

**ASHFIELD DISTRICT COUNCIL**



Council Offices,  
Urban Road,  
Kirkby in Ashfield  
Nottingham  
NG17 8DA

## Agenda

### Council

Date: **Thursday, 3rd December, 2020**

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Time: **7.00 pm**

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Venue: **[Ashfield District Council's YouTube Channel](#)**

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For any further information please contact:

**Lynn Cain**

[l.cain@ashfield.gov.uk](mailto:l.cain@ashfield.gov.uk)

01623 457317

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# **COUNCIL**

## **Membership**

**Chairman:** Councillor Andy Meakin

**Vice-Chairman:** Councillor Arnie Hankin

**Councillors:**

John Baird  
Kier Barsby  
Christian Chapman  
Melanie Darrington  
Andy Gascoyne  
Andrew Harding  
Tom Hollis  
Rachel Madden  
David Martin  
Keir Morrison  
Matthew Relf  
Phil Rostance  
John Smallridge  
David Walters  
Caroline Wilkinson  
John Wilmott

Chris Baron  
Jim Blagden  
Ciaran Brown  
Samantha Deakin  
Dale Grounds  
David Hennigan  
Trevor Locke  
Sarah Madigan  
Lauren Mitchell  
Warren Nuttall  
Kevin Rostance  
Dave Shaw  
Helen-Ann Smith  
Lee Waters  
Daniel Williamson  
Jason Zadrozny

## **FILMING/AUDIO RECORDING NOTICE**

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## **SUMMONS**

You are hereby requested to attend a meeting of the Council to be held at the time and on the date mentioned above for the purpose of transacting the business set out below.



**Carol Cooper-Smith**  
**Chief Executive**

## AGENDA

Page

1. To receive apologies for absence, if any.
2. Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.
3. To receive and approve as correct records the minutes of the meetings of the Council held on 1 October and 22 October 2020. 9 - 26
4. To receive any announcements from the Chairman, Leader, Members of the Cabinet and the Head of Paid Service.
5. To receive questions from the Public in accordance with Council Procedure Rule 11, if any.  
*(None received for this meeting)*
6. To receive and consider any petitions submitted in accordance with Council Procedure Rule 12, if any.  
*(None received for this meeting)*
7. In accordance with Council Procedure Rule 2 (viii) to receive reports from the Cabinet in relation to the Council's budget and policy framework, reports of the Overview and Scrutiny Committee for debate and reports from Officers of the Council:-
  - a Interim Review of Polling Places. 27 - 30
  - b Amendment to Appointment on an Outside Body.
8. In accordance with Council Procedure Rule 2 (ix), to receive recommendations from the Cabinet and the Council's Committees and resolve in accordance with the Council's rules of debate as per the attached schedule. 31 - 46
9. Updates from Members of the Cabinet on their Portfolio Activity.
10. Notices of Motion.

### Motion 1

To consider a notice of motion proposed by Councillor Daniel Williamson and seconded by Councillor Lee Waters, as follows:-

*“The roads and footways throughout Ashfield are in a state of disrepair.*

*If not all District Councillors, the majority have received complaints about pot holes, crumbling road and footway surfaces along with uneven and sloping footpaths which are particularly dangerous for our disabled residents.*

*It is a fact that Nottinghamshire County Council is fully responsible for the maintenance of the highways throughout Nottinghamshire after the Conservatives abolished the MOPS contract.*

*The Conservative led County Council has allocated more highway’s money to areas with more roads. This however is flawed due to the fact that many of Nottinghamshire’s roads are country roads and receive little use. It is time that a more realistic approach was taken to accurately reflect the situation on the ground and as such, addresses what is one of the biggest turnover of complaints made by our residents.*

*For the years 2018-19 and 2019-20 Ashfield had a total of £5,462,000 spent on Ashfield’s roads, whilst Rushcliffe had £8,412,991 for their roads. This includes a decrease for Ashfield’s busy roads and footways of £468,004 yet an increase of £320,053 for the country lanes of Rushcliffe.*

*I move that this Council writes to the Leader of Nottinghamshire County Council outlining our concerns in regard to this unfair distribution of funding and urge her to put in place a more relevant policy that prioritises road usage, and as such, brings up to standard the roads and footways in Ashfield something that Ashfield residents pay for as well as Rushcliffe residents.”*

## Motion 2

To consider a notice of motion proposed by Councillor Sarah Madigan and seconded by Councillor Christian Chapman, as follows:-

*“Fireworks are used by people throughout the year to mark different events. And with this year being so depressing Bonfire Night with fireworks brought a brief moment of excitement and happiness.*

*However, fireworks do bring fear and distress for many animals including pets, farm livestock and wildlife. Animals affected not only suffer psychological distress but can also cause themselves injuries, sometimes very serious ones as they attempt to run away or hide from the loud and high intensity noises that many fireworks make.*

*To quote from the British Veterinary Association.*

*Around 1 in 14 vets across the country reported seeing animals with firework-related injuries over 2018 with most reports coming from equine vets. By far the most commonly reported cases were self-injuries caused by fireworks-related anxiety, for example, a dog who tried to escape from its kennel and in the process pulled out all of its front teeth, and a horse that suffered a fractured splint bone as it bolted from its field.*

*Further, the latest PDSA Animal Wellbeing report revealed that 3.6 million dogs could have suffered this Bonfire Night. During 2018, PDSA's Pet Hospitals treated 1,400 animals for firework related issues such as phobias and injuries, an increase from 1,200 the previous year, a clear indication that not only do fireworks adversely affect many animals but more and more are suffering.*

*There is no doubt it is particularly the loud noise from fireworks that causes anxiety and harm to animals, but it doesn't have to be this way because fireworks don't have to be noisy to be spectacular. There are wide ranges of quiet fireworks throughout the country that give all the colours without the bangs, these are easily available so therefore consumers do have a choice when making their firework purchases.*

*We are not killjoys and don't want to stop firework displays we do however want to stop animal suffering, and as such we propose the following.*

- 1. All future Ashfield District Council firework displays will use low noise fireworks and will encourage all residents of Ashfield to do the same.*
- 2. This Council resolves, to require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals.*
- 3. To write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays.*
- 4. To actively promote a public awareness campaign about the impact of fireworks on animal welfare including the precautions that can be taken to mitigate risks.”*

### Motion 3

To consider a notice of motion proposed by Councillor David Hennigan and seconded by Councillor Jim Blagden, as follows:-

*“Ashfield District Council notes that from 1st May to 31st October – Value Added Tax (VAT) was set at a zero rate on supplies of PPE as defined by Public Health England’s coronavirus (COVID-19) PPE guidance on 24 April 2020.*

*This Council notes that from November 1st, face masks and gloves now cost more after the government said a waiver of VAT on personal protective equipment (PPE) would not be extended.*

*The Treasury has confirmed that the 20% sales tax would once more apply to protective equipment bought by firms and consumers after the six-month exemption.*

*This is a tax on safety and leaves the poorest vulnerable and is having an adverse impact on businesses and ordinary people, who are legally bound to use masks in shops and on public transport.*

*We note that food and convenience store owners and other businesses that are obliged to use PPE are now facing increased costs just when they are struggling most. An increase of 20% is a significant amount and has led to increases in price for PPE equipment, it has slowed demand and is acting as a barrier to buying PPE for some, at a time when many people's income has been reduced due to the pandemic.*

*This Council therefore resolves to write to the Chancellor of the Exchequer Rishi Sunak MP and Treasury Minister Jesse Norman MP to call for this decision to be reversed and a zero rate on VAT on supplies of PPE is reintroduced for the foreseeable future.”*

**11. To answer any questions submitted in writing by Members in accordance with Council Procedure Rule 13, if any.**

Question 1

Question from Councillor Trevor Locke to the Portfolio Holder for Housing:

*“In previous Council meetings the Portfolio Holder has informed the Council of the most welcomed investment of £40M for improvements to Council owned homes. Would he now please up-date the Council on how his plans are progressing towards the use of this new funding and when any improvements will start?”*

Question 2

Question from Councillor Dale Grounds to the Leader of the Council:

*“As we know the whole country is living in some extraordinary times due to the Coronavirus Pandemic. During the height of the pandemic in the spring, this Council kept all services operating, something that only Ashfield District Council achieved throughout Nottinghamshire.*

*Would the Leader please inform the Council of the help been given to local businesses as we are now in the grip of the second wave of the pandemic?”*

Question 3

Question from Councillor Andrew Gascoyne to the Leader of the Council:

*“As an ex service man, and one who has served as a commando in challenging campaigns, I would like to thank the Leader for instigating the cleaning of War Memorials in the district. Would the Leader please inform me if this maintenance will be a regular service?”*

12. **To receive a list of minutes and a web link to access Cabinet and Committee meeting minutes that have been published since the last ordinary meeting of the Council for Members to give notice of their intention to ask a question of a relevant Chairman under Procedure Rule 13.2.** 47 - 48

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## EXTRAORDINARY COUNCIL

Meeting held on Thursday, 1st October, 2020 at 5.30 pm

**Present:** Councillor Andy Meakin in the Chair;

Councillors John Baird, Christian Chapman, Ciaran Brown, Samantha Deakin, Andy Gascoyne, Dale Grounds, Arnie Hankin, Andrew Harding, David Hennigan, Tom Hollis, Rachel Madden, Sarah Madigan, David Martin, Lauren Mitchell, Keir Morrison, Warren Nuttall, Matthew Relf, Kevin Rostance, Phil Rostance, Dave Shaw, John Smallridge, Helen-Ann Smith, David Walters, Lee Waters, Caroline Wilkinson, Daniel Williamson, John Wilmott and Jason Zadrozny.

