



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
Direct line: 01403 215465

# Finance & Resources Policy Development Advisory Group

Monday, 13th November, 2023 at 5.30 pm

Via Remote Access

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 and may speak, both at the discretion of the Chairman and subject to providing advance written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Councillors: Mark Baynham (Chairman)

Tony Bevis

Paul Clarke

Mike Croker

Malcolm Eastwood

Len Ellis-Brown

Anthony Frankland

Warwick Hellowell

Tony Hogben

Richard Landeryou

Mike Wood

You are summoned to the meeting to transact the following business

Jane Eaton  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 18 September.	
To receive the following items relating to the policy development process:	
3. <b>Update on the Council's Financial Position in 2023/24 and Medium-Term Financial Strategy (MTFS) 2024/25 to 2029/30</b>	7 - 22
To receive an update from the Director of Resources on the Council's Financial Position and Medium-Term Financial Strategy as per the draft report.	

To receive the following service updates:

4. **Print Dynamic Purchasing System (DPS) Procurement 2024** 23 - 24  
To receive a report regarding the Print (DPS) procurement.
  
5. **Forward Plan Extract for the Finance & Resources Portfolio** 25 - 28  
To note the Forward Plan extract for the Finance & Resources portfolio

**Finance & Resources Policy Development Advisory Group**  
**18 SEPTEMBER 2023**

- Present: Councillors: Mark Baynham (Chairman), Tony Bevis, Paul Clarke, Mike Croker, Len Ellis-Brown, Warwick Hellawell, Tony Hogben and Richard Landeryou
- Apologies: Councillors: Malcolm Eastwood, Anthony Frankland and Mike Wood
- Also Present: Colette Blackburn, Peter van der Borgh, Dennis Livingstone, Jay Mercer and Roger Noel

10 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting were received.

11 **POSSIBLE PURCHASE OF SITE C**

The Environmental Coordination Manager gave a presentation in relation to Site C, which outlined the policy context, and the benefits in relation to biodiversity net gain and improvements, as well as carbon sequestration and flood attenuation and water quality improvements. The options for the management of the site were outlined, and the financial implications and risks were highlighted.

Members discussed the proposal and asked about the risks and uncertainty surrounding the value of biodiversity net gain units. The risks around the site becoming a flood plain were noted, whilst acknowledging the community and moral value of the asset and the importance of biodiversity.

Members advised that further financial modelling would be required to make a decision on the purchase of the site, as well as options for exit strategies.

Although there are benefits to the Council purchasing the site, Members were concerned about the uncertainty around the biodiversity net gain market, as mandatory net gain does not come into force until November. From the current financial modelling there is a higher financial risk to the Council if the biodiversity net gain units from the site are not sold.

12 **PARKING - BUSINESS AND CHARITY DISCOUNT POLICY**

The Parking Manager advised the Group that the aim of the policy was to address discrepancies and ensure a consistent approach in the bulk discount rates for businesses and charities. Not-for-profit organisations would receive discounts at the discretion of the Cabinet Member, due to the variety in types of organisations that are registered as not-for-profit. Members supported the proposal.

13 **PARKING - DAY PASS PRICES AT MULTI STOREY CAR PARKS**

The Parking Manager advised the Group that tariffs for the day pass prices at multi-storey car parks have not been increased in line with other tariffs, which has resulted in a reduction of the use of season tickets. Members supported the proposal, and noted that it was important to manage the car parks commercially.

14 **RURAL CAR PARKING DISC PRICES**

The Parking Manager advised the Group that it was proposed that the cost of the rural car parking disc next year is increased by £2, to £20, and that the discount for additional discs would be removed. It was highlighted that the cost remains competitive and the removal of the discount for additional discs would reduce the administrative burden and increase revenue, which is reinvested into improving the rural car parks. The cost of improvements has increased from previous years.

Members noted that the cost has increased over the last 2 years and that it would be beneficial to be provided with details in the capital expenditure programme as to how the income has been invested. It was questioned whether the additional disc discount should be removed, and the Group were reminded that the disc is not specific to one vehicle, so households with multiple cars can use the same disc in any car.

15 **PARKING ANPR BID - VERBAL UPDATE**

The Parking Manager informed the Group that a tender exercise was underway, and two bids had been received, which were within budget. The opportunity to offer apps, and other technology, as well as have more intelligent information, was important.

The Group discussed the possibility of charging for shorter intervals than 1 hour. The Parking Manager confirmed that this could be explored in the next year.

16 **JOINT PROCUREMENT SERVICE - JOINT PROCUREMENT STRATEGY 2024 - 30**

The Director of Resources provided an update to the Group. An updated Joint Procurement Strategy was proposed that would apply to the Councils in the joint procurement service. The strategy aims broadly aligned with Horsham's policy objectives.

17 **FORWARD PLAN EXTRACT FOR THE FINANCE & RESOURCES PORTFOLIO**

The Forward Plan Extract for the Finance & Resources portfolio was noted.

*The meeting closed at 6.55 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](http://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](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

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**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.

	<b>Subject and Date of Policy Development Advisory Group for consultation</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
1.	<b>Update of the Council's Financial Position in 2023/24 and Medium-Term Financial Strategy update 2024/25 to 2029/30</b>	Cabinet Council	23 Nov 2023 13 Dec 2023	Open	Head of Finance & Performance (samantha.wilson@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
7.	<b>Electoral Print Tender</b>	Cabinet	25 Jan 2024	Part exempt	Electoral Registration Officer (jane.eaton@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
8.	<b>2024/25 Budget and Medium-Term Financial Strategy to 2029/30</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Head of Finance & Performance (samantha.wilson@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
9.	<b>2024/25 Council Tax Reduction Scheme and Housing Benefit Modified Scheme</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
10.	<b>2024/25 Business Rates Discretionary Charitable Relief</b>	Cabinet Council	25 Jan 2024 21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)
12.	<b>Council Tax Resolution 2024/25</b>	Council	21 Feb 2024	Open	Director of Resources (dominic.bradley@horsham.gov.uk)  Cabinet Member for Finance and Resources (Councillor Mark Baynham)