

West Suffolk Council

Cabinet Decisions Notice

(Published: Thursday 9 February 2023)

The following decisions were taken by the Cabinet on Tuesday 7 February 2023 and, if not called in by councillors, will come into operation on Friday 17 February 2023. This procedure does not however, apply to decisions that have been recommended to Council for a final decision (and which are also indicated within the decisions below). An executive decision may be called in, in accordance with the Overview and Scrutiny Committee Procedure Rules contained within Part 4 of the Council’s Constitution, by at least five councillors submitting the required call-in request form to the Director (Human Resources, Governance and Regulatory) (e-mail: democratic.services@westsuffolk.gov.uk) **by 5.00 pm on Thursday 16 February 2023**. Should you have a query regarding any of the decisions taken, contact should be made with the named officer in the first instance, the relevant portfolio holder or via Democratic Services, West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds Suffolk, IP33 3YU.

Agenda item and report number	Declarations of interest	Decision(s) (including recommendations to Council)	Reason(s) for decision(s)	Other options considered and reasons for rejection	Contacts
Item 9 CAB/WS/23/005	None	<p>Recommendations of the Performance and Audit Scrutiny Committee: 26 January 2023 - Delivering a sustainable medium-term budget</p> <p>Recommended to Council (as part of the budget setting process): (21 February 2023)</p> <p>That the proposals detailed in Section 2 and Table 1 at paragraph 3.4 of report number</p>	Having considered the process and approach to setting the Council’s 2023 to 2024 budget and the principles and challenges faced in achieving this, the Cabinet supported the recommendation of the Performance and Audit Scrutiny Committee for including the proposals set out in Section 2 and Table 1 of paragraph 3.4 of Report number PAS/WS/23/001 and had recommended approval	Report number PAS/WS/23/001 set out the rationale behind the key budget assumptions for 2023 to 2024 and, where relevant, drew out alternative assumptions that had been considered and discounted at this stage in the	<p>Portfolio holder: Sarah Broughton 07929 305787</p> <p>Chair of Performance and Audit Scrutiny Committee: Ian Houlder 07597 961069</p>

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		PAS/WS/23/001, be included in the 2023 to 2024 budget.	by Council as part of the budget setting process. This included consideration of a number of key budget assumptions proposed in the development of the 2023 to 2024 budget and medium term plans and the rationale behind those assumptions.	budget process. Other approaches could be proposed and considered by Members. However, it was important to note that the core principles such as deliverability, affordability and risk were considered.	Officer: Rachael Mann Director (Resources and Property) 01638 719245
Item 10 CAB/WS/23/006	None	Recommendation of the Performance and Audit Scrutiny Committee: 26 January 2023 - Treasury management report: December 2022 Recommended to Council: (21 February 2023) That the Treasury Management Report (December 2022), as contained in Report number	This Cabinet was required to consider the Treasury Management Reports, prior to seeking their approval by Council. This particular report provided information on the investment activities for West Suffolk Council for the period 1 April 2021 to 31 December 2022.	As it was a requirement of the Chartered Institute of Public Finance and Accountancy for Council to approve the Treasury Management Report, no other options had been considered.	Portfolio holder: Sarah Broughton 07929 305787 Chair of Performance and Audit Scrutiny Committee: Ian Houlder 07597 961069

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		FRS/WS/23/001, be approved.			Officer: Rachael Mann Director (Resources and Property) 01638 719245
Item 11 CAB/WS/22/007	None	<p>Recommendations of the Performance and Audit Scrutiny Committee: 26 January 2023 - Treasury Management Strategy 2023 to 2024 and Code of Practice</p> <p>Recommended to Council: (21 February 2023)</p> <p>That:</p> <ol style="list-style-type: none"> 1. The Treasury Management Strategy Statement 2023 to 2024, as set out in Appendix 1 to Report number FRS/WS/23/002, be approved. 2. The Treasury Management Code of Practice, as set out in Appendix 2 to Report number FRS/WS/23/002, be approved. 	<p>The Chartered Institute of Public Finance and Accountancy's (CIPFA) Treasury Management Code of Practice required that, prior to the start of the financial year, that the Council formally approved a Treasury Management Policy Statement and Investment Strategy, setting out the Council's treasury management policy and strategy for the forthcoming year.</p> <p>CIPFA also recommended that all councils adopted a Treasury Management Code of Practice based on the treasury management practices published by CIPFA and guidance issued in their</p>	<p>Options for the management of the Council's investments were formally considered within the Treasury Management Strategy Statement 2023 to 2024.</p>	<p>Portfolio holder: Sarah Broughton 07929 305787</p> <p>Chair of Performance and Audit Scrutiny Committee: Ian Houlder 07597 961069</p> <p>Officer: Rachael Mann Director (Resources and Property) 01638 719245</p>