**Apologies for Absence:** Councillors Chris Baron, Kier Barsby, Jim Blagden, Melanie Darrington and Trevor Locke.

**Officers Present:** Lynn Cain, Carol Cooper-Smith, Ruth Dennis, Mike Joy and Andy Slate.

### **C.36 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests**

No declarations of interest were made.

### **C.37 Change of Electoral Ward Names**

Council was recommended to consider the proposals to change the electoral ward names of four areas based on recommendations from the Polling Places Review Working Group.

RESOLVED

a) approval be given to the following electoral ward name changes:

- Central & New Cross to be renamed Sutton Central & New Cross
- Jacksdale to be renamed Jacksdale & Westwood
- Summit to be renamed Greenwood & Summit
- St Mary's to be renamed Sutton St Mary's;

b) the Director of Legal and Governance (Returning Officer) be authorised to arrange for the Order to be made and to notify the official bodies in accordance with Section 59, Local Government and Public Involvement Act 2007;

- c) it be noted that approved changes will be made in order to be incorporated into the Electoral Register due to be published on 1 December 2020.

The meeting closed at 5.45 pm

Chairman.

## COUNCIL

### Virtual Meeting held on Thursday, 1st October, 2020 at 6.00 pm

**Present:** Councillor Andy Meakin in the Chair;

Councillors John Baird, Christian Chapman, Ciaran Brown, Samantha Deakin, Andy Gascoyne, Dale Grounds, Arnie Hankin, Andrew Harding, David Hennigan, Tom Hollis, Trevor Locke, Rachel Madden, Sarah Madigan, David Martin, Lauren Mitchell, Keir Morrison, Warren Nuttall, Matthew Relf, Kevin Rostance, Phil Rostance, Dave Shaw, John Smallridge, Helen-Ann Smith, David Walters, Lee Waters, Caroline Wilkinson, Daniel Williamson, John Wilmott and Jason Zadrozny.

**Apologies for Absence:** Councillors Chris Baron, Kier Barsby, Jim Blagden and Melanie Darrington.

**Officers Present:** Lynn Cain, Carol Cooper-Smith, Ruth Dennis, Theresa Hodgkinson, Peter Hudson, Mike Joy, Paul Parkinson and Andy Slate.

#### **C.38 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests**

Councillors Lauren Mitchell and Dave Shaw both declared Non Disclosable Pecuniary/Other Interests in relation to Agenda Item 10, Motion 2. Their interests arose from the fact that they were both currently employed by Framework Housing Association.

#### **C.39 Minutes**

RESOLVED

that the minutes of the meeting of the Council held on 9 July 2020, as now submitted, be received and approved.

#### **C.40 Announcements from the Chairman, Leader, Members of the Cabinet and the Head of Paid Service**

No announcements were made.

#### **C.41 Questions from the Public**

No questions were received from the public.

#### **C.42 Petitions**

No petitions were received for consideration.

#### **C.43 Report on Urgent Key Decisions**

The Leader of the Council advised as follows:-

*“In accordance with Rule 17.2 of the Access to Information Procedure Rules it is necessary for me to inform the Council when an executive decision has been taken pursuant to Rule 16 (Special Urgency Provisions.)*

*I can confirm to the Council that three such decisions have been taken by me as a matter of urgency since the last Council meeting in July 2020:*

*Towns Fund Accelerated Projects – Cabinet decision on 21 July 2020;*

*Reopening of the Leisure Centres post Covid – delegated decision taken by the Director of Place and Communities on 11 August 2020;*

*Amendment to Contract Term for a Housing Project at Davies Avenue – Cabinet decision on 15 September 2020;*

*The decisions were key and two contained exempt information but the full 28 days’ notice could not be given due to the need to proceed with the transactions without delay.*

*The Rule 16 Notice and the non-exempt elements of the decisions have been duly published.”*

#### **C.44 Interim Review of Polling Places**

Council was requested to consider proposals for revised polling places following an interim review dealing with urgent polling place issues as recommended by the Polling Places Review Working Group.

RESOLVED that

- a) approval be given for the following changes to Sutton in Ashfield polling places:
  - Brand Court to replace Stanton Hill Boys Brigade;
  - The Skegby Scout and Guide Headquarters to replace The Beeches;
- b) should a polling place be unavailable in the run up to an election, the Returning Officer be granted delegated authority to select an appropriate alternative with formal retrospective approval being sought from Council following the election should this be a permanent proposed change;
- c) it be noted that the approved changes will take effect on the 2 October 2020;

- d) the Polling Places Review Working Group will continue under its current terms of reference to undertake work on additional polling places identified as being at risk.

#### **C.45 Recommendations from the Cabinet and the Council's Committees**

In accordance with the Council Procedure Rule 2(ix), Council considered the following recommendations:-

Minute No. CA.14

Cabinet – 21 July 2020

Affordable Housing Development - Sutton in Ashfield

RESOLVED

that approval be given to use Housing Revenue Account reserves to fund site clearances and the development of circa 9 new Council Homes with the project being duly added to the Capital Programme.

Minute No. CA.16

Cabinet – 21 July 2020

Draft Out-turn 2019/20 Accounts

RESOLVED

that the carry-forward of the £10.4m underspend on the Capital Programme to 2020/21, due to slippage (delays to schemes) included within the Programme, as outlined at Section 3 of the Cabinet report, be approved.

Minute No. CA.26

Cabinet – 15 September 2020

Hucknall Infill Sites - Affordable Housing Development

RESOLVED

that approval be given to use Housing Revenue Account reserves to fund site clearances and the development of circa 15 new Council Homes on the four named sites, with the project being duly added to the Capital Programme.

Minute No. CA.27

Cabinet – 15 September 2020

2020/21 Forecast Outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at July 2020

RESOLVED

that the amendments and the addition of new schemes to the Capital Programme 2020/21 to 2024/25 and the funding of the Capital Programme as set out in Section 5 and Appendix 2 of the Cabinet report, be approved.

(During consideration of the recommendations, Councillor Christian Chapman left the meeting at 7.00pm.)

## **C.46 Updates from Members of the Cabinet on their Portfolio Activity**

The following Members gave updates in respect of their portfolio activity:

### **Councillor Daniel Williamson – Portfolio Holder for Corporate Communications, Governance and Cross Portfolio Support**

- appreciation for the Scrutiny and Democratic Services Team who continued to facilitate meetings and support Members;
- the busy Scrutiny Work Programme and the recent work of the Covid-19 Response and Recovery Panel;
- acknowledgement of the excellent response rate to the 2020 Electoral Canvass and the commitment of the Elections Team;
- excellent cross-party working by the Polling Places Review Working Group;
- the continued efficient and business-like approach of the Legal Team;
- the unstinting effort from the Risk and Emergency Planning Team in supporting the Council and its employees through the pandemic.

### **Councillor Rachel Madden – Portfolio Holder for Finance**

- acknowledgement that the Council's commercial investment income is still on track notwithstanding the challenges of the pandemic;
- Local Enterprise Funding (LEP) and Sports England funding being secured for the new leisure centre in Kirkby;
- the forthcoming award of the new contract for leisure centre provision across Ashfield and its potential for saving money;
- excellent work by the Performance Team to recently secure a refund from Virgin in relation to telephony services.

### **Councillor Matthew Relf – Portfolio Holder for Place, Planning and Regeneration**

- a Future High Street Fund announcement in Autumn 2020 with the potential for £12.4 million investment in town centres;
- the Discover Ashfield Group working tirelessly on the feasibility study for the Towns Fund bid including a programme of projects with a focus on employment and education (to be submitted in January 2021);
- £1.5 million already received from the Towns Fund this year to spend on capital projects;
- development of project for a small indoor market in Kirkby to encourage start-up businesses;
- ongoing work to purchase properties on Low Street at Sutton to develop and enhance retail opportunities;
- information regarding the Discover Ashfield Ambassador Programme;
- the Planning Team continuing to hit targets notwithstanding the difficulties resulting from the Covid-19 outbreak;
- the new Regeneration Team are up and running and have received around 100 enquiries this last month from businesses with an interest in Ashfield;

- acknowledgement that work on the Local Plan has stalled due to recent changes in planning legislation;
- the continued optimism and commitment of staff within the directorate was welcomed.

