

COUNCIL MEETING – 17 OCTOBER 2017

REPORT OF THE PARTNERSHIPS AND PERFORMANCE COMMITTEE

03 July 2017

Present: Councillors Graves (Chairman), Allebone, Aslam, Maguire and Simmons.

Also present: Mrs B Gamble, (Director), Mr N Robinson, (Principal Revenue and Benefits Manager), Mrs V Jessop (Principal Housing Manager) and Mr S Whiteley (Electoral Services Team Leader).

(Councillors Griffiths and Emerson attended as observers)

1. APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received from Cllrs Gough and Patel.

2. DECLARATIONS OF INTEREST

RESOLVED to note that there were no declarations of interest.

3. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the meeting held on 20 March 2017 be confirmed and signed.

4. SEVERE WEATHER EMERGENCY PROTOCOL

The annexed circulated report of the managing director was received to provide members with an explanation of the Severe Weather Emergency Protocol.

The chairman welcomed Mrs Jessop, Principal Housing Manager, to present the report. Mrs Jessop provided some background on the Severe Weather Emergency Protocol (SWEP), and explained that it had been adopted four years previously and was a humanitarian obligation rather than a statutory duty of the local authority.

Members queried whether the threshold for activation of the SWEP could be lowered and also requested more detail around the roles of the external organisations involved.

Mrs Jessop explained that the threshold could be lowered, but that it would need to be a Council decision. She also confirmed to members that the council's approach to the SWEP was consistent with other local authorities, both locally and nationally.

Mrs Jessop explained that there was a voluntary agreement in place between other organisations and the council, particularly the Salvation Army and the Daylight Centre, who provided support for homeless and rough sleeping residents of the borough in the evening and during the day respectively. Mrs Jessop also confirmed to members that the council works closely with other organisations, including Wellingborough Homes and the police, to monitor homelessness in the borough, and that both local and national helpline numbers are active and promoted.

Members queried whether in the event of an extremely severe winter whether there would be resources, capacity and budget to provide the necessary support. Mrs

Gamble, Director, confirmed that there would be budget available in the event of an extreme winter, but that it could impact on other budgets if an increase was required.

Members thanked Mrs Jessop and her team for the work undertaken around the SWEP.

RESOLVED that the report on the Severe Weather Emergency Protocol be noted.

5. PRESENTATION BY REVENUE AND BENEFITS

The annexed circulated report of the Managing Director was received to introduce members to the presentation by Revenue and Benefits.

The chairman welcomed Mr N Robinson, Principal Revenue and Benefits Manager. Mr Robinson provided members with some detail in respect of the process of revenue collection, highlighting the council's strong performance of in-year collection rates of over 98% and 99% respectively for council tax and business rate collection.

Mr Robinson went on to outline the legal steps taken by the council to recover unpaid local taxation, including the use of enforcement officers and liability orders from the courts. Mr Robinson explained the council's best practice approach to revenue collection, including self-service options for taxpayers and the use of discretionary reminders in addition to the legislative requirements. Mr Robinson concluded his presentation by highlighting the organisation of payment plans and flexible arrangements for taxpayers, which required significant office resources.

Members discussed the high collection rates for the council, and queried whether there was any way to benchmark the collection rates against other local authorities. Mr Robinson confirmed that statistics are published nationally, so there will be a direct comparison available with other local authorities in future.

Mr Robinson explained to members that, due to demographic restrictions and reducing the resources within the team after the zero-based-budgeting exercise it was unlikely that Borough Council of Wellingborough would appear at the top of the rankings, but that it should still be expected that the council would appear in the top quartile for collection rates.

Members expressed their thanks to Mr Robinson and his team for their hard work and high rates of revenue collection across the borough.

RESOLVED that the presentation by Revenue and Benefits be noted.

6. PERFORMANCE: COMPLIMENTS, COMMENTS AND COMPLAINTS AND FREEDOM OF INFORMATION – 1 OCTOBER 2016 TO 31 MARCH 2017

The annexed circulated report of the Director was received to inform members of the council's performance, including Wellingborough Norse, during the second half of 2016-17 in handling customer feedback, including complaints which have been referred to the Local Government Ombudsman (LGO).

Members discussed the impact of complaints regarding Wellingborough Norse against the overall number of complaints received, and considered whether the number of complaints would reduce if the performance indicators were amended.

RESOLVED that the report be noted.

7. PROGRAMME OF WORK FOR 2017/18

The annexed circulated report of the Director was received to seek guidance from the committee as to what broad areas of policy it wished to consider during 2017-18, and the work of which partner organisations it would like to review.

Members considered the proposed work programme and agreed that it would be beneficial to continue to invite a mix of council and external partners.

RESOLVED that the work programme for 2017-18 be agreed and a request be made to the senior management team for the circulation to all members of the Health and Wellbeing Forum minutes.

Chairman

The meeting closed at 7.55pm.

COUNCIL MEETING – 17 OCTOBER 2017

REPORT OF THE PARTNERSHIPS AND PERFORMANCE COMMITTEE

25 September 2017

Present: Councillors Graves (Chairman), Maguire and Simmons.

Also present: Mrs B Gamble, (Director), Miss K Denton, (Assistant Director), Mrs M Thomas (Community Support Officer) and Mr S Whiteley (Electoral Services Team Leader).

(Councillors G Lawman and L Lawman attended as observers. Ms L Sheppard (Executive Director, Nene Valley Crematorium) attend to deliver a presentation.)

1. APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received from Councillors Allebone, Aslam and Gough.

2. DECLARATIONS OF INTEREST

RESOLVED to note that in accordance with the Localism Act 2011, the council's code of conduct and the council's constitution, the under-mentioned councillors declared an interest in the following items:

Councillor	Minute	Report Title	Reason
Graves	5	Presentation from Nene Valley Crematorium	Registerable interest – board member of Wellingborough Bereavement Services Ltd
Maguire	5	Presentation from Nene Valley Crematorium	Registerable interest – board member of Wellingborough Bereavement Services Ltd

3. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the meeting held on 3 July 2017 be confirmed and signed.

4. COMMUNITY SAFETY

The chairman welcomed Mrs M Thomas, Community Support Officer, to provide members with information regarding the council's approach to community safety in the borough.

Mrs Thomas outlined the council's duties to community safety under Section 17 of the Crime & Disorder Act 1988 and how the council works with the Community Safety Partnership to address these duties, with a focus on reducing anti-social behaviour and crime.

