,293</b>	(37,958)		(37,958)	<b>200,335</b>	0	<b>200,335</b>	0	<b>200,335</b>	0	<b>200,335</b>
Communities	To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area. Funded by a proportion of NCC element of second homes council tax. Earmarked in prior years.	<b>1,000,996</b>	(275,000)	(50,000)	(325,000)	<b>675,996</b>	(242,000)	<b>433,996</b>	(242,000)	<b>191,996</b>	0	<b>191,996</b>
Delivery Plan	To help achieve the outputs from the Corporate Plan and Delivery Plan.	<b>0</b>	2,355,706	(480,000)	1,875,706	<b>1,875,706</b>	0	<b>1,875,706</b>	0	<b>1,875,706</b>	0	<b>1,875,706</b>
Economic Development and Regeneration	Earmarked from previous underspends within Economic Development and Regeneration Budgets along with funding earmarked for Learning for Everyone.	<b>165,621</b>	(10,000)		(10,000)	<b>155,621</b>	0	<b>155,621</b>	0	<b>155,621</b>	0	<b>155,621</b>
Election Reserve	Established to meet costs associated with district council elections, to smooth the impact between financial years.	<b>3,000</b>	40,000		40,000	<b>43,000</b>	40,000	<b>83,000</b>	40,000	<b>123,000</b>	(120,000)	<b>3,000</b>
Enforcement Works	Established to meet costs associated with district council enforcement works including buildings at risk.	<b>112,973</b>	0	(7,872)	(7,872)	<b>105,101</b>	0	<b>105,101</b>	0	<b>105,101</b>	0	<b>105,101</b>
Environmental Health	Earmarking of previous underspends and additional income to meet Environmental Health initiatives.	<b>336,065</b>	(150,000)		(150,000)	<b>186,065</b>	0	<b>186,065</b>	0	<b>186,065</b>	0	<b>186,065</b>
Environment Reserve	To fund expenditure relating to the Council's Green Agenda.	<b>0</b>	150,000		150,000	<b>150,000</b>	0	<b>150,000</b>	0	<b>150,000</b>	0	<b>150,000</b>

## Reserves Statement 2020-21 Monitoring

Appendix D

Reserve	Purpose and Use of Reserve	Balance 01/04/20	Updated Budgeted Movement 2020/21	Committed but not allocated to Budgets	Total Movement 2020/21	Balance 01/04/21	Budgeted Movement 2021/22	Balance 01/04/22	Budgeted Movement 2022/23	Balance 01/04/23	Budgeted Movement 2023/24	Balance 01/04/24
		£	£	£	£	£	£	£	£	£	£	£
Grants	Revenue Grants received and due to timing issues not used in the year.	609,038	(81,586)	(15,359)	(96,945)	512,093	(14,655)	497,438	(14,655)	482,783	(14,655)	468,128
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.	2,528,543	(530,961)		(530,961)	1,997,582	(611,672)	1,385,910	(548,293)	837,617	0	837,617
Land Charges	To mitigate the impact of potential income reductions.	308,526	0		0	308,526	0	308,526	0	308,526	0	308,526
Legal	One off funding for Compulsory Purchase Order (CPO) work and East Law Surplus.	196,119	(25,426)		(25,426)	170,693	(16,964)	153,729	0	153,729	0	153,729
New Homes Bonus (NHB)	Established for supporting communities with future growth and development and Plan review*	292,207	(225,460)		(225,460)	66,747	0	66,747	0	66,747	0	66,747
Organisational Development	To provide funding for organisation development to create capacity within the organisation, including the provision and support for apprenticeships and internships.	269,041	(97,885)	(35,000)	(132,885)	136,156	(23,083)	113,073	(18,629)	94,444	0	94,444
Parafinder	To help Coastal Communities adapt to coastal changes.	128,053	(20,500)		(20,500)	107,553	(20,500)	87,053	(3,417)	83,636	0	83,636
Planning	Additional Planning income earmarked for Planning initiatives including Plan Review.	159,684	20,000		20,000	179,684	50,000	229,684	50,000	279,684	50,000	329,684
Property Investment Fund	To provide funding for the acquisition and development of new land and property assets	999,476	(999,476)		(999,476)	0	0	0	0	0	0	0
Property Company	To fund potetial housing development and property related schemes	2,000,000	(2,000,000)		(2,000,000)	0	0	0	0	0	0	0
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.	1,669,383	(860,516)	(35,490)	(896,006)	773,377	(240,000)	533,377	(100,000)	433,377	0	433,377
Sports Hall Equipment & Sports Facilities	To support renewals for sports hall equipment. Amount transferred in the year represents over or under achievement of income target.	2,640	0		0	2,640	0	2,640	0	2,640	0	2,640
<b>Total Reserves</b>		<b>18,866,917</b>	<b>(4,611,814)</b>	<b>(632,721)</b>	<b>(5,244,535)</b>	<b>13,622,382</b>	<b>(1,215,424)</b>	<b>12,406,958</b>	<b>(964,435)</b>	<b>11,442,523</b>	<b>(202,096)</b>	<b>11,240,427</b>

