

**ST EDMUNDSBURY BOROUGH COUNCIL**

**CABINET**

**Minutes of a meeting held on Wednesday 20 January 2010 at 5.00 pm  
in the Conference Room West (F1R09), West Suffolk House,  
Western Way, Bury St Edmunds**

PRESENT: Councillor J H M Griffiths (Leader of the Council) (in the Chair)  
Councillors Mrs Alexander, Clements, Farmer, Mrs Gower,  
Mrs Mildmay-White, Ray and Stevens.

BY INVITATION: Councillors Everitt (Chairman of the Bury St Edmunds Area  
Working Party), Houlder (Chairman of the Policy Development  
Committee) and Thorndyke

**103. Apologies for absence**

An apology for absence was received from Councillor Aitkens.

**104. Minutes**

Minute 87, Partnership Strategy, was amended to record that the third paragraph commences 'The Policy Development Committee had .....

Subject to the above amendment the minutes of the meeting held on 2 December 2009 were confirmed as a correct record and signed by the Chairman.

**105. Declarations of Interests**

Members' declarations of interests are recorded under the item to which the declaration relates.

**106. Report of the Policy Development Committee: 13 January 2009**

***Forward Plan Reference: N/A Cabinet Member: All Portfolio Holders***

The Cabinet received and noted Report A449 (previously circulated) which informed the Cabinet of the following items discussed by the Policy Development Committee on 13 January 2010:-

- (1) Cabinet Forward Plan: January to April 2010;
- (2) Work Programme;
- (3) Revenues and Benefits Service Delivery: Options Appraisal; and
- (4) Economic Action Plan.

Councillor Houlder, Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet. He stated that the Committee had requested that Bury St Edmunds Town Council be added to the list of consultees when the future of the Corn Exchange was considered. He also stated that the review of transport links between Bury St Edmunds and Haverhill would also include Clare. The Committee had also examined the results of an options appraisal which investigated whether the Revenues and Benefits Service could be delivered more cost effectively with other councils. Four councils, including the Borough Council, would draw up a full business case for a shared service and this would be presented to the Cabinets of these councils in March or April 2010.

**107. Report of the Policy Development Committee: Abbey Gardens Management Plan**

***Forward Plan Reference: Feb10/08 Cabinet Members: Cllr Lynsey Alexander***

The Cabinet considered Report A450 (previously circulated) which sought approval for consultation purposes of the Abbey Gardens Management Plan.

As a result of the Parks Review, it was agreed that Management Plans would be produced for the Council's major parks. The Plan had been prepared in consultation with a Member Working Group and followed best practice advice and guidance. It was the intention that the Management Plan would be submitted for accreditation under the Green Flag Scheme.

Councillor Houlder, Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet. He emphasised that previous Management Plans had ensured that Green Flags had been achieved for Nowton Country Park and East Town Park.

RESOLVED:- That

- (i) the Abbey Gardens Management Plan, attached to Report A431, be approved for consultation;
- (ii) any minor changes arising from the consultation process and any minor typographical, factual and /or grammatical changes required to the Abbey Gardens Management Plan be agreed by the Head of Leisure Services, in consultation with the Portfolio Holder with responsibility for Parks; and
- (iii) subject to (ii) above, the Head of Leisure Services, in consultation with the Portfolio Holder with responsibility for Parks, be given delegated authority to approve the final Abbey Gardens Management Plan.

**108. Report of the Policy Development Committee: Delivering a Sustainable Budget 2010/2011**

***Forward Plan Reference: Feb10/09 Cabinet Member: Cllr Paul Farmer***

The Cabinet considered Report A451 (previously circulated) which sought approval for efficiency savings and increased income to be included in the 2010/2011 budget.

As in previous years, the Policy Development Committee had played an integral role in the development of St Edmundsbury's revenues and capital budgets and the report detailed recommendations in respect of four efficiency savings and increased income to be included in the 2010/2011 revenue budget.