She went on to explain how the council works in partnership with multiple countywide organisations, and how the scope of community safety extends further than is often realised, including assessments of the risks to both hosts and participants of events in the borough, and addressing housing needs. Members discussed and agreed that several schemes and orders implemented by the community safety team, including

Smart Water schemes in Queensway and a Designated Public Place Order in Irchester, had been extremely successful.

Mrs Thomas agreed, on request, to circulate to members the contact details of VOICE, an organisation based in Northamptonshire providing support to victims of crime.

The chairman and Councillor Maguire noted that Mrs Thomas was due to leave the council's employment shortly and requested that their thanks for the work she had undertaken be recorded.

RESOLVED that the presentation on community safety be noted.

5. NENE VALLEY CREMATORIUM

The chairman welcomed Ms L Sheppard, Executive Director of Nene Valley Crematorium to provide members with an update on the crematorium following the first year of operation.

Ms Sheppard began by detailing her appointment and the operations team at the crematorium, and went on to explain the successes and challenges of the first year. She explained that the crematorium was, as of the end of August, 28% over target on expected cremations, and that 59% of business was from within the Wellingborough area.

Ms Sheppard went on to detail some of the projected developments on the site, including dedicated spaces working within the natural environment, a memorial wall, landscaping opportunities and increased parking facilities to accommodate the increase in footfall to the site following the development.

Members agreed that the use of the crematorium by local people demonstrated a very real need for the service within the borough and expressed their thanks at the clear progression and development of the crematorium.

RESOLVED that the presentation by Nene Valley Crematorium be noted.

6. LOCAL GOVERNMENT OMBUDSMAN ANNUAL REPORT

The annexed circulated report of the director was received to provide members with a report on the letter from the Local Government and Social Care Ombudsman.

Members discussed the report and considered the council's performance in relation to the upheld complaints. Miss Denton explained that it was at times difficult to identify certain complaints from the letter, as some of the complaints that were not upheld did not get referred to the council from the Ombudsman.

RESOLVED that the report be noted.

Chairman

The meeting closed at 7.40pm.

COUNCIL MEETING – 17 OCTOBER 2017

REPORT OF THE SERVICES COMMITTEE

4 July 2017

Present: Councillors G Lawman (Chairman), Ekins (Vice-Chairman), Bailey, Carr, Abram and Watts.

Also present: Mrs L Elliott, (Managing Director), Mrs J Thomas, (Director), Mrs V Philipson (Principal Planning Policy and Regeneration Manager), Mrs G Chapman (Principal Community Support Manager) and Miss E McGinlay, (Electoral Services Officer).

(Councillors Emerson and Griffiths attended as observers)

1. APOLOGIES FOR ABSENCE

Resolved to note that apologies for absence were received from Councillor Skittrall.

2. DECLARATIONS OF INTEREST

RESOLVED to note that no declarations were made.

3. CONFIRMATION OF THE MINUTES

RESOLVED that the minutes of the meeting held on 14 April, 2017 be confirmed and signed.

4. MARKETS RIGHTS POLICY

The annexed circulated report of the director was received to seek approval to consult with relevant stakeholders, as part of an annual review of the markets rights policy.

Members discussed the report and agreed that the consultation needed to proceed to allow residents and other stakeholders to give their opinions on the policy; however, it was decided that a review would not need to be undertaken every year in future. Reference was made to the regeneration works currently being completed on the market site; it was noted that the works had been completed to a high standard – particularly the old market pictures - and thanks should be given to those who carried out the work.

RESOLVED that:

- (i) A six-week consultation takes place on the market rights policy in appendix 1 as soon as practicable.

- (ii) A further report is submitted, in due course, with a final version of the market rights policy, addressing any issues raised during the consultation, where appropriate.

5. PUBLIC HEALTH AND WELLBEING AGENDA

The annexed circulated report of the managing director was received to inform members of the positive contribution that the work of the council makes towards meeting public health targets and helping to improve the wellbeing of residents in the borough.

Mrs Chapman, Principal Community Support Manager, presented her report and highlighted the key points for consideration. She explained that the report was a live document and was intended to focus on the council's contribution towards meeting health targets and promoting wellbeing across the borough.

Members noted that the report did not specifically mention the grants provided to organisations that carry out heritage events as these also contribute towards meeting health targets. It was confirmed that several grants has been awarded by the council to fund heritage based projects and events across the borough.

Questions were raised by members over the progress of the Bassets Park skate park project. The Managing Director, Mrs Elliott, confirmed that it has been hard to find community users to give input on what was wanted for the site and that consideration may need to be given to other projects that the section 106 budget could fund, if progress isn't made soon.

The committee discussed the fact that the older persons' forum had not run for some years; it was noted that it had received positive feedback from older residents in the borough and that it would be a positive contribution to the health and wellbeing agenda, if it could be reinstated. The managing director confirmed she would enquire with Kettering General Hospital to see if they would be willing to collaborate to run a similar forum in future.

Members enquired about the hate crime statistics and how they were broken down; it was confirmed a members' briefing note would be circulated on the breakdown and reporting of hate crimes and what actions the council were taking to prevent them.

RESOLVED that:

- (i) The positive contribution that borough council activities make to the wider health and wellbeing agenda is noted.
- (ii) A recommendation is made to the development committee to continue to focus on the development of the local plan to further facilitate the contribution the council makes to the public health and wellbeing of the borough, particularly in the areas of public amenity, leisure, recreation and sport.

6. POTENTIAL PUBLIC SPACE PROTECTION ORDERS

The annexed circulated report of the managing director was provided to update members on the findings of the consultation exercise on the potential public spaces protection orders (PSPOs).

Mrs Chapman presented her report and highlighted the key points to be taken from the report. She explained that there were already controls in place that prohibited anti-social behaviours, such as dog fouling, drinking in public places and parking issues, but that they had not been wholly successful in preventing anti-social behaviour. It was questioned whether the introduction of a new order would be effective without additional resources available to enforce the order.

Members referred to the proposed action in 4.2 and asked if they could have a verbal update from the managing director on the focus and direction of the report on education and enforcement activity, to be submitted later in the year. Mrs Elliott gave a summary of the report, which would be collating all types of enforcement action the borough council currently carried out and would be suggesting ways in which they could be carried out in future to achieve the outcomes preferred by the council.

Discussions on the option to use preventative measures for repeat offenders were had; it was suggested that education and training on acceptable social behaviours might be an alternative route to focus resource on instead of the traditional enforcement route.

