

Cabinet



Forest Heath
District Council

Minutes of a meeting of the **Cabinet** held on
Tuesday 31 March 2015 at **6.00 pm** at the **Council Chamber, District**
Offices, College Heath Road, Mildenhall, IP28 7EY

Present: **Councillors**

Leader James Waters
Deputy Leader Nigel Roman

Rona Burt

Stephen Edwards

In attendance: Colin Noble
Tony Simmons

51. **Apologies for Absence**

Apologies for absence were received from Councillors D W Bowman, W Hirst and R J Millar.

52. **Public Participation**

There were no questions/statements from members of the public.

53. **Minutes**

The minutes of the Cabinet meeting held on 17 February 2015 were unanimously accepted as an accurate record and signed by the Leader.

54. **Minutes of Joint Committees, Working Groups and Other Groups**

The minutes of the following Joint Panels and Working Group were received:

- (a) West Suffolk Joint Staff Consultative Panel – 26 January 2015
- (b) Local Plan Working Group – 28 January 2015
- (c) West Suffolk Joint Emergency Planning Panel – 12 February 2015
- (d) West Suffolk Joint Health and Safety Panel – 16 February 2015

Items the subject of formal report or proposition were as follows:-

(a) **West Suffolk Joint Staff Consultative Panel - 26 January 2015**

There were no items the subject of formal report/proposition.

(b) **Local Plan Working Group - 28 January 2015**

Minute Number 6 - Revised Local Development Scheme Programme Chart – January 2015 (Report No LOP/FH/15/002)

The recommendations listed under this minute had been previously determined by Cabinet on 17 February 2015 (Report No CAB/FH/15/012 refers).

(c) **West Suffolk Joint Emergency Planning Panel - 12 February 2015**

There were no items the subject of formal report/proposition.

(d) **West Suffolk Joint Health and Safety Panel - 16 February 2015**

There were no items the subject of formal report/proposition.

55. **Approval of Minutes**

It was moved, duly seconded and unanimously

RESOLVED:

That the minutes of the respective Joint Panels and Working Group, be approved and that authority is hereby given for such action to be taken, as necessary, to give effect thereto.

56. **Revenues Collection and Performance Write-Offs (Report No CAB/FH/15/017)**

The Cabinet Member for Resources, Governance and Performance presented this report, which sought approval for the write-off of uncollectable amounts in respect of Business Rates. The specific reasons for recommending these write-offs, was included within the exempt Appendix 1 to Report No CAB/FH/15/017.

The Cabinet Member also reported on the collection rates for Business Rates and Council Tax, as set out in paragraphs 3.2 and 3.3 of the report.

With the vote being unanimous, it was

RESOLVED:

That the write-off of the amounts detailed in the exempt Appendix to Report No CAB/FH/15/017, be approved as follows:

1. Exempt Appendix 1: Business Rates totalling £69,855.80.

57. **Sponsorship and Advertising Policy for West Suffolk
(Report No CAB/FH/15/018)**

The Cabinet Member for Resources, Governance and Performance presented this report which explained that this draft Policy set out the definitions, general principles and procedures for entering into agreements for sponsorship and advertising, so as to maintain propriety and transparency within the Council.

The draft Policy, was attached at Appendix 1 to Report No CAB/FH/15/018.

With the vote being unanimous, it was

RESOLVED:

That the Sponsorship and Advertising Policy for West Suffolk, as contained in Appendix 1 to Report No CAB/FH/15/018, be approved.

58. **West Suffolk Safeguarding Policy - Guidelines for Working with
Children, Young People and Vulnerable Adults
(Report No CAB/FH/15/019)**

The Head of Housing presented this report (on behalf of the Cabinet Member for Families and Communities) which set out an updated and revised Safeguarding Policy and Guidelines for working with children, young people and vulnerable adults, to ensure compliance with the new duties placed upon the Council by the Care Act 2014.

The revised Policy was attached as Appendix A to Report No CAB/FH/15/019).

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL:

That, the revised Safeguarding Policy and Guidelines for working with Children, Young People and Vulnerable Adults, as set out in Appendix A to Report No CAB/FH/15/019, be adopted.

59. **Policy for Providing Loans to External Organisations
(Report No CAB/FH/15/020)**

The Cabinet Member for Resources, Governance and Performance presented this report, which explained that the Council had provided loans to external organisations for a number of reasons, including promotion of economic development and enhancement of sports, leisure or community facilities within the district. At present, there was no set criteria or policy for the granting of these loans, as each proposed, was judged on its own merits.

The proposed Policy (as set out at Appendix 1) was based on a similar policy adopted by St Edmundsbury Borough Council (SEBC), following extensive research of policies operated by other local authorities, advice from an expert in the field and scrutiny by SEBC's Overview and Scrutiny Committee.

The adoption of this Policy would support the Council in the adoption of suitable risk-based policy, to which Councillors could refer when considering any future loan application.

With the vote being unanimous, it was

RECOMMENDED TO COUNCIL:

That the Policy for Granting Loans to External Organisations, as set out in Appendix 1 to Report No CAB/FH/15/020, be adopted.

60. Urgent Business

There were no items of Urgent Business raised.

61. Exclusion of the Press and Public

Refer to Minute Number 62. Below.

62. Revenues Collection Performance and Write-Offs (paras 1 and 2)

The Cabinet considered Exempt Appendix 1 to Report No CAB/FH/15/017, however, as no reference was made to specific detail, this item was not held in private session.

The Meeting concluded at 6.10 pm

Signed by:

Chairman
