

# Minutes

<b>Meeting name</b>	<b>Cabinet</b>
<b>Date</b>	<b>Wednesday, 4 September 2019</b>
<b>Start time</b>	<b>4.00 pm</b>
<b>Venue</b>	<b>Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire. LE13 1GH</b>

## Present:

**Chair** Councillor J. Orson (Chair)

**Councillors** L. Higgins (Vice-Chair) A. Freer-Jones  
J. Illingworth A. Pearson

**Observers** Councillor S. Carter  
Councillor J. Douglas  
Councillor C. Evans

**Officers** Chief Executive  
Deputy Chief Executive and Director for People and Communities  
Director for Corporate Services  
Director for Growth and Regeneration  
Director for Law and Governance  
Assistant Director for Strategic Planning and Regulatory Services  
Development Manager  
Democratic Services Manager

Minute No.	Minute
22	<p><b>Apologies for Absence</b> Apologies were received from Councillor R de Burle.</p>
23	<p><b>Minutes</b> The minutes of the meeting held on 9 July 2019 were confirmed and authorised to be signed by the chair.</p> <p>The exempt minutes of the meeting held on 9 July 2019 were confirmed and authorised to be signed by the chair.</p>
24	<p><b>Declarations of Interest</b> Councillor Orson and Pearson each declared an interest in any items relating to Leicestershire County Council, due to their roles as County Councillors.</p>
25	<p><b>Matters Referred from Scrutiny Committee in Accordance with Scrutiny Procedure Rules</b> No items had been referred from Scrutiny Committee in accordance with the Scrutiny Procedure Rules.</p>
26	<p><b>Housing Revenue Account - Budget Monitoring, 1 April 2019 - 30 June 2019</b> In the absence of Councillor Ronnie de Burle, Portfolio Holder for Corporate Finance and Resources, Dawn Garton Director for Corporate Services introduced the report the purpose of which was to provide information on actual expenditure and income incurred on the Housing Revenue Account (HRA), compared to the latest approved budget for the period 1 April 2019 to 30 June 2019.</p> <p>Mrs Garton provided a brief summary of the report highlighting that a £14,000 overspend was predicted as a result of a shortfall in rental income due to higher levels of void properties and an increase in leaseholder service charges. It was confirmed that there was a significant amount of work currently being undertaken to address and improve the situation in relation to void properties.</p> <p>During discussion the following points were noted:</p> <ul style="list-style-type: none"> <li>i. The Government imposed reduction in council housing rents was due to come to an end next year. The Governments new policy is to restrict rents to the Consumer Prices Index plus 1%, which would have a positive impact on the Housing Business Plan. A copy of the revised policy would be provided to members.</li> </ul> <p><b>DECISION (NON-KEY)</b></p> <p>Cabinet <b>NOTED</b> the financial position on the Housing Revenue Account to 30 June 2019 and the year end forecast.</p>

Reasons for decision:

The Council, having set an agreed Budget at the start of the financial year, needs to ensure the delivery of this Budget is achieved. Consequently there is a requirement to regularly monitor progress so corrective action can be taken when required which is enhanced with the regular reporting of the financial position.

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**Capital Programme Monitoring to 30 June 2019**

In the absence of Councillor Ronnie de Burle, Portfolio Holder for Corporate Finance and Resources, Dawn Garton Director for Corporate Services introduced the report the purpose of which was to provide financial progress information on the Capital Programme for the period 1 April 2019 to 30 June 2019.

Mrs Garton provided a brief summary of the report confirming that the Capital Programme was expected to be in line with the budget, increases in budgets for the projects specified were being requested to take account of additional grant income that had been received as detailed in the report.

**DECISIONS (NON-KEY)**

- 1) Cabinet **NOTED** the financial position on the Capital programme to 30 June 2019 and the year-end forecast.
- 2) Cabinet **APPROVED** the additional allocated spend for Disabled Facilities Grants (DFGs) of £67k, increasing the budget for 2019-20 to £493k as noted in paragraph 6.4 of the report.
- 3) Cabinet **APPROVED** an increase to the Melton Country Park Budget by £10k to £37k using funding received from The Ministry Of Housing Communities and Local Government (MHCLG) for the purpose of parks as noted in paragraph 6.6 of the report.

Reasons for decisions:

The Council, having set an agreed Budget at the start of the financial year, needs to ensure the delivery of this Budget is achieved. Consequently there is a requirement to regularly monitor progress so corrective action can be taken when required which is enhanced with the regular reporting of the financial position.