Members noted residents' concerns over inappropriate parking, including photos submitted. It was also noted that there is a wider car parking strategy working group in process. Badly parked cars can prove dangerous for the visually impaired, parents with prams and buggies and users of mobility scooters and wheelchairs as well as potentially ruining grass verges and placing stress on pavements and are a borough-wide problem. It was agreed that more information was needed before proceeding with any action, therefore, further consultation would be undertaken.

More detail was also required on the issue of dog-fouling and the appropriate actions and locations for dogs to be controlled on a lead or not. Better signage on the appropriate locations was also needed. Members agreed that it would be appropriate to wait for the forthcoming report before settling on any PSPOs, noting that these could be amended as necessary later.

RESOLVED that:

- (i) The considerations regarding the introduction of a PSPO in the town centre are noted.
- (ii) It be noted a wider report covering education and enforcement in several areas of council operation will be put to members later in the year.

- (iii) Further consultations take place in localised areas to inform a further paper to members outlining the exact definitions of a proposed borough wide PSPO, particularly in the areas of dog behaviour and car parking controls.
- (iv) A PSPO is considered as part of a wider response to anti-social behaviour in conjunction with the education and enforcement report to be circulated later in the year.

Chairman

The meeting concluded at 7:40pm.

COUNCIL MEETING – 17 OCTOBER 2017

REPORT OF THE SERVICES COMMITTEE

26 September 2017

Present: Councillors G Lawman (Chairman), Ekins (Vice-Chairman), Bailey, Carr, Skittrall, Abram and Watts.

Also present: Mrs L Elliott (Managing Director), Mrs V Philipson (Principal Planning Policy and Regeneration Manager), Mrs V Jessop (Interim Assistant Director), Mr J Hodgson (Private Sector Housing Team Leader), Mrs C Somerville (Environmental Health Team Leader), Mrs A Wilcox (Principal Environmental Health Manager), Mr D Tanser (Housing Development Officer) and Miss E McGinlay (Electoral Services Officer).

(Cllrs L Lawman and Griffiths attended as observers.)

1. APOLOGIES FOR ABSENCE

RESOLVED to note that no apologies for absence were received.

2. DECLARATIONS OF INTEREST

RESOLVED to note that no declarations were made.

3. CONFIRMATION OF THE MINUTES

RESOLVED that the minutes of the meeting held on 4 July, 2017 be confirmed and signed.

4. COMPULSORY PURCHASE ORDER PROCEDURE

The annexed circulated report of the director was received to seek approval of the proposed compulsory purchase order (CPO) procedure. The CPO procedure will provide a clear procedure for pursuing CPOs for property and land, where necessary and legally appropriate, to further the aims of the council. Officers would still attempt to use engagement to avoid CPOs where possible.

Members discussed the procedure and agreed that it would give the needed efficiency and consistency to officers and openness and transparency to the public when carrying out compulsory purchases on behalf of the council.

It was suggested that the addition of information surrounding occupancy would be a helpful item to be included in the report that would be written and presented to the relevant committee. Officers agreed to this addition and confirmed it would be added into the CPO process.

RESOLVED that the compulsory purchase order (CPO) procedure, dated September 2017, as detailed at appendix one of the report be approved.

5. THE HOUSING PLAN 2018-2023

The annexed circulated report of the managing director was received to agree key priorities, the consultation process and timescales for the publication of a housing plan for Wellingborough for the period 2018 to 2023, meeting all the council's PRIDE objectives.

Members discussed the report and noted the need for the housing plan to be updated to reflect the new challenges faced by the council in relation to housing. It was agreed that the consultation event, to be held on 21 November 2017, would be the ideal opportunity to engage with key stakeholders and would be helpful in identifying actions to deliver the objectives of the housing plan.

RESOLVED that the key priorities, consultation process and the timescale for publication be agreed.

6. REVIEW OF PRIVATE SECTOR HOUSING POLICY

The annexed circulated report of the managing director gathered together amendments required to the private sector housing policy to respond to new legislation, together with rationalisation and improvements to the operation of the policy.

The private sector housing team leader updated members on the report and confirmed that proposed action at 4.2 should read "the committee is invited to recommend to council that the powers listed in appendix a, section 25, be delegated to the relevant director."

The chairman noted the success of the council in reducing the number of empty properties in the borough in recent years. Members discussed the report and the possibility of the review of private sector housing policy taking place every two years instead of every year. Officers confirmed it would be advisable that a review should take place every year to ensure that the policy is addressing the issues that the council are facing during the current period. There was a separate work stream on houses of multiple occupancy currently.

A few amendments to the policy were suggested by members. It was agreed that part 26 of the policy would be amended to give more clarity on the scoring of a dangerous structure and that it would now read "dangerous structure - notice served". Issue 15 of the policy would also be updated to confirm when the information was provided.

RESOLVED that the proposed changes to the private sector housing policy, as set out in appendix A to the report, be approved;

R1 RECOMMENDED that the authority to amend the policy, to include definitions of banning order offences, as described in 6.7.1 of the report, be delegated to the relevant director;

R2 RECOMMENDED that the powers listed in appendix A, section 25, of the housing policy, be delegated to the relevant director.

7. URGENT ACTION REQUEST

The annexed circulated report of the managing director was prepared to note the urgent action previously agreed for approval to carry out remedial electric works following the council serving an improvement notice under the Housing Act 2004.

The private sector housing team leader updated members on the progress of the case and confirmed that all members of the family, except a single adult male, had now left the property, therefore, the notice had been suspended. It was highlighted that the works had still not been completed and that there had been no response to any correspondence despite the numerous attempts to contact the occupier.

It was confirmed that a review of the case would be undertaken periodically and in the annual review of requests.

RESOLVED that the urgent action taken in relation to 78 Winstanley Road be noted.

8. VOLUNTARY SECTOR FUNDING

The annexed circulated report of the managing director was received to update members on the recent consultation undertaken on proposals for the future format of strategic funding for the voluntary and community sector. A proposal for a regime for strategic funding for the voluntary and community sector from April 2018, as recommended by the council's voluntary and community sector funding working group, can be found within the report.

Members discussed the report and queried the meaning of funding for support for communities within specified "geographic hotspots". The managing director confirmed this was for areas within the borough where greater support was needed for community cohesion, such as Hemmingwell and Queensway estates.

