

# AGENDA ITEM 13

## POLICY, FINANCE & ADMINISTRATION COMMITTEE

12 JULY 2016

### REPORT OF HEAD OF CENTRAL SERVICES

#### ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES

##### 1.0 PURPOSE OF REPORT

- 1.1 The purpose of this report is to submit requests for approval of this Committee under Financial Procedure Rules and to provide information on amounts approved under delegated powers and to report the impact of these on the Council's reserves and balances.

##### 2.0 RECOMMENDATIONS

It is recommended that:-

- 2.1 The virements approved under delegated powers (para. 3.1.1 refers) be noted;
- 2.2 The budget reductions approved under delegated powers (para. 4.1 refers) be noted;
- 2.3 The business cases discussed in para 5.1 be approved and a supplementary estimate of £25,000 be approved from capital receipts to fund the community grants project;
- 2.4 Members approve the use of £10,000 from the Corporate Priorities Reserve to proceed with a business case for the toilets and to obtain planning permission for alternative use on the Park Lane public conveniences as discussed in paragraph 6.1;
- 2.5 Members approve the use of £20,000 from the HRA Working Balance to commission feasibility work to explore options for the future development of Gretton Court as discussed in paragraph 6.2 and;
- 2.6 Members approve the use of £25,000 from the HRA Working Balance to deliver improvement projects in the Housing Repairs & Maintenance service as discussed in paragraph 6.3.

##### 3.0 VIREMENTS

##### 3.1 Delegated Authority

- 3.1.1 Since the last meeting the Head of Central Services has approved seventeen requests for virement within the same service totalling £54,400 and five requests for virement between services totalling £50,390. More details of those requests in excess of £10,000 can be found in Appendix A.

#### 4.0 BUDGET REDUCTIONS

4.1 The following items have been identified as surplus money in 2016-17 and have been approved as budget reductions under delegated authority:

Budget Head	Reason	Amount £
<b><u>Rural, Economic &amp; Environmental Affairs C'tee</u></b>		
Tourism	Software maintenance included as an annual cost but only required as a one-off in 2015-16	1,600
Car Parks and Bus Station	HMRC refund for VAT overpayments	12,750
<b><u>Policy, Finance &amp; Admin C'tee</u></b>		
Corporate Costs (Finance)	Bank Fees and Professional Fees budgets set in excess of requirements	4,500
<b>Total</b>		<b>£18,850</b>

#### 5.0 CAPITAL PROGRAMME

5.1 The under mentioned schemes (business cases attached as Appendix B) are submitted for approval

Committee	Scheme	← Funding →		
		Amount	Year	Source
Community and Social Affairs Committee	Community Facilities Grants- Holwell Pastures project (Melton Mowbray and District Scouts)	£25,000	2016-17	Capital Receipts
Community and Social Affairs Committee	Resurfacing Melton Country Park car park	£23,000	2016-17	Capital Receipts

5.2 At a meeting of the Community and Social Affairs Committee on the 22 June 2016 the business case for the Holwell Pastures Project funded by Community Facilities Grant was approved and that a request be made to this committee for the required capital funding of £25,000 from Capital Receipts. Further detailed information on this capital scheme can be found in the business case attached as Appendix Bi. This project was not originally included in the capital programme when this was approved by the council in February 2016. This is due to previous years allocations not having been spent and as such members have taken the view that requests

should come to committee only when a viable scheme is identified.

At a meeting of the Community and Social Affairs Committee on the 22 June 2016 the business case for the car park resurfacing at Melton Country Park was approved and that a request be made to this committee for the required capital funding of £23,000 from Capital Receipts in line with the approved capital programme. Further detailed information on this capital scheme can be found in the business case attached as Appendix Bii.

## **6.0 REQUESTS FROM OTHER COMMITTEES**

6.1 At a meeting of the Community and Social Affairs Committee on the 22 June 2016 it was approved that a request be made to this committee to allocate £10,000 from the Corporate Priorities Reserve to proceed with a business case for the replacement/renewal of the existing public conveniences at Wilton Road and St Marys Way with two blocks of semi automatic public conveniences, and to obtain planning permission for alternative use on the Park Lane public conveniences.

6.2 At a meeting of the Community and Social Affairs Committee on the 22 June 2016 it was approved that a request be made to this committee to allocate £20,000 from the HRA Working Balance to commission feasibility work to explore options for the future development of Gretton Court. Consultancy support is likely to be needed to consider and assess the property aspects together with the revenue and capital implications for Melton Borough Council. Officers will be seeking to procure suitably qualified support via a tendering process.

6.3 At a meeting of the Community and Social Affairs Committee on the 22 June 2016 it was approved that a request be made to this committee to allocate £25,000 from the HRA Working Balance to deliver improvement projects in the Housing Repairs and Maintenance service.

## **7.0 POLICY AND CORPORATE IMPLICATIONS**

7.1 Policy and corporate implications are considered for each new budget proposal as part of the Council's priority assessment process. The results of this are reported to members as part of the budget setting process.

## **8.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

8.1 The current level of balances and reserves are shown in Appendix C. There are no other financial and resource implications arising from this report.

## **9.0 LEGAL IMPLICATIONS/POWERS**

9.1 Any legal implications arising from these movements in funds will have been addressed during the approval process.

## **10.0 COMMUNITY SAFETY**

10.1 Individual budgets could have links to community safety issues. These are covered in any associated reports and financial forms that refer to these budgets as they progress through the decision making process. As community safety is a corporate priority this is considered as part of the priority assessment and budget setting process when considering individual budget proposals.

## 11.0 EQUALITIES

11.1 The equality issues of each specific budget are considered as they progress through the approval process.

## 12.0 RISKS

12.1 There will be risks associated with all budgets and these should be considered as part of the consideration of these individual budget proposals through the decision making process.

## 13.0 CLIMATE CHANGE

13.1 Individual budget heads could have climate change issues but these are considered individually as they progress through the approval process.

## 14.0 CONSULTATION

14.1 Any proposed adjustments to budgets are made in consultation with budget holders and the Management Team where appropriate.

## 15.0 WARDS AFFECTED

15.1 All wards are affected.

Contact Officer            C Burgess, Senior Management Accountant

Date:                        16<sup>th</sup> June 2016

Appendices :            Appendix A: Virements in Excess of £10k  
Appendix Bi: Business Case Community Facilities Grant Holwell Pastures Project  
Appendix Bii: Business Case Resurfacing Melton Country Park Car Park  
Appendix C: Statement of Revenue and Capital Reserves

Background Papers:    Committee Papers  
Budget Reduction/Virements/Supplementary Estimate Forms

Reference :                X: C'tee, Council & Sub-C'tees/PFA/2016-17/12-07-16/DG-Items for Approval