

## **WEST LINDSEY DISTRICT COUNCIL**

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in The Council Chamber - The Guildhall on 8 November 2018 commencing at 6.30 pm.

**Present:** Councillor Jeff Summers (Chairman)  
Councillor Owen Bierley (Vice-Chairman)

Councillor Matthew Boles  
Councillor David Cotton  
Councillor Michael Devine  
Councillor Ian Fleetwood  
Councillor Stuart Kinch (from item 51)  
Councillor John McNeill  
Councillor Tom Regis  
Councillor Trevor Young  
Councillor Robert Waller  
Councillor Roger Patterson

**In Attendance:**  
Ian Knowles Executive Director of Resources and S151 Officer  
Alan Robinson Strategic Lead Governance and People/Monitoring Officer  
Grant White Enterprising Communities Manager  
Tracey Bircumshaw Strategic Finance and Business Support Manager  
James Welbourn Democratic and Civic Officer

**Apologies:** Councillor Mrs Sheila Bibb  
Councillor Mrs Maureen Palmer

**Membership:** Councillor Robert Waller substituted for Councillor Mrs Sheila Bibb  
Councillor Roger Patterson substituted for Councillor Mrs Maureen Palmer

### **45 WITHDRAWAL OF SAXILBY WORKSHOPS AND INDUSTRIAL SPACE FUNDING BID**

The Chairman highlighted to Committee that item 9a on the agenda, Saxilby Workshops and Industrial Space Funding Bid, had been withdrawn. This was because one of the conditions associated with the proposed funding stream could not be achieved. The additional cost of achieving this specification was not supported by a corresponding increase in value, making the scheme very difficult to justify in commercial terms.

The Chairman also reminded Members that there were exempt appendices for two reports

on the agenda: Market Street Renewal Ltd – Annual Update and Proposed Fees and Charges 2019/20. It was noted that should Members wish to discuss the contents of these appendices, it would be necessary to enter into closed session. A Member of Committee enquired as to whether the resolutions for these reports would be passed prior to considering the appendices and the Democratic and Civic Officer confirmed that decisions could be made subject to further discussion if Members felt that was needed.

#### **46 PUBLIC PARTICIPATION PERIOD**

There was no public participation.

#### **47 FOR APPROVAL**

The minutes of the Corporate Policy and Resources Committee meeting held on 20 September 2018 were agreed as a true record.

#### **48 FOR NOTING**

The minutes of the Joint Staff Consultative Committee meeting held on 4 October 2018 were noted.

#### **49 DECLARATIONS OF INTEREST**

There were no declarations of interest at this point in the meeting.

#### **50 MATTERS ARISING SCHEDULE**

The matters arising schedule was noted.

#### **51 COUNCILLOR INITIATIVE FUND**

The Enterprising Communities Manager introduced a report regarding the continuation of the Councillor Initiative Fund. He explained that the report had been through the Prosperous Communities Committee and that Members were asked to agree the continuation of the Councillor Initiative Fund.

**Note:** Councillor S. Kinch arrived at 18:40

A Member of Committee highlighted a slight anomaly in that the grant to the Lincoln & Lindsey Blind Society in 2016/17 had been from all Market Rasen Ward Members, not just one as named in the report, however that did not affect the totals of monies paid out. It was also commented that the Councillor Initiative Fund was very useful and all grants were gratefully received by all involved.

**RESOLVED** that the recommendation from the Prosperous Communities Committee be agreed and Option 1, as detailed in the report be approved, namely the continuation of the Councillor Initiative Fund, aligned to a four year political term, with £4,000 available to each Member, noting the introduction of a maximum award cap of £1,000 per Councillor, per project.

## **52 REVIEW OF JOINT STAFF CONSULTATIVE COMMITTEE (JSCC) TERMS OF REFERENCE**

Members were asked to give consideration to a report as introduced by Councillor D. Cotton as Chairman of the Joint Staff Consultative Committee (JSCC). Councillor Cotton explained that it was recommended to amend the Terms of Reference for the JSCC in relation to the quorum as there had been several occasions in the past 12 months where meetings had needed to be cancelled as the quorum could not be reached. Members heard details of the history of the membership of the JSCC and were assured that the amended Terms of Reference were aiming to make it easier for the Committee to meet rather than seeking to exclude any branch of representation.

Councillor Cotton explained the current quorum was a minimum of two Councillor Members, one Union Representative and one Staff Representative. The proposed change was for quorum to be a minimum of two Councillor Members and one member of staff (either Union Rep or Staff Rep).

The Vice-Chairman asked for it to be placed on record his personal thanks to the JSCC for the work and involvement they had with some very detailed matters. He also thanked Councillor Cotton for his direct involvement with the Committee.

There was discussion regarding union membership within the council and again it was reiterated that the amended Terms of Reference around the quorum would not exclude anyone from attending the JSCC and was purely to ensure the Committee could continue to meet in the event of some staff absence.