Discussion took place regarding the £30,000 that was still in the budget for voluntary sector and community funding; it was confirmed that the money is available to any voluntary or community sector project that can put forward a business case to support and achieve initiatives that satisfy the council's priorities when it comes to community support. The managing director confirmed that, if a suitable project is not identified, the money will not be lost and will be earmarked to be held as an in-year reserve to be used next year, subject to full council approval.

RESOLVED that:

- (i) the findings of the voluntary sector funding working group in respect of the consultation on the council's voluntary sector funding programme be accepted;
- (ii) approval be given to a voluntary and community sector programme being put in place from April 2018, based on the recommendations proposed by the voluntary sector funding working party (subject to available budget and satisfactory performance);

- (iii) approval be given to a recommendation being put to the resources committee that the outstanding budget balance be held as an in-year reserve to enable the council to respond flexibly to emerging situations, with the ability to carry any underspend forward.

9. PUBLIC SPACE PROTECTION ORDER

The annexed circulated report of the managing director was received to update members on the proposed replacement of the four existing dog control orders with a Public Spaces Protection Order (PSPO). The PSPO would provide enforcement officers with ongoing and additional powers to tackle dog fouling and other forms of irresponsible dog ownership.

The council had conducted a specific consultation about Belgrove Park in Little Harrowden, after concerns from residents regarding an area fenced off by the parish council. Officers recommended that the fenced area around the play area not be a dog exclusion zone, due to the difficulties of accessing the lower part of the park, though the play area would be. Members accepted this recommendation. Appropriate signage would be erected, funding coming from current budgets.

Members were reminded that the establishment of PSPOs was an on-going project and other areas could be added, as proven necessary, in future. Members noted that apart from dog fouling, littering and drinking in the street, a large proportion of residents' concerns were around inappropriate parking. Members were asked to provide evidence to officers to support this.

Members discussed the possibility of adding into additional areas, listed below, to the dog exclusion zones. The environmental health manager confirmed that the additional areas would need to be consulted on separately because the order was based on the current areas included and cannot be changed. This would happen when the orders were reviewed in the new year.

Members expressed that they would like the following areas to be included in the next consultation, to which officers agreed:

- Car park on Palk Road/Knox Road
- Croyland Park
- Croyland Gardens
- Bassett's Park
- All Hallows churchyard
- Eastfield Park
- Embankment car park

R3 RECOMMENDED that:

- (i) The Public Space Protection Order (as appendix 1) be made, having regard to the conditions within s.59 of the Anti-Social Behaviour, Crime and Policing Act 2014, to continue to provide ongoing and additional powers to tackle dog fouling and other forms of irresponsible dog ownership; and

- (ii) authority be delegated as required to the director to implement the provisions of the Antisocial Behaviour, Crime and Policy Act 2014 in relation to public spaces protection order as set out in appendix 2 of the report;
- (iii) The fixed penalty levels in use across the county are adopted as recommended through the countywide antisocial behaviour (ASB) and hate crime group;
- (iv) A further consultation be undertaken in 2018 in relation to extending the provisions of the PSPO in relation to dogs on leads and dog exclusion areas as a result of a further member comments, or that this is examined as part of the statutory three year review.

10. ENFORCEMENT REVIEW

The annexed circulated report of the managing director was provided to inform members of the current environmental enforcement arrangements in place and suggests ways to address members' concerns over the level of enforcement.

The managing director presented her report to members and confirmed that the council will no longer be funding Northamptonshire Police for the assistance of Police Community Support Officers (PCSO) within the borough and suggested that the budget be used for prevention and detection, rather than the traditional route of enforcement.

Members discussed and agreed the need for an equal measure of traditional enforcement and actions that can help to educate and deter – including surveillance - people from committing the offences in the first place.

A query was raised regarding the change to the policing arrangements; in particular the reduction of PCSO's being made available, under the new police re-organisation The managing director confirmed that the change would not have a major impact on the core policing model for Wellingborough and advised members that the PCC holds regular surgeries at Wootton Hall which members could attend to receive updates on his vision for the policing in Northamptonshire.

A suggestion was made to amend the second part of the resolution to reflect the potential use of funding for preventative action. Members discussed this and agreed to change the resolution to read "The current budget of £51,000 pa allocated for the joint funding with the police of police community support officers is removed with effect from 1 October 2017 and earmarked for targeted surveillance and prevention and enforcement actions either commissioned or undertaken directly by the council"

RESOLVED that:

- (i) the report be noted with a further report on this subject to be received once detailed data gathering and analysis had been undertaken;
- (ii) approval be given to the removal of the current budget of £51,000 pa, allocated for the joint funding with the police of police community support officers, with effect from 1 October 2017 and that this be earmarked for targeted surveillance and prevention and enforcement actions either commissioned or undertaken directly by the council;

R4 RECOMMENDED that should enforcement action include the employment of staff, delegation be given to the head of paid service to increase the staffing establishment in line with the budget available.

Chairman

The meeting concluded at 7:50pm.

COUNCIL MEETING – 17 OCTOBER 2017

REPORT OF THE DEVELOPMENT COMMITTEE

11 September 2017

Present: Councillors Carr, (Chairman), Skittrall, (Vice-Chairman), Anslow, Beirne, Bone, Ekins, Emerson, Patel, Walia and V Waters.

Also present: Miss J Thomas, (Director), Mrs V Phillipson, (Principal Planning Policy and Regeneration Manager), Mrs S Bateman, (Senior Planning Officer), Mr T Shaw, (Planning Policy Officer), Mr J Udall, (Design and Conservation Officer) and Mrs C A Mundy, (Democratic Services Officer).

(Councillors Griffiths, G Lawman and Scarborough attended as speakers/observers).

1. APOLOGIES FOR ABSENCE

RESOLVED to note that apologies for absence were received from Councillors Harrington, Maguire and Partridge-Underwood.

2. DECLARATIONS OF INTEREST

RESOLVED to note that in accordance with the Localism Act 2011, the council's code of conduct and the council's constitution, no declarations were made.

3. CONFIRMATION OF THE MINUTES OF THE DEVELOPMENT COMMITTEE HELD ON 13 MARCH 2017

RESOLVED that the minutes of the development committee of 13 March 2017 be approved.

4. HIND HOTEL ENFORCEMENT NOTICE UPDATE

The annexed circulated report of the director was received to provide an update on the current position with the Hind Hotel.

In December 2016 the development committee resolved to serve a listed building repairs notice on the property owners and all interested parties once the cost of the repairs was known. This was followed in March 2017 by the resources committee agreeing to the use of capital reserves, to cover the cost of the urgent works, in the event that the new owner failed to do so.

