

Cabinet Minutes

Date: 8 February 2016

Time: 7.00 - 8.05 pm

PRESENT: Councillor Ms K S Wood (Executive Leader of the Council - in the Chair)

Councillor Mrs J A Adey	- Cabinet Member for Community
Councillor D H G Barnes	- Deputy Leader and Cabinet Member for Engagement and Strategy
Councillor D A Johncock	- Cabinet Member for Planning
Councillor Mrs J D Langley	- Cabinet Member for Housing
Councillor R Newman	- Cabinet Member for Youth
Councillor D A C Shakespeare OBE	- Cabinet Member for HR, ICT and Customer Services
Councillor D M Watson	- Cabinet Member for Finance and Resources
Councillor R Wilson	- Cabinet Member for Economic Development and Regeneration

By Invitation

Councillor Z Ahmed	- Deputy Cabinet Member for Community
Councillor S Broadbent	- Deputy Cabinet Member for Economic Development and Regeneration
Councillor D J Carroll	- Deputy Cabinet Member for Housing
Councillor R Gaffney	- Chairman of the Improvement & Review Commission
Councillor Mrs G A Jones	- Deputy Cabinet Member for Planning
Councillor Mrs W J Mallen	- Deputy Cabinet Member for Environment
Councillor G Peart	- Deputy Cabinet Member for Finance and Resources
Councillor I L McEnnis	- Chairman of the Council
Councillor R Raja	- Leader of the Labour Group

Also present: Councillors M C Appleyard, H Bull, A D Collingwood, M P Davy and A R Green

57 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Hussain (Deputy Cabinet Member for Engagement & Strategy), M Knight (Leader of the East Wycombe Independent Group), S Saddique (Deputy Cabinet Member for HR, ICT & Customer Services and Mrs J Teesdale (Cabinet Member for Environment).

58 MINUTES

RESOLVED: That the minutes of the meeting of the Special Cabinet held on 14 December 2015 be approved as a true record and signed by the Chairman.

59 DECLARATIONS OF INTEREST

There were no declarations of interest.

60 REFERRAL FROM THE AUDIT COMMITTEE ON THE TREASURY MANAGEMENT STRATEGY

The report before the Cabinet set out the recommendations from the Audit Committee which had considered and endorsed the Treasury Management Strategy for 2016/17, and Treasury Management Statement at its meeting on 14 January 2016.

The following recommendations were made as in February 2012, the Council adopted the CIPFA Treasury Management in the Public Services: Code of Practice (fully revised 2011 edition), which required the Council to approve a treasury management strategy before the start of each financial year, a mid year report, and an annual report after the end of each financial year.

Recommended: That (i) the Treasury Management strategy for 2016/17 and the Treasury Management indicators contained therein be approved; and

(ii) the Treasury Management policy statement, attached at Appendix A of the report, be noted.

61 REFERRAL FROM THE HIGH WYCOMBE TOWN COMMITTEE ON CEMETERY FEES AND CHARGES FOR 2016/17

Councillor A Green, Chairman of the High Wycombe Town Committee, presented the Committee's recommendations in relation to the proposed Cemetery Fees and Charges for 2016/17. The High Wycombe Town Committee had considered and endorsed the recommendations at its meeting in November 2015.

It was noted that a proposed increase to additional Saturday interments of £143.57 was being proposed for 2016/17. The current charge for interments which occurred on a Saturday was £120.00; the proposed increase would result in the charges increasing to £263.57 for 2016/17.

The following decision was made as the fees and charges for High Wycombe cemetery were reviewed annually and new charges agreed, as appropriate for implementation in April.

RESOLVED: That approval be given for the proposed charges as detailed in paragraphs 8 -12 of the report to take effect from 1 April 2016.