**Reserve allocation Breakdowns 2020/21  
to 2023/2024**

<i>Reserve - Use of Reserve</i>	<i>Allocated to 2020/21 Budgets £</i>	<i>Committed not yet allocated to Services 2020/21 £</i>	<i>Total 2020/21 £</i>	<i>Forecast 2021/22 £</i>	<i>Forecast 2022/23 £</i>	<i>Forecast 2023/24 £</i>
<b>General Reserve</b>						
Conservation Area Appraisals	50,000		50,000	50,000	50,000	50,000
Mamouth Marathon	20,665		20,665			
Economic Growth Staffing	45,863		45,863	19,109		
Beach Wheelchairs		9,000	9,000			
	<b>116,528</b>	<b>9,000</b>	<b>125,528</b>	<b>69,109</b>	<b>50,000</b>	<b>50,000</b>
<b>Capital Projects Reserve</b>						
Capital Programme Financing	<b>1,198,857</b>	<b>0</b>	<b>1,198,857</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Asset Management</b>						
Asset Valuation Programme	27,000	0	27,000	5,000	15,000	5,000
Capital Programme Financing	<b>25,000</b>		<b>25,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>52,000</b>	<b>0</b>	<b>52,000</b>	<b>5,000</b>	<b>15,000</b>	<b>5,000</b>
<b>Benefits</b>						
2017/18 Subsidy clawback	253,801		253,801	0	0	0
Computer system Enhancements	30,999		30,999	0	0	0
	<b>284,800</b>	<b>0</b>	<b>284,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Building Control</b>						
Staffing	<b>44,441</b>	<b>0</b>	<b>44,441</b>	<b>44,441</b>	<b>44,441</b>	<b>44,441</b>
<b>Business Rates</b>						
LEP Enterprise Zone Contribution	139,058		139,058	0	0	0
Revenue Staffing	9,068		9,068	0	0	0
LEP Enterprise Zone Contribution	<b>18,000</b>		<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
	<b>166,126</b>	<b>0</b>	<b>166,126</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>
<b>Coast Protection</b>						
Staffing	<b>37,958</b>	<b>0</b>	<b>37,958</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Communities</b>						
Big Society Grants	225,000		225,000	225,000	225,000	0
Transport Grants	17,000		17,000	17,000	17,000	0
Additional Transport Grants	33,000		33,000	0	0	0
North Norfolk Sustainable Communities		50,000	50,000	0	0	0
	<b>275,000</b>	<b>50,000</b>	<b>325,000</b>	<b>242,000</b>	<b>242,000</b>	<b>0</b>
<b>Delivery Plan</b>						
Contribution re 2020/21 budgeted surplus FC Feb 2020	(2,355,706)		(2,355,706)	0	0	0
Response to Recovery - Norfolk Strategic Fund		150,000	150,000	0	0	0
Tree Planting project		330,000	330,000	0	0	0
	<b>(2,355,706)</b>	<b>480,000</b>	<b>(1,875,706)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Economic Development and Regeneration</b>						
Museum contribution	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Election Reserve</b>						
Contribution to reserve	(40,000)		(40,000)	(40,000)	(40,000)	(40,000)
Election to be carried out	0		0	0	0	160,000
	<b>(40,000)</b>	<b>0</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>(40,000)</b>	<b>120,000</b>
<b>Enforcement</b>						
Enforcement costs on works on default	<b>0</b>	<b>7,872</b>	<b>7,872</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Environment Health</b>						
Creation of new Environment Reserve as per FC Feb 20	<b>150,000</b>	<b>0</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Reserve allocation Breakdowns 2020/21  
to 2023/2024**

<b>Reserve - Use of Reserve</b>	<b>Allocated to 2020/21 Budgets £</b>	<b>Committed not yet allocated to Services 2020/21 £</b>	<b>Total 2020/21 £</b>	<b>Forecast 2021/22 £</b>	<b>Forecast 2022/23 £</b>	<b>Forecast 2023/24 £</b>
<b>Environment</b>						
Transfer from Environmental Health - as per FC Feb 20	(150,000)	0	(150,000)	0	0	0
<b>Grants</b>						
Planning Policy Staffing	14,655		14,655	14,655	14,655	14,655
Revenues Staffing	42,411		42,411	0	0	0
Friends of North Lodge Park - Grant Roll forward 2019/20	24,500		24,500	0	0	0
New burdens funding to be allocated to Open Spaces expenditure	0	15,359	15,359	0	0	0
	<b>81,566</b>	<b>15,359</b>	<b>96,925</b>	<b>14,655</b>	<b>14,655</b>	<b>14,655</b>
<b>Housing</b>						
Community Housing Fund Staffing	48,666		48,666	0	0	0
Health and Wellbeing staffing funded from HIA balances	40,081		40,081	11,684	0	0
Housing options staffing from Homelessness prevention grants	96,176		96,176	72,821	21,126	0
Bal of Social Prescribing Money to fund posts	31,247		31,247	0	0	0
Community Housing Fund - Capital Financing Allocation	569,543		569,543	527,167	527,167	0
Homelessness Grants not allocated to revenue in year	(254,752)		(254,752)	0	0	0
	<b>530,961</b>	<b>0</b>	<b>530,961</b>	<b>611,672</b>	<b>548,293</b>	<b>0</b>
<b>Legal</b>						
Staffing	25,446	0	25,446	16,964	0	0
<b>New Homes Bonus</b>						
Local Plan	214,687		214,687	0	0	0
Strategic Housing - Viability Studies	10,773		10,773	0	0	0
	<b>225,460</b>	<b>0</b>	<b>225,460</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Organisational Development</b>						
Apprentice funding	97,885	35,000	132,885	23,083	18,629	0
<b>Pathfinder</b>						
Coast protection staffing	20,500	0	20,500	20,500	3,417	
<b>Planning</b>						
Contribution to Reserve - re future Local Plan Expenditure	(50,000)		(50,000)	(50,000)	(50,000)	(50,000)
Costs awarded against the Council Plannign appeal	30,000		30,000	0	0	0
	<b>(20,000)</b>	<b>0</b>	<b>(20,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>(50,000)</b>
<b>Property Investment Fund</b>						
Capital Programme Financing	999,476	0	999,476	0	0	0
<b>Property Company</b>						
Capital Programme Financing	2,000,000	0	2,000,000	0	0	0
<b>Restructuring and Invest to Save</b>						
ICT staffing	3,691	35,490	39,181	0	0	0
Capital Programme Financing - Public Conveniences	402,423		402,423	0	0	0
DT programme (to be adjusted)	325,000		325,000	240,000	100,000	0
Postal and Scanning Staffing	21,014		21,014	0	0	0
Planning Uniform project temporary staffing	18,984		18,984	0	0	0
Planning Agency officer - Uniform project resources	44,404		44,404	0	0	0
Capital Programme Financing - Citizen App	45,000		45,000			
	<b>860,516</b>	<b>35,490</b>	<b>896,006</b>	<b>240,000</b>	<b>100,000</b>	<b>0</b>
<b>Total Movement</b>	<b>4,611,814</b>	<b>332,721</b>	<b>5,244,535</b>	<b>1,215,424</b>	<b>964,435</b>	<b>202,096</b>

## North Norfolk District Council Treasury Management Half Yearly Report 2020/21

### Introduction

The Authority adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual reports. This quarterly report provides an additional update.

The Authority's treasury management strategy for 2020/21 was approved at a meeting on 26<sup>th</sup> February 2020. The Authority 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 risk remains central to the Authority's treasury management strategy.

The 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Authority's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 26<sup>th</sup> February 2020.

