

## **CABINET**

**Minutes of the meeting of the Cabinet held on Monday 03 June 2019 at the Council Offices, Holt Road, Cromer at 10.00 am**

**Members Present:**

Mrs S Bütikofer	Mr G Hayman
Mr A Brown	Mr R Kershaw
Mrs A Fitch-Tillett	Mr E Seward
Ms V Gay	Ms K Ward

**Also attending:**

Mr T Adams	Mr N Housden
Mrs P Grove-Jones	
Mr N Pearce	

**Officers in Attendance:**

The Heads of Paid Service, the Monitoring Officer, the Head of Finance and Asset Management and the Democratic Services Manager

**Press:** Not in attendance

**1. APOLOGIES FOR ABSENCE**

None received

**2. MINUTES**

The minutes of the meeting held on 04 March 2019 were approved as a correct record and signed by the Chairman.

**3. PUBLIC QUESTIONS**

None.

**4. ITEMS OF URGENT BUSINESS**

None

**5. DECLARATIONS OF INTEREST**

None

**6. MEMBERS QUESTIONS**

None

## **7. OVERVIEW & SCRUTINY COMMITTEE MATTERS**

None

## **8. 2018/19 OUTTURN REPORT (PERIOD 12 BUDGET MONITORING REPORT)**

Cllr E Seward, Portfolio Holder for Finance, introduced this item. He said that this was a very important report as it outlined what had actually happened rather than a forecast or projection. The current surplus was £969,666 – almost £700,000 more than anticipated due to a better return on Business Rates.

Cllr Seward warned Members that the potential deficit in future years still needed to be addressed.

Members were invited to speak:

1. Cllr V Gay referred to page 9, section f and asked for more information on the various additional grants that were mentioned. The Head of Finance said that he would provide a written response.
2. Cllr G Hayman referred to page 8(2.5a) – Employee costs, specifically overtime payments. He asked for more detail on these payments and whether it was something that the Council should be seeking to reduce. The Head of Finance replied that some service areas historically used overtime to manage their fluctuating workloads. A blanket 'no overtime' policy had been tried before but had not worked. Cllr Hayman said that he was concerned that overtime was being used as a way of avoiding recruiting additional staff.
3. Cllr Hayman then referred to overspending on public conveniences (page 19, s9.2) and asked for more detail on this. The Head of Finance replied that it was due to so many visitors which led to extra water usage and additional cleansing costs. He would provide a full response in writing.
4. Cllr Hayman asked about the back scanning of files and whether the process enabled material to be digitally searchable. The Head of Finance confirmed that this was the case and said it was mainly planning files. They were thinned before scanning to ensure there was no duplication. The scanning of these documents meant that the Council could cease to use a warehouse for storage, saving a £13k in rental costs. In response to a further question from Cllr Hayman, as to whether the project was in line with digital best practice, the Head of Finance said that he would provide a written response. The Head of Paid Service (NB) said that a full procurement was undertaken and industry best practice was followed. The Head of IT and Digital Transformation would provide further information in writing.
5. Cllr P Grove-Jones asked whether the original hard copies of the scanned documents were retained. The Head of Finance confirmed that they were not. He added that some records had been donated to the archive based at Norfolk County Council. The Head of Legal, Democratic Services and Benefits added that under GDPR the Council could only keep what it had to. Anything of historic interest was offered to the county archive. Cllr Gay said that it should be noted that the archives were now full and more capacity was needed.

It was proposed by Cllr E Seward, seconded by Cllr K Ward and

### **RESOLVED**

To recommend the following to Full Council:

- a) The provisional outturn position for the General Fund revenue account for 2018/19;

- b) The transfers to and from reserves as detailed within the report (and appendix C) along with the corresponding updates to the 2019/20 budget;
- c) Transfer the surplus of £969,666 to the General Fund Reserve (£500,000) and the Asset Management Reserve (£469,666);
- d) The financing of the 2018/19 capital programme as detailed within the report and at Appendix D;
- e) The balance on the General Reserve of £1.956 million;
- f) The updated capital programme for 2019/20 to 2022/23 and scheme financing as outlined within the report and detailed at Appendix E;
- g) The outturn position in respect of the Prudential Indicators for 2018/19 as detailed in Appendix F.

**Reason for the decision:**

To approve the outturn position on the revenue and capital accounts that will be used to produce the statutory accounts for 2018/19.

**9. TREASURY MANAGEMENT ANNUAL REPORT 2018/19**

Cllr E Seward, Portfolio Holder for Finance, introduced this item. He said that the Council had no long term external debt but that there was an underlying need to borrow assumed within the current three year capital programme for the re-provision of the Splash Leisure Centre and the construction of a 3G pitch in North Walsham.

It was proposed by Cllr E Seward, seconded by Cllr V Gay and

**RESOLVED to recommend to Council**

The Treasury Management Annual Report and Prudential Indicators for 2018/19 are approved.

**Reasons for the decision:**

Approval by Council demonstrates compliance with the Codes.

**10. BACTON TO WALCOTT SANDSCAPING SCHEME**

Cllr A Fitch-Tillett, Portfolio Holder for Coast, introduced this item. She explained that the report provided an update on the progression of the sandscaping scheme. She reminded members that there was no central government funding for the protection of commercial premises and that the Bacton Gas Terminal operator had funded 60% of the scheme with the remaining 40% being financed through various sources of public funding. It had taken 5 years to get to this point and had involved a huge amount of work including a significant number of licences and planning consents. Engagement with the local community had started very early on and continues on a monthly basis.

Cllr Fitch-Tillett concluded by saying that it was anticipated that as the scheme progressed it would become a sightseeing attraction, provide improved erosion and flood protection.

Members were invited to speak:

Cllr P Grove-Jones asked for an update on the sand martins nesting sites. Cllr Fitch-Tillett replied that they were breeding well on the higher parts of the cliffs.

Cllr N Pearce asked whether consideration had been given to the Council providing consultancy work to other local authorities based on the experience gained from this project. Cllr Fitch-Tillett replied that the scheme was managed by Coastal Partnership East which involved local authorities along the Norfolk and Suffolk coast. Learning would be shared with other coastal authorities through the LGA Coastal Special Interest Group. The Leader added that she was a briefing in Westminster on coastal communities. The Coastal Manager said that there had been a lot of academic interest in the project and learning would be shared.

It was proposed by Cllr A Fitch-Tillett, seconded by Cllr K Ward and

**RESOLVED to**

- a) Note the progress of the Sandscaping Scheme.
- b) Reaffirm the new Council's commitment to the delivery of the project.

**Reasons for the decision:**

To ensure that members of the new Council administration have an understanding of this significant coastal management project being led by the District Council.

**11. BIG SOCIETY FUND GRANTS PANEL – REVIEW OF TERMS OF REFERENCE**

Cllr V Gay, introduced this item. She explained that it was proposed that the terms of reference for the Big Society Fund Grants Panel were changed to allow the members on the Panel to make decisions regarding the outcome of funding applications. The Leader added that there would be a further review of the Panel in the coming months.

**RESOLVED to**

Approve the revised terms of reference for the Big Society Fund Grants Panel.

**Reason for the decision:**

To enable the Panel to make decisions regarding the outcome of funding applications.

**12. EXCLUSION OF PRESS AND PUBLIC**

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 3 of Part I of Schedule 12A (as amended) to the Act.

**13. PRIVATE BUSINESS**

None

The meeting ended at 10.25 am.

Chairman