

WYRE FOREST DISTRICT COUNCIL

CABINET

THE EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET,
KIDDERMINSTER

15TH FEBRUARY 2011 (6.00PM)

Present:

Councillors: J-P Champion (Chairman), M J Hart (Vice-Chairman), S J M Clee,
N J Desmond, A T Hingley and T L Onslow.

Observers:

Councillors: H E Dyke, F M Oborski and M A Salter.

CAB.102 Apologies for Absence

There were no apologies for absence.

CAB.103 Declarations of Interest

No declarations of interest were made.

CAB.104 Minutes

Decision: The minutes of the Cabinet meeting held on 25th January 2011 be confirmed as a correct record and signed by the Chairman.

CAB.105 Call Ins

No decisions had been called in since the last Cabinet meeting.

CAB.106 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.107 Leader's Announcements

There were no announcements from the Leader.

CAB.108 Financial Strategy 2011 – 2014

A report was considered from the Director of Resources and for Cabinet to formulate recommendations to Council.

The Leader advised that since the Financial Strategy had been considered on 10th January 2011, three amendments had been received from the Labour, Liberal/Liberal Democratic and Independent Community and Health Concern Groups. The Council needed to progress money saving initiatives to protect front line services so the amendments from the Labour and Independent Community and Health Concern groups which related to Single Site were not deemed to be viable. The Cabinet had taken on other proposals which included the Big Society.

An amended table (incorporated in recommendation 3.5 below) was tabled which reflected further guidance received from the government in relation to accounting for the Council Tax (freeze) Grant, and the completion of the annual Budget Requirement 1 form.

Decision:

RECOMMENDED TO COUNCIL:

1. CAPITAL PROGRAMME 2010/11 ONWARDS (pages 122-133)

1.1 **APPROVES** the updated Base Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as presented to the Cabinet on 10th January 2011 and further updated to reflect Quarter 3 slippage, along with the Prudential Indicators and the revised approach to the Minimum Revenue Provision as detailed within the separate report to this meeting.

1.2 **DELEGATED** authority continues to be given to the Director of Resources in consultation with the Cabinet Member for Resources, to fund appropriate elements of the Capital Programme by means of Prudential Borrowing.

1.3 **DELEGATES** authority to the Director of Resources, in consultation with the Chief Executive and the Cabinet, to determine the most financially prudent funding method for Capital Projects (Capital Receipts or Direct Revenue Funding) at the end of each Financial Year.

2. INCOME SERVICE OPTIONS (pages 25-61)

2.1 **RECOMMENDS** Income Service Options and associated fees and charges as detailed in the Financial Strategy as presented to Cabinet on 10th January 2011, along with the amendments attached in Appendix 1, including the increased Car Parking Charges to be effective from 4th April 2011 (with the exception of Season Ticket increases).

2.2 **RECOMMENDS** the proposals for fees and charges within the Council's Licensing and Health and Safety and Pollution Control functions for 2011/12 rise by the same percentage as all the other fee increases across the Council.

2.3 **DELEGATES** to Cabinet approval of the introduction of new charges for Discretionary Services.

2.4 **DELEGATES** approval of all of the Council's Planning Fees following the publication on new guidance to local authorities to the Director of Planning and Regulatory Services, in consultation with the Cabinet Member for Planning and Economic Regeneration.

3. THREE YEAR BUDGET AND POLICY FRAMEWORK 2011/14 (pages 3-121)

3.1 The contents of the Reports of the Director of Resources on the Three Year Budget and Policy Framework 2011/2014 (pages 3-121) incorporating the Base Budget Variations (pages 23-24) be **ENDORSED** and in doing so **APPROVE** the Revised Revenue and Capital Budgets for 2010/11.