62 CASTLEFIELD COMMUNITY CENTRE TRANSFER

Cabinet recalled that at its meeting on 16 July 2013, it had approved proposals to lease the Castlefield Community Centre to the Karima Foundation for a 25 year term. However, since that time, the proposal to grant a long lease had not come to fruition. Upon further reflection, Cabinet approval was now sought to enter into a freehold transfer with the Karima Foundation, subject to a number of restrictions on the title which had been set out in the report.

The following decision was made as Cabinet agreed in 2013 that Castlefield Community Centre be leased to the Karima Foundation. Lease negotiations commenced based on agreed heads of terms for a 25 year lease. The Council sought a Full Repairing and Insuring (FRI) lease to transfer its repairing responsibilities. The lease had not been completed for the reasons set out in the report. The Karima Foundation would accept full responsibility for the building if WDC transferred the freehold with restrictions on use and reuse.

RESOLVED: That as the Council considered that the proposed disposal would help to secure the promotion or improvement of the economic, social or environmental well-being of the area, the freehold transfer of Castlefield Community Centre, for the sum of £1, and subject to the restrictions set out in the report, to the Karima Foundation be agreed.

63 REVENUE BUDGET AND COUNCIL TAX SETTING 2016/17

The Chairman of the Improvement & Review Commission Budget Task & Finish Group, Councillor A Collingwood, presented to Cabinet the recommendations of the Budget Task & Finish Group which had specifically examined the budget, to make recommendations to inform the Cabinet decision on the budget and to provide future proposals for inclusion in the budget.

Members resolved to discuss the recommendations during exempt session and therefore it was:

RESOLVED: That the Press and Public be excluded from the meeting during consideration of the following item as it contained exempt information as defined in Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, more particularly as follows:

Minute 63 - Revenue Budget and Council Tax Setting – Appendix F

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

Councillor A Collingwood, the Chairman of the Budget Task & Finish Group presented the findings and the recommendations of the Group to Cabinet for endorsement.

The meeting then went back in to open session for the remainder of the item.

Cabinet were asked to consider and formally recommend the General Fund and Special Expenses revenue estimates for 2016/17 to enable the Council to set the Council Tax for the forthcoming year.

A complete set of papers for the item was circulated at the meeting, appendices A and C had been amended, and appendices G & H had been incorporated following completion.

The report highlighted that following publication of the provisional finance settlement the Council would receive significantly less funding than had been originally projected, approximately £2.6m less. It was noted that a key reason for the reduction was the presumption in the spending power calculation that Councils with lower quartile council tax would increase their share of tax by a maximum of £5.00 on Band D properties. It was thus considered appropriate that Council Tax be increased by £5.00 on Band D properties for 2016/17, which would be the first increase since 2010/11. It was noted however that the Council would continue to have one of the lowest levels of Council Tax in the Country and Buckinghamshire.

Cabinet were informed that the Council had a balanced budget for 2016/17, however, the level of financial risk the Council faced continued to increase, particularly given the changes to local government finance.

Cabinet expressed their thanks to Officers and the Budget Task and Finish Group for all their hard work.

The following recommendations were made to enable budgets to be set for 2016/17, at Council on 25 February 2016.

Recommended: That in accordance with the Council's Budget Strategy the following items in respect of the 2016/17 revenue budget be approved:

Strategic

- (a) The report of the Chief Financial Officer and adoption of its proposals.

Revenue Budget

- (a) The overall General Fund revenue estimates for 2016/17 totalling £14,684k (Appendix A of the report);
- (b) The repairs and renewals fund programme totalling £544k for 2016/17 (Appendix B of the report);
- (c) The Higginson Park Trust budget for 2016/17, which requires a Council revenue subsidy of £232,400 (£292,400 2015/16), as set out in Appendix C of the report;

- (d) The Special Expenses estimates for High Wycombe Town Committee (including Fees and Charges) for 2016/17 totalling £366,200. A precept of £372,684 is proposed (£371,300 2015/16) which takes account of the impact of the government's Council Tax Support Regulations on the calculation of the Council Tax Base. The impact of this has been negated for 2016/17 by the transfer of £37,500 from the Council's General Fund by way of a grant. This is to be funded from Council Tax Support Grant funding provided as part of the local government finance settlement. This is set out at Appendix D of the report; and
- (e) The Special Expenses estimate for West Wycombe close churchyard for 2016/17 totalling £3,100, set out at Appendix E of the report.
- (f) To consider the recommendations from the Budget Task and Finishing group and proposed responses, as set out at Appendix F of the report.