### **Councillor David Martin – Portfolio Holder for Streets, Parks and Town Centres**

- the Council's continued efforts to support local high street businesses through the pandemic both financially and with Covid safety measures;
- the offer of 2 hours free parking and access to the pay by phone app to stimulate the local economy in town centres;
- submission of entry for the green flag awards for six parks with celebratory events on 15 October 2020 (Ada Lovelace House in Kirkby to be lit green to support the achievements);
- progress with upgrades to park facilities across the District;
- acknowledgment of the staff working within the Cemeteries Team for adapting swiftly to changing circumstances as a result of the outbreak;
- Environmental Charter to be consulted upon with a full roll out of the document in early 2021;
- Plans for scheduling the Spring Clean, Bag It and Skip into Summer campaigns for 2021.

### **Councillor Helen-Ann Smith – Deputy Leader and Portfolio Holder for Community Safety**

- high volume of calls being experienced by the Anti-Social Behaviour Team and triage officers, with 1014 new case reports since August;
- enforcement action continues at pace;
- Community Protection Officers (CPOs) continuing to work hard dealing with unauthorised encampments, town patrols and responding to public open space incidences;
- the recent recruitment of 3 new CPOs and a Team Leader who were due to commence imminently following completion of standard police vetting procedures.

### **Councillor Samantha Deakin – Portfolio Holder for Customer Services and IT**

- introduction of the Council's new improved website and an invitation to take a look at its enhanced and easily accessed features;
- confirmation that the Digital Transformation programme was continuing with multiple projects for improvement.

### **Councillor John Wilmott – Portfolio Holder for Regulatory Services**

- the Environmental Health Team had assisted and provided advice to over 2,000 businesses during the Covid-19 outbreak;
- over 60 new registrations had been processed for food premises which had been remarkable considering the current climate;

- strict Covid secure measures are being implemented by food outlets including wearing masks, enhance cleaning routines and keeping customer details for the minimum 21 days;
- the Licensing Team had continued to administer rising numbers of licensing applications over the past few months;
- the exciting arrival of taxi firm Ola to the District, locating a new central hub at the Sherwood Business Park to operate an extensive taxi service for the East Midlands area.

**Councillor Tom Hollis – Deputy Leader and Portfolio Holder for Housing (also including update for the Health and Leisure portfolio)**

- recent award of major new contract for the installation of new heating systems in Council-owned properties at a cost of around £25 million;
- the Council's leisure centres continuing to operate in a Covid-secure manner and feedback from customers had been very positive;
- progress regarding the new changing village at Hucknall leisure centre;
- design works for the new leisure centre at Kirkby are now completed and contractors should be commencing on site with hoardings etc. in the near future;
- Remembrance services and parades are all set to go ahead in November 2020 in accordance with social distancing safety measures.

**Councillor Jason Zadrozny – Leader of the Council**

- continued appreciation for all the Cabinet Members and their unstinting commitment to the District of Ashfield throughout the pandemic and lockdown restrictions;
- special thanks to the Corporate Communications Team for keeping Ashfield and its residents abreast of all issues throughout the pandemic and for managing to produce the quarterly publication of 'Ashfield Matters' during the summer.

**C.47 Notice of Motion 1**

The Council received a notice of motion moved by Councillor David Martin and seconded by Councillor Lee Waters as follows:-

*“This Council welcomes the fact that Ashfield District Council has one of the most robust, vigorous Codes of Conduct governing Councillors in the country. It is our strong belief that any official elected to public office should be bound by a strict set of rules to ensure the public have confidence in their councillors ability to best represent the interests of all residents.*

*This Council further notes that this Council's Standards and Personnel Appeals Committee led our response to a consultation by the Local Government Association. This consultation was to develop a uniform Code of Conduct for every local authority in the country. Part of this Council's submission included the lack of penalties for those who break the code and the fact that social networking wasn't included in any Code of Conduct.*

*This Council notes that Councillors work to far higher standards than Members of Parliament.*

*This Council believes that the Code of Conduct for Members of Parliament needs modernising and take into account the use of social media where the messages transmitted must be truthful. We further believe that the Parliamentary Commissioner for Standards the ability to apply sanctions.*

*We call for the bullying of officers, members of local authorities and the public to be taken seriously with the ability of the Parliamentary Commissioner for Standards to apply sanctions.*

*All options for sanctions available for breaches of the Code of Conduct must include apology, censor and a period of disqualification. This includes all elected politicians including Parish and Town Councillors, District, Borough, and County Councillors and Members of Parliament.*

*That this Council writes to the Parliamentary Commissioner for Standards asking that a full review of the MP's Code of Conduct is undertaken, to bring into force a code that is at least equally as rigorous as a Councillor's Code of Conduct which will hold MPs to account for their behaviour both in Parliament and outside."*

During consideration of the motion, an amendment was moved by Councillor Lauren Mitchell, seconded by Councillor Keir Morrison, to remove the first three paragraphs of the motion to re-read as follows:-

*"This Council believes that the Code of Conduct for Members of Parliament needs modernising and take into account the use of social media where the messages transmitted must be truthful. We further believe that the Parliamentary Commissioner for Standards the ability to apply sanctions.*

*We call for the bullying of officers, members of local authorities and the public to be taken seriously with the ability of the Parliamentary Commissioner for Standards to apply sanctions.*

*All options for sanctions available for breaches of the Code of Conduct must include apology, censor and a period of disqualification. This includes all elected politicians including Parish and Town Councillors, District, Borough, and County Councillors and Members of Parliament.*

*That this Council writes to the Parliamentary Commissioner for Standards asking that a full review of the MP's Code of Conduct is undertaken, to bring into force a code that is at least equally as rigorous as a Councillor's Code of Conduct which will hold MPs to account for their behaviour both in Parliament and outside."*

Having been debated and put to the vote, the amendment to the motion duly fell.

The original motion was then put to the vote and it was

RESOLVED

that the Council writes to the Parliamentary Commissioner for Standards and asks that a full review of the MP's Code of Conduct is undertaken, to bring into force a Code that is at least equally as rigorous as a Councillor's Code of Conduct which will hold MPs to account for their behaviour both in Parliament and outside.

(At this point in the proceedings and in accordance with Council Procedure Rule 30, it was moved by Councillor Jason Zadrozny and seconded by Councillor Helen-Ann Smith that Procedure Rules 10 (Duration of Meeting) and 23 (Conclusion of Proceedings) be suspended, for the duration of the meeting, to enable all matters on the agenda to be satisfactorily concluded. Having been put to the vote, the Council agreed with this course of action.)

**C.48 Notice of Motion 2**

The Council received a notice of motion moved by Councillor Tom Hollis and seconded by Councillor John Wilmott as follows:-

*“Throughout the height of the pandemic Ashfield District Council, both members and officers worked day and night to help the homeless of this district.*

*This included offers of accommodation to every rough sleeper and those threatened with rough sleeping. Due to the Council's close working with Framework's street outreach initiative more people presented themselves to the authority therefore, this was a greatly elevated number. Councillors and officers even went that extra mile to ensure the properties were furnished and then delivered meals in order to assist those in need.*

*This is in complete contrast to the actions of the Conservative MPs who represent wards of Ashfield. Both MPs in January of this year voted in Parliament against restoring funding for local housing allowances and £100M a year for emergency accommodation.*

*Ashfield Independents put forward the motion to ask this council to write to both MPs, Lee Anderson and Mark Spencer asking them to work with this Authority to positively improve the quality of life for the homeless and to prevent loss of life in our community of Ashfield. Further, to use their position within Government to bring the national homeless strategy more in line with the experiences suffered by rough sleepers using Ashfield as an example.”*

(Councillors Lauren Mitchell and Dave Shaw had both previously declared Non Disclosable Pecuniary/Other Interests in relation to this Notice of Motion. Their interests were such that they remained in the meeting and took part in the discussion and voting thereon.)

Having been fully considered, the motion was put to the vote and it was

RESOLVED

that the Council agrees to write to both MPs, Lee Anderson and Mark Spencer, asking them to work with the Authority to positively improve the

quality of life for the homeless and to prevent loss of life in the community of Ashfield and further, to use their position within Government to bring the national homeless strategy more in line with the experiences suffered by rough sleepers using Ashfield as an example.