Councillor Houlder, Chairman of the Policy Development Committee, drew relevant issues to the attention of the Cabinet. He stated that in addition to the recommendations concerning the savings and increased income there was still a budget gap of approximately £128,000. The Committee agreed that, due to timescales, the Chief Finance Officer be given delegated authority to present the final savings required to close this gap directly to the Cabinet.

There was a consensus amongst the Cabinet that all staff should be thanked for their efforts in finding efficiency savings and increased income so that the significant deficit initially identified at the commencement of the budget process had been reduced to £128,000.

RESOLVED:-

That subject to the budget setting process, the following proposals for efficiency savings or increased income be included in the 2010/2011 revenue budget:-

Nature of saving/increased income	Amount £000s
(a) Harmonising mileage rates paid to staff	12
(b) Improved purchasing of train tickets and reduction of other travel budgets	17
(c) Increased income in trade refuse and other waste contracts	30
(d) Reduction in Revenues and Benefits salaries budget	25

**109. Grant Panel: 17 November and 8 December 2009**

**Forward Plan Reference:** Feb10/06 **Cabinet Members:** Cllrs Paul Farmer and Sara Mildmay-White

*(Councillor Mrs Mildmay-White declared a prejudicial interest as an employee of West Suffolk Hospital and left the meeting for the consideration of the grant in respect of Radio West Suffolk. Alex Wilson, Corporate Director for Community Services, declared a prejudicial interest as a neighbour had connections with Radio West Suffolk and left the meeting for the consideration of this item. Councillor Mrs Gower declared a personal interest as the Suffolk County Councillor representing Kedington and also a member of the Haverhill and District Local History Group and remained within the meeting. Councillor Stevens declared a personal interest as the Borough Council's representative the Dedham Vale and Stour Valley Advisory Committee and remained within the meeting for the consideration of this item.)*

The Cabinet considered Report A452 (previously circulated) which sought approval for grants recommended by the Grant Panel.

The Cabinet considered a number of recommendations from the Grant Panel in detail. The officers updated the Cabinet with the latest information from the Haverhill Association of Voluntary Organisations (HAVO) on their efforts to secure additional funding and income for 2010/2011. However, the Cabinet considered that this organisation was not sustainable and was informed that at its recent Extraordinary General Meeting no new volunteers had come forward to help. In addition, there was no evidence received that other voluntary organisations in Haverhill would be adversely effected if HAVO was not able to provide their current services.

The Cabinet was informed that the Grant Panel had not recommended a grant to Radio West Suffolk because it did not comply with the criteria for allocating grants from the Recreation, Village Halls and Play Scheme Grants Budget. The Panel was also informed that Radio West Suffolk would be established as a community radio station and not merely servicing West Suffolk Hospital. It was agreed to make a one off capital grant of £2,000 and this would be allocated from the capital budget.

The Cabinet was then informed as to the possible difficulties the Haverhill and District Local History Group would incur if the Borough Council reduced its grant to £2,000. The Local History Group was the only group within the area that dealt with the history of Haverhill and the surrounding area and was staffed by volunteers. The grant helped to meet its rent in the Haverhill Art Centre. The Local History Group had recently received accreditation by the Museums, Libraries and Archives Council. In addition, it had begun to engage with younger people and had undertaken some work

with students of Castle Manor School. The Cabinet considered that there needed to be discussions with the Haverhill Town Council about co-operating in a range of cultural services that were based around the Haverhill Art Centre.

Some concern was expressed that the Haverhill and Bury St Edmunds Citizens' Advice Bureaux did not appear to be working together as previously indicated. Some concern was also expressed at the continued high level of grant paid by the Borough Council to these two organisations compared to contributions from either local authorities. It was considered appropriate that the Borough Council should endeavour to try to facilitate the two Bureaux working together and it was concluded that the core funding payments should be made in two instalments, with the second instalment being dependent on progress being made toward partnership working.