Council Tax

- (a) It is proposed that the District Council share of the Council Tax for a Band D property will increase from £126.99 to £131.99 from April 2016.
- (b) The report on the Collection Fund and parish precept requests, together with the formal report on the level of Wycombe District Council and Parish and Town Council elements of the Council Tax (Appendices G & H) and approval of the recommendations contained therein; and
- (c) That the Council pays to each Parish Council and Special Expenses a share of the Council Tax Support grant necessary to mitigate the projected impact of the reduction to their respective Council Tax Base following the introduction of Council Tax Support in 2016/17 at a total cost of £128k.
 - (i) That it be noted that the following amounts have been calculated for the year 2016/2017 in accordance with regulations made inter alia under Sections 31 to 36 of the Local Government Finance Act 1992:-
 - (A) 66,372.88; being the amount calculated by the Council, in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 ("the Regulations") as its Council Tax Base for the year.

(B) Parish / Town Area	Council Tax Base
Bledlow-cum-Saunderton	1200.31
Bradenham	226.09
Chepping Wycombe	6319.36
Downley	1969.52
Ellesborough	440.07
Fawley (Parish Meeting)	135.46
Great & Little Hampden	165.47
Great & Little Kimble cum Marsh	474.18
Great Marlow	717.92
Hambleden	835.11
Hazlemere	3975.22
Hedsor (Parish Meeting)	80.18
High Wycombe Town	21505.14
Hughenden	3934.44
Ibstone	144.52
Lacey Green	1235.65
Lane End	1385.10
Little Marlow	791.25
Longwick-cum-Ilmer	680.72
Marlow Bottom	1511.84
Marlow Town	6645.20
Medmenham	514.27
Piddington & Wheeler End	263.27
Princes Risborough	3483.90
Radnage	380.60
Stokenchurch	1916.00
Turville	218.33
WestW'- Parish Council	540.66
Wooburn and Bourne End	4683.10
Grand Total	66,372.88

being the amounts calculated by the Council, in accordance with the Regulations, as the amounts of its Council Tax Base for the year for dwellings in those parts of its area to which one or more of the special items relate;

- (ii) That the following amounts be now calculated by the Council for the year 2016/2017 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 ("the Act").

(A) being the aggregate of the amounts which the Council estimates for the items set out in Section 31(A)(2) of the Act; taking into account all precepts issued to it by parish councils as at the date of the meeting.

*To Follow

- (B) being the aggregate of the amounts which the Council estimates for
*To Follow the items set out in Section 31(A)(3) of the Act;
- (C) being the amount by which the aggregate at (ii)(A) above exceeds
*To Follow the aggregate at (ii)(B) above, calculated by the Council in
accordance with Section 31(A)(4) of the Act, as its Council Tax
requirement for the year.
- (D) being the amount at (ii)(C) above divided by the amount at (i)(A)
*To Follow calculated by the Council, in accordance with Section 31(B)(1) of the
Act, as the basic amount of its council tax for the year;.
- (E) being the aggregate amount of all special items referred to in
£ 2,743,003 Section 34(1) of the Act;
- (F) £131.99 being the amount at (ii)(D) above less the result given by dividing the
amount at (ii)(E) above by the amount at (i)(A) above, calculated by
the Council, in accordance with Section 34(2) of the Act, as the
basic amount of its Council Tax for the year for dwellings in those
parts of its area to which no special item relates:

(G)