### External Context

**Economic background:** The spread of the coronavirus pandemic dominated during the period as countries around the world tried to manage the delicate balancing act of containing transmission of the virus while easing lockdown measures and getting their populations and economies working again. After a relatively quiet few months of Brexit news it was back in the headlines towards the end of the period as agreement between the UK and EU on a trade deal was looking difficult and the government came under fire, both at home and abroad, as it tried to pass the Internal Market Bill which could override the agreed Brexit deal, potentially breaking international law.

The Bank of England (BoE) maintained Bank Rate at 0.1% and its Quantitative Easing programme at £745 billion. The potential use of negative interest rates was not ruled in or out by BoE policymakers, but then a comment in the September Monetary Policy Committee meeting minutes that the central bank was having a harder look at its potential impact than was previously suggested took financial markets by surprise.

Government initiatives continued to support the economy, with the furlough (Coronavirus Job Retention) scheme keeping almost 10 million workers in jobs, grants and loans to businesses and 100 million discounted meals being claimed during the 'Eat Out to Help Out' (EOHO) offer.

GDP growth contracted by a massive 19.8% (revised from first estimate -20.4%) in Q2 2020 (Apr-Jun) according to the Office for National Statistics, pushing the annual growth rate down to -21.5% (first estimate -21.7%). Construction output fell by 35% over the quarter, services output by almost 20% and production by 16%. Recent monthly estimates of GDP have shown growth recovering, with the latest rise of almost 7% in July, but even with the two previous monthly gains this still only makes up half of the lost output.

The headline rate of UK Consumer Price Inflation (CPI) fell to 0.2% year/year in August,

further below the Bank of England's 2% target, with the largest downward contribution coming from restaurants and hotels influenced by the EHO scheme. The Office for National Statistics' preferred measure of CPIH which includes owner-occupied housing was 0.5% y/y.

In the three months to July, labour market data showed the unemployment rate increased from 3.9% to 4.1% while wages fell 1% for total pay in nominal terms (0.2% regular pay) and was down 1.8% in real terms (-0.7% regular pay). Despite only a modest rise in unemployment over the period, the rate is expected to pick up sharply in the coming months as the furlough scheme ends in October. On the back of this, the BoE has forecast unemployment could hit a peak of between 8% and 9%.

The US economy contracted at an annualised rate of 31.7% in Q2 2020 (Apr-Jun). The Federal Reserve maintained the Fed Funds rate at between 0% and 0.25% but announced a change to its inflation targeting regime. The move is to a more flexible form of average targeting which will allow the central bank to maintain interest rates at low levels for an extended period to support the economy even when inflation is 'moderately' above the 2% average target, particularly given it has been below target for most of the last decade.

The European Central Bank maintained its base rate at 0% and deposit rate at -0.5%.

**Financial markets:** Equity markets continued their recovery, with the Dow Jones climbing to not far off its pre-crisis peak, albeit that performance being driven by a handful of technology stocks including Apple and Microsoft, with the former up 75% in 2020. The FTSE 100 and 250 have made up around half of their losses at the height of the pandemic in March. Central bank and government stimulus packages continue to support asset prices, but volatility remains.

Ultra-low interest rates and the flight to quality continued, keeping gilts yields low but volatile over the period with the yield on some short-dated UK government bonds remaining negative. The 5-year UK benchmark gilt yield started and ended the June–September period at -0.06% (with much volatility in between). The 10-year gilt yield also bounced around, starting at 0.21% and ending at 0.23% over the same period, while the 20-year rose from 0.56% to 0.74%. 1-month, 3-month and 12-month bid rates averaged 0.02%, 0.06% and 0.23% respectively over the period.

At the end of September, the yield on 2-year US treasuries was around 0.13% while that on 10-year treasuries was 0.69%. German bund yields remain negative across most maturities.

**Credit review:** Credit default swap spreads eased over most of the period but then started to tick up again through September. In the UK, the spreads between ringfenced and non-ringfenced entities remains, except for retail bank Santander UK whose CDS spread remained elevated and the highest of those we monitor at 85bps while Standard Chartered was the lowest at 41bps. The ringfenced banks are currently trading between 45 and 50bps.

After a busy second quarter of the calendar year, the subsequent period has been relatively quiet for credit changes for the names on our counterparty list. Fitch assigned a AA- deposit rating to Netherlands lender Rabobank with a negative outlook and prior to that, while not related to our counterparty list but quite significant, revised the outlook on the US economy to Negative from Stable while also affirming its AAA rating.

There continues to remain much uncertainty around the extent of the losses banks and building societies will suffer due to the impact from the coronavirus pandemic and for the UK



institutions on our list there is the added complication of the end of the Brexit transition period on 31<sup>st</sup> December and what a trade deal may or may not look like. The institutions on Arlingclose’s counterparty list and recommended duration remain under constant review, but at the end of the period no changes had been made to the names on the list or the recommended maximum duration of 35 days.

### **Local Context**

On 31<sup>st</sup> March 2020, the Authority had net investments of £33.265m arising from its revenue and capital income and expenditure. The treasury management position on 30<sup>th</sup> September 2020 and the change over the six months is shown in Table 1 below.

**Table 1: Treasury Management Summary**

	<b>31.3.20 Balance £m</b>	<b>Movement £m</b>	<b>30.9.20 Balance £m</b>
Long-term borrowing	0.000	0.000	0.000
Short-term borrowing	5.000	(5.000)	0.000
<b>Total borrowing</b>	<b>5.000</b>	<b>(5.000)</b>	<b>0.000</b>
Long-term investments	32.000	0.000	32.000
Short-term investments	6.265	2.805	9.070
<b>Total investments</b>	<b>38.265</b>	<b>2.805</b>	<b>41.070</b>
<b>Net investments</b>	<b>33.265</b>	<b>7.805</b>	<b>41.070</b>

### **Borrowing Strategy during the period**

At 30<sup>th</sup> September 2020 the Authority held no long-term loans, (same position as at 31<sup>st</sup> March 2020), as part of its strategy for funding previous and current years’ capital programmes. Some external borrowing is assumed in the current estimates of future year’s capital funding, but has not yet been taken out.

The Authority’s chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority’s long-term plans change being a secondary objective.

With short-term interest rates remaining much lower than long-term rates, the Authority considers it to be more cost effective in the near term to use internal resources or borrowed rolling temporary / short-term loans instead of longer term debt.