The administrators have been working with the Hind Wellingborough Limited (HWL) to consider options for the disposal of the hotel as a going concern. At a court case held on 26 July 2017, it was agreed that the property could be sold to the Hind Wellingborough Limited bringing the ownership of the building and the operation of the hotel business back together within a single company.

The sale had been agreed but contracts were yet to be exchanged and a completion date set.

The report detailed the emergency works that the Hind Wellingborough Limited had undertaken as follows:

- Repairs to the building, including the Collyweston roof, further repairs to other slate roofs to make the building waterproof;
- Removal of debris from gutters and the removal of vegetation from the building.

Officers considered that as the emergency works had been carried out there was no longer a need to issue a Section 215 notice at this time.

There remained a significant amount of repair and restoration required to the fabric of the building to bring it back to an acceptable standard. Work was ongoing between the council and the Hind Wellingborough Limited with a view to submitting an application to the THI fund.

It was also considered prudent for council officers to continue to work with the Hind Wellingborough Limited on the following:

- To negotiate and agree a schedule of works with HWL to identify and agree a timeframe for implementing the essential works to the Hind Hotel;
- To work with HWL to prepare and submit an application for THI funding and/or carry out the essential works within the agreed timeframe.
- To continue to prepare the appropriate enforcement notices should HWL fail to submit an application for THI funding and/or carry out the essential works within the agreed timeframe.

The THI funding scheme had been due to conclude in October 2017 but an extension of two years had been agreed informally until October 2019. Even with the new timescale it was considered that it would be difficult to complete the major works required to the hotel.

Members asked for clarification as to whether the works detailed in the report had been started or completed. The design and conservation officer clarified that the work had been completed and the roof was waterproof. Clarification was also sought on whether a formal agreement had been received with regard to the two year extension to the THI.

The design and conservation officer confirmed that a formal letter was awaited but that he had received email confirmation of the extension. He would let the committee know when he received the formal correspondence.

RESOLVED that:

- (i) officers be authorised to negotiate and agree a schedule of works with the Hind Wellingborough Limited to identify and agree a timeframe for implementing the essential works to the Hind Hotel;
- (ii) officers' be authorised to work with the Hind Wellingborough Limited to prepare and submit an application for the THI funding for the essential works;
- (iii) the appropriate enforcement notices continue to be prepared should the Hind Wellingborough Ltd fail to submit an application for THI funding and/or carry out the essential works within the agreed timeframe.

5. RESPONSE TO EAST MIDLANDS RAIL FRANCHISE PUBLIC CONSULTATION

The annexed circulated report of the director was received to seek approval to respond to the public consultation on proposed changes to the East Midlands Rail Franchise.

A public consultation on proposed changes to the rail service from Wellingborough was appended to the report. The document indicated that there would be fewer trains stopping at Wellingborough during peak hours in order to speed up train journey times on InterCity services from Sheffield, Nottingham and Derby to London and also on northwards journeys.

Appended to the report was the council's response to the East Midlands Rail Franchise public consultation along with the public consultation document.

The chairman welcomed commuter, Mr Feeley-Sprague from the newly formed Wellingborough Rail Users group, Councillor Scarborough and Councillor Griffiths who wished to address the meeting.

All speakers expressed their concern over the proposals relating to the East Midlands rail network. A number of commuters had moved to Wellingborough because of its excellent rail links with at least five trains during peak time hours taking 50 minutes to get to St. Pancras. Users travelled from across the borough, East Northamptonshire and Northampton to use the current service. The proposals would increase journey times on trains that were much slower and less reliable. The proposal that passengers from Luton, Bedford, Wellingborough and Kettering would in future be served by dedicated high quality commuter trains starting from Corby during peak times was considered derisory. The suggestions within the document that no intercity trains would call at Wellingborough, Bedford, Luton or Luton Parkway would be catastrophic for strategic growth in the borough. It was already disappointing that the electrification of the line had been cancelled. It was considered that whilst the draft response was a good starting point this needed to be more robust and detailed. Concern was also expressed that consultations were not being held in Wellingborough and were taking place during the day time, which was of no use to commuters; evening or weekend consultations needed to be arranged.

Councillors Griffiths reported on a meeting that he had recently attended with colleagues from other areas affected by this proposal and informed the committee that the Mayor of Bedford had written to request an early meeting with the Secretary of State for Transport, Chris Grayling MP.

Members discussed the concerns raised, with all agreeing that this proposal would greatly affect the growth, and people, of the borough, be they regular commuters or those using the trains occasionally. Various suggestions were made to officers about the wording of the response including adding more information on the growth in the borough and surrounding area, the impact of the changes north bound and the effect on commuters

The chairman proposed the following amendment:

That authority be delegated to the director, in consultation with the chairman and vice-chairman of the development committee, to submit a response, based on the draft appended to the report and including comments made at the meeting, to the East Midlands Rail Franchise public consultation.

This proposal was seconded by Councillor Emerson and on being put to the vote declared carried.

RESOLVED that authority be delegated to the director, in consultation with the chairman and vice-chairman of the development committee, to submit a response to the East Midlands Rail Franchise public consultation, based on the draft, appended to the report, and including comments made at the meeting.

6. HOUSING INFRASTRUCTURE FUND

The annexed circulated report of the director was received in relation to proposals to make a bid to the Department for Communities and Local Government (DCLG) for the Housing Infrastructure Fund (HIF). Such funding would be used as a resource in helping to bring forward vital infrastructure for developments in the borough.

The Secretary of State for Communities and Local Government launched the Housing Infrastructure Fund with up to £2.3 billion of government funding to ensure that the right infrastructure was in place at the right time to help unlock high quality homes across the country. The deadline for applications to the HIF scheme was 28 September 2017.

The report detailed the type of funding that was available and the schemes that officers and partners believed were most suitable for Marginal Viability funding, where bids can be awarded of up to £10 million. This included the Isham Bypass and the High Street/Jacksons Lane site.

Schemes that were considered suitable for Forward Funding, bids of up to £250 million, included the Isham to Wellingborough Improvements (IWIMP); Stanton Cross Route 6-7; and the Park Farm dualling.

The report also detailed the ongoing work of the Joint Planning Development Unit and the HIF Task Group,

RESOLVED that:

- (i) officers work with the Joint Planning and Delivery Unit and developer partners to finalise and submit a bid to the Housing Infrastructure Fund;
- (ii) the final submission of a bid be delegated to the director, in consultation with the chairman and vice-chairman of the development committee.