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**Budget Monitoring 2019-20 Quarter 1 - April to June**

In the absence of Councillor Ronnie de Burle, Portfolio Holder for Corporate Finance and Resources, Dawn Garton Director for Corporate Services introduced the report the purpose of which was to report the quarterly budget position to Cabinet.

Mrs Garton provided a brief summary of the report confirming that the current

forecast was for a break even position, the budget was regularly reviewed in order to ensure the balanced position was maintained. It was proposed that additional investment income of £61k be transferred to a reserve to cover any future book losses on Property Fund investments.

During discussion the following points were noted:

- i. Clarification was requested with regards to the reserve for any future losses on the Property Fund. It was confirmed that subject to members approval, the reserve was intended for this purpose only. This would allow the Council to continue to benefit from the from high returns on the investment whilst maintaining funds to mitigate against any potential losses on the book value of the investment at the year end. The consideration of whether to establish this reserve would be the subject of a future decision.
- ii. The overspend in the budget for elections had resulted from more Wards being contested than anticipated, but a significant proportion of the overspend had been the result of improvements made to the count process. Members felt that in future the budget should be set on the basis that all Wards could be contested and noted that costs from Parish Councils would alleviate the position.
- iii. The income target of £33,620 in the Sports and Leisure Development budget had been highlighted as a risk. It had been agreed to create a new post which would generate income in order to cover the additional costs. It did not look likely that the income target would be achieved, which could result in a shortfall of £15,000.
- iv. Members also expressed concerns regarding the decreasing levels of grant funding received from the County Sports Partnership. Mrs Garton would confirm the levels of external funding in the Sports and Leisure Development Budget.
- v. Declining footfall in the town centre was a concern in relation to its impact on income, in particular the shortfall in car parking income.

#### **DECISIONS (NON-KEY)**

Cabinet **NOTED** the year end forecast and financial position for the General Fund and Special Expenses at 30th June 2019.

Reasons for decision:

The Council, having set a Budget at the start of the financial year, needs to ensure the delivery of this Budget is achieved. Consequently there is a requirement to regularly monitor progress so corrective action can be taken when required which is enhanced with the regular reporting of the financial position.

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#### **Safeguarding Policy**

Councillor Alan Pearson, Portfolio Holder for Housing and Communities introduced the report the purpose of which was to seek approval for the Melton Borough Council Safeguarding Policy for Children and Adults.

Councillor Pearson provided a brief summary of the report highlighting that the new policy combined both Children and Adults safeguarding and had been developed using established best practice and legislative requirements. The policy outlined key roles and responsibilities whilst giving guidance on procedure and good practice and referrals and signposting to other agencies, to ensure that the council acts in the best interests of vulnerable residents.

During discussion the following points were noted:

- i. The policy would be subject to ongoing review to ensure there was flexibility and the ability to revise the policy in response to changes.
- ii. Members had received training with regarding the safeguarding issues as well as guidance on lone working as part of the induction. Cabinet requested further training be provided on safeguarding, Prevent and County Lines as well as additional guidance on lone working for members undertaking their roles as ward members within their communities.
- iii. Cabinet requested that information which had been provided at the induction was re-circulated to members.

Councillor Freer-Jones proposed an amendment to recommendation 3.2 to include the provision for a bi-annual review of the Policy, this was seconded by Councillor Higgins.

Cabinet **APPROVED** the amendment, which became the substantive motion for debate.

### **DECISIONS (KEY DECISION)**

- 1) Cabinet **APPROVED** the Melton Borough Council Safeguarding Policy for Children and Adults.
- 2) Cabinet **DELEGATED** authority to the Deputy Chief Executive in consultation with the Portfolio Holder for Housing and Communities to review and approve any subsequent changes as a result of legislative or operational changes on a bi-annual basis.

Reasons for decisions:

A robust safeguarding Policy will support the Council to effectively discharge its statutory duties in relation to safeguarding. It will also ensure that a consistent approach to safeguarding exists across all Council services.

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Cabinet resolved that the public and press be excluded during consideration of the following item of business in accordance with Paragraph 3 of Part 1 of schedule 12A of the Local Government Act 1972 (Information relating to the financial or

business affairs of any particular person including the authority holding that information.

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**Consideration of Infrastructure Funding Agreement with Leicestershire County Council**

Following a brief discussion on this item Cabinet **APPROVED** that the meeting should return to public session.

It was confirmed that this item would be deferred to a future meeting pending receipt of further information.

The meeting closed at: 4.39 pm

Chair