### Other Debt Activity

Although not classed as borrowing, the Authority can raise capital finance via Private Finance Initiatives and finance leases, etc. The Authority has not done this in the period to 30<sup>th</sup> September 2020.

### Treasury Investment Activity

On 1<sup>st</sup> April 2020 the Authority received central government funding to support small and medium businesses during the coronavirus pandemic through grant schemes. This was received, temporarily invested in short-dated, liquid instruments such as the DMADF and Money Market Funds. An amount remains to be passed back to Central Government once the reconciliation exercise is complete.

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the year, the Authority's investment balances ranged between £107.155 and £41.070 million due to timing differences between income and expenditure. The investment position is shown in table 2 below.

Table 2: Treasury Investment Position

	<b>31.3.20 Balance £m</b>	<b>Net Movement £m</b>	<b>30.9.20 Balance £m</b>	<b>30.9.20 Rate of Return %</b>
Banks & building societies (unsecured)	0.000	0.000	0.000	N/A
Covered bonds (secured)	0.000	0.000	0.000	N/A
Government (incl. local authorities)	0.000	0.000	0.000	N/A
Money Market Funds	6.265	2.805	9.070	0.16%
<i>Cash plus funds</i>	3.000	0.000	3.000	0.86%
<i>Short-dated bond funds</i>	3.000	0.000	3.000	0.63%
<i>Strategic bond funds</i>	5.000	0.000	5.000	3.01%
<i>Equity income funds</i>	8.000	0.000	8.000	4.14%
<i>Property funds</i>	5.000	0.000	5.000	7.89%
<i>Multi asset income funds</i>	8.000	0.000	8.000	4.21%
<b>Total investments</b>	<b>38.265</b>	<b>2.805</b>	<b>41.070</b>	

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Continued downward pressure on short-dated cash rate brought net returns on sterling low volatility net asset value money market funds (LVNAV MMFs) close to zero even after some managers have temporarily lowered their fees. At this stage net negative returns are not the central case of most MMF managers over the short-term, and fee waivers should maintain positive net yields, but the possibility cannot be ruled out.

On 25<sup>th</sup> September the overnight, 1- and 2-week deposit rates on Debt Management Account Deposit Facility (DMADF) deposits dropped below zero percent to -0.03%, the rate was 0% for 3-week deposits and 0.01% for longer maturities.

The return on Money Market Funds net of fees also fell over the six months and for many funds net returns range between 0% and 0.1%. In many instances, the fund management companies have temporarily lowered or waived fees to maintain a positive net return.

Given the continuing risk and low returns from short-term unsecured bank investments, the Authority has previously diversified into more secure and/or higher yielding asset classes and continues to review opportunities to do this further, where cash flow allows. However, in the light of the pandemic crisis and the likelihood of unexpected calls on cash flow, the Authority kept more cash available at very short notice than is normal. Liquid cash was diversified over several Money Market Funds and the DMADF to manage both credit and liquidity risks.

The progression of risk and return metrics are shown in the extracts from Arlingclose’s quarterly investment benchmarking in Table 3 below.

Table 3: Investment Benchmarking – Treasury investments managed in-house

	<b>Credit Score</b>	<b>Credit Rating</b>	<b>Bail-in Exposure</b>	<b>Rate of Return %</b>
31.03.2020	4.19	AA-	100%	0.71%
30.09.2020	4.12	AA-	100%	0.05%
<b>Similar LAs</b>	<b>4.15</b>	<b>AA-</b>	<b>65%</b>	<b>0.27%</b>
<b>All LAs</b>	<b>4.16</b>	<b>AA-</b>	<b>64%</b>	<b>0.30%</b>

**Externally Managed Pooled Funds:** £32.000m of the Authority’s investments are held in externally managed strategic pooled bond, equity, multi-asset and property funds where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. These funds generated a return of £0.628m which is used to support services in year, and £0.651m 2.03% of unrealised capital loss.

In a relatively short period since the onset of the COVID-19 pandemic in March and the ensuing enforced lockdown in many jurisdictions, the global economic fallout has been sharp and large. Market reaction was extreme with large falls in equities, corporate bond markets and, to some extent, real estate echoing lockdown-induced paralysis and the uncharted challenges for governments, business and individuals.

The Authority is invested in bond, equity, multi-asset and property funds. The falls in the capital values of the underlying assets, in particular bonds and equities were reflected in the 31<sup>st</sup> March 2020 fund valuations with almost every fund registering negative capital returns over a 12-month period. Since March there has been improvement in market sentiment which is reflected in an increase in capital values of the short-dated, strategic bond and multi-asset income funds and most of the equity income funds in the Authority's portfolio. The capital value of the property fund is below that at 31<sup>st</sup> March. Market values at 31<sup>st</sup> March and 30<sup>th</sup> September 2020 are as shown in Table 4, above.

Similar to many other property funds, dealing (i.e. buying or selling units) in the CCLA Local Authorities Property Fund was suspended by the fund in March 2020. The relative infrequency of property transactions in March as the pandemic intensified meant that it was not possible for valuers to be confident that their valuations correctly reflected prevailing conditions. To avoid material risk of disadvantage to buyers, sellers and holders of units in the property fund, the management company was obliged to suspend transactions until the required level of certainty is re-established. The dealing suspension was lifted in September 2020. There has also been a change to redemption terms for the CCLA Local Authorities Property Fund; from September 2020 investors are required to give at least 90 calendar days' notice for redemptions.

Because the Authority's externally managed funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates.

In 2020/21 the Authority expects to receive significantly lower income from its cash and short-dated money market investments and from its externally managed funds than it did in 2019/20 and earlier years. Dividends and income paid will ultimately depend on many factors including but not limited to the duration of COVID-19 and the extent of its economic impact, the fund's sectoral asset allocation, securities held/bought/sold and, in the case of equities, the enforced or voluntary dividend cuts or deferral.

### **Non-Treasury Investments**

The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. This is replicated in the Investment Guidance issued by the Ministry of Housing, Communities and Local Government (MHCLG) and Welsh Government, in which the definition of investments is further broadened to also include all such assets held partially for financial return.

The Authority also held £3.349m of such investments in

- directly owned property £0.791m
- loans to housing associations £2.558m

These investments generated £0.076m of investment income for the Authority after taking account of direct costs, representing a rate of return of 2.27%. This compares favourably against Treasury investment rates, particularly against shorter term deposits. These investments represent a different risk to the Authority, as property investments do not carry the same interest rate or credit risk, but there is the risk of loss of income through voids and other market factors. They also require more staff time to manage than externalised pooled investments.