7. LOCAL PLAN – PUBLICATION

The annexed circulated report of the director was received to seek approval to publish the Plan for the Borough of Wellingborough (PBW) and supporting documents and to carry out the statutory consultation and agree arrangements to submit the plan to the Secretary of State for examination.

Appended to the report were the following:

- Appendix 1 - Plan for the Borough of Wellingborough
- Appendix 2 - Responses to the emerging draft consultation
- Appendix 3 - Summary of changes from the emerging draft to the publication plan
- Appendix 4 - Publication plan summary leaflet
- Appendix 5 - Village boundaries background papers
- Appendix 6 - Open space designations background paper
- Appendix 7- Rural housing allocation methodology and site selection background papers
- Appendix 8 - Town Housing Allocation methodology and site selection background paper
- Appendix 9 - Housing land supply background paper
- Appendix 10 - Employment land supply background paper
- Appendix 11 - Infrastructure Delivery Plan
- Appendix 12 - Sustainability Appraisal
- Appendix 13 - Habitats Regulations Assessment
- Appendix 14 - Statement of Consultation (Including duty to co-operate)

The report detailed that the PBW had been prepared taking into account the comments received at the previous consultation stages, discussions with stakeholders, input from the Local Plan Advisory Group along with evidence that has been gathered to support the plan including the sustainability appraisal and habitats. The PBW included a total of 37 policies covering a variety of topics which were detailed within the report.

The process in relation to the consultation was also detailed in the report and it was hoped that the plan would be submitted to the Secretary of State for examination as soon as possible after the conclusion of the consultation. It was suggested that the decision to submit the plan be delegated to the Director, Miss Thomas, in consultation with the chairman and vice-chairman of the committees. Should there be any major alterations required a report would be presented to the development committee in December. Members thanked officers for their hard work in bringing the plan forward to this stage.

RESOLVED that:

- (i) The Plan for the Borough of Wellingborough supporting documents and evidence be published;
- (ii) the statutory consultation on the plan take place as soon as practicable, for not less than six weeks, and that a programme officer be in post as soon as possible;
- (iii) authority be delegated to the director in consultation with the chairman and vice-chairman of development committee, to submit the plan and supporting evidence and documents to the Secretary of State, for examination as soon as practicable, following the end of the consultation;
- (iv) authority be delegated to the director, in consultation with the chairman and vice-chairman of the development committee, to agree any necessary minor modifications arising during the course of the examination;
- (v) the appointed inspector be invited to recommend any “main modifications” to the submitted Plan for the Borough of Wellingborough as he/she considers necessary, to remedy any issues of soundness identified through the examination.

8. LOCAL DEVELOPMENT SCHEME REVIEW

The annexed circulated report of the director was received in relation to the review of the Local Development Scheme for the Plan for the Borough of Wellingborough.

As a planning authority there is a requirement for the council to publish a Local Development Scheme on the website. This public statement sets out what documents are to be prepared as part of the local plan and the programme for their production.

The report detailed the stages of the PBW which had been completed and also detailed the next stages of the process. Following consultation and the publication of the Inspector’s report, the LDS estimates that the plan could be adopted in October 2018.

RESOLVED that approval be given to the Local Development Scheme (September 2017 review) for publication on the council’s website.

Chairman

The meeting concluded at 7.55pm

COUNCIL MEETING – 17 OCTOBER 2017
REPORT OF THE RESOURCES COMMITTEE

13 September 2017

Present: Councillors Griffiths (Chairman), Partridge-Underwood (Vice-Chairman), Allebone, Carr, Emerson, Francis, Graves, Hallam, Henley, G Lawman, L Lawman, Scarborough, Simmons and Ward.

Also present: Mrs L Elliott, (Managing Director), Mrs B Gamble and Miss J Thomas, (Directors), Mrs S Knowles (Interim Assistant Director), Mr N Robinson, (Principal Revenue and Benefits Manager), Mrs J O'Connell, (Accountancy, Team Leader) and Mrs C A Mundy, (Democratic Services Officer).

1. APOLOGIES

RESOLVED to note that an apology for absence was received from Councillor Morrall.

2. DECLARATIONS OF INTEREST

RESOLVED to note that in accordance with the Localism Act 2011, the council's code of conduct and the council's constitution, there were no declarations made.

3. CONFIRMATION OF THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 28 JUNE 2017

RESOLVED that the minutes of the resources committee, held on 28 June 2017 be confirmed and signed.

4. FINANCIAL MONITORING AND POSITION STATEMENT FOR 2017-18

The annexed circulated report of the Section 151 officer was received in relation to the monitoring position for revenue expenditure. The revenue forecast outturn was estimated as at 30 June 2017.

The report detailed the net revenue budget as £10.106m made up of £16.680m of gross expenditure and £6.574m of gross income which was further summarised in the graph within the report.

Appended to the report was the revenue monitoring position to 30 June 2017.

The revenue monitoring was forecasting an increase in the need to use reserves in the sum of £131,000 due to net pressures and efficiencies which were further detailed in the report. Particular reference was made to the use of reserves in relation to the running of the Castle Theatre.

Members asked about the timing of the reporting now being to the end of June rather than the end of July. They also asked if there had been any significant change to the overspend position since 30 June 2017.

Mrs Knowles, Interim Assistant Director clarified that the report period had changed as a trial for this year and that the reviews would still be quarterly but at the end of June, September, December and March. The reason for this was to fit in with the new earlier close down period for the accounts in future years. She also informed members that the finance team were investigating and quantifying financial pressures in relation to homelessness in both the Revenue & Benefits and Housing areas.

Members also made reference to the figures in relation to the Castle Theatre; the chairman informed the meeting that a further report updating members on the Castle Theatre would be presented in October.

RESOLVED that the position in relation to the revenue monitoring and reasons for the variances reported be noted.

5. CAPITAL PROGRAMME MONITORING

The annexed circulated report of the Section 151 officer was received in relation to the capital programme monitoring to 30 June 2017.

The total capital budget for 2017-18 as reported to resources committee in June 2017 was £6.635m. This report updated the capital budget for 2017-18 as being £4.898m.

Appended to the report was the capital outturn report to 30 June 2017, the capital programme funding position and an urgent action request for the homelessness initiative.

The report referred to the updates and amendments to the capital programme in detail. The urgent action request for additional funding for the homelessness initiative and the increase in homeless applications were also appended to the report. The report also detailed the findings of the Capital Working Group.