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- 3.2 **APPROVES** the inclusion of the Area Based Grant in relation to Homelessness of £109,270 for 2011/12 and 2012/13 along with corresponding expenditure for the function. **DELEGATES** authority to the Director of Resources to incorporate any future such grant funding into the Base Budget.
- 3.3 **APPROVES** the Council's policy relating to Working Balances, Reserves and Provisions and notes the amount of Reserves and Provisions available for use in the Budget process (page 10) as updated in paragraph 3.5 below.
- 3.4 **APPROVES** that any Final Account savings arising from 2010/2014 over and above the target allowed for in the Council's Finance Strategy, together with surplus Earmarked Reserves, be allocated for the one-off costs of the Single Site project.
- 3.5 The following General Fund Revenue Budget be **RECOMMENDED** including **CABINET PROPOSALS** (Appendix 2) and **INCOME SERVICE OPTIONS** (see Financial Strategy pages 25-61) and related amendments (**Appendix 1**):

	Revised 2010/2011 £	2011/2012 £	2012/2013 £	2013/2014 £
Net Expenditure on Services (per Appendix 1 on Page 14 of the Financial Strategy Book) (*) and (***)	15,307,830	14,033,090	14,177,730	14,408,070
<u>Less</u> Cabinet Proposals -(Appendix 2)	-	(335,020)	(929,000)	(1,140,520)
<u>Less</u> Council Tax Grant		(173,290)	(173,290)	(173,290)
<u>Plus</u> One-off implementation costs		700,000		
Net Expenditure	15,307,830	14,224,780	13,075,440	13,094,260
Contribution to/(from) Reserves	9,700	(883,730)	(414,010)	(684,560)
Net Budget Requirement	15,317,530	13,341,050	12,661,430	12,409,700
<u>Less</u> Business Rate Grant, Government Grant and Collection Fund Surplus (Page 14)	8,084,620**	6,294,330**	5,441,290**	5,121,200**
Area Based Grant (***)	327,080	109,270	109,270	0
Council Tax Income	<u>£6,905,830</u>	<u>£6,937,450</u>	<u>£7,110,870</u>	<u>£7,288,500</u>
Wyre Forest District Council Tax Level assuming no change in 2011/12 then a 2.5% increase 2012/13 onwards.	<u>£197.62</u>	<u>£197.62</u>	<u>£202.56</u>	<u>£207.62</u>

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(*) As amended in line with the Cabinet decision on 25th January 2011 in relation to Stourport Community Centre

(**) Settlement updated in line with the Final Local Government Financial Settlement on 31st January 2011 and 7th February 2011

(***) Includes additional approvals for 2011/12 and 2012/13 see paragraph 3.2

Government Grant Analysis*	2010/11	2011/12	Increase (decrease)	
	£	£	£	%
Revenue Support Grant	1,022,890	1,474,240	451,350	44.1
Business Rates	7,044,230	4,769,440	(2,274,790)	(32.3)
Collection Fund Surplus	17,500	50,650	33,150	189.4
Overall Totals	8,084,620	6,294,330	(1,790,290)	(22)

Reserves Statement	2010/11 £'000	2011/12 £'000	2012/13 £'000	2013/14 £'000
Reserves as at 1 April	*2,151	2,161	1,277	863
Contribution to/(from) Reserves	10	(884)	(414)	(685)
Reserves as at 31 March	2,161	1,277	863	178

* For the years 2012/13 the split between the Revenue Support Grant and Business Rates is not known at this stage. The figure for 2013/14 is an estimated position

Reserves available as part of the Three Year Financial Strategy:

* As updated to reflect additional approvals

4 COUNCIL TAX

4.1 **RECOMMENDS** a Council Tax for Wyre Forest District Council on a Band D Property of £197.62 for 2011/12 (£197.62 2010/11) no increase on Council Tax for 2011/12.

4.2 **RECOMMENDS** a provisional Council Tax on a Band D Property in 2012/2013 of £202.56 and £207.62 in 2013/2014 an increase of 2.5% per annum over 2011/2012.

CAB.109 Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and updated Prudential Indicators (including recommendations from the Corporate Resources Scrutiny Committee)

A report was considered from the Director of Resources which recommended to Council the approval of the restated Prudential Indicators and Limits for the period 1st January 2011 to 31st March 2011 and for the financial years 2011/2012 & 2012/2013 and to approve the revised Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 2 of the report, to be effective from 1st April 2011.