**RESOLVED** that the recommendation from the Joint Staff Consultative Committee (JSCC) for the quorate membership to be two Councillors and either one staff member or union representative be adopted.

## **53 REVIEW OF CAREER BREAK SCHEME**

Councillor D. Cotton introduced a second report as Chairman of the JSCC in respect to the Career Break Scheme. He explained there were a few legislative changes which had been incorporated into the report and would otherwise have been classed as housekeeping changes.

There was a query from a Member of Committee regarding the responsibilities of the council to HMRC in relation to PAYE contributions and it was confirmed that, as an individual on a career break would not be receiving any salaried payments, there would be no PAYE contributions made to HMRC.

**RESOLVED** that:

- a) The Corporate Policy & Resources Committee approve the revised Career Break Scheme for the council; and
- b) Delegated authority be granted to the Executive Director of Resources to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy & Resources Committee and Chairman of the Joint Staff Consultative Committee (JSCC).

**54 REVIEW OF THE COUNCIL'S HEALTH, SAFETY AND WELFARE POLICY**

Members were invited to consider the final report presented by Councillor D. Cotton as Chairman of the JSCC. He explained the Council's Health, Safety and Welfare Policy had been reviewed and amended sections would usually be accepted as minor housekeeping updates.

There was discussion between Members regarding smoking breaks for staff and it was agreed that the no smoking policy was followed as far as could be enforced and there had been no issues with any member of staff being reported as breaching the policy. There was also a query regarding the reference to 'grey fleet' and this was clarified as being personal vehicles being used on business purposes. It was also suggested that the word 'reasonable' be inserted into the final sentence of section 25 in relation to costs to be borne by the council.

**RESOLVED** that:

- a) The Corporate Policy & Resources Committee approve the Health, Safety and Welfare Policy for the council; and
- b) Delegated authority be granted to the Executive Director of Operations to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of Corporate Policy & Resources Committee and Chairman of the Joint Staff Consultative Committee (JSCC).

**55 COMMITTEE TIMETABLES 2019-2021**

The Democratic and Civic Officer introduced a report detailing the proposed committee timetables for 2019-2021. He highlighted that because of the elections in May 2019, the meeting date for Annual Council had been delayed slightly and also noted that where previously the meetings of the Licensing and Regulatory Committees had been held on both Tuesdays and Thursdays, the new timetable proposed all meetings would be held on a Thursday. Finally, it was noted that the number of meetings for the Governance and Audit Committee had reduced from seven to six but there was to be a meeting in October to avoid the extended break through to November.

**RESOLVED** that, having given consideration to setting the committee timetable for the two ensuing municipal years, the proposed timetables as presented to Committee be approved and implemented.

## **56 MID-YEAR MEDIUM TERM FINANCIAL PLAN (MTFP) UPDATE**

The update report for the Mid-Year Medium Term Financial Plan (MTFP) was introduced by the Executive Director of Resources. Continued progress in the areas of commercial, green waste and leisure was highlighted and although there was a forecast deficit of £234,000 for next year, it was confirmed that through potential growth in other areas, this deficit should be covered. The Executive Director of Resources also explained to Members that there was ongoing work with a view to reducing the predicted deficit for 2023/24 and he fully expected that those figures would have changed by February when the next report is generated.

A Member of Committee enquired as to the nature of two payments made in May and July in relation to leisure expenditure and it was confirmed by the Finance and Business Support Officer that these had been payments for a part year contract (April to date) and a retention on the previous contract. There was significant discussion regarding the options for a swimming pool at Market Rasen and it was explained by the Chairman that it would be necessary for any such facility to be financially viable which would become clearer over time.

**Note:** Councillor T. Regis left the Chamber at 19:11 and returned at 19:13.

A Member of Committee commented on section 6 of the report regarding the underlying principles of the MTFP. He enquired of the Executive Director of Resources whether the increase to Council Tax rates was binding regardless of any change of directive from Central Government; what was classed as a discretionary service; and whether the terms of the business rates pilot were at the discretion of the council. The Executive Director of Resources clarified that should Central Government bring in a change of policy regarding council tax, that could affect a change for the council and it would come before Committee to be considered; he explained that discretionary services are those for which the council are not obliged to provide and gave the example of the health partnership work; and also that the business rates pilot was as a part of greater Lincolnshire and there was a requirement to invest as a part of the pilot.

**RESOLVED** that:

- a) Members accept the current MTFP position and latest funding gap projection; and
- b) Members approve the underlying principles and assumptions to be contained within the MTFP 2019/20 to 2023/24.

## **57 BUDGET AND TREASURY MANAGEMENT MONITORING - PERIOD 2 2018/19 INCLUDING TREASURY MID-YEAR REPORT**

The Committee were asked to consider the Budget and Treasury Management Monitoring

report for period two, including the Treasury Mid-Year report. The Finance and Business Support Manager explained that there was a forecast surplus of £175000 for the end of the financial year and highlighted the request to approve new earmarked reserves for CCTV replacement equipment and as a contingency for possible repairs or maintenance of the Park Springs Community Centre.