The Authority does not currently rely on these funds from Non-Treasury investments to balance the budget, but in a climate of reduced Government funding, is likely to do so more in the future. To guard against the risk of reducing levels of income from these investments, they are proactively managed by experienced and qualified individuals within the Authority, with external advice as required.

### **Treasury Performance**

The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 4 below.

**Table 4: Performance**

	<b>Actual £m</b>	<b>YTD Budget £m</b>	<b>Over/ (under)</b>	<b>Actual %</b>	<b>Budget %</b>	<b>Over/ under</b>
Term Deposits	0.016	0.023	(0.007)	0.13	0.72	Under
Pooled Funds	0.629	0.586	0.043	3.93	3.67	Over
<b>Total treasury investments</b>	<b>0.645</b>	<b>0.609</b>	<b>0.036</b>	<b>4.06</b>	<b>4.39</b>	<b>Under</b>

### **Compliance**

The Chief Finance Officer reports that all treasury management activities undertaken during the first 5 months of the 2020/21 financial year complied fully with the CIPFA Code of Practice and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 5 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 6 below.

**Table 5: Debt Limits**

	<b>Q1 Maximum</b>	<b>30.9.20 Actual</b>	<b>2020/21 Operational Boundary</b>	<b>2020/21 Authorised Limit</b>	<b>Complied? Yes/No</b>
Borrowing	£5.000m	£0.000m	£22.680m	£27.400	Yes

<b>Total debt</b>	<b>£5.000m</b>	<b>£0.000m</b>	<b>£22.680m</b>	<b>£27.400</b>	Yes
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Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Table 6: Investment Limits

	<b>Half-year Maximum</b>	<b>30.9.20 Actual</b>	<b>2020/21 Limit</b>	<b>Complied? Yes/No</b>
Any single organisation, except the UK Central and Local Government	£0.000m	£0.000m	£6m each	Yes
UK Central and Local Government	£60.000m	£0.000m	Unlimited	Yes
Any group of organisations under the same ownership	£0.000m	£0.000m	£6m per group	Yes
Any group of pooled funds under the same management	£7.000m	£7.000m	£15m per manager	Yes
Negotiable instruments held in a broker's nominee account	£0.000m	£0.000m	£10m per broker	Yes
Foreign countries	£0.000m	£0.000m	£6m per country	Yes
Registered providers and registered social landlords	£2.962m	£2.558m	£10m in total	Yes
Unsecured investments with building societies	£0.000m	£0.000m	£5m in total	Yes
Loans to unrated corporates	£0.000m	£0.000m	£5m in total	Yes
Money Market Funds	£16.000m	£9.070m	£16m in total	Yes
Real estate investment trusts	£0.000m	£0.000m	£10m in total	Yes

The balance held with the UK Central and Local Government is a deposit made with the DMADF (Central Government) following the payment of monies to fund the COVID related grants to small businesses announced by the Government in March 2020. This balance has reduced as these grants were paid out, and is nil at the half-year point.

### **Treasury Management Indicators**

The Authority measures and manages its exposures to treasury management risks using the following indicators.

**Security:** The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	<b>30.9.20 Actual</b>	<b>2020/21 Target</b>	<b>Complied?</b>
Portfolio average credit score	4.12	6.0	Yes

**Liquidity:** The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing

	<b>30.9.20 Actual</b>	<b>2020/21 Target</b>	<b>Complied?</b>
Total sum borrowed in past 3 months without prior notice	£0m	£10m	Yes

**Interest Rate Exposures:** This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

<b>Interest rate risk indicator</b>	<b>30.9.20 Actual</b>	<b>2020/21 Limit</b>	<b>Complied?</b>
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£0m	£0.6m	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£0m	£0.6m	Yes

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at current rates.

**Maturity Structure of Borrowing:** This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	<b>30.9.20 Actual</b>	<b>Upper Limit</b>	<b>Lower Limit</b>	<b>Complied?</b>
Under 12 months	N/A	100%	0%	Yes
12 months and within 24 months	N/A	100%	0%	Yes
24 months and within 5 years	N/A	100%	0%	Yes
5 years and within 10 years	N/A	100%	0%	Yes
10 years and above	N/A	100%	0%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment. The rows marked N/A indicate no borrowing was held at the half year point.

**Principal Sums Invested for Periods Longer than a year:** The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2020/21	2021/22	2022/23
Actual principal invested beyond year end	£32m	£32m	£32m
Limit on principal invested beyond year end	£50m	£50m	£50m
Complied?	Yes	Yes	Yes

## Other

**IFRS 16:** The implementation of the new IFRS 16 Leases accounting standard has been delayed until 2021/22.

## Outlook for the remainder of 2020/21

	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23
Official Bank Rate													
Upside risk	0.00	0.00	0.00	0.15	0.15	0.15	0.15	0.30	0.30	0.30	0.30	0.30	0.30
Arlingclose Central Case	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Downside risk	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50

The medium-term global economic outlook is weak. While the strict initial lockdown restrictions have eased, coronavirus has not been suppressed and second waves have prompted more restrictive measures on a regional and national basis. This ebb and flow of restrictions on normal activity will continue for the foreseeable future, at least until an effective vaccine is produced and importantly, distributed.

The global central bank and government responses have been significant and are in many cases on-going, maintaining more stable financial, economic and social conditions than otherwise. This has supported a sizeable economic recovery in Q3.

However, the scale of the economic shock to demand, on-going social distancing measures, regional lock downs and reduced fiscal support will mean that the subsequent pace of recovery is limited. Early signs of this are already evident in UK monthly GDP and PMI data, even before the latest restrictions.

This situation will result in central banks maintaining low interest rates for the medium term. In the UK, Brexit is a further complication. Bank Rate is therefore likely to remain at low levels for a very long time, with a distinct possibility of being cut to zero. Money markets have priced in a chance of negative Bank Rate.

Longer-term yields will also remain depressed, anchored by low central bank policy rates, expectations for potentially even lower rates and insipid inflation expectations. There is a chance yields may follow a slightly different path in the medium term, depending on investor perceptions of growth and inflation, or if the UK leaves the EU without a deal.