Members perceived that the training given on Treasury Management had been helpful and gave a broader understanding of the subject.

Recommended to Council:

- 1. To approve the restated Prudential Indicators and Limits for the period 1st January 2011 to 31st March 2011 and for the financial years 2011/2012 & 2012/2013.**
- 2. To approve the revised Minimum Revenue Provision (MRP) Policy Statement that sets out the Council's policy on MRP included in Appendix 2 of the report to Cabinet, to be effective from 1st April 2011.**

CAB.110 Contract for the Provision of Route Optimisation Software

A report was considered from the Director of Resources which asked Cabinet to approve the evaluation criteria to enable the contract to be awarded for the Route Optimisation Procurement.

It was confirmed to Members that the cost of the software was £150,000 and this would be shared with the collaborative working across authorities in Worcestershire.

Decision:

- 1. Approval be given to the evaluation model as detailed in paragraph 4.3 of the report to Cabinet.**
- 2. Delegated authority be granted to the Director of Resources, in consultation with the Cabinet Member for Resources, to award the Route Optimisation contract in accordance with the evaluation model set out in the report to Cabinet and Rule 18.2 of the Contract Procedure Rules.**

CAB.111 Blake Marsh Nature Reserve, Kidderminster

A report was considered from the Director of Legal and Corporate Services that sought Members' approval to enter into a Deed of Grant with Elan Real Estate Limited to connect their proposed housing development at the former Briars Hotel site at Habberley Road, Kidderminster.

Decision: Delegated authority be given to the Director of Legal and Corporate Services to enter into agreements with Elan Real Estate Limited and Severn Trent Water to allow access to undertake sewer connection works at Blake Marsh Nature Reserve to serve the development of 13 no. detached dwellings at the adjacent former Briars Hotel site and their maintenance until adopted by Severn Trent Water and then to enable Severn Trent Water to subsequently retain and maintain the sewers across the land.

CAB.112 Self Management of Council Allotments

A report was considered from the Director of Community & Partnership Services which recommended to Council the change in policy for the management of the Council Allotments, from management by the Council to self management through the Allotment Associations by way of a Self Management Agreement with each Association for a period of 15 years with effect from 1st April 2011.

The Cabinet Member for Community and Partnership Services advised Members that the Council would still have some responsibility for the allotments but the Allotments Associations would take on the management of running them.

Members congratulated the Parks and Green Spaces Manager and the Cabinet Member for progress to date in order for the Allotment Associations to take control of the allotments in the district.

In response to a Member's question, it was confirmed that although parishes could run allotments, the land upon which the allotment in Cookley was situated, belonged to the Council.

Recommended to Council:

Delegated authority be given to the Director of Community and Partnership Services and the Director of Legal and Democratic Services to enter into Self Management agreements with the four Allotment Associations, i.e. West Kidderminster Allotment Society, Aggborough and Foley Park Allotment Association, The Comberton Community Allotments, and FHC Community Allotments Association for a period of 15 years from 1st April 2011.

CAB.113 Wyre Forest Parking Review - Phase II

A report was considered from the Director of Planning & Regulatory Services which asked Cabinet to consider and agree the schedule of charges for the Council's pay and display car parks and season ticket charges for inclusion in the 2011/12 budget, to take effect from 3rd October 2011, following scrutiny by the Community & Regeneration Committee. There was also a recommendation to Council which asked that the Wyre Forest District Council (Off Street Parking Places) (Consolidation) Order 2009 (Variation No. 2) Order 2010 be amended and consulted upon.

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The Cabinet Member for Housing and Environmental Services advised Members that the recommendations from the Parking Review Panel had been noted at the last Cabinet meeting and as these had now been considered, the recommendations would be adopted. The report to Cabinet outlined some important issues that would come into effect from 4th April 2011. It was perceived that these would be good for local businesses and residents in the district.