Part of Council's Area	2016-17
Bledlow-cum-Saunderton	147.11
Bradenham	162.95
Chepping Wycombe	186.01
Downley	177.69
Ellesborough	176.57
Great & Little Hampden	147.61
Great & Little Kimble cum Marsh	195.26
Great Marlow	149.03
Hambleden	170.31
Hazlemere	190.25
High Wycombe Town	152.02
Hughenden	182.21
Ibstone	180.43
Lacey Green	152.22
Lane End	214.55
Little Marlow	191.53
Longwick-cum-Ilmer	165.62
Marlow Bottom	152.96
Marlow Town	180.57
Medmenham	169.15
Piddington & Wheeler End	207.96
Princes Risborough	227.20
Radnage	198.20
Stokenchurch	165.97
Turville	161.76
West Wycombe	212.63
Wooburn and Bourne End	184.96

being the amounts given by adding to the amount at (ii)(F) above the amounts of each of the special items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the appropriate amount at (i)(B) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more of the special items relate.

(H)

Part of the Council's Area	Band A Charge	Band B Charge	Band C Charge	Band D Charge	Band E Charge	Band F Charge	Band G Charge	Band H Charge
Bledlow-cum-Saunderton	98.13	114.45	130.78	147.11	179.77	212.42	245.24	294.22
Bradenham	108.69	126.78	144.86	162.95	199.12	235.3	271.64	325.9
Chepping Wycombe	124.07	144.72	165.36	186.01	227.3	268.59	310.08	372.02
Downley	118.52	138.24	157.97	177.69	217.14	256.58	296.21	355.38
Ellesborough	117.77	137.37	156.97	176.57	215.77	254.96	294.34	353.14
Fawley	88.04	102.69	117.34	131.99	161.29	190.59	220.03	263.98
Great & Little Hampden	98.46	114.84	131.23	147.61	180.38	213.15	246.07	295.22
Great & Little Kimble cum Marsh	130.24	151.91	173.59	195.26	238.61	281.95	325.5	390.52
Great Marlow	99.41	115.95	132.49	149.03	182.11	215.2	248.44	298.06
Hambleden	113.6	132.5	151.41	170.31	208.12	245.92	283.91	340.62
Hazlemere	126.9	148.02	169.13	190.25	232.48	274.72	317.15	380.5
Hedsor	88.04	102.69	117.34	131.99	161.29	190.59	220.03	263.98
High Wycombe Town	101.4	118.27	135.15	152.02	185.77	219.51	253.42	304.04
Hughenden	121.54	141.76	161.99	182.21	222.66	263.11	303.75	364.42
Ibstone	120.35	140.38	160.4	180.43	220.48	260.54	300.78	360.86
Lacey Green	101.53	118.43	135.32	152.22	186.01	219.8	253.75	304.44
Lane End	143.11	166.92	190.74	214.55	262.18	309.81	357.66	429.1
Little Marlow	127.75	149.01	170.27	191.53	234.05	276.57	319.28	383.06
Longwick-cum-Ilmer	110.47	128.85	147.24	165.62	202.39	239.15	276.09	331.24
Marlow Bottom	102.03	119	135.98	152.96	186.92	220.87	254.99	305.92
Marlow Town	120.44	140.49	160.53	180.57	220.65	260.74	301.01	361.14
Medmenham	112.83	131.6	150.38	169.15	206.7	244.25	281.98	338.3
Piddington & Wheeler End	138.71	161.79	184.88	207.96	254.13	300.29	346.67	415.92
Princes Risborough	151.55	176.76	201.98	227.2	277.64	328.07	378.75	454.4
Radnage	132.2	154.2	176.2	198.2	242.2	286.2	330.4	396.4
Stokenchurch	110.7	129.13	147.55	165.97	202.81	239.66	276.67	331.94
Turville	107.9	125.85	143.81	161.76	197.67	233.58	269.66	323.52
WestW'-Parish Council	141.83	165.43	189.03	212.63	259.83	307.03	354.46	425.26
Wooburn and Bourne End	123.37	143.9	164.43	184.96	226.02	267.08	308.33	369.92

being the amounts given by multiplying the amounts at (ii)(F) and (ii)(G) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

64 BUDGET MONITORING REPORT Q3 2015/16

The report before Cabinet set out the position for all revenue accounts and capital spending for the first nine months of 2015/16. Cabinet considered the actions set out in the report and whether any further action was necessary.