The Authority's Treasury advisor, Arlingclose, expects Bank Rate to remain at the current 0.10% level and additional monetary loosening in the future most likely through further financial asset purchases (QE). While Arlingclose's central case for Bank Rate is no change from the current level of 0.1%, further cuts to Bank Rate to zero or even into negative territory cannot be completely ruled out.

Gilt yields are expected to remain very low in the medium term. Shorter-term gilt yields are currently negative and will remain around zero or below until either the Bank of England expressly rules out negative Bank Rate or growth/inflation prospects improve.

Downside risks remain in the near term, as the government dials down its fiscal support measures, reacts to the risk of a further escalation in infection rates and the Brexit transition period comes to an end.

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## DETERMINATION OF COUNCIL TAX DISCOUNTS 2021/22

**Summary:** This report sets out alternative options for the level of council tax discounts which Full Council will resolve shall apply to classes of dwelling for the financial year 2021/22.

The determinations are made by the Council under sections 11A and 11B, and of the Local Government Finance Act 1992, subsequent enabling powers and Regulations made under the Act.

**Options considered:** The recommendations take advantage of the reforms included in the Local Government Finance Act 2012 as amended to generate additional revenue.

**Conclusions:** 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 2021/22 will be made on the assumption that the determinations recommended below will apply.

**Recommendations:** Members recommend that Full Council shall resolve 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 one of the following applies:

### *Recommendation 1*

- (a) The discounts for the year 2021/22 and beyond are set at the levels indicated in the table at paragraph 2.1.
- (b) The premium for long term empty properties (those that have been empty for a consecutive period longer than 24 months) is continued at 100% of the Council Tax charge for that dwelling
- (c) The premium for long term empty properties (those that have been empty for a consecutive period longer than 60 months) is continued at 200% of the Council Tax charge for that dwelling
- (d) The premium for long term empty properties (those that have been empty for a consecutive

- period longer than 120 months) is set at 300% of the Council Tax charge for that dwelling
- (e) To continue to award a local discount of 100% for eligible cases of care leavers under section 13A of the Local Government Finance Act 1992 (as amended).
  - (f) That an exception to the levy charges may be made by the Section 151 Officer in conjunction with the Portfolio holder for Finance, on advice of the Revenues Manager in the circumstances laid out in section 3.6 of this report.

*Recommendation 2*

- (a) 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 and;
- (b) those dwellings described or geographically defined at Appendix A which in the reasonable opinion of the Head of Finance and Asset Management 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.

Reasons for Recommendations:

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.

To set appropriate council tax discounts which will apply in 2021/22 in accordance with the legal requirements and to raise additional council tax revenue.

Cabinet Member(s) Eric Seward	Ward(s) affected All

Contact Officer, telephone number and email:  
Lucy Hume, 01263 516246, [lucy.hume@north-norfolk.gov.uk](mailto:lucy.hume@north-norfolk.gov.uk)

## 1. Introduction

- 1.1 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 in relation to certain types of properties.
- 1.2 All billing authorities are able to 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.
- 1.3 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.
- 1.4 Properties that are classed as Long Term Empty (those that have not been occupied for a period of 24 months) can attract a premium on their Council Tax, which varies depending on the period of non-occupation.
- 1.5 The Council also has powers under Section 13A of the Local Government Finance Act 1992 (as amended) to introduce discounts to particular taxpayers.
- 1.6 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 will generate additional revenue for both the District Council and preceptors. The current position in respect of the council tax discounts offered by North Norfolk District Council for 2020/21 is shown in the table below.

## 2. Current Discounts and amendments for 2021/22

- 2.1 There are four classes of dwellings where the Council has discretion to vary the discount offered to council tax payers. The table below sets out the current discount levels as agreed by Full Council in December 2019. Maintaining these discount levels is in line with the current strategy to reduce the forecast budget gap. It is proposed that these levels continue from 1<sup>st</sup> April 2021.

Class	Description	2020/21 Discount	Proposed Discount from 1 <sup>st</sup> April 2021
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%	10%
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	No	No

	substantially unfurnished.	Discount	Discount
Class D	<p>Dwellings that are unoccupied and unfurnished and:</p> <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>	No Discount	No Discount

### 3. Empty Homes Premium

- 3.1 Between 2013 and 2019 the Council has charged the maximum premium of 50% (on top of the usual 100% charge) on long term empty properties ie those that have been empty continuously for 24 months or more.
- 3.2 Introduced in March 2018 and passed through the report stage of the House of Lords on 18 July 2018, the Council has been given additional legal powers to increase the levy premium level to a maximum 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.
- 3.3 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.
- 3.4 Currently, there are fewer than 150 properties that fall within the bracket within North Norfolk, so this isn't being viewed as a significant revenue generating exercise for the Council, rather a policy tool to encourage efficient use of available housing within the district.
- 3.5 An additional power is now available to allow the increase of the levy charge to 300% for properties that have been unoccupied for the longer period of 120 months. There are 13 properties within the district which would qualify for this premium. The financial implications for each preceptor of introducing this levy is shown below.
- 3.6 Officers are aware there are cases where long term empty properties are undergoing significant renovations in order to bring them back into use, and would like to incentivise this where possible. Officers are recommending that discretion be provided to the Section 151 Officer in conjunction with the Portfolio holder, on advice of the Revenues Manager to provide exceptions to the Levy charge in these cases. There are anticipated to only be a small number of qualifying properties in the District, so is not considered to be a significant financial risk to the Council.

	Band D		Levy	Levy	Increased
	2020/21		200%	300%	Revenue
Norfolk County Council	1,416.51		27,701	41,551	13,850
Norfolk Police & Crime Commissioner	263.07		5,144	7,717	2,573
North Norfolk District Council	153.72		3,006	4,509	1,503
	1,833.30		35,851	53,777	17,926
Parish Average	61.93		1,211	1,817	3,028
Total Average Band D Amount	1,895.23		37,062	55,594	20,954

#### **4. Classes of Property**

4.1 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 with regard to occupation.

4.2 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.

#### **5. Formal Determinations**

5.1 The Council has to approve its determinations for each financial year. It should be noted that the schedule of Class “B” property exceptions shown in Appendix A and referred to in recommendation 2) above, is believed to include all dwellings potentially entitled to retain a discount for the year commencing 1 April 2021 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 possible inclusion in the list for exemptions, they may only be added when the determinations for 2022/23 are made for operation from 1 April 2022.

