



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Finance and Assets Policy Development Advisory Group

Monday, 5th November, 2018 at 5.30 pm
Howard Room, Parkside, Chart Way, Horsham

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors: Brian Donnelly (Chairman)

John Bailey
John Chidlow
Paul Clarke
David Coldwell
Leonard Crosbie

Nigel Jupp
Adrian Lee
Tim Lloyd
Stuart Ritchie
Simon Torn

You are summoned to the meeting to transact the following business

Glen Chipp
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Notes of previous meeting	3 - 4
To receive the notes of the meeting held on 9 th July 2018.	
3. Council Tax Reduction Scheme Options	5 - 12
4. Disposal of surplus Council property assets	13 - 20
5. Medium Term Financial Strategy Update	
6. Insurance Contract	21 - 24
7. Forward Plan Extract for the Finance and Assets Portfolio	25 - 28
To note the Forward Plan extract (if any) for the Finance and Assets Portfolio	

Finance and Assets Policy Development Advisory Group
9 JULY 2018

Present: Councillors: Brian Donnelly (Chairman), David Coldwell, Leonard Crosbie, Nigel Jupp, Adrian Lee and Tim Lloyd

Apologies: Councillors: John Bailey, John Chidlow, Paul Clarke, Stuart Ritchie and Simon Torn

26 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held 12th March 2018 were received.

27 **FUNDING STRATEGY FOR THE FORUM MAINTENANCE**

The Property Manager Team Leader presented the report for Cabinet on The Forum – Major Works, which sought approval from Cabinet for the budget expenditure for advance funding of The Forum residential service charge account.

The Council, as landlord, was required to keep the residential block in good repair and condition. Work to the retail units and car park would also take place.

The total cost of the works was detailed and breakdown of the recovery of expenditure was circulated to Members at the meeting.

The project was due to commence in April 2019.

Delaying the timing of these works would put the Council at risk of not meeting its lease obligations.

The tenants and leaseholders were aware of the likely financial costs to them.

The Group supported the proposal and raised no objections to the report and recommendations however, Members were keen to highlight that the money recoverable from MOAT Housing Association, for the maintenance works, should be done so at the earliest stage and not to allow them full payment of the recoverable expenditure over a period of three years.

28 **TRANSFORMATION FUND - TOP UP FROM THE 2017/18 BUDGET SURPLUS**

The Head of Finance gave a presentation on the Transformation Fund and Revenue and Capital outturn for 2017/18. The presentation slides would be circulated to the Group following the meeting.

The surplus and overspends in the Revenue budget were detailed, as well as the Capital outturn and the main areas of slippage.

The Members noted the Reserves and the Transformation Fund.

The Group noted the reasonable level of reserves reported at the end of March 2018; this level was not expected to change over the next 12 months. Members noted the gap in the Medium Term Financial Strategy (MTFS). Any use of Reserves to fill this gap could only be done on a temporary basis.

The Transformation Fund detailed what HDC had spent in 2017/18 and areas where we were hoping to realise savings or generate income.

The Group raised no objections to the proposals and the Cabinet Member encouraged Members to submit any money saving or income generating suggestions.

29

FORWARD PLAN EXTRACT FOR THE FINANCE AND ASSETS PORTFOLIO

The Group noted the Forward Plan extract for the Finance and Assets Portfolio.

The meeting closed at 6.26 pm having commenced at 5.30 pm

CHAIRMAN

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**Parkside, Chart Way, Horsham,
West Sussex RH12 1RL**

FORWARD PLAN

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice may also include details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

Published on 01 October 2018

What is a Key Decision?

A key decision is an executive decision which, is likely –

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1.	Development of industrial units at Oakhurst Phase 4 Policy Development Advisory Groups 31 October and 5 November 2018	Cabinet	22 Nov 2018	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly), Cabinet Member for Local Economy (Councillor Gordon Lindsay)
2	Proposal to sell surplus council assets Policy Development Advisory Group 5 November 2018	Cabinet	22 Nov 2018	Part exempt	Brian Elliott, Head of Property & Facilities brian.elliott@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
3.	Medium Term Financial Strategy update Policy Development Advisory Group 5 November 2018	Cabinet Council	22 Nov 2018 5 Dec 2018	Open	Dominic Bradley, Head of Finance dominic.bradley@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
4.	Insurance Contract Policy Development Advisory Group 5 November 2018	Cabinet	22 Nov 2018	Part exempt	Dominic Bradley, Head of Finance dominic.bradley@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
5.	Council Tax Reduction Scheme Policy Development Advisory Group 5 November 2018	Cabinet Council	22 Nov 2018 5 Dec 2018	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
11.	Budget 2019/20 Policy Development Advisory Group 7 January 2019	Cabinet Council	24 Jan 2019 13 Feb 2019	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)