

## West Suffolk Council

### Cabinet Decisions Notice

(Published: Thursday 8 February 2024)

The following decisions were taken by the Cabinet on Tuesday 6 February 2024 and, if not called in by councillors, will come into operation on Friday 16 February 2024. 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](mailto:democratic.services@westsuffolk.gov.uk)) **by 5.00 pm on Thursday 15 February 2024**. 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/24/007	None	<p><b>Recommendations of the Performance and Audit Scrutiny Committee: 25 January 2024 - Delivering a Sustainable Medium-Term Budget</b></p> <p>Recommended to Council (as part of the budget setting process): (20 February 2024)</p> <p>That:- 1. The proposal as detailed in Section 2 of Report number</p>	Having considered the process and approach to setting the Council's 2024 to 2025 budget and challenges faced in achieving this, the Cabinet supported the recommendations of the Performance and Audit Scrutiny Committee, including the proposals set out in Section 2 and Appendix A (budget assumption changes) and Appendix C (capital programme) of Report	Report number PAS/WS/24/001 set out the rationale behind the key budget assumptions for 2024 to 2025 and, where relevant, drew out alternative assumptions that had been considered and discounted at this stage in the	<p><b>Portfolio holder:</b> Diane Hind</p> <p><b>Chair of Performance and Audit Scrutiny Committee:</b> Peter Armitage</p>

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		<p>PAS/WS/24/001 and Appendix A (budget assumption changes) be included in the 2024 to 2025 Revenue Budget.</p> <p>2. The capital programme, as set out in Appendix C of Report number PAS/WS/24/001, be included in the 2024 to 2025 budget setting process.</p>	<p>number PAS/WS/24/001 and had recommended approval 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 budget and medium term plans and the rationale behind those assumptions.</p>	<p>budget process.</p> <p>Other approaches could be proposed and considered by Members. However, it was important to note that the core principles such as deliverability, affordability and risks were considered.</p>	<p><b>Officer:</b> Rachael Mann Director (Resources and Property) 01638 719245</p>
<p>Item 10 CAB/WS/24/008</p>	<p>None</p>	<p><b>Recommendation of the Performance and Audit Scrutiny Committee: 25 January 2024 - Treasury Management Report - December 2023</b></p> <p>Recommended to Council: (20 February 2024)</p> <p>That the Treasury Management</p>	<p>The 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 2023 to 31 December 2023.</p>	<p>As it was a requirement of the Chartered Institute of Public Finance and Accountancy, for Council to approve the Treasury Management</p>	<p><b>Portfolio holder:</b> Diane Hind</p> <p><b>Chair of Performance and Audit Scrutiny Committee:</b> Peter Armitage</p>

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		Report (December 2023), as contained in Report number FRS/WS/24/001, be approved.		Report. No other options had been considered.	<b>Officer:</b> Rachael Mann Director (Resources and Property) 01638 719245
Item 11 CAB/WS/24/009	None	<p><b>Recommendations of the Performance and Audit Scrutiny Committee: 25 January 2024 - Financial Resilience - Strategy Statement 2024 to 2025 and Treasury Management Code of Practice</b></p> <p>Recommended to Council: (20 February 2024)</p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The Treasury Management Statement 2024 to 2025, as set out in Appendix 1 to Report number FRS/WS/24/002, be approved.</li> <li>2. The Treasury Management Code of Practice, as set out in Appendix 2 to Report</li> </ol>	<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 Statemen 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 BIPFA and guidance issued in their</p>	Options for the management of the Council's investments were formally considered within the Treasury Management Strategy Statement 2024 to 2025.	<p><b>Portfolio holder:</b> Diane Hind</p> <p><b>Chair of Performance and Audit Scrutiny Committee:</b> Peter Armitage</p> <p><b>Officer:</b> Rachael Mann Director (Resources and Property) 01638 719245</p>