#### **C.49 Notice of Motion 3**

The Council received a notice of motion moved by Councillor Jason Zadrozny and seconded by Councillor Dale Grounds as follows:-

*“This Council notes the positive difference that Ashfield District Council made to so many lives during the COVID-19 Lockdown. We are incredibly proud of the efforts of all staff and volunteers of this authority.*

*This includes being the only Council in Nottinghamshire to have maintained a full waste collection service. In fact, this Council offered an enhanced service with the ‘Bag It’ and ‘Skip into Summer’ campaigns – the only Council in the country to have done this.*

*This Council also paid out nearly £20million in business grants in quick time, we answered over 40,000 enquiries from residents, dealing with tens of thousands of problems. We ensured that our Housing Tenants continued to receive an excellent service with all emergency checks done and the vast majority of housing repairs done. Whilst many, bigger Councils went into lockdown. Ashfield District Council went into overdrive.*

*This Council would like to place on record its thanks to each and every member of staff in the Ashfield District Council family. We note that in uncertain many of our staff put their lives at risk to continue to provide the services that residents desperately needed.*

*Never before has the importance of local Councils like Ashfield been demonstrated than during the current Coronavirus Pandemic. They worked alongside other key organisations to ensure that the most vulnerable received continued service. This Council welcomes the fact that preparatory work has already been started by the COVID-19 Response and Recovery Scrutiny Panel for a permanent memorial to all key workers.*

*This Council is bitterly disappointed that Nottinghamshire County Council have now started the process of scrapping Councils like Ashfield District Council. Our brave workers are being rewarded by the Conservatives by being told their jobs are under threat. This Council is hugely concerned about the lack of engagement from the County Council. They only engaged with Chief Executives of the seven authorities in the County at the last minute.*

*This Council notes that the Leaders of all 7 Boroughs and Districts in Nottinghamshire are against these proposals. Now is not the time for a massive reorganisation of local councils. Mass reorganisation at this time risks scarce resources being diverted away from the Covid recovery and other vital public services.*

*We therefore call for the Chief Executive and Leader of Ashfield District Council to write to:*

- *The Chief Executive of Nottinghamshire County Council*
- *The Leader of Nottinghamshire County Council*
- *Robert Jenrick, Secretary of State for Housing, Communities and Local Government*

*To express that this Council is firmly against any proposals to scrap Ashfield District Council and the six other Boroughs and Districts in Nottinghamshire.”*

Having been fully considered, the motion was put to the vote and it was

RESOLVED

that the Chief Executive and Leader of Ashfield District Council write to:

- the Chief Executive of Nottinghamshire Council
- the Leader of Nottinghamshire County Council
- Robert Jenrick, Secretary of State for Housing, Communities and Local Government,

to express that the Council is firmly against any proposals to scrap Ashfield District Council and the six other Boroughs and Districts in Nottinghamshire.

#### **C.50 Questions received in accordance with Council Procedure Rule 13**

In accordance with Council Procedure Rule 13, the following question was asked by Councillor Dave Shaw:-

*“Would the Leader please clarify the decision to extend the 2 hour parking scheme, how the decision was taken, for what reason and the benefits already achieved.”*

The Leader of the Council, Councillor Jason Zadrozny, responded and advised that the Ashfield Independents had been making reductions to car parking charges since Christmas 2018 when 2-hour free parking was first introduced to 10% of parking spaces within the Council’s town centre car parks, over the festive season.

A decision was made following the COVID-19 outbreak in March 2020 to allow free 2-hour parking for 100% of car parking spaces within the Council’s town centre car parks, indefinitely, to endeavour to kick-start the economy and assist local businesses following the lockdown. Feedback from the business sector had been positive and many local businesses were thankful for the introduction of the initiative. Piggins Croft car park in Hucknall was also due to be completely resurfaced in the near future as part of a programme of improvements.

In accordance with Council Procedure Rule 13.5, Councillor Shaw was invited to ask a supplementary question as follows:

*“Should local government reorganisation become a reality, would free car parking charges continue within Ashfield?”*

The Leader responded by commenting that should unitary status be established in Nottinghamshire, free parking would no doubt be abolished and prices would rise in line with city charging rates.

**C.51 Questions received in accordance with Council Procedure Rule 13.2, in relation to Cabinet and Committee Meeting Minutes published since the last ordinary meeting of the Council**

There were no questions submitted by Members.

The meeting closed at 9.24 pm

Chairman.

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## **EXTRAORDINARY COUNCIL**

**Virtual Meeting held on Thursday, 22nd October, 2020 at 10.00 am**

**Present:** Councillor Andy Meakin in the Chair;

Councillors Chris Baron, Kier Barsby, Jim Blagden, Christian Chapman, Ciaran Brown, Melanie Darrington, Samantha Deakin, Andy Gascoyne, Dale Grounds, Arnie Hankin, David Hennigan, Tom Hollis, Trevor Locke, Rachel Madden, Sarah Madigan, David Martin, Lauren Mitchell, Keir Morrison, Warren Nuttall, Matthew Relf, Kevin Rostance, Phil Rostance, Dave Shaw, John Smallridge, Helen-Ann Smith, David Walters, Lee Waters, Caroline Wilkinson, Daniel Williamson, John Wilmott and Jason Zadrozny.

**Apologies for Absence:** Councillors John Baird and Andrew Harding.

**Officers Present:** Lynn Cain, Carol Cooper-Smith, Ruth Dennis, Katherine Green, Peter Hudson, Mike Joy, Paul Parkinson, Andy Slate and Shane Wright.

### **C.52 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests**

No declarations of interest were made.

### **C.53 Announcement from the Leader**

The Leader of the Council took the opportunity to update Council in relation to the latest Covid-19 restrictions and alert levels.

Unfortunately, due to increasing levels of positive tests for Covid-19 within Nottinghamshire and admissions to hospital, it had be agreed by the Government in consultation with local Leaders that Nottinghamshire would enter the Tier 2 alert level. Ashfield District Council had not been involved in these discussions but did not support the move into Tier 2.

However, due to an ever-changing position, the Council's views had been sought this week and Ministers were meeting with Nottinghamshire Leaders today to discuss an escalation into Tier 3 but again, the Council was not invited to attend. Strong representations had been made from the Council that not all of Nottinghamshire needed to move into Tier 3 as the highest rise in cases were currently showing in the south of the county and that any designations should be assigned by postcode only.

To conclude, the Leader again expressed his disappointment at the local MP's lack of support for Ashfield residents and their recent vote in Parliament against any extension of free school meals for children during the half term holidays.

**C.54 Recommendations to Council from Cabinet Meeting - 13 October 2020**

In accordance with the Council Procedure Rule 2(ix), Council considered the following recommendations from the Cabinet meeting held on 13 October 2020:-

Minute No. CA.37

Affordable Housing Development - Maun View, Sutton in Ashfield

RESOLVED

that approval be given for the use of Housing Revenue Account reserves to fund the construction of 17 new affordable homes as detailed in the report.

Minute No. CA.38

Green Spaces Capital Investment Programme

RESOLVED

that approval be given to duly allocate £193k General Fund Capital Receipts and £173k Section 106 Public Open Space for a number of green space improvement projects.

The meeting closed at 10.50 am

Chairman.

## **EXTRAORDINARY COUNCIL**

**Virtual Meeting held on Thursday, 22nd October, 2020 at 11.00 am**

**Present:** Councillor Andy Meakin in the Chair;

Councillors Chris Baron, Kier Barsby, Jim Blagden, Ciaran Brown, Melanie Darrington, Samantha Deakin, Andy Gascoyne, Dale Grounds, Arnie Hankin, David Hennigan, Tom Hollis, Trevor Locke, Rachel Madden, Sarah Madigan, David Martin, Lauren Mitchell, Keir Morrison, Warren Nuttall, Matthew Relf, Kevin Rostance, Phil Rostance, Dave Shaw, John Smallridge, Helen-Ann Smith, David Walters, Lee Waters, Caroline Wilkinson, Daniel Williamson, John Wilmott and Jason Zadrozny.

**Apologies for Absence:** Councillors John Baird, Christian Chapman and Andrew Harding.

**Officers Present:** Lynn Cain, Carol Cooper-Smith, Ruth Dennis, Katherine Green, Peter Hudson, Paul Parkinson, Mike Joy, Andy Slate and Shane Wright.

### **C.55 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests**

No declarations of interest were made.

### **C.56 Nomination for Honorary Alderman: Ramon Buttery**

RESOLVED

that in honour of services rendered eminent to the Council and having significantly contributed to the people represented, Ramon Buttery be duly appointed as an Honorary Alderman to the Council.

Due to ongoing Covid-19 restrictions and the meeting being held via virtual means, a short video was played to Members showing former Councillor Ramon Buttery accepting the appointment and giving a short speech of appreciation to the Council.

(Following the appointment of Alderman Buttery, Councillor Kevin Rostance left the meeting at 11.20am.)

**C.57 Nomination for Honorary Alderwoman: Glenys Maxwell**

RESOLVED

that in honour of services rendered eminent to the Council and having significantly contributed to the people represented, Glenys Maxwell be duly appointed as an Honorary Alderwoman to the Council.

Due to ongoing Covid-19 restrictions and the meeting being held via virtual means, a short video was played to Members showing former Councillor Glenys Maxwell accepting the appointment and giving a short speech of appreciation to the Council.

**C.58 Nomination for Honorary Alderman: George Watson**

Former Councillor George Watson turned down his nomination for the honorary position of Alderman of Ashfield District Council but in doing so, passed on his thanks for initially being selected for consideration.