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			Code of Practice.		
Item 12 CAB/WS/23/008	None	<p>Budget and Council Tax setting: 2023 to 2024 and Medium Term Financial Strategy 2023 to 2027</p> <p>(Note: This item constituted a Key Decision in part where proposed increases in fees and charges contained in the report were greater than five percent (Attachment D, Appendix 6a refers). Other decisions emanating from the report would require final approval by Council on 21 February 2023. This was reflected in this Decisions Notice accordingly).</p> <p>Recommended to Council (as part of the budget setting process) (21 February 2023):</p> <ol style="list-style-type: none"> 1. The revenue and capital budget for 2023 to 2027, plus 2022 to 2023 capital projects that subsequently require to be carried forward 	<p>The Council was required to recommend to Council the budget and the level of council tax required to help fund the budget. The Cabinet supported the key budget assumptions and proposals for securing a balanced budget for 2023 to 204, as previously considered and recommended by the Performance and Audit Scrutiny Committee and incorporated into Report number CAB/WS/23/005.</p> <p>In 2023 to 2024, the Cabinet was recommending the level of council tax be established at £192.06 for an average Band D property. This represented an average Band D weekly increase of just under 10 pence.</p> <p>A review of the Council's fees and charges had also been undertaken as part of the</p>	<p>The Council was required, by statute, to set a balanced budget and therefore, there were no alternative options.</p>	<p>Portfolio holder: Sarah Broughton 07929 305787</p> <p>Officer: Rachael Mann Director (Resources and Property) 01638 719245</p>

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		<p>at the year end, attached at Attachment A and as detailed in Attachment D (Appendices 1-5), Attachment E, and Attachment F to Report number CAB/WS/23/008, be approved.</p> <p>2. Having taken into account the conclusions of the Director's (Resources and Property) report on the adequacy of reserves and the robustness of budget estimates (Attachment C) and the Medium Term Financial Strategy (MTFS) (Attachment D), particularly the Scenario Planning and Sensitivity Analysis (Attachment D, Appendix 5) and all other information contained in Report number: CAB/WS/23/008, the Cabinet recommends the level of council tax for 2023 to 2024 be established at £192.06 for an average band D property (the level of</p>	<p>budget setting process. Those that were proposed to be changed were detailed in Attachment D, Appendix 6a and had been supported by the Cabinet. Those contained in Appendix 6a constituted a Key Decision and were, therefore, subject to call-in.</p>		

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		<p>council tax beyond April 2024 will be set in accordance with the annual budget process for the relevant financial year).</p> <p>3. The Director (Resources and Property), in consultation with the Portfolio Holder for Resources and Property, be authorised to vire funds between existing Earmarked Reserves (as set out at Attachment D, Appendix 3) as deemed appropriate throughout the medium term financial planning period.</p> <p>4. The Director (Resources and Property) in consultation with the Portfolio Holder for Resources and Property, be given delegated authority to formulate and implement in full, Government grant, discount or relief schemes (examples include but not limited to those set out in paragraphs 3.13-3.19 and 4.7-4.9 of Report number</p>			

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		<p>CAB/WS/23/008), so long as they are as a minimum, revenue cost neutral to the Council.</p> <p>5. The change to the Long Term Empty Property Premium set out in paragraphs 4.10 to 4.13, and to the further class of property not attracting the premium set out in paragraph 4.12 of Report number CAB/WS/23/008, be approved.</p> <p>Resolved: That:</p> <p>6. The fees and charges price increases (as set out in Attachment D appendix 6a of Report number CAB/WS/23/008), be approved.</p>			

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		<p>Recommended to Council (as part of the budget setting process) (21 February 2023):</p> <p>That:</p> <p>7. The Flexible Use of Capital Receipts Strategy (as set out in Attachment F to Report number CAB/WS/23/008), be approved.</p>			
<p>Item 13 CAB/WS/23/009</p>	<p>None</p>	<p>Community Chest grants 2023 to 2024</p> <p>Resolved: That:</p> <p>A. <u>Recommendations of the Grant Working Party: Community Chest</u></p> <p>1. The allocation of Community Chest funding for 2023 to 2024, be approved, namely:</p> <p>a. Reach Community Projects, Haverhill £13,000</p> <p>b. West Suffolk Citizens Advice, West Suffolk £245,379</p> <p>c. Catch 22, Suffolk Positive</p>	<p>The Community Chest had £513,406 available for allocation for 2023 to 2024. The budget had been increased by 10 percent, subject to the funding targeting organisations supporting vulnerable individuals/families with the cost-of-living challenges.</p> <p>Overall, the Grant Working Party had supported ten applications to assist with the cost-of-living challenges. Those projects which had applied with a direct aim to support these outcomes were</p>	<p>The Council could choose not to provide any grant funding. However, it was recognised that some support to the Voluntary, Community and Social Enterprise Sector (VCSE) was required. The Community Chest also enabled the Council to commission services to</p>	<p>Portfolio holder: Robert Everitt 01284 769000</p> <p>Chair of Grant Working Party: Carol Bull 01953 681513</p> <p>Officer: Davina Howes Director (Families and Communities) 01284 757070</p>