The Cabinet wished to place on record its thanks to the Grant Panel for its comprehensive consideration of the applications it had to consider.

RESOLVED:- That, subject to the Council's budget setting process,:-

**(a) Application for Core Funding 2009/2010: Stanton Parish Council: Update**

Taking into account the additional information received in connection with the application previously submitted by Stanton Parish Council, as detailed in Section 2 of Report A324, the grant for £15,000 approved by the Cabinet on 25 March 2009 be endorsed for allocation towards the revised Phase One of the Stanton Community Village Hall refurbishment works project.

**(b) Grants to Voluntary Organisations: 2010/2011**

Subject to the budget setting process,

(1) the following grants be awarded in 2010/2011:-

	£
Community Centres	39,900
'In Bloom' Grants	4,000
West Suffolk Cruse Bereavement Care	1,000

(2) the following grants be awarded per annum for three years, namely, 2010/2011, 2011/2012 and 2012/2013:-

	£
Gatehouse Caring in West Suffolk	4,000
Optua Advice and Advocacy	1,000
Relate Norfolk and Suffolk	5,000
St Edmund and Waveney YMCA Limited	5,000
Three Counties Transport (3CT)	2,500
Victim Support Suffolk	1,000
Haverhill Foodbank	3,750
Bury St Edmunds Volunteer Centre	7,000
Haverhill and District Volunteer Centre	14,000

(4) Haverhill Association of Voluntary Organisations (HAVO)

(a) no grant be awarded to Haverhill Association of Voluntary Organisations (HAVO); and

(b) up to £3,000 of HAVO's recommended core funding grant be retained in the Council's budget for

2010/2011 to enable the retention of key services for the Haverhill voluntary sector previously provided by HAVO and delegated authority be given to the Corporate Director for Community Services, in consultation with the Chairman of the Grant Panel and the relevant Portfolio Holders to allocate this funding if appropriate.

(5) no grants be awarded in 2010/2011 to the following organisations:-

- (a) Age Concern Suffolk; and
- (b) West Suffolk Voluntary Association for the Blind.

**(c) Grants to Anglia in Bloom Groups: 2010/2011**

Subject to the budget setting process, the following grants be awarded for 2010/2011:-

- (1) Clare in Bloom £3,250; and
- (2) Cavendish in Colour £750.

**(d) Application for Core Funding 2010/2011: Bury St Edmunds Art Gallery**

Subject to the budget setting process, a grant of £36,300 core funding be awarded to the Bury St Edmunds Art Gallery per annum for two years, namely, 2010/2011 and 2011/2012.

**(e) Application for Core Funding 2010/2011: Theatre Royal, Bury St Edmunds**

Subject to the budget setting process, a grant of £75,000 core funding be awarded to the Theatre Royal, Bury St Edmunds per annum for two years, namely, 2010/2011 and 2011/2012.

**(f) Applications for Project Funding: 2009/2010 Recreation, Village Halls and Play Scheme Grants**

- (1) £6,000 be awarded to Cavendish Sports Club towards the cost of an extension for changing facilities for match officials;
- (2) £5,000 be awarded to St Edmundsbury Sailing and Canoeing Association towards the cost of an extension to the clubhouse to contain new changing and toilet facilities;
- (3) a grant of £2,000 be awarded to Radio West Suffolk towards the cost of establishing the Community Radio Station to be funded from the unallocated Capital Budget; and
- (4) £7,500 be awarded to Kedington Parish Council towards the cost of a new extension to the Kedington Community Centre as a Parish Office and an additional community meeting room.

**(g) Application for Core Funding 2010/2011: Haverhill and District Local History Group**

Subject to the budget setting process:-

- (1) a core funding grant of £3,500 be awarded to the Haverhill and District Local History Group for the 2010/2011 and 2011/2012 financial years; and
- (2) that wider discussion between the officers of St Edmundsbury Borough Council and Haverhill Town Council be carried out as soon as possible about co-operation in a range of cultural services based around Haverhill Arts Centre.