#### **6. Financial Implications and Risks**

6.1 The calculation of the tax base for 2021/22 will be made alongside the budget, based on the level of discounts approved by Members. The taxbase dictates the expected income to the Council from Council Tax in the following year. Any increase in discounts will reduce the taxbase, and therefore also income.

#### **7. Sustainability**

7.1 This report does not raise any issues relating to Sustainability

#### **8. Equality and diversity**

8.1 This report does not raise any issues relating to Equality and Diversity

#### **9. Section 17 Crime and Disorder considerations**

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

## Appendix A

### North Norfolk District Council

#### Reduction in Council Tax Discounts for Second Homes

#### Schedule of Class 'B' Property Exceptions for the year 2021/22

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 Number</u>	<u>Property Name/</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>				
779616	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
710849	17		Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710850	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
772237	21		Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710854	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
776071	24		Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710857	25		Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
710858	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





710919	88	Coast Road Chalet Park, Coast Road, Bacton, Norwich, Norfolk	NR12 0EZ
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**Mill Lane, Bacton**

778888	Crest-O-Cliff	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HS
779428	Hydaway	Mill Lane, Bacton, Norwich, Norfolk	NR12 0HN
774277	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
778690	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	Popycott, 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	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

**Watch House Lane, Bacton**

710777	Falaig M Hara, 2	Watch House Lane, Bacton, Norwich, Norfolk	NR12 0HL
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**Abbotts Way, Eccles-on-sea**

012370	Alouette	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
756512	Amberwood	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712403	Bennebroek	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712379	Freaneezy	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712380	Gaytime	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712382	Kingfishers	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712404	Reviellie	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712392	St Ives	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712385	The Beach House	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712376	Tranquility	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA
712397	Tresco	Abbotts Way, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0TA

**Beach Road, Eccles-on-sea**

715614	Braemar	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715608	Everne	Beach Road, Eccles-on-sea, Norwich, Norfolk	NR12 0SL
715627	Field View	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

**Bush Drive, Eccles-on-sea**

712438	Aingarh	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

**Church Lane, Eccles-on-sea**

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
767987	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

**Crowden Road, Eccles-on-sea**

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
712462	Sea Lows	Crowden Road, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SJ
712463	Spartyme	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

**Hedgehog Walk, Eccles-on-sea**

712607	Orkney	Hedgehog Walk, Bush Estate, Eccles-on-sea, Norwich, Norfolk	NR12 0SZ
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**Bush Drive, Happisburgh**

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
778617	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
724212	Silver Sand	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
724219	Windhill	Bush Drive, Happisburgh, Norwich, Norfolk	NR12 0QN

**Cart Gap Road, Happisburgh**

724376	The Bungalow	Cart Gap Road, Happisburgh, Norwich, Norfolk	NR12 0QL
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**Doggetts Lane, Happisburgh**

061248	Romany, 5	Doggetts Lane, Happisburgh, Norwich, Norfolk	NR12 0QL
724151	Jeckells Hyde, 8	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

**Wroxham Way, Happisburgh**

724372	Haleholm, 42	Wroxham Way, Happisburgh, Norwich, Norfolk	NR12 0RX
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**Staithe Road, Hickling**

713184	The Bungalow	Staithe Road, Hickling, Norwich, Norfolk	NR12 0YW
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**Bureside Estate, Horning**

714003	1B	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP
713987	15	Bureside Estate, Crabbetts Marsh, Horning, Norwich, Norfolk	NR12 8JP

**Ferry View Estate, Horning**

062364	Cresta Cottage	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
778976	Oakdale	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT
713848	Waters Edge	Ferry View Estate, Horning, Norwich, Norfolk	NR12 8PT

**Horning Reach, Horning**

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

**Brimbelow Road, Hoveton**

052371	Bure Banks	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
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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
059715	Rosemere	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
057285	Summer Craft	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
014776	Summer Haven	Brimbelow Road, Hoveton, Norwich, Norfolk	NR12 8UJ
774241	Summer Lodge	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
014742	Summerville	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

### **Thurne Dyke, Ludham**

713919	Churne	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA
713922	Thurne Mouth	Thurne Dyke, Ludham, Great Yarmouth, Norfolk	NR12 8QA

### **Riverbank, Ludham, Great Yarmouth, Norfolk.**

715988	Tonga, 1C	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715989	Swan Haven	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715990	The Willows	North West Riverbank, Potter Heigham, Great Yarmouth, Norfolk	NR29 5ND
715991	Toorak, 1B	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
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 Plot 2E	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716001	Terra Nova	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716002	Cedar Lodge	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716003	Plot 4A	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716004	Rania	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716005	Plot 5B	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716006	Leaside	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
716008	Touchwood Plot 5A	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
775395	Toad Hall	Horsefen Road, Ludham, Great Yarmouth, Norfolk	NR29 5QG
754931	Joybelle 1G	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND
760276	Mands	Riverbank, Ludham, Great Yarmouth, Norfolk.	NR29 5ND

### **River Bank, Potter Heigham, Great Yarmouth, Norfolk.**

017014	Kalinda, 19	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
017103	Rands (56-56A)	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE

057217	Windy Ridge	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
057220	Mildene	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
057388	Patikipa	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
058228	The Rosary	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
058415	Sunnyside	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
059675	Haven	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
060391	Four Es	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
061826	Woodstock	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
717005	Olken	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717007	Bath Hurst	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717008	Melrose, 85A	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717009	Eveholme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717013	High's Mill	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717016	Restawhile, Plot 4	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717017	Risedene	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717019	Nine	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717020	Rosemary Cottage	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717021	St Elmo	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717040	Idleway	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717042	Dutch Tutch	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717043	Fishers Haven	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717044	Wee Ben	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717045	Dydle Down, 87 North East	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
780694	Eastcote	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717047	Pachelbel, Plot 6	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717048	Little Quay	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717049	River Rest, 8 North West	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717050	Down River	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717051	Crystal Haven	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717052	Burton Garth	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717064	The Sanctuary	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717065	Rand View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717067	Paddock Wood	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717068	Thurnholm, 32	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
717069	Plot 37	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717071	The Nook 57-58	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717073	Herongate	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717074	Maissonette	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717075	Willow Creek	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717076	Broad View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717077	Tower View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717078	Bullrush	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717079	Reedsmere	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717081	Heron Cottage, 70	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717082	Herwinia	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717083	The Fens	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717084	Sunnyside	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717086	Perfick	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717093	Millway, 85C	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717095	Jokers Wild	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717096	Manderley	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE