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		<ul style="list-style-type: none"> Futures, Mildenhall and Newmarket £4,800 d. Haverhill Community Trust, Haverhill £11,620 e. Mildenhall and Newmarket Sea Cadets £6,000 f. The Racing Centre, Newmarket £5,400 g. Theatre Royal, Bury St Edmunds £5,993 h. Vogue Athletics, Newmarket £10,000 i. Bridge Community Church, Bury St Edmunds £7,000 j. Cambridge Pringle Group, Haverhill £7,800 k. St Mary's Church, Haverhill £6,925 l. Suffolk Accident and Rescue Service (SARS), West Suffolk £10,000 m. West Suffolk Hive CIC, West Suffolk £3,982 n. Hundon Village Hall and Playing Fields Charity £2,480 o. Bury Women's Aid, West Suffolk £4,200 p. Cruse Bereavement, West Suffolk £4,882 	<p>noted in Section 3. of Report number CAB/WS/23/009.</p> <p>As a one-off, an additional allocation of monies had been received from Central Government's UK Shared Prosperity Fund (UKSPF) and this had also been allocated to eligible projects, as required by the criteria for these funds.</p> <p>The Grant Working Party had considered, in detail, each of the applications which had been received and the Cabinet agreed that those that had been recommended for funding, satisfactorily met the eligibility and selection criteria.</p>	<p>support the delivery of its priorities.</p>	

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		<ul style="list-style-type: none"> q. The Befriending Scheme, Haverhill £5,000 r. Families Together, Bury St Edmunds and Haverhill £5,908 s. Sharing Parenting – SEN Worker, West Suffolk £5,142 t. St Nicholas Hospice Trust, West Suffolk £20,000 u. Suffolk Family Carers, West Suffolk £10,000 v. Art Branches CIC, West Suffolk £9,524 w. Second Chance Stroke Association, Bury St Edmunds £3,840 x. BME Suffolk Support Group (BSSG) CIC, Mildenhall £3,000 y. Bury Drop In, Bury St Edmunds £9,460 z. Gatehouse Caring, Bury St Edmunds £12,934 aa. Lightwave CIO, Red Lodge and Beck Row £8,200 bb. Our Special Friends, West Suffolk £5,000 cc. The Voluntary Network, West Suffolk (Befriending 			

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		<p>Service) £31,700</p> <p>dd. The Voluntary Network, West Suffolk (Community Transport) £52,810</p> <p>ee. Wood Monkey CIC, West Suffolk £20,000</p> <p>ff. The Gunners Football Club, West Row £5,550</p> <p>2. For the reasons set out in paragraph 3.4.2 of Report number CAB/WS/23/009, no Community Chest funding for 2023 to 2024 be awarded to:</p> <p>a. Abbeycroft Leisure – Explore Outdoor, West Suffolk</p> <p>b. Abbeycroft Leisure – Move More Outdoors, West Suffolk</p> <p>c. CRE8 Theatre Productions CIC,</p> <p>d. The Bumblebee Children’s Charity</p> <p>e. Communities Together East Anglia, West Suffolk</p> <p>f. River of Life Community Church, Haverhill</p>			

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		<ul style="list-style-type: none"> g. Homestart Suffolk, West Suffolk h. Ormiston Families, West Suffolk i. Restitute CIC, West Suffolk j. Sharing Parenting – Community Outreach, Newmarket k. Still Good Food CIO, Bury St Edmunds l. Suffolk Mind, West Suffolk m. Anglia Care Trust, West Suffolk n. Bury St Edmunds Amateur Operatic and Dramatic Society o. Brandon Festival p. SOS Bus CIO, Newmarket q. Honington and Sapiston Village Hall r. Newmarket Town Council s. Risby Village Hall t. Young Lives Vs Cancer, West Suffolk 			

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<p>Item 15</p> <p>CAB/WS/23/011 (with Exempt Appendices)</p>	<p>None</p>	<p>Revenues collection performance and write-offs</p> <p>Resolved: The write-off of the amounts detailed in the exempt appendices to Report number: CAB/WS/23/011, be approved, as follows:</p> <ol style="list-style-type: none"> 1. Exempt Appendix 1: Council Tax totalling £31,449.22 2. Exempt Appendix 2: NNDR totalling £14,940.14 3. Exempt Appendix 3: Sundry Debt totalling £22,844.84 	<p>The detailed reasons for the decisions to write-off these amounts, were included in the Exempt Appendices to Report number CAB/WS/23/011.</p>	<p>There was an extensive and supportive recovery process prior to the engagement of an enforcement agency. The Council currently used the services of the ARP Enforcement Agency to assist in the collection of business rates and Council Tax and also had on-line tracing facilities. Although this service was suspended during the lockdown and up to more recently, enforcement was now reinstated in line with Government guidance. It was</p>	<p>Portfolio holder: Sarah Broughton 07929 305787</p> <p>Officer: Rachael Mann Director (Resources and Property) 01638 719245</p>

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				<p>not considered appropriate to pass the debts on to another agency.</p> <p>It should be noted that in the event that a written-off debt became recoverable, the amount was written back on, and enforcement procedures were re-established. This might happen, for example, if someone had gone away with no trace, and then they were unexpectedly 'found' again, through whatever route.</p>	

Jennifer Eves, Director (Human Resources, Governance and Regulatory)
9 February 2023