**(h) Applications for Core Funding 2010/2011: Citizens' Advice Bureaux in St Edmundsbury**

Subject to the budget setting process:-

- (1) a grant of £95,500 core funding be awarded to Bury St Edmunds Citizens' Advice Bureau and a grant of £106,500 core funding be awarded to Haverhill and District Citizens' Advice Bureau for the 2010/2011 financial year;
- (2) the core funding payments to be broken into two equal payments, the first of which to be payable at the start of the 2010/2011 financial year. Delegated authority to release the second payment, for the period October 2010 to March 2011, to be given to the Corporate Director for Community Services, in consultation with the Portfolio Holder for Community Safety, and subject to satisfactory evidence that partnership working is being pursued which can be reflected in their grant application for 2011/2012; and
- (3) the officers conduct a review of the Council's core funding grants to the two bureaux during 2010 with a view to a longer-term funding agreement being established from 2011 onwards.

**(i) Applications for Core Funding 2010/2011: Victory Sports Ground (Bury St Edmunds) Ltd.**

Subject to the budget setting process, a grant of £45,000 be awarded to the Victory Sports Ground (Bury St Edmunds) Limited for the 2010/2011 financial year.

**(j) Applications for Core Funding 2010/2011: The Brecks Partnership, and Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project**

Subject to:-

- (1) the budget setting process;
- (2) the provision of continued funding from other partner organisations; and

(3) the respective Partnership Boards agreeing to not inflate their annual subscriptions for the period of the agreements:-

**(a) The Brecks Partnership**

A grant of £11,654 per annum, for financial years 2010/2011 and 2011/2012 be awarded to The Brecks Partnership, and the Borough Council's Parks Manager, as the support officer to the Partnership, be authorised to sign the draft Agreement on behalf of the authority; and

**(b) Dedham Vale Area of Outstanding Natural Beauty and Stour Valley Project**

grants of £15,256 for financial years 2010/2011, 2011/2012 and 2012/2013 be awarded to the Dedham Vale AONB and Stour Valley Project and the Borough Council's Parks Manager, as support officer to the Project, be authorised to sign the draft Agreement on behalf of the authority.

**110. Boundary Committee Review of Suffolk: Update**

***Forward Plan Reference: Feb10/01 Cabinet Member: Cllr John Griffiths***

The Cabinet considered a narrative item which stated that the period of representations to the Secretary of State ended on 19 January 2010 and that St Edmundsbury had made a joint submission with Waveney and Forest Heath District Councils. The Secretary of State had published proposals for the transitional arrangements that would be required to implement new unitary councils in 2011, and had invited comments by 3 February 2010.

Councillor Griffiths, Leader of the Council, informed the Cabinet that on 14 January 2010 the Chief Executive and himself met the Local Government Minister, Rt. Hon. Rosie Winterton, with the Leader and Chief Executive of Forest Heath District Council and Mr Andrew Denny from the Bury Chamber of Commerce. At this meeting it had been stressed of the West's' objections to the Boundary Committee's formal proposals made to the Secretary of State. It was also emphasised that the strength of opinion behind a three unitary model and asked that a modification be made to the Ipswich/Rural Suffolk model whereby the Rural Suffolk proposal was further subdivided into an east/west arrangement.

A discussion was undertaken regarding the consultation document on the various transitional arrangements that would be required if the Local Government Review was to proceed. It was concluded that it would be beneficial for the response to be made as close as possible to the deadline of 3 February 2010 and, therefore, delegated authority should be given to the Chief Executive, in consultation with the Leader of the Council, to respond.

The Cabinet was also informed that there was shortly to be a meeting of Chief Executives and Leaders of Suffolk Councils within Suffolk to meet to see if there could be a Suffolk-wide response to the proposed transitional arrangements.

RESOLVED:-

That the Chief Executive, in consultation with the Leader of the Council, be authorised to respond to the Department for Communities and Local Government regarding its consultation on possible transitional arrangements for new unitary councils in Suffolk, individually or in conjunction with other authorities as appropriate.