**C.59 Minute's Silence**

The Leader of the Council spoke about the recent passing of former Councillors Elizabeth Mays and Peter Thorpe and a minute's silence was duly held as a mark of respect.

The meeting closed at 11.45 am

Chairman.

|                            |  |              |                        |
|----------------------------|--|--------------|------------------------|
| <b>Report To:</b>          | <b>COUNCIL</b>   | <b>Date:</b> | <b>3 DECEMBER 2020</b> |
| <b>Heading:</b>            | <b>INTERIM REVIEW OF POLLING PLACES</b>  |              |                        |
| <b>Portfolio Holder:</b>   | <b>PORTFOLIO HOLDER FOR CORPORATE COMMUNICATIONS, GOVERNANCE AND CROSS PORTFOLIO SUPPORT</b> |              |                        |
| <b>Ward/s:</b>             | <b>ALL</b>   |              |                        |
| <b>Key Decision:</b>       | <b>NO</b>  |              |                        |
| <b>Subject to Call-In:</b> | <b>NO</b>  |              |                        |

## **Purpose of Report**

This report sets out the ongoing work of the Polling Place Review Working Group established to review existing premises following issues with some locations. The consultation ends on 30 November 2020, with the working Group considering any submissions on the 2 December and reporting its findings and recommendations to Council on the 3 December 2020.

## **Recommendation(s)**

1. That Council approves the recommendations of the Polling Places Review Working Group (to be reported verbally)
2. To note that approved changes will take effect on the 4 December 2020.

## **Reasons for Recommendation(s)**

To deal with urgent polling place issues following a review of the availability of existing polling places for the 2021 Elections. To ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances and that, as far as is reasonable and practicable, polling places are accessible to disabled electors.

## **Alternative Options Considered**

*None*

## **Detailed Information**

### **Introduction**

A full review of polling places and polling districts took place in 2018 in line with the requirements set out in the Electoral Registration and Administration Act 2013 and Representation of the People Act 1983.

Following the district council elections and UK parliamentary general election held in 2019, some issues have been identified in relation to a small number of polling places. It is good practice to keep polling places under review to identify any issues and ensure that electors have reasonable facilities for voting.

The Polling Place Review and Ward Name Working Group was approved at Council on 4 June 2020 to make recommendations to the Council for any revisions to the scheme.

### **Interim Review Process**

The Polling Places Review Working Group have met on four occasions to conduct an interim review and report its final recommendations to Council on 3 December 2020, in line with the timetable and remit set out and approved by the Council.

Following ongoing work being undertaken by the Elections Team in contacting, reviewing and assessing viable locations, Members of the working group have discussed possible alternative venues, taking into consideration;

- Size
- Accessibility
- Location
- Parking
- Availability

Members of the cross party working group will consider the most suitable locations based on the above factors for recommendation to Council. Another factor in these considerations is the potential implications associated with the COVID-19 Pandemic. All locations being considered were done so on the basis of social distancing arrangements including access and exit points and sufficient distance opportunities for one way systems, where possible.

### **Consultation**

Consultation on alternatives for the polling places that have become unavailable for use are detailed below:

#### **Polling Places being Reviewed due to Suitability / Availability**

- Staff of Life
- Mapplewells School
- Kingsway Public House

#### **Alternative Polling Places Considered**

- Grosvenor Rooms
- The Snipe
- Kingsway Cemetery Chapel

## **Proposals**

On the 1 October 2020 Council agreed the following recommendations;

- Brand Court to replace Stanton Hill Boys Brigade;
- The Skegby Scout and Guide Headquarters to replace The Beeches;
- the Polling Places Review Working Group will continue under its current terms of reference to undertake work on additional polling places identified as being at risk.

The Working Group agreed the following timetable for reporting its final recommendation;

- Public Consultation on 30 October 2020
- 30 November 2020 – Public consultation ends
- 2 December 2020 - Working Group to meet to consider all submissions of the consultation process and consider all viable locations
- 3 December 2020 – Working Group to make recommendations to Council for approval

Council will be informed of any consultation responses and the recommendations of the working group at the meeting on 3 December.

## **Implications**

### **Corporate Plan:**

Enable thriving, prosperous and self-sufficient communities where people shape their own futures. Ensure effective community leadership, through good governance, transparency, accountability and appropriate behaviours.

### **Legal:**

A full review of polling places and polling districts was completed in 2018 in line with legislative requirements. This interim review, as approved by Council on the 4 June 2020 has been carried out to deal with urgent polling place issues identified.

### **Finance:**

| <b>Budget Area</b>                          | <b>Implication</b>   |
|---|--|
| General Fund – Revenue Budget               | Costs arising from the review can be met from existing budgets |
| General Fund – Capital Programme            | None   |
| Housing Revenue Account – Revenue Budget    | None   |
| Housing Revenue Account – Capital Programme | None   |

**Risk:**

| Risk  | Mitigation  |
|---|---|
| Elector confusion around changes to existing polling places<br>Social distancing requirements of potential venues and cleansing as a result of COVID-19<br>Pandemic | Effective communications around changes thorough health and safety considerations in relation to COVID-19 on any venues approved. |

**Human Resources:**

None

**Environmental/Sustainability**

*None*

**Equalities:**

The purpose of the review is to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances and that, as far as is reasonable and practicable, polling places are accessible to disabled electors.

**Other Implications:**

*None*

**Reason(s) for Urgency**

*None*

**Reason(s) for Exemption**

*None*

**Report Author and Contact Officer**

Ruth Dennis  
DIRECTOR OF LEGAL AND GOVERNANCE  
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01623 457009

**Meeting of the Council**  
**3 December 2020**  
**Schedule of Recommendations**

**N.B.**

The Schedule sets out recommendations from the Cabinet and the Council's Committees upon which Council is required to reach a decision. During discussion of these items Council Procedure Rule 16 applies (Rules of Debate). Speeches must be relevant to the item being debated. Speeches do not have to be in the form of, or include a question. Members may speak for up to 5 minutes. The Chairman may allow a further 2 minutes at his/her discretion. A Member may only speak once on a motion but may also speak once on an amendment.

| <b><u>Meeting:</u></b>             | <b><u>Minute No:</u></b> | <b><u>Subject:</u></b>   | <b><u>Recommendation(s):</u></b>   |
|------------------------------------|--------------------------|--|--|
| <b>Cabinet<br/>1 December 2020</b> |                          | <b><u>22020/21 Forecast Outturn Position for General Fund, Housing Revenue Account (HRA) and Capital Programme as at September 2020.</u></b> | <b>Council will be recommended to approve the following should Cabinet agree to the recommendation at its meeting on 1 December, 2020:-</b><br><br>3) the proposed addition to the Capital Programme as set out in Section 6.3 of the Cabinet report.<br><br>(Report attached at Appendix A) |

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## Appendix A



|                            |   |              |                        |
|----------------------------|---|--------------|------------------------|
| <b>Report To:</b>          | <b>CABINET</b>  | <b>Date:</b> | <b>1 December 2020</b> |
| <b>Heading:</b>            | <b>2020/21 FORECAST OUTTURN FOR GENERAL FUND, HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL PROGRAMME AS AT SEPTEMBER 2020.</b> |              |                        |
| <b>Portfolio Holder:</b>   | <b>CABINET MEMBER FOR FINANCE AND RESOURCES – COUNCILLOR RACHEL MADDEN</b>  |              |                        |
| <b>Ward/s:</b>             | <b>ALL</b>  |              |                        |
| <b>Key Decision:</b>       | <b>YES</b>  |              |                        |
| <b>Subject to Call-In:</b> | <b>YES</b>  |              |                        |

### Purpose of Report

To summarise the Council's forecast financial outturn position to 31 March 2021 compared to the latest approved budgets for the General Fund, Housing Revenue Account (HRA) and the Capital Programme. The forecast financial outturn is based on the actual financial activity to the 30 September 2020 and forecast costs and income from 1 October 2020 to 31 March 2021.

### Recommendation(s)

Cabinet is requested:

- (1) To note the current forecast outturn for the General Fund, Housing Revenue Account (HRA) and Capital Programme 2020/21.
- (2) To approve the budget adjustments outlined in section 3.1, Table 3.
- (3) To recommend to Council the proposed addition to the Capital Programme as set out in Section 6.3.

### Reasons for Recommendation(s)

In accordance with the Council's Financial Regulations to report to those charged with Governance the financial position.