Members asked questions of clarity in relation to the capital programme and the disabled facilities grant funding, the waste transfer station and the heritage lottery fund. They also asked if consideration had been given to the reallocation of funds, no longer to be spent on the photovoltaic panels, to schemes that had originally not met the criteria but which could now be brought forward. A question was also asked as to whether heritage lottery funding could be used on council owned buildings.

Officers responded to members' queries and the managing director clarified that the capital programme had recently been reviewed but that a further review could be carried out. The annual call for schemes would also take place shortly. Director, Miss Thomas, confirmed that the heritage lottery fund was received for a five year programme of projects; this precluded the funds from

being used for the first two years of this period on council owned property. The two year period had elapsed and the funding could now be used for council owned buildings.

RESOLVED that the:

- (i) projected outturn and anticipated variances as at 30 June 2017 be noted;
- (ii) external funding be noted;
- (iii) updates and amendments to the 2017-18 capital programme, as detailed within the report, be noted;
- (iv) urgent action request, approved under delegated powers, be noted;
- (v) schemes outlined in the report at item 9 be included in the agreed capital programme.

6. VICTORIA WARD CAR PARKS

The annexed circulated report of the director was received in relation to the future of two car parks in Victoria Ward.

The two car parks, known as land adjacent to 130 Winstanley Road and land adjacent to 100 Winstanley Road, had been identified for sale in 2012 but no action had been taken at that time because of member concerns. Members were now asked to consider whether the car parks needed to remain as car parks for properties in the area or whether they should be disposed of.

The car parking advisory group considered the sale of the car parks in April 2016, recommending to resources committee, that these car parks be sold. The resources committee had requested that a further parking survey be carried out, and this was done in July 2017. An extract of the information from the survey was appended to the report.

The report detailed the options available to the committee as follows:

Disposal: if the car parks were disposed of they would realise between £100,000 and £200,000 in capital receipts and would accommodate approximately nine houses.

Retention: If the car parks were retained they would provide an amenity for nearby properties but incur revenue expenditure by the council.

Wellingborough Norse considered that the cost of bringing the car parks up to a good standard would be £60,000 for each car park over a ten year period including ongoing maintenance for sweeping, litter picking, weed spraying, white lines, barriers and tarmac surfaces

Members considered the options before them.

Councillor Graves informed the committee that he had visited the car parks at 1pm on the day of the meeting and found them to be well-used. He, however,

considered that the car park next to 130 was very small and difficult to use. The car park next to 100 Winstanley Road was larger and easier to access.

Councillor Graves proposed that the land adjacent to 130 Winstanley Road be sold for development and that the land adjacent to 100 Winstanley Road be retained as a car park using the capital receipt from the sale of land adjacent to 130 Winstanley Road for improvements and maintenance. This was seconded by Councillor L Lawman.

Councillors Emerson and Francis, as ward councillors, expressed the desire that both plots of land remain, and be used as car parks. The area was densely populated with no off-street parking and a large number of properties in multiple-occupation. There were already considerable issues with on-street parking being difficult to find in the area and there was concern that the removal of these car parks would only exacerbate an already difficult situation.

There was speculation by some members that the car parks were being used for anti-social purposes and both councillors considered that this was not the case. Reported issues of cars being abandoned and removed by Wellingborough Norse and the police were in relation to cars located in the large car park at the end of Knox Road and not in either of these car parks.

In their view the occupancy study clearly showed that the car parks were being used by residents rather than rail users as the survey indicated the times of day that the car parks were full. Since the original decision had been made to sell these car parks in 2012 there had been changes in the occupancy levels in the area with parking becoming a significant issue.

Councillor Henley proposed an amendment to Councillor Graves' proposal that the land be retained and used as car parks and a sum be included in revenue budgets for day to day and planned preventative maintenance. This was seconded by Councillor Scarborough.

On being put to the vote this amendment was declared lost with four votes in favour and 10 against.

The chairman put the original proposal to the meeting and this was declared carried with 10 votes in favour and four against.

(Councillors Emerson, Francis, Henley and Scarborough asked that their vote against the above be recorded.)

RESOLVED that:

- (i) the land adjacent to 130 Winstanley Road, be sold at best consideration and that planning permission be sought for housing development;
- (ii) the land adjacent to 100 Winstanley Road be retained as a car park and the capital receipt from the sale of land adjacent to 130 Winstanley Road be used to fund a refurbishment and improvement of the car park as well as planned preventative maintenance.

7. WORLD WAR I CENTENARY

The annexed circulated report of the director was received to consider how to commemorate both the centenary of World War I and mark the 100th anniversary of the death of Major Mick Mannock, VC, DSO & Two Bars, MC & Bar.

Major Edward (Mick) Mannock VC moved to Wellingborough at the age of 20 and was an active member of the community. He served with the Royal Flying Corps and the Royal Air Force during the First World War and became a distinguished pilot. His bravery and leadership during conflict are well-documented. To commemorate the centenary of his death it was proposed that the land on which the Cadet Centre sits in Spring Gardens, Wellingborough - home to the Mannock Squadron - be transferred to the squadron with a restrictive covenant that limits its use to that of a centre for training cadet forces. The land was the subject of a 99 years lease from 2004 for a peppercorn rent; the building on the land was owned by the East Midlands Reserve Forces and Cadets Association.

It was also proposed that there be an official hand-over ceremony, which the Mayor would attend, in 2018.

Councillor Carr reiterated the sentiments within the report and proposed an additional motion, that a working party be established to investigate other possible opportunities to commemorate Major Edward (Mick) Mannock VC, DSO & Two Bars, MC & Bar, and consider other local events that may acknowledge the centenary of the conclusion of World War I. This proposal was seconded by Councillor Scarborough and on being put to the vote declared carried.

The chairman put this substantive motion and the proposals within the report to the committee and these were declared carried.

RESOLVED that:

- (i) the council transfer the land on which the 378 Mannock Squadron Air Training Corps Centre is built upon to the East Midlands Reserve Forces and Cadets Association, with a restrictive covenant to limit its use to cadet training;
- (ii) the land be transferred during a presentation by the Mayor in 2018 to commemorate the end of World War I and the 100th anniversary of the death of Major Edward (Mick) Mannock VC, DSO & Two Bars, MC & Bar;
- (iii) a working party be established to investigate other possible opportunities to commemorate Major Edward (Mick) Mannock VC, DSO & Two Bars, MC & Bar and to consider other local events that may acknowledge the centenary of the conclusion of World War 1.