A Member of Committee enquired about the financial implications of installing charging points for electric cars in council owned carparks and it was confirmed that although there was a slight loss initially in comparison with using the space as standard parking spaces, over time there would be more income from the electric charging. There was further discussion about the use of electric vehicles, options for installing other charging points through the District and also an enquiry as to how to ensure only electric vehicles needing charging were parked in those spaces and how to ensure they vacated the space once fully charged. The Executive Director of Resources agreed to find out further details to feedback to Members.

**RESOLVED** that:

- a) Members accept the forecast out-turn position of a £175k net contribution to reserves as at 30th September 2018. (1).
- b) Members note the use of Earmarked Reserves during the quarter approved by the Executive Director of Resources using Delegated powers (1.5.1).
- c) Members approve the creation of new Earmarked Reserves from in year surpluses (1.5.2)
- d) Members accept the Commercial Income position (1.3).
- e) Members approve the revised Capital Budget of £30.248m, the new capital bid of £0.050 for an income management system and the capital amendments as detailed in 2.2.2 and 2.2.3.
- f) Members give approval to spend Capital Budgets totalling £492k as detailed at 2.2.6.
- g) Members accept the Treasury Management and approve the revised Prudential Indicators.

**58 MARKET STREET RENEWAL LTD - ANNUAL UPDATE**

The Executive Director of Resources introduced the annual update report for Market Street Renewal Ltd. He explained that the council had entered into a joint venture with Dransfield and that the costs incurred by the company to acquire and develop properties had been far greater than had been expected or anticipated. He highlighted that the aim had been to begin development of Gainsborough town centre and that the dedication shown by the council had helped to secure funding and grants for other projects in the area. It was acknowledged that the Directors of the company had chosen not to develop two properties on North Street however these properties had been acquired and developed by the owners

of the hotel.

There was discussion amongst Members as to the most beneficial way of regenerating the town centre and whether, in the face of increased online shopping habits, it was prudent to consider alternatives to retail on the high street. It was acknowledged that the face of the high street, as a national concern, was evolving and it would be sensible to consider future options. However, it was also highlighted that the principal aim of redeveloping the town centre was to also encourage retail back to the high street.

Committee Members also enquired about the flats for sale and what interest had been received so far. The Executive Director of Resources confirmed there was genuine interest in the flats and retail units. There was further discussion about the benefits or otherwise of selling property versus renting it out.

The Chairman confirmed the recommendations before Committee and with no further comment it was voted upon, and, with two abstentions, it was

**RESOLVED** that:

- a) Members accept the Financial Statements of Market Street Renewal Ltd up to 30 September 2017; and
- b) Members approve the Business Plan for 2018/19 for the joint venture company – Market Street Renewal Limited and authorise the Council's Shareholder Directors to deliver activity and agree expenditure in accordance with the plan.

## **59 PROPOSED FEES AND CHARGES 2019/20**

**Note:** Councillor D. Cotton declared a personal interest as Springthorpe burial yard was mentioned in the paper and was part of his ecclesiastical parish.

Members heard from the Finance and Business Support Manager regarding the proposed revised fees and charges to take effect from 1 April 2019. She advised Members there were few changes and Committee was asked to recommend the proposed fees and charges for approval by Council.

A Member of Committee noted the change in car parking tariffs for Market Rasen and Gainsborough and felt this was an accurate reflection of the difference between the two locations.

**RESOLVED** that:

- a) Members recommend to Council for approval the proposed Fees and Charges as detailed in Appendices A and B; and
- b) Members recommend to Council for approval the proposed Fees and Charges at Appendices 1-3, as well as those recommended by Prosperous Communities Committee detailed at Appendices 4-14.

## **60 COMMITTEE WORK PLAN**

The Democratic and Civic Officer explained that, following the approval of the Committee timetables 2019-2021, the work plan could now be populated beyond April 2019.

The work plan was noted.

## **61 PROPOSED CHANGE OF MEETING DATE - FEBRUARY 2019**

The Chairman explained the proposal to move the date of February's meeting of the Corporate Policy and Resources Committee from Thursday 7 February 2019 to Thursday 14 February 2019. This was moved, voted upon and

**RESOLVED** that the meeting date be changed from Thursday 7 February 2019 to Thursday 14 February 2019.

## **62 EXCLUSION OF PUBLIC AND PRESS**

The Chairman invited Members to review the appendices for Market Street Renewal Ltd – Annual Update and Proposed Fees and Charges 2019/20. It was therefore

**RESOLVED** that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

## **63 SAXILBY WORKSHOPS AND INDUSTRIAL SPACE FUNDING BID**

This item had been previously withdrawn (see item 45).

## **64 MARKET STREET RENEWAL LTD - ANNUAL UPDATE - EXEMPT APPENDICES**

The exempt appendix was noted.

## **65 PROPOSED FEES AND CHARGES - EXEMPT APPENDICES**

The exempt appendix was noted.

The meeting concluded at 7.55 pm.

Chairman