## Alternative Options Considered

None

### Detailed Information

- 1.1 Table 1 below shows the current revised budget based on original budget approved by Council on the 5<sup>th</sup> March 2020 and Council approved budget adjustments to 30<sup>th</sup> September 2020. It sets out the 2020/21 net revenue forecast outturn position based on actual income and expenditure to 30 September 2020 and forecast income and expenditure for the remainder of the year to 31 March 2021.
- 1.2 The current General Fund forecast is £1.601m underspend, taking into account the in-year Covid-19 grant received to date. Details of significant variances are detailed in the commentaries below the table.

| <b>General Fund</b>   | <b>Revised Budget</b> | <b>Forecast Outturn</b> | <b>Current Forecast Variance</b> | <b>Previous Forecast Variance</b> | <b>Change</b> |
|---|-----------------------|-------------------------|----------------------------------|-----------------------------------|---------------|
|   | <b>£'000</b>          | <b>£'000</b>            | <b>£'000</b>                     | <b>£'000</b>                      | <b>£'000</b>  |
| <b>Directorate</b>  |                       |                         |                                  |                                   |               |
| Chief Executive Officer   | 540                   | 529                     | (11)                             | 0                                 | (11)          |
| Legal and Governance  | 1,783                 | 1,817                   | 34                               | (41)                              | 75            |
| Resources and Business Transformation                                     | (931)                 | 101                     | 1,031                            | 468                               | 563           |
| Place and Communities   | 9,844                 | 9,852                   | 8                                | 264                               | (256)         |
| Housing and Assets  | 2,137                 | 2,300                   | 163                              | 121                               | 42            |
| <b>Total Net Directorate Expenditure</b>                                  | <b>13,373</b>         | <b>14,599</b>           | <b>1,226</b>                     | <b>812</b>                        | <b>414</b>    |
| Net Recharges   | (2,781)               | (2,781)                 | 0                                | 0                                 | 0             |
| Capital Financing   | 2,454                 | 2,252                   | (202)                            | (130)                             | (72)          |
| Net Interest Payable  | 216                   | 25                      | (191)                            | 0                                 | (191)         |
| <b>Net Revenue Expenditure</b>  | <b>13,262</b>         | <b>14,095</b>           | <b>833</b>                       | <b>682</b>                        | <b>151</b>    |
| <b>Funding</b>  | <b>(12,886)</b>       | <b>(15,320)</b>         | <b>(2,434)</b>                   | <b>(1,543)</b>                    | <b>(891)</b>  |
| <b>Net Revenue Expenditure before transfer to(from) earmarked reserve</b> | <b>376</b>            | <b>(1,225)</b>          | <b>(1,601)</b>                   | <b>(861)</b>                      | <b>(740)</b>  |
| Transfer to(from) earmarked reserve                                       | (376)                 | (376)                   | 0                                | 0                                 | 0             |
| <b>Net Revenue Expenditure after transfer to(from) earmarked reserve</b>  | <b>0</b>              | <b>(1,601)</b>          | <b>(1,601)</b>                   | <b>(861)</b>                      | <b>(740)</b>  |

### 1.3 Chief Executive (£11k forecast underspend)

The Chief Executive's budgets are forecast to be underspent due to savings on the Civic Events budget (£8k) due to events not being held during the pandemic and £3k forecast savings across the wider Directorate.

### 1.4 Legal and Governance (£34k forecast overspend)

The main forecast variances in Legal and Governance are:

- Directorate wide salary costs - £15k forecast underspend.
- Legal Services - £41k forecast under achieved income due to reduced charges to MDC for shared legal services, as a result of vacancies.
- Democratic Services – £8k forecast overspend due to a required unbudgeted upgrade to mod.gov. system software.

### 1.4 Resources and Business Transformation (£1,031k forecast overspend)

The main forecast variances within the Resources and Business Transformation Directorate are:

- ICT – £23k forecast overspend on salaries due to the vacancy factor not being achievable. £4k forecast underspend on printing costs due to increased agile working. £61k forecast overspend due to increase in telephone and internet charges due to the Covid-19 pandemic as previously reported.
- Revenues and Benefits – £31k forecast underspend on salaries due to vacancies partially off-set by £15k forecast overspend in overtime charges due to the Covid-19 pandemic, £15k forecast underspend on postages and £2k forecast underspend on car mileage as the visiting officers are doing less mileage due to COVID restrictions and £8k forecast under-recovery of fees and charges. Net uncommitted new burdens grant monies of £70k reduced down from £200k previously as additional resources are now forecast to be needed to meet service needs.
- £312k overspend forecast on Housing Benefits due to reflecting the outcome of the 2019/20 final claim in the forecast for 2020/21 as previously reported.
- £291k forecast loss of income as Housing Benefits Overpayments invoices have reduced due to COVID, which means the overpayments are being collected through benefits rather than invoicing not previously reported.
- £17k increase in income for NNDR cost of collection allowance and £185k forecast loss of income due to reduced NNDR and council tax costs raised due to Covid-19, increasing from £85k previously reported, partially off-set by £8k forecast underspend on court fees.
- Investment Properties – Forecast loss of income of £530k, associated with one tenant going onto administration and a new tenant and lease agreement being secured. £34k forecast costs for a re-gear on the Wishaw lease not previously reported. This is being partially off-set by forecast £240k additional rental income for the new investment property purchased in year.
- Commercial Properties - Forecast loss of income of £18k due to a rent free period being agreed to secure a 5 year extension to a lease as previously reported.
- Commercial Development - £31k forecast underspend on salaries due to vacancy.
- Director - £5k forecast overspend on salaries as the vacancy factor will not be achieved.

- HR & Payroll – forecast underspend of £42k on the shared services element partially offset by £20k overspend in recruitment advertising and £2k forecast overspend for occupational health costs.
- Finance - £35k forecast overspend on salaries due to the vacancy factor not being achieved, £3k forecast overspend on application software
- Corporate Support – forecast overspend of £12k on salaries as the vacancy factor will not be achieved.
- £62k Covid-19 grant income received in 2019/20 being moved from reserves into 2020/21 budget. This along with the Covid-19 grant funding received in year (see paragraph 1.9) is off-setting the loss of income and additional expenditure relating to Covid-19 across all Directorates as previously reported.

#### 1.5 Place and Communities (£8k forecast overspend)

The main forecast variances within the Place and Communities Directorate are:

- Community Protection - £192k forecast underspend due to vacancies across the service area.
- Environmental Maintenance – £75k forecast overspend. £44k due to implementation of pay award, and non-achievement of vacancy factor, £20k on Vehicle hire to maintain social distancing (Covid related), £11k net overspend on a number of items across the service area.
- Twin Bin Scheme - £11k forecast overspend on equipment purchases.
- Waste Services - £53k forecast overspend on pay due to implementation of pay award and overtime, partly off-set by £10k forecast underspend on repairs.
- Trade Waste - £19k forecast underspend on cost of disposals due to lower tonnage; reduced forecast income from disposal of £31k; and £9k forecast reduction in income for collections.
- Transport and Depot - £31k forecast overspend, due to £15k overspend on pay due to implementation of pay award, reduced income from lower MOTs £6k, Covid related expenditure £7k, and Canteen net overspend of £3k due to closure as a result of Covid-19.
- Place & Wellbeing – Employee costs £33k forecast underspend due to staff vacancies.
- Leisure Centres Payments to Contractors - Forecast overspend £136k due to additional support to SLM during Covid-19 lockdown including a further £100k (£50k each for August and September) support recently agreed to facilitate the re-opening of the Leisure Centres from August.
- Locality income – £19k forecast underachieved income due to the effects of the Covid-19 pandemic on use of outdoor sports facilities.
- Markets - £57k forecast underachieved income due to Covid-19, and £22k over spend on Supplies & Services as a result of expenditure on measures to counter the effects of the Covid-19 pandemic.
- Planning and Regulatory Services - £10k underachieved income due to lower fees from Land Charges, offset by additional income of £20k due to the delay in transfer of Building Control to Erewash and £129k forecast underspend on staffing as a result of staff vacancies, both in Planning and Environmental Health.
- Regeneration - £56k forecast underspend due to late implementation of service, after bringing it back 'in house'.
- Directorate wide – Forecast £13k overspend being net of other over and under spends.

#### 1.6 Housing and Assets (£163k overspend)

The main forecast variances within Housing and Assets Directorate are:

- Homelessness Bed & Breakfast - £8k forecast overspend due to providing accommodation under Covid-19 regulation introduced by the Government
- Community Centres - £16k forecast loss of income while closed under Covid-19
- Car parking - £109k forecast loss of income
- Asset Management - £14k forecast overspend on central office costs associated with changes required for safe working due to Covid-19
- Full establishment, pay award and agency costs anticipated to overspend by the year end of £28k
- Strategic Housing - £9k forecast underspend while reviewing analogue to digital equipment switchover and £3k forecast underspend due to changes to car allowances.

#### 1.7 Capital Financing (£202k forecast underspend)

This is the revenue charges that are a consequence of the historic and existing capital programme. The forecast underspend is £130k on the Minimum Revenue Provision (MRP) charges due to slippage on the capital programme in 2019/20, as previously reported, and £72k underspend on interest due to borrowing being undertaken at the end of the previous year being at lower interest rates than budgeted.