The following decision was made as the Cabinet approved a budget each year within the context of a Medium Term Financial Strategy to achieve the Council's priorities. Regular monitoring reports were submitted to Cabinet for review during the financial year, with management actions highlighted to ensure that Cabinet could assess whether any further action was required.

RESOLVED: That the current budgetary position at the end of December 2015, and actions already taken be noted, and the further management actions proposed to ensure that the budget was achieved be supported

65 INFORMATION SHEETS

Cabinet received the following Information Sheet issued since the last meeting:

1/2016 Short Term Review of Employment Sites

66 FILE ON ACTION TAKEN UNDER DELEGATED AUTHORITY

Cabinet received the following files on actions taken under delegated powers:

Community C/1/16 – C/11/16
Deputy Leader DL/01/16
Environment E/1/16
Finance F/1/16 – F/3/16
Housing H/01/16 – H/02/16
Leader L/01/16 – L/02/16
Planning & Sustainability PS/01/16 – PS/02/16

EXCLUSION OF PRESS & PUBLIC

RESOLVED: That the Press and Public be excluded from the meeting during consideration of the following items as they contain exempt information as defined in Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, more particularly as follows:

**Minute 63 - Revenue Budget and Council Tax Setting –
Appendix F**

Minute 67 - Public Convenience Cleansing Contract

Minute 68 - Parking

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

Minute 69 - File on Action taken under Exempt Delegated Powers

**Economic Development and Regeneration sheet nos:
EDR/01/16 – EDR/11/16**

Environment sheet nos: E/01/16 – E/02/16

Finance sheet nos: F/01/16

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Paragraph 3, Part 1 of Schedule 12A, Local Government Act 1972)

(The need to maintain the exemption outweighs the public interest in disclosure, because disclosure could prejudice the Council's position in any future tender process or negotiations)

67 PUBLIC CONVENIENCE CLEANSING CONTRACT

Cabinet were advised that the Council's current Public Convenience Cleansing contract was due to terminate in March 2016. A competitive tender exercise had been conducted, and Cabinet's approval was sought to award the contract to tenderer 2.

The following decision was made as the current Public Convenience Cleansing contract expires on 31st March 2016. The tender submitted by tenderer 2 provided the best value for the Council.

RESOLVED: That the Public Convenience Cleansing contract be entered into with the preferred tenderer for the provision of cleansing to Wycombe District Council owned public conveniences to commence on 1st April 2016, terminating on the 2nd March 2020, as set out in the report.

68 **PARKING**

Cabinet had before it a report setting out proposals for the future delivery of the Council's off-street car parks. Cabinet approval was sought to grant delegated authority to enable the efficient management of the Council's off-street car parks.

The Leader provided a verbal update at the meeting.

The following decision was made to enable the Council to respond to any changing circumstances.

RESOLVED: That in order to enable the efficient management of the Council's off-street car parks, delegated authority be given to the Head of Environment in consultation with the Chief Executive, Corporate Director, Leader and Cabinet Member for Environment to implement change as may be necessary in accordance with the detailed report.

69 **FILE ON ACTION TAKEN UNDER EXEMPT DELEGATED POWERS**

Cabinet received the following files on exempt actions taken under delegated powers:

Economic Development and Regeneration: EDR/01/16 – EDR/11/16

Environment: E/01/16 – E/02/16

Finance: F/01/16

Chairman

The following officers were in attendance at the meeting:

Karen Satterford	- Chief Executive
Paul Shackley	- Corporate Director
Steve Richardson	- Head of Finance and Commercial
Catherine MacKenzie	- Principal Democratic Services Officer