## **111. Information Communications Technology (ICT) Security Policy**

***Forward Plan Reference: N/A Cabinet Member: Cllr Paul Farmer***

The Cabinet considered Report A453 (previously circulated) which sought approval for the revised Information ICT Security Policy.

On 11 December 2007 Council approved the ICT Security Policy and this Policy had been reviewed, mainly to meet the requirements of the Government Secure Intranet (Gateway), which ensured that data was transferred securely between local authorities and the Government.

There was a general discussion, and it was agreed that all Members should be circulated on key issues contained within this Policy and that training sessions should also be offered. Some specific issues were raised and these would be addressed either in the communication to Members or at the appropriate training sessions.



***RECOMMENDED:- That***

- (1) the revised Information Communications Technology (ICT) Security Policy, detailed in Paper A453, be approved; and***
- (2) any minor typographical, factual and/or grammatical changes to the final document be approved by the Chief Finance Officer, in consultation with the Portfolio Holder with responsibility for Information Communications Technology.***

## **112. Annual Review of Car Parking Charges**

***Forward Plan Reference: Feb10/11 Cabinet Member: Cllr Terry Clements***

The Cabinet considered Report A454 (previously circulated) which sought approval to implement increased car parking charges with effect of 29 March 2010.

The Council undertook an annual review of its car parking charges. The current proposals had been the subject of significant consultation, both internally, with the Bury St Edmunds and Haverhill Area Working Parties, and externally, with stakeholders such as the town councils, chambers of commerce and town centre managers. The proposed charges were detailed in Appendix A to the report and consultation responses were attached as Appendices B and C.

Councillor Clements, Portfolio Holder for Transport and Planning, informed the Cabinet of the deliberations of both the Haverhill and Bury St Edmunds Area Working Parties and the results of the consultation process. He also emphasised that the proposed increases in car parking charges would ensure that the Council maintained a good quality service and that the car parks operate effectively.

RESOLVED:-

That, subject to the budget setting process, the following changes to the car parking charges be implemented with effect from 29 March 2010:-

### **(a) Bury St Edmunds**

- (1) Sunday Harmonisation:** The same charges apply 7 days a week, except on Sunday when they will only apply from 10.00 am to 4.00 pm;



- (2) **Cattle Market/arc Car Park (including lower level car park):** Increase charges in this car park by 20p per tariff band except for only 10p on highest band; and
- (3) **Increase all short stay charges by 10p:** This will apply to all charges up to and including 4 hours in length.

(b) **Haverhill**

- (1) Increase all charges by 10p Monday to Saturday.

**113. Sustainable Development Panel: 12 January 2010**

*Forward Plan Reference: Feb10/03 Cabinet Member: Cllr Terry Clements*

There were no recommendations emanating from the meeting of the Sustainable Development Panel held on 12 January 2010 and, therefore, there was no Report A455 produced or discussion held.

*(With the agreement of the Chairman the following item was taken out of order from that published on the agenda.)*

**114. Bury St Edmunds Area Working Party: 7 December 2009**

*Forward Plan Reference: Feb10/07 Cabinet Member: Cllr Sara Mildmay-White*

The Cabinet considered Report A458 (previously circulated) which contained the recommendations emanating from the meeting of the Bury St Edmunds Area Working Party held on 7 December 2009.

Councillor Everitt, Chairman of the Bury St Edmunds Area Working Party, drew relevant issues to the attention of the Cabinet.

Councillor Mrs Mildmay-White, Portfolio Holder with responsibility for Bury St Edmunds, informed the Cabinet that concerns had been raised on the access arrangements for St Andrews Street South. The Working Party was of the firm opinion that there needed to be action taken which must involve the Police trying to enforce the restrictions on access to this highway.

In response to a question, the Cabinet was informed that the Working Party had considered the issue of installing rising bollards but the capital and revenue costs being quoted would make the installation of these too costly.