In addition, it was felt that the Broadwaters Car Park in Kidderminster should not remain in the Car Park Order as this was the only remaining free car park in the district. This would come under the control of the Community and Partnership Services directorate which would bring the car park in line with the car parks on Spennells Estate, Kidderminster and Springfield, Kidderminster.

Negotiations had been held with Kidderminster Harriers regarding the club taking over the car park on Stadium Close and it has been suggested that this car park was taken out of the Car Park Order. However, with the recent turmoil the club found themselves in, it was possible that this could take some time to reach a conclusion.

Decision:

- 1. To include the proposed schedule of car park and season ticket charges at Appendix 1 of the report to Cabinet in the budget proposals for 2011/12 to be considered by Council on 23rd February 2011, to take effect from 4th April 2011.**
- 2. The public car park at Broadwaters be removed from the Wyre Forest District Council (Off Street Parking Places) (Consolidation) Order 2009 (Variation No. 2) Order 2010 as a free public car park and be transferred to the responsibility of the Community & Partnerships Directorate as car parking associated with the use of Broadwaters Park.**
- 3. The Director of Legal & Corporate Services, in consultation with the Director of Planning & Regulatory Services and the Cabinet Members for Legal & Corporate Services and Housing & Environmental Services, be given delegated authority to negotiate the lease of the Stadium Close car park to Kidderminster Harriers FC for use by them in connection with the football club for an appropriate rent.**

Recommended to Council:

Wyre Forest District Council (Off Street Parking Places) (Consolidation) Order 2009 (Variation No. 2) Order 2010 be amended and consulted upon to accommodate the changes in recommendation 2.2 and 2.3 of the report to Cabinet as necessary, together with any further minor drafting amendments which, in the opinion of the Director of Planning & Regulatory Services, are required and that Cabinet be given delegated authority to consider any representations made as a result of public consultation and to finalise the revisions to the Order.

CAB.114 Procedure for Determining Applications to hold Car Boot Sales and Other Temporary Markets

A report was considered from the Director of Planning & Regulatory Services which asked Cabinet to agree a procedure for determining applications to hold car boot sales and other temporary markets.

Decision: The procedure for determining applications to hold car boot sales and other temporary markets as set out in Appendix 1 of the report to Cabinet be agreed.

CAB.115 Community and Regeneration Scrutiny Committee, 3rd February 2011

The Chairman of the Community and Regeneration Scrutiny Committee advised Members that by making two amendments to the policy, it was felt that it would make the process easier for people bid for a property in the district.

Review of Allocations Policy (Home Choice Plus)

Decision:

The draft allocations policy be agreed (to include the two amendments set out below) and that full consultation be undertaken with stakeholders and applicants on the housing register.

- 1. It is recommended that the Appeals Scheme is made more accessible to people who apply for properties.**
- 2. More comprehensive feedback should be given to all applicants on the Housing Register so that they are aware of how the system works, what their banding is and what the likelihood is of them being rehoused.**

CAB.116 Exclusion of Press and Public

Decision : That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds it involves the likely disclosure of 'exempt information' as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

CAB.117 Council Tax and National Non Domestic Rates Write Off of Amounts Outstanding

A report was considered from the Director of Resources that asked the Cabinet to write off an amount relating to outstanding Council Taxes and to note write offs in respect of National Non-Domestic Rates.

Members were informed that every attempt was made to recover outstanding amounts. With regard to a deceased person, the Council would try and obtain monies from the estate.

Decision: The sum in respect of outstanding Council Taxes and National Non-Domestic Rates be written off.

CAB.118 Housing Benefit Overpayments Debt – Write Off of Amounts Outstanding

A report was considered from the Director of Resources that asked the Cabinet to write off an amount relating to Housing Benefit Overpayment debt.

Members were informed that all reasonable steps had been taken to retrieve the amounts outstanding.

Decision: The sum in respect of outstanding Housing Benefit Overpayments be written off.

The meeting closed at 6.33 pm.