#### 1.8 Net Interest payable (£191k forecast underspend)

This is the net position of the interest earned on investment balances and the interest paid on third party balances that are managed and utilised by the general fund in managing its cash flow, mainly HRA balances, S106 balances and insurance balances. The overall underspend is due to the reduction in interest rates due to Covid-19 pandemic.

#### 1.9 Funding (£2.434m forecast over achievement)

This increase in funding against budget is due to the central government grant received in year to cover costs and loss of income associated with Covid-19. A fourth tranche of funding has been received of £784k to add to £1.543 previously reported as being received in year. Some of the costs and loss of income to be covered from the grant include loss of income in relation to NNDR and Council Tax, however this will impact in future years due to the treatment under collection fund accounting. Therefore the impact of Covid-19 will continue to be updated and excess grant will be moved to reserves to mitigate these future year impacts. An allocation may be made to the HRA to contribute towards additional costs and loss of income associated with Covid-19. Clarification is awaited as to whether the grant funding can be used to meet HRA pressures.

The forecast also includes an additional £107k funding expected in relation to the first claim made against the sales fees and charges compensation scheme which covered April to July.

#### 1.10 Transfer to (from) earmarked reserves - (net transfer to reserves £376k)

Appendix 1 details the approved earmarked reserves movements for 2020/21 to date and the impact on earmarked reserve balances.

## 2. **General Fund Savings/Efficiencies Monitoring 2020/21**

2.1 The 2020/21 budget included the proposed savings and efficiencies as detailed in Table 2 below. The forecast achievement of these savings is identified, on the following basis:

- saving has been achieved in full (green),
- saving forecast to be achieved but not in full, revised forecast savings is detailed in the 'Forecast Saving' column (amber),
- saving will not be achieved (red).

**Table 2 - General Fund Savings/Efficiencies Monitoring 2020/21**

| <u>Saving/Efficiency</u>                        | <u>Comments on achievement</u>   | <b>Budgeted Saving</b> | <b>Forecast Achieved Saving</b> | <b>Forecast Saving Shortfall</b> |
|---|--|------------------------|---------------------------------|----------------------------------|
|   |  | <b>£'000</b>           | <b>£'000</b>                    | <b>£'000</b>                     |
| Base Budget Review                              |  | 302                    | 302                             | 0                                |
| HRA - reviewed contribution                     |  | 100                    | 100                             | 0                                |
| Increase Vacancy Factor by 0.5%                 |  | 72                     | 72                              | 0                                |
| Cease Trade Waste arrangement with MDC          | Some waste is being collected by a third party contractor, forecast saving reduced to £30k, to be keep under review.   | 35                     | 30                              | 5                                |
| Building Control – Outsource                    | Delay in transfer of service resulting in costs of service being incurred, which has been partially off offset by income generated. Saving forecast to be £66k | 75                     | 66                              | 9                                |
| Regeneration Service (Updated Proposal)         |  | 90                     | 90                              | 0                                |
| Transport Review - Phase 1&2                    |  | 49                     | 49                              | 0                                |
| Lifeline Service - transfer to Notts City Homes |  | 58                     | 58                              | 0                                |
| HR/Payroll structure review                     |  | 35                     | 35                              | 0                                |
| Stationery (including paper) saving (20%)       |  | 10                     | 10                              | 0                                |
| Pest Control - additional income to break even  | Income forecast to be slightly less due to Covid-19 impact – saving forecast to be £9k but needs to be monitored for recovery impact.                          | 13                     | 9                               | 4                                |
| Depot Canteen - income target                   | The canteen has been closed due to covid-19, therefore the income target will not be achieved. However reduced   | 5                      | 2                               | 3                                |

|  |   |            |              |             |
|--|---|------------|--------------|-------------|
|  | costs are contributing to wards the savings target.   |            |              |             |
| Democratic Services restructure            |   | 14         | 14           | 0           |
| Environmental Health restructure           |   | 37         | 37           | 0           |
| Finance Review                             |   | 9          | 9            | 0           |
| Community Foundation – Grants              |   | 5          | 5            | 0           |
| Ashfield Business Centre                   |   | 33         | 33           | 0           |
| Reduce revenue ICT budget (capitalisation) |   | 40         | 40           | 0           |
| Kingsmill Reservoir Car Parking income     | Impacted on by free parking until September given across the district under Covid-19 – saving forecast to be £1.5k. | 3          | 1.5          | 1.5         |
| Additional rental income from Police       | Rent increase not yet confirmed.  | 2          | 2            | 0           |
| <b>TOTAL</b>                               |   | <b>987</b> | <b>964.5</b> | <b>22.5</b> |

- 2.2 Since previously reported the additional rental income from the police has been achieved and the canteen savings target has been partially achieved. This has increased the savings achieved by £4k since previously reported. As outlined in the previous monitoring report the position outlined above has been included in the forecast outturn reported in section 1 of the report. It is anticipated where deliverability of the savings have been impacted on by Covid-19, the loss on achieving the full savings will be met from the Covid-19 grant.

### 3. General Fund Budget Adjustments

- 3.1 Approval is requested for the following budget adjustments to recognise additional grant income received in year and create the corresponding expenditure budgets:

**Table 3 – Budget Adjustments 2020/21**

| Description   | £'000   |
|---|---------|
| Covid19 emergency funding   | (2,327) |
| Covid19 emergency costs expenditure budget *  | 2,327   |
| New burdens funding for the delivery of the Covid-19 business support grant schemes                 | (130)   |
| New burdens expenditure budget for costs of delivery of the Covid-19 business support grant schemes | 130     |
| New burdens funding – various R&B initiatives   | (69)    |
| New burdens expenditure budget for costs of delivery of the R&B initiatives                         | 69      |
| Test & Trace Self Isolation Support Payments - administration funding                               | (37)    |

|  |       |
|--|-------|
| Test & Trace Self Isolation Support Payments - administration costs expenditure budget | 37    |
| Re-opening High Streets Safely funding   | (115) |
| Re-opening High Streets Safely costs expenditure budget                                | 115   |
| Covid-19 LA Compliance & Enforcement funding   | (74)  |
| Covid-19 LA Compliance & Enforcement expenditure budget                                | 74    |
| Homelessness Grant   | (202) |
| Homelessness expenditure budget  | 202   |
| Rough Sleeper Initiative Grant   | (837) |
| Rough Sleeper Initiative expenditure budget  | 837   |
| Syrian Vulnerable Person Refugee Scheme Grant  | (175) |
| Syrian Vulnerable Person Refugee Scheme Payment to contractors                         | 175   |

#### 4. Summary for Housing Revenue Account (HRA)

- 4.1 Table 3 sets out the 2020/21 HRA forecast outturn position based on actual income and expenditure to September 2020, compared to the revised budget.
- 4.2 Details of any significant variances incorporated within the forecast outturn are detailed in the commentaries below the table.

**Table 4 - Net Revenue Forecast to 31 March 2021 by Directorate**

| Description                                  | 2020/21 Revised Budget | 2020/21 Forecast Outturn | Current Forecast Variance | Previous Forecast Variance | Change       |
|--|------------------------|--------------------------|---------------------------|----------------------------|--------------|
|  | £'000                  | £'000                    | £'000                     | £'000                      | £'000        |
| <b>Income</b>                                |                        |                          |                           |                            |              |
| Rents, Charges and Contributions             | (24,471)               | (24,435)                 | 36                        | 30                         | 6            |
| Interest and investment income               | (210)                  | (60)                     | 150                       | 100                        | 50           |
| <b>Total Income</b>                          | <b>(24,681)</b>        | <b>(24,495)</b>          | <b>186</b>                | <b>130</b>                 | <b>56</b>    |
| <b>Expenditure</b>                           |                        |                          |                           |                            |              |
| Repairs and Maintenance                      | 7,799                  | 7,517                    | (282)                     | (113)                      | (169)        |
| Supervision and Management                   | 4,446                  | 4,433                    | (13)                      | (7)                        | (6)          |
| Interest payable and similar charges         | 3,548                  | 3,548                    | 0                         | 0                          | 0            |
| Rents, Rates, Taxes and other charges        | 192                    | 187                      | (5)                       | (1)                        | (4)          |
| Depreciation and impairments of fixed assets | 3,736                  | 3,736                    | 0                         | 0                          | 0            |
| Debt Management Costs                        | 45                     | 45                       | 0                         | 0                          | 0            |
| Contribution to the Bad Debt Provision       | 240                    | 240                      | 0                         | 0                          | 0            |
| Transfer to Major Repairs Reserve            | 22                     | 22                       | 0                         | 0                          | 0            |
| Capital expenditure funded by the HRA        | 2,589                  | 2,589                    | 0                         | 0                          | 0            |
| <b>Total Expenditure</b>                     | <b>22,617</b>          | <b>22,317</b>            | <b>(300)</b>              | <b>(121)</b>               | <b>(179)</b> |
| <b>Net Cost of HRA Services</b>              | <b>(2,064)</b>         | <b>(2,178)</b>           | <b>(114)</b>              | <b>9</b>                   | <b>(123)</b> |

#### 4.3 Rents, Charges and Contributions

Tenant rental income is forecast to be £19k underachieved due to delayed property sign ups and property moves and community centre income is forecast to be underachieved by £17k, both due to the Covid-19 lockdown.