RESOLVED:- That

(a) **Review of Access Arrangements: St Andrews Street South, Bury St Edmunds**

- (1) The Police be requested to undertake a high profile and sustained enforcement programme to implement restrictions within St Andrews Street South;
- (2) a report be presented to the Working Party within two months that details the actions taken by the Police, including the numbers of warnings and fines issued and options for other solutions following consultation with appropriate representative groups; and

- (3) a site visit be organised for the Working Party to meet representatives of interested parties, especially from the Police and arc management.

**(b) Engineering Services Work Programme**

**(a) Footway Improvement Works, Westgate Street/Maynewater Lane**

The proposed footway improvements in Westgate Street, between St Mary's Square and Crown Street, as outlined in Appendix A of Report A378, be approved.

**(b) Improvements to Ridley Road Shopping Precinct**

The proposed works in the vicinity of Ridley Road Shopping Precinct, as outlined in Appendix B to Report A378, be approved, subject to satisfactory local consultation.

**(c) Car Parking Charges**

This recommendation was considered at this meeting of the Cabinet as part of the Annual Review of Car Parking Charges, see Minute 112 above.

*(Councillor Everitt left the meeting at the conclusion of this item.)*

**115. St Edmundsbury Growth Area Partnership Board: 17 December 2009**

***Forward Plan Reference: Feb10/04 Cabinet Member: Cllr Terry Clements***

The Cabinet considered Report A456 (previously circulated) which sought approval for 10% of the Growth Area Fund Allocation to be reserved for the delivery of Green Infrastructure Projects.

Councillor Clements, Chairman of the Partnership Board, drew relevant issues to the attention of the Cabinet.

RESOLVED:-

That 10% of the Growth Area Fund allocation be reserved for the delivery of green infrastructure projects identified in the Green Infrastructure Strategy.

**116. West Suffolk Waste and Street Scene Services Joint Committee: 15 January 2010**

***Forward Plan Reference: Feb10/05 Cabinet Member: Cllr Peter Stevens***

The Cabinet considered Report A457 (previously circulated) which provided information on the meeting of the West Suffolk Waste and Street Scene Services Joint Committee on 15 January 2010 on the items discussed and decisions reached.

Councillor Stevens, Chairman of the Joint Committee, drew relevant issues to the attention of the Cabinet. He stated that by revising the bulk refuse collection rounds between Forest Heath District Council and the Borough Council it had resulted in a reduction of using one vehicle and the accompanying operating staff. He then emphasised that the impact of revised residential waste tipping points in the west of Suffolk had resulted in a huge amount of work in rescheduling collection rounds. He concluded by stating that the staffing arrangements associated with the partnership agreement between the two local authorities had progressed and the staff structure was continually being amalgamated.

**117. Haverhill Area Working Party: 10 December 2009 and 14 January 2010**  
***Forward Plan Reference: Feb10/02 Cabinet Member: Cllr Anne Gower***

The Cabinet received and noted Report A459 (previously circulated) which contained the recommendations of the Haverhill Area Working Party that had been previously discussed under the Annual Review of Car Parking Charges (minute 112 above).

The Cabinet considered Report A460 which contained a recommendation from the Haverhill Area Working Party meeting held on 14 January 2010 which sought approval for proposed designs for the Drakes Yard gateway feature.

Councillor Mrs Gower, Portfolio Holder with the responsibility for Haverhill, drew relevant issues to the attention of the Cabinet. She emphasised that this feature for the Drakes Yard gateway was essential to continue the enhancement scheme in this part of Haverhill town centre.

RESOLVED:-

**Queen Street Enhancement Scheme: Drakes Yard Gateway Feature**

That, Option 1 of the proposed designs for the Drakes Yard Gateway Feature, as illustrated in Section 2.3 of Report A446, be approved.