8. MEMBERS OF RESERVE FORCES: COUNCILLORS

The annexed circulated report of the director was received to seek approval to the adoption of a policy relating to the leave of absence by a councillor acting as a reservist.

Appended to the report was the policy and procedure note for a councillor who is a member of the reserve forces.

R1 RECOMMENDED that the policy and procedure in relation to councillors who are members of the reserve forces be approved and adopted.

9. BUSINESS RATES LOCAL DISCRETIONARY RELIEF SCHEME

The annexed circulated report of the managing director was received in relation to the new local discretionary rate relief scheme for businesses adversely affected by the 2017 rating revaluation.

On 8 March 2017, the Chancellor announced that a scheme of relief would be available for those most adversely affected by the 2017 new rating revaluation.

The report detailed the government's intention for local authorities to deliver schemes through the use of discretionary powers under section 47 of the Local Government Finance Act 1988 (as amended). The granting of relief was optional and an authority could choose not to make awards or even participate in a scheme.

The grant funding represented the local government share of 50% of the relief, with central government meeting the other 50%.

The total allocation was detailed in the report with the council's share being 40% valued at £80,000, and the county council's share being 10%, equating to £20,000 in 2017/2018, reducing over a four year period.

Details of the borough scheme and the criterion were contained within the report.

Using the suggested scheme, initial analysis indicated there would be 106 qualifying hereditaments for the new discretionary business rates relief and that all of the rate increases attributable to the revaluation could be met during year one from the borough allocation. The total amount of relief awarded would initially be £84,774.72 with the borough council and county council's share being £42,387.36, 50% of the total amount.

The report also detailed the levels of transitional protection over the four year period.

RESOLVED that approval be given to the local discretionary rate relief scheme.

10. IRRECOVERABLE COUNCIL TAX, HOUSING BENEFIT OVERPAYMENTS, NON-DOMESTIC RATES AND SUNDRY DEBTS

The annexed circulated report and exempt appendices of the managing director was received in relation to the write off of irrecoverable debts.

The following debts were proposed to be written-off:

Council tax cases	£27,382.13
Non-domestic rate cases	£9,785.73
Housing benefit overpayment cases	£14,025.27

Details of the above debts were appended to the report.

RESOLVED that:

- (i) The sum of £51,193.13 of irrecoverable council tax, non-domestic rates and housing benefit overpayments be written off;
- (ii) It be noted that the sum of £33,137.07 was written off under the delegated power of the Section 151 officer.

Chairman

The meeting concluded at 8.25pm.

COUNCIL MEETING – 17 OCTOBER 2017

REPORT OF THE AUDIT COMMITTEE

19 September 2017

Present: Councillors L Lawman (Chairman), Lloyd (Vice-Chairman), Gough, Patel and Simmons and Francis.

Also present: Mrs L Elliott (Managing Director), Mrs S Knowles (Interim Assistant Director), Mr J Cornett (Director - KMPG LLP (UK)) and Miss E McGinlay (Electoral Services Officer).

1. APOLOGIES FOR ABSENCE

RESOLVED to note that an apology for absence was received from Councillor Henley.

2. DECLARATIONS OF INTEREST

RESOLVED to note that in accordance with the Localism Act 2011, the council's code of conduct and the council's constitution, the following declaration were made;

Councillor	Minute no	Report title	Reason
Lawman L	5	Audited Statement of Accounts 2016-2017	Personal – Cllr G Lawman is the chairman of the pensions board at NCC

3. CONFIRMATION OF MINUTES

RESOLVED that the minutes of the meeting held on 19 June 2017 be confirmed and signed.

4. UPDATE ON THE APPOINTMENT OF THE NEW EXTERNAL AUDITOR

The annexed circulated report of the section 151 officer was received to update members of the progress of appointing new external auditors, following the council's decision on 23 February 2017 to "opt in" to the national sector led appointment of external auditors.

The report explained the public sector auditor appointments (PSAA) had now completed a procurement exercise to let audit contracts from 2018-19. Ernst & Young LLP (EY) was one of the successful firms in winning a contract in the procurement, and PSAA propose appointing this firm as an auditor for the Borough Council of Wellingborough.

Members discussed the report and noted that the original proposed action would need to be amended to remove the word "resources" and to reflect the fact that council would need to approve the selection of the new external auditor.

RESOLVED that there be no objections to the selection of Ernst & Young LLP (EY) as the council's proposed external auditors to audit the accounts for five years from 2018-19;

- R1 RECOMMENDED** that Ernst & Young LLP (EY) be appointed as the council's external auditors to audit the accounts for a five year period from 2018-19.

5. AUDITED STATEMENT OF ACCOUNTS 2016-2017

The annexed circulated report to the section 151 officer was received to provide members with a revised audited Statement of Accounts for 2016-2017 including amendments agreed with the council's external auditors, KPMG LLP (UK).

The report confirmed that KPMG proposes to issue an unqualified audit opinion on the Borough Council of Wellingborough's financial statements and the proper arrangements it has in place to secure economy, efficiency and effectiveness in its use of resources.

Members communicated their disappointment of the late report received from KPMG; Mr Cornett expressed his apologies for the lateness of the report and for any inconvenience caused to officers or members of the committee.

Mr Cornett presented his report to members and confirmed all queries have been addressed. He expressed his personal thanks to the finance team and asked that KPMG's gratitude be noted. He congratulated the finance team on their hard work and professionalism in dealing with queries and went on to praise the quality of the presentation of the accounts.

As part of their audit, KPMG found two issues which led to them advising on two medium priority recommendations; the review of the monthly pension data submitted to the pension fund and the timely completion of holding account reconciliations.

Members discussed the recommendations and expressed their interest in receiving training on the pension fund to further their understanding; the managing director confirmed she would look into pension fund training for all members. It was also noted that members would like an email to confirm the outcome of the review of the monthly PEN18 return submission to which it was agreed this be circulated.

RESOLVED that:

- (i) the matters raised by KPMG in their report and adjustments made in the redrafted financial statements be noted and approved subject to the correct figures being entered in the audit fee table; (ii) the letter of representation be noted and approval be given to enable the section 151 officer to sign on the council's behalf subject to KPMG's address being added into appendix A; (iii) the section 151 officer be authorised

- to approve any amendments, if required, after the committee date and subsequent to the official signing of the accounts;
- (iv) the key issues and recommendations contained within KPMG's report be noted and that progress would be monitored at future meetings.

Chairman

The meeting closed at 7.40pm.

