

## **The Executive – 26 July 2017**

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Minutes of the meeting of **The Executive** held on **26 July 2017** when there were present:-

Chairman: Cllr T G Cutmore  
Vice Chairman: Cllr M J Steptoe

Cllr G J Ioannou  
Cllr Mrs C E Roe

Cllr D J Sperring  
Cllr I H Ward

### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs S P Smith and M J Webb.

### **NON MEMBERS ATTENDING**

Cllrs Mrs L Shaw and A L Williams.

### **OFFICERS PRESENT**

S Scrutton	- Managing Director
J Bostock	- Assistant Director, Democratic Services
M Harwood-White	- Assistant Director, Commercial Services
M Hotten	- Assistant Director, Environmental Services
M Petley	- Principal Finance Officer
E Turner	- Accountant

### **161 MINUTES**

The Minutes of the meeting held on 1 March 2017 were approved as a correct record and signed by the Chairman.

### **162 PROGRESS ON DECISIONS MADE BY FULL COUNCIL / THE EXECUTIVE**

The Executive received and noted the progress on decisions schedule.

### **163 FINANCIAL OUTTURN 2016/17 MANAGEMENT REPORT**

The Executive considered the report of the Section 151 Officer on the Financial Outturn 2016/17.

With reference to car park charges it was moved by Cllr Mrs CE Roe and seconded by Cllr G J Ioannou that an early decision be made on the question of free Saturday parking in the run up to Christmas to facilitate adequate time for publicity and planning. During discussion it was noted that a final decision had usually been made by the Portfolio Holder and that it would be appropriate for the motion to be deferred for consideration at the meeting of the Executive that will consider the Quarter One 2017/18 Financial Management Report, in advance of which the Section 151 Officer would be able to consider the question in the context of prevailing overall parking income. It was also noted

that a motion on notice on the subject of free Saturday parking in the run up to Christmas had been received from members of the main opposition group for the next Full Council meeting.

### **Resolved**

- (1) That the transfer of £723,367 to Earmarked Reserves due to the underlying underspend against the budgeted expenditure, as per paragraph 2.2 of the officer report, be approved.
- (2) That the transfer of £813,000 to the Earmarked Reserves for the annual pension triannual contribution, as per the budget, be approved.
- (3) That £380,000 of revenue carry forward requests, as set out in Appendix 4 of the officer report, be approved.
- (4) That £66,978 of Revenue Grant Funded reserves, as set out in Appendix 1 of the officer report, be approved.
- (5) That the final outturn revenue position against the 2016/17 revenue budget, as contained in paragraphs 2.1 and 2.2 of the officer report, be noted.
- (6) That the draw down of £127,800 from Earmarked Reserves, £50,000 from the Local Development Framework budget and £77,800 from the wider Community and Housing Directorate as part of the overall homelessness recovery plan to mitigate budget pressure in the service area, be approved.
- (7) That the Earmarked Reserves closing balance as at 31/03/2017, including those rolled forward as grant funded and ring-fenced projects as per Appendix 1 of the officer report, be noted and approved.
- (8) That the final outturn capital position against the 2016/17 capital budget, as contained in paragraph 2.5 and shown in Appendix 2 of the officer report, be noted.
- (9) That £142,400 of capital projects carry forward for those schemes deemed outstanding at the end of 2016/17 into 2017/18 for completion, as contained in paragraph 2.6 and shown in Appendix 3 of the officer report, be approved. (S151O)

## **164 APPOINTMENT TO CROUCH HARBOUR AUTHORITY BOARD**

The Executive considered the report of the Assistant Director, Democratic Services on an appointment to the Crouch Harbour Authority Board.

### **Resolved**

That the Portfolio holder for Enterprise, Cllr G J Ioannou, be appointed to the Crouch Harbour Authority Board pending confirmation by Full Council. (ADDS)

### **EXCLUSION OF THE PRESS AND PUBLIC**

#### **Resolved**

That the press and public be excluded from the meeting for the remaining business on the grounds that exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 would be disclosed.

### **165 CONTRACT MONITORING 2016/17**

The Executive received the exempt report of the Assistant Director, Commercial Services on contract monitoring.

With regard to street cleansing it was noted that a recently introduced tracking system would be beneficial for contract monitoring. With regard to leisure management officers confirmed that any issues arising in relation to repairs, maintenance, cleanliness and general upkeep are discussed in detail at meetings scheduled with the contractor.

Members concurred with the observations of the Chairman that, going forward, it would be useful to be able to note any trends on a six monthly basis, with more detail on the process and outcomes of contract monitoring for six of the Council's most significant contracts received annually.

#### **Resolved**

That the contents of the contract monitoring report be noted. (ADCS)

### **166 REPORT OF THE INVESTMENT BOARD ON ASSET REGISTER REVIEW PROJECT OPTIONS**

The Executive considered the exempt report of the Investment Board on Asset Register Review Project Options.

#### **Resolved**

- (1) That the work in relation to the property investment/acquisition project to date be noted.
- (2) That the remaining financial gap and potential options to close it be noted.
- (3) That the continuation of the three Asset Register Review Sites be approved, subject to full planning permission, based upon Option E of the options appraisal, on the basis that the sites be used as Private Rental.
- (4) That a housing development LATCo be incorporated, including name, Directors and other matters required and that authority be delegated to the Assistant Director, Legal Services and the Section 151 Officer to progress incorporation.

- (5) That the draw down of the sum identified in the exempt report from the Hard/Soft Infrastructure Reserve for specialist legal work and taxation advice in setting up the LATCo be approved with authority to apply the monies as appropriate delegated to the Section 151 Officer.
- (6) That the draw down of up the sum identified in the exempt report from the Hard/Soft Infrastructure reserve for a specialist property project management resource be approved with authority to apply the monies as appropriate delegated to the Assistant Director, Commercial Services.
- (7) That the transfer of the three sites to the LATCo at the currently held asset value as soon as practicable be approved, subject to appropriate legal and tax advice, and that authority be delegated to the Assistant Director, Legal Services to action this decision.
- (8) That authority be delegated to the Assistant Director, Commercial Services, in consultation with the Chairman and Vice-Chairman of the Investment Board, to take any other reasonable action required in furtherance of achieving the stated objectives of the three asset register sites' business case, subject to not exceeding any budget identified within the officer's report. (ADCS/ADLS/S151O)

### **167 BUSINESS RATES WRITE OFF**

The Executive considered the exempt report of the Section 151 Officer on the writing off of a business rates sum.

It was noted that all endeavours were made to recover business rates, including the making available of a payment plan where appropriate. The Principal Finance Officer advised that work was underway aimed at including additionally identified businesses on the business rates register. The question of a Member on whether there is a possibility that write offs could be off set against any top slicing that may be a feature of future business rates arrangements would be raised with finance officer colleagues. The position on this, together with possibilities for offering rate free periods to attract business and the historical point from which outstanding business rates could be claimed would also be confirmed.

#### **Resolved**

That the sum identified in the exempt report in respect of Business Rates be written off. (S151O)

The meeting closed at 8.34 p.m.

Chairman .....

Date .....

CONFIRMED

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