717100	Tencholme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717101	Four Winds	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717102	Fresh Fields	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
717106	Ambleside, 86B	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
755550	Rivendell, Plot 79	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759643	St Clair	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759644	River Holme	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759645	The Rosary	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
759646	Marsh View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759786	Primrose	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759787	Silver Ley	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759806	Ellesmere	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
759893	Pastime	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
760184	Le Chalet	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
760231	Mill View	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
760269	23 Riverside	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
760448	Octagon Lodge	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
761608	River View, 27 Thurne View, North West	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
761764	Up River, North East	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
762883	Moon River Cottage	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
763336	Calypso, 82	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5NE
764919	Vespers	River Bank, Potter Heigham, Great Yarmouth, Norfolk.	NR29 5ND
766222	Deekside	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
715991	Toorak 1B	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND
717024	The Nest, 89	North East Riverbank, Potter Heigham, Great Yarmouth	NR29 5NE
773123	Ivydene, 30	North West Riverbank, Potter Heigham, Great Yarmouth	NR29 5ND

**Clink Lane, Sea Palling, Norwich,  
Norfolk.**

717969	Nutshell	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL
717970	Seaway	Clink Lane, Sea Palling, Norwich, Norfolk.	NR12 0UL

**The Marrams, Sea Palling, Norwich,  
Norfolk.**

061870	Meadow View	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718091	Oriel	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718093	Sea Home	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718094	Linga Longa	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718097	Sunnyside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718098	Santa Monica	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718100	Kia Ora	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718101	Sandy Lodge	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718103	Tween Whyles	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718105	Sea Breezes	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718106	Timbers	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718107	Vi La Vaer	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718108	Splinters	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718109	Peddars Peace	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN



718110	Tramore	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718111	Stanfield	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718112	Hillcroft	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718113	Duneside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718115	Brambledene	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718116	Jandola	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718117	Tiny Tots	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
718121	Cliffside	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
758355	Hazeldene	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN
761287	Venta	The Marrams, Sea Palling, Norwich, Norfolk.	NR12 0UN

**Sand Hills, Sea Palling, Norwich, Norfolk.**

018035	Primary Guest House at The School	Waxham Road, Sea Palling, Norwich, Norfolk.	NR12 0UP
718062	La Siesta	Waxham Road, Sea Palling, Norwich, Norfolk.	NR12 0UN
718063	Grenut	Sand Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN
718065	Little House	Sand Hills, Sea Palling, Norwich, Norfolk.	NR12 0UN

**Moor Road, Sutton, Norwich, Norfolk**

720253	Moorlands	Moor Road, Sutton, Norwich, Norfolk	NR12 9QN
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**Seaview Crescent, Walcott, Norwich, Norfolk.**

061806	Blue Moon	Seaview Crescent, Ostend Road, Walcott, Norwich	NR12 0NZ
724604	1	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724605	10	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724606	11	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724607	12	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724609	14	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724610	15	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724611	16	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724614	19	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724616	Sea Breeze, 20	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724618	Sea Breeze, 22	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724619	4	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724620	5	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724622	7	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724623	8	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724625	Calm Seas	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724626	Golden Sands	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL
724627	Sunnyside	Seaview Crescent, Walcott, Norwich, Norfolk.	NR12 0NL

**Hill Gap, Waxham, Norwich, Norfolk.**

773282	Bide a Wee	Hill Gap, Waxham, Norwich, Norfolk.	NR12 0DY
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## Lease of commercial premises

Summary: The report seeks approval from Cabinet to the proposed leasing of premises.

Options considered: The alternative option would be not to approve the proposed lease. This would not be a recommended course of action as the property is held as an investment for income generation and the terms proposed are in accordance with the commercial property market.

Conclusions: The proposed lease represents a market rent and terms along with meeting the requirements of the Asset Management Plan and Council's Corporate Plan and Priorities.

Recommendations: **A resolution for Cabinet is sought to approve the lease terms as detailed in the exempt Appendix.**

The total value of the lease would be a key decision.

Reasons for  
Recommendations:

Cabinet Member(s) Cllr Greg Hayman	Ward(s) affected North Walsham
Contact Officer, telephone number and email: Renata Garfoot, Asset Strategy Manager. Tel: 01263 516086 Email: Renata.garfoot@north-norfolk.gov.uk	

### 1. Introduction

- 1.1 Cabinet agreed on the 7<sup>th</sup> September 2020 to acquire commercial property in the district and the terms have since been agreed subject to contract and valuation.
- 1.2 This report provides an update in the exempt appendix including information regarding a proposed lease for one of the units.

### 2. Proposed Lease

- 2.1 Details of the proposed lease terms can be found in the exempt Appendix, which are typical of a commercial lease for this type of property.

### 3. Conclusion

- 3.1 The proposed lease represents market terms and rent, along with meeting the requirements of the Asset Management Plan and Council's Corporate Plan and Priorities.

- 3.2 It is recommended to Cabinet to approve the proposed lease as described in section 2 of this exempt Appendix subject to completion of the acquisition of the unit and both legal and financial due diligence.

#### **4. Implications and Risks**

- 4.1 Legal due diligence will be undertaken through Eastlaw as part of the leasing process.
- 4.2 Completion of the lease will be subject to completing the acquisition of the property in the first instance, however officers will seek to keep the period time between the 2 transactions to a minimum.

#### **5. Financial Implications and Risks**

- 5.1 At a previous Cabinet meeting there was a request made for additional information around costings associated with the proposal and demand. Further information has been provided in the exempt appendix along with financial details of the proposed lease.
- 5.2 Usual risks apply around voids, rent arrears and dilapidations apply in connection with leasing property. This can be mitigated through active asset management.

#### **6. Sustainability**

- 6.1 The units will be constructed to meet the current requirements for energy performance and an Energy Performance Certificate will be provided. There is a requirement to reach a minimum rating of E when leasing commercial property.
- 6.2 The units will support the sustainability of the town and give businesses the opportunity to stay grown and stay within the town as demonstrated by this proposed lease.
- 6.3 The acquisition and lease supports the financial sustainability of the Council.

#### **8. Equality and Diversity**

- 8.1 There are no direct equality and diversity implications

#### **9 Section 17 Crime and Disorder considerations**

- 9.1 There are no Section 17 considerations

By virtue of paragraph(s) 2, 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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