**118. Strategy for Houses in Multiple Occupation**

***Forward Plan Reference: Feb10/10 Cabinet Member: Cllr Sara Mildmay-White***

The Cabinet considered Report A461 (previously circulated), which sought approval for the revised Strategy for Houses in Multiple Occupation (HMOs).

The Council's Strategy for Houses in Multiple Occupation had been reviewed and updated to incorporate changes in legislation affecting the assessment of hazards in HMOs, and to include the code of practice agreed with University Campus Suffolk in respect of an accreditation scheme for student accommodation.

In response to questions, the Cabinet was informed that:-

- (1) the Environmental Health and Housing staff were currently able to cope with the requirements of the Strategy in undertaking the required inspections; and
- (2) the code of practice regarding student accommodation associated with the University Campus Suffolk was an integral part of the Borough Council's strategy.

RESOLVED:- That

- (1) the revised Strategy for Houses in Multiple Occupation, as detailed in Report A461, be approved; and
- (2) any minor typographical, factual and/or grammatical changes to the final document be agreed by the Head of Environmental Health and Housing, in consultation with the Portfolio Holder with responsibility for Community Safety.

**119. BT Public Payphone Removal: Consultation 2009**

***Forward Plan Reference: N/A Cabinet Member: Cllr Terry Clements***

The Cabinet considered Report A462 (previously circulated) which sought approval for a response to BTs notification of intent to remove 53 public payphones within the borough.

On 6 October 2009, St Edmundsbury Borough Council received notification from British Telecommunications plc (BT) of intent to remove 53 public payphones within the Borough. This was a statutory consultation which the local authority must be notified and given the opportunity to agree or object to the removal of any of the payphones proposed for removal. In the period since receipt of the notification, extensive consultation had taken place with parish councils and the public and the Borough Council's draft response was attached as Appendix A to the report. This response objected to the removal of 30 of the payphones.

RESOLVED:-

That Appendix A to Report A462 form the basis of the responses to BTs notification of intent to remove 53 public payphones within the Borough.

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**EXEMPT INFORMATION – EXCLUSION OF PUBLIC  
TERMS OF FORMAL RESOLUTION**

That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12(A) of the Act.

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**120. Revenues Collection Performance**

***Forward Plan Reference: N/A Cabinet Member: Cllr Sara Mildmay-White***

The Cabinet considered Report A463 supported by exempt appendices 1, 2 and 3 (previously circulated) which sought approval for the write off of debts over £1,500.

The Revenues Section collected outstanding debts in accordance with either statutory guidelines or Council agreed procedures. When all these procedures had been exhausted the outstanding debt was written off using the delegated authority of the Chief Finance Officer for debts up to £1,500, or by Cabinet, for debts over £1,500.

Councillor Farmer, Portfolio Holder for Resources and Efficiency informed the Cabinet of amendments to the recommendations whereby in recommendation (b) (i) it should conclude '..... since the year 2000 to 0.85% of the total due (Exempt Appendix 1).' Recommendation (b) (ii) should conclude '..... since the year 2000 to 0.43% of the total due (Exempt Appendix 2).'

The Cabinet then considered a number of individual cases and asked relevant questions that were duly answered. In response to a question, the Cabinet was informed that due to the economic climate, reminder letters had been sent out earlier than in past years.

RESOLVED:- That

- (1) the write off of the amounts detailed in the exempt appendices to Report A463 be approved:-
  - (i) 48 accounts for National Non Domestic Rates totalling £239,479.09; which brings the amount written off in business rates since the year 2000 to 0.85% of the total due (Exempt Appendix 1);
  - (ii) 14 accounts for Council Tax totalling £17,332.00, which brings the amount written off in Council Tax since the year 2000 to 0.43% of the total due (Exempt Appendix 2); and
  - (iii) 9 accounts for Sundry Debts (including housing and council tax benefit debts) totalling £30,280.40 (Exempt Appendix 3).

The meeting concluded at 6.44 pm

**J H M GRIFFITHS  
CHAIRMAN**