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		number FRS/WS/24/002, be approved.	Code of Practice.		
<p>Item 12 CAB/WS/24/010  (with exempt Appendices as notified under Special Urgency Notice published on 26 January 2024)</p>	None	<p><b>Budget and Council Tax Setting 2024 to 2025 and Medium Term Financial Strategy 2024 to 2028</b></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). Other decisions emanating from the report would require final approval by Council on 20 February 2024. This was reflected in the Decisions Notice accordingly).</p> <p>Recommended to Council (as part of the budget setting process) (20 February 2024):</p> <p>That:</p> <ol style="list-style-type: none"> <li>1. The revenue and capital budget for 2024 to 2028, plus 2023 to 2024 capital</li> </ol>	<p>The Council was required to recommend to Council the budget and the level of council tax required to help fund the budget. The key budget assumptions and proposals for securing a balanced budget for 2024 to 2025, as previously considered and recommended by the Performance and Audit Scrutiny Committee and incorporated into Report number CAB/WS/24/010.</p> <p>In 2024 to 2025, the Cabinet was recommending the level of council tax be established at £197.82 for an average Band D property. This represented an average Band D weekly increase of just 11 pence.</p> <p>A review of the Council's fees and charges had also been</p>	<p>The Council was required, by statute, to set a balanced budget and therefore, there were no alternative options.</p>	<p><b>Portfolio holder:</b> Diane Hind</p> <p><b>Officer:</b> Rachael Mann Director (Resources and Property) 01638 719245</p>

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		<p>projects that subsequently require to be carried forward at the year end, attached at Attachment A and as detailed in Attachment D (Appendices 1-6), Attachment E, and Attachment F to Report number CAB/WS/24/010, 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/24/010, the Cabinet recommends the level of council tax for 2024 to 2025 be established at</p>	<p>undertaken as part of the 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>£197.82 for an average band D property (the level of council tax beyond April 2025 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, 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, 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</p>			

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		<p>paragraphs 3.14-3.16 and 4.7-4.10 of Report number CAB/WS/24/010), so long as they are as a minimum, revenue cost neutral to the Council.</p> <p>5. The change to the Second Home Premium, set out in paragraphs 4.7 to 4.10 of Report number CAB/WS/24/010, be approved.</p> <p>6. The Flexible Use of Capital Receipts Strategy (as set out in Attachment F of Report number CAB/WS/24/010), be approved.</p> <p>Resolved: That:</p> <p>7. The fees and charges price increases (as set out in Attachment D, Appendix 6a of Report number CAB/WS/24/010) be approved.</p>			

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Item 13 CAB/WS/24/011	None	<p><b>Community Chest Grants 2024 to 2025</b></p> <p>Resolved: That:</p> <p>A. The allocation of Community Chest funding for 2024 to 2025, be approved, namely:</p> <ol style="list-style-type: none"> <li>1. Reach Community Projects, Haverhill and Newmarket £6,600</li> <li>2. West Suffolk Citizens Advice, West Suffolk £245,000</li> <li>3. Haverhill Community Trust – Signpost Project, Haverhill £5,000</li> <li>4. Haverhill Men’s Shed Haverhill £10,052</li> <li>5. Haverhill Scout and Guide Management Committee £5,000</li> <li>6. The Offshoot Foundation, West Suffolk £3,000</li> </ol>	<p>The Community Chest has £466,733 available for allocation for 2024 to 2025, subject to the funding targeting organisations supporting vulnerable individuals/families with cost-of-living challenges.</p> <p>Each application had been summarised within the appropriate category listed in Appendix one attached Report number CAB/WS/24/011. Each application was required to be evaluated in accordance with the eligibility and selection criteria provided to the Grant Working Party. 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>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 support the delivery of its priorities.</p>	<p><b>Portfolio holder:</b> Donna Higgins</p> <p><b>Chair of Grant Working Party:</b> Jon London 01638 599376</p> <p><b>Lead officer:</b> Davina Howes Director (Families and Communities) 01284 757070</p>



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		<ul style="list-style-type: none"> <li>7. The Racing Centre, Newmarket £5,100</li> <li>8. Bridge Community Church, Bury St Edmunds £5,000</li> <li>9. Rural Coffee Caravan, West Suffolk £6,812</li> <li>10. Suffolk Accident and Rescue Service (SARS), West Suffolk £10,000</li> <li>11. The Stable Café and Community Space, Newmarket £5,000</li> <li>12. Bury St Edmunds Women's Aid, West Suffolk £20,300</li> <li>13. HOPE after Suicide Loss, West Suffolk £10,000</li> <li>14. St Nicholas Hospice Care, West Suffolk £10,000</li> <li>15. Suffolk Rape Crisis, West Suffolk £10,000</li> <li>16. Brave Futures, West</li> </ul>			

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		<p>Suffolk £10,000</p> <p>17. EPIC Dads, Mildenhall £2,500</p> <p>18. Home-start in Suffolk, West Suffolk £7,000</p> <p>19. Still Good Food CIO, Bury St Edmunds £8,672</p> <p>20. Suffolk Family Carers, West Suffolk £2,500</p> <p>21. The Befriending Scheme, Haverhill £5,000</p> <p>22. Second Chance Stroke Association, Bury St Edmunds £2,500</p> <p>23. Suffolk Mind, West Suffolk £6,000</p> <p>24. Bury Drop In, Bury St Edmunds £9,916</p> <p>25. Free Food in Haverhill, Haverhill £7,481</p> <p>26. Gatehouse Caring, Bury</p>			

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		<p>St Edmunds £10,000</p> <p>27. Lyward Colley Trust CIC, West Suffolk £6,000</p> <p>28. Music Prescription CIC, Bury St Edmunds £2,500</p> <p>29. Our Special Friends, West Suffolk £9,000</p> <p>30. Lightwave CIO, Red Lodge and Beck Row £5,000</p> <p>31. The Voluntary Network, West Suffolk £10,000</p> <p>32. West Suffolk Vineyard Church, Bury St Edmunds £5,800</p> <p>B. For the reasons set out in paragraph 3.4.3 of Report number: CAB/WS/24/011, no Community Chest funding for 2024 to 2025 be awarded to:</p> <p>1. Abbeycroft Leisure – Family Park Cooking, West Suffolk</p>			

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		<ol style="list-style-type: none"> <li>2. Jiggins Memorial Village Hall and Playing Field, Ixworth</li> <li>3. Theatre Royal, Outreach Project in Haverhill</li> <li>4. Vogue Athletics, Newmarket</li> <li>5. Brandon in Bloom, Brandon</li> <li>6. Haverhill Community Trust, Volunteer Centre, Haverhill</li> <li>7. St Mary's Church Community Project, Kennett and Kentford</li> <li>8. Moreton Hall Youth Action Group Ltd, Bury St Edmunds</li> <li>9. Cruse Bereavement, West Suffolk</li> <li>10. Families Together, West Suffolk</li> <li>11. Zebras Children and</li> </ol>			

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		<p>Adults Charity CIO, Brandon</p> <p>12. Art Branches CIC, West Suffolk</p> <p>13. Boomerang Pet Food Bank, Haverhill</p> <p>14. British Red Cross, West Suffolk</p>			
<p>Item 14</p> <p>CAB/WS/24/012</p>	<p>None</p>	<p><b>Great Barton Air Quality Action Plan (AQAP)</b></p> <p>Resolved:</p> <p>That the proposed update of the Great Barton Air Quality Action Plan, for the period January 2024 to January 2029, as set out in Appendix A to Report number CAB/WS/24/012, be adopted.</p>	<p>In accordance with legislation, West Suffolk Council were required to have an Air Quality Action Plan for Great Barton, which stipulated the actions that would be taken to improve air quality in this area, setting out the target to show consistently reduced levels of pollution over the course of five years. The Great Barton Air Quality Action Plan had been in place since 2018 and had registered a consistent reduction in air pollution, but not for the requisite five-year period.</p> <p>As it had not registered a</p>	<p>The renewal of the Air Quality Action Plan was a statutory requirement for the Council. As such, no alternative approaches were considered.</p>	<p><b>Portfolio holder:</b> Gerald Kelly 07968 396389</p> <p><b>Lead officer:</b> Jen Eves Director (HR, Governance and Regulatory) 01284 757015</p>

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			consistent reduction in air pollution over five years, West Suffolk Council must renew and update the Great Barton Air Quality Action Plan for a further five year period.		
Item 15 CAB/WS/24/013	None	<p><b>West Suffolk Council Contaminated Land Strategy 2024 to 2029</b></p> <p>Resolved:</p> <p>That the draft West Suffolk Contaminated Land Strategy for the period January 2024 to January 2029, as set out in Appendix A to Report number CAB/WS/24/023, be adopted.</p>	<p>The proposed West Suffolk Council Contaminated Land Strategy (as set out in Appendix A to Report number CAB/WS/24/013), would cover the period January 2024 to January 2029, which formed part of a framework affecting the quality and use of land locally. It followed the principles of sustainability, aiming to achieve a balance between social, economic and environmental concerns, whilst meeting the authority's statutory obligations and corporate responsibilities to protect and improve human health and the local environment.</p> <p>Following a review of the</p>	<p>The Contaminated Land Strategy was a statutory requirement for the Council and the changes required were only minor. As such, no alternative approaches were considered.</p>	<p><b>Portfolio holders:</b> Gerald Kelly 07968 396389</p> <p>Jim Thorndyke 01359 250271</p>

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			Strategy, it was found to continue to meet the Council's responsibilities. A few minor amendments were made to ensure the document was up to date (as set out in paragraph 2.2 of Report number Cab/WS/24/013).		

Jennifer Eves  
 Director (Human Resources, Governance and Regulatory)  
 8 February 2024