#### 4.4 Interest and Investment Income

Reduced Interest rates in the banking sector will reduce the average annual interest rate on the HRA balances. Currently forecasting a reduction of £150k but this is open to fluctuation dependant on the economy.

#### 4.5 Repairs and Maintenance

Forecast underspend of £282k across several budget areas. This includes vacancy savings across the Housing Repair Operatives, Estate Services and the Responsive Maintenance management sections. A reduction in materials and subcontractors used in planned, responsive and void repairs due to Covid-19 lockdown. It is unlikely that subcontractors will be able catch up the lost time on planned works in the remainder of the current financial year as their capacity is limited. This is being reviewed each month taking into account the responsive element of the service.

#### 4.6 Transfer to the Major Repairs Reserve

Since the previous forecast, Cabinet approved the budget changes to the Capital Programme on the 15<sup>th</sup> September 2020, which in turn approves a revised budget for the MRR in line with the current forecast.

Additional costs of £58k have been incurred due to Covid-19 in terms of a payments to the existing contractor to contribute towards on-going costs during the lockdown to ensure the contract remains live and ensure their ability to resume works upon the easing of lockdown; these cost are being off-set against the underspend detailed above.

#### 4.7. Capital Expenditure funded by the HRA

Since the previous forecast, Cabinet approved the budget changes to the Capital Programme on the 15<sup>th</sup> September 2020 which in turn approves a revised budget for the HRA contribution to the capital programme.

### 5. **HRA Savings/Efficiencies Monitoring 2020/21**

5.1 The 2020/21 HRA budget included the proposed savings and efficiencies as detailed in Table 5 below. The forecast achievement of these savings is identified, on the following basis:

- saving has been achieved (green),
- saving forecast to be achieved but actions are still required to secure the saving (amber),
- saving will not be achieved (red).

**Table 5 - General Fund Savings/Efficiencies Monitoring 2020/21**

| <b>Saving/Efficiency</b>   | <b>£'000</b> |
|--|--------------|
| Housing Repairs Review - staffing efficiency                       | 13           |
| Dynamic Resource Scheduler efficiency - less use of subcontractors | 60           |
| Increase Vacancy Factor by 0.5%                                    | 25           |
| <b>TOTAL</b>   | <b>98</b>    |

5.2 The forecast full achievement of these budgeted savings is included within the forecast outturn reported in section 4 of the report. There has been no changes since previously reported.

## **6. Capital Programme Summary 2020/21**

6.1 Table 6 below details the current approved Capital Programme for 2020/21 as at 30th September 2020. This is based on the original budget approved by Full Council on the 5th March 2020 adjusted for slippage from the 2019/20 Capital Programme and other amendments to 2020/21 Capital Programme as approved by Full Council up to 30 September 2020.

**Table 6 - Capital Programme Summary 2020/21**

| <b>Description</b>                           | <b>Actual and Commitments as at 30 September 2020<br/>£'000</b> | <b>Current Approved Capital Programme as at 30 Sept 2020<br/>£'000</b> | <b>Variance to Current Approved Capital Programme<br/>£'000</b> |
|--|---|--|---|
| <b>Housing Revenue Account</b>               |   |  |   |
| <i>Decent Homes Schemes</i>                  |   |  |   |
| Management Fee                               | 0   | 581  | (581)   |
| Catch Up and Future Major Works              | 1,170   | 3,163  | (1,993)   |
| Service Improvements                         | 2   | 72   | (70)  |
| Contingent Major Repairs                     | 27  | 115  | (88)  |
| Exceptional Extensive Works                  | 36  | 190  | (154)   |
| Kirkby & Rural                               | -80   | 0  | (80)  |
| Disabled adaptations - Major adaptations     | 66  | 178  | (112)   |
| Disabled adaptations - Minor adaptations     | 56  | 339  | (283)   |
| <b>Sub Total</b>                             | <b>1,277</b>  | <b>4,638</b>   | <b>(3,361)</b>  |
| <i>Other Housing Revenue Account Schemes</i> |   |  |   |
| Affordable Housing developments              | 0   | 730  | (730)   |

|  |              |               |                 |
|--|--------------|---------------|-----------------|
| Investment in Additional Council Dwellings in Hucknall   | 0            | 4             | (4)             |
| Investment in New or Existing Dwellings                  | 246          | 1,595         | (1,349)         |
| Hucknall Infill Sites                                    | 0            | 1,750         | (1,750)         |
| Housing Vehicles   | 675          | 700           | (25)            |
| Maun View Sutton-in-Ashfield                             | 0            | 2,606         | (2,606)         |
| Officers` IT for Agile Working (HRA)                     | 41           | 103           | (62)            |
| Other Housing Revenue Account Schemes (less than £100k)  | 176          | 117           | 59              |
| <b>Sub Total</b>   | <b>1,137</b> | <b>7,605</b>  | <b>(6,468)</b>  |
| <b>Total HRA</b>   | <b>2,415</b> | <b>12,243</b> | <b>(9,828)</b>  |
| <b>General Fund</b>                                      |              |               |                 |
| Green Space Improvements                                 | 0            | 366           | (366)           |
| Health and Safety works for Kirkby Offices               | 0            | 312           | (312)           |
| Hucknall Car Parks (Combined)                            | 0            | 115           | (115)           |
| Hucknall Leisure Centre                                  | 6            | 118           | (112)           |
| Improvement Grants 1996 Act Disabled Facility Grant      | 306          | 1,177         | (871)           |
| Investment Properties                                    | 3,565        | 26,494        | (22,929)        |
| Kings Mill Reservoir (The King and Miller to Kingfisher) | 350          | 650           | (300)           |
| Kings Mill Reservoir Car Park Expansion                  | 1            | 196           | (195)           |
| Kirkby Leisure Centre                                    | 646          | 4,200         | (3,554)         |
| Kirkby Park and Play Areas                               | 58           | 165           | (107)           |
| Lindleys Lane Play/Youth Area                            | 0            | 178           | (178)           |
| Officers' IT for Agile Working (General Fund)            | 47           | 103           | (56)            |
| Piggins Croft Car Park                                   | 5            | 153           | (148)           |
| Purchase of Vehicles                                     | 298          | 325           | (27)            |
| Titchfield Park Brook                                    | 19           | 319           | (300)           |
| Towns Fund Projects                                      | 0            | 1,425         | (1,425)         |
| Other General Fund Schemes (less than £100k)             | 134          | 702           | (568)           |
| <b>Total</b>   | <b>5,434</b> | <b>36,998</b> | <b>(31,564)</b> |
| <b>Grand Total</b>                                       | <b>7,849</b> | <b>49,241</b> | <b>(41,392)</b> |

6.2 The current forecast for the year 2020/21 is the approved budget of £49.241m.

6.3 Cabinet is asked to recommend to Council that £28k be added to the Capital Programme to fund rewiring costs at Urban Road and the Depot to facilitate optimisation of the Digital Services Transformation Programme. To be funded via external borrowing.

As part of the preparatory work undertaken by ICT, it has been identified that the current wiring infrastructure across the Urban Road and Northern Depot sites is old and does not meet current standards of Cat6 or Cat5e. External cabling companies have reviewed and tested the wiring and in places it requires replacing to ensure the new LAN equipment will work at its fullest capacity.

This work will see most of the networking equipment (the edge switches) moved from the Comms Room to locations across the building (similar to the top floor), freeing space and tidying the Comms Room. This will remove the requirement for the Comms Room to include gas suppression which can be removed.

## **Implications**

### **Corporate Plan:**

The revenue and capital funding included within this report supports delivery of the priorities in the Corporate Plan.

### **Legal:**

This report ensures compliance with the Council's approved Financial Regulations.

### **Finance:**

| <b>Budget Area</b>                          | <b>Implication</b>  |
|---|---|
| General Fund – Revenue Budget               | As set out in the detailed information section of the report. |
| General Fund – Capital Programme            |   |
| Housing Revenue Account – Revenue Budget    |   |
| Housing Revenue Account – Capital Programme |   |

### **Risk:**

| <b>Risk</b>   | <b>Mitigation</b>   |
|---|---|
| Failure to spend within approved budgets could impact on the financial sustainability of the Council. | Financial monitoring reports to CLT and Cabinet. Financial Regulations. Financial Management training of Budget Holders and Managers. |

### **Human Resources:**

No implications

### **Environmental/Sustainability**

No implications

### **Equalities:**

No implications

### **Other Implications:**

No implications

## **Background Papers**

Annual Budget and Council Tax 2020/21 and Medium Term Financial Strategy Update to Council 5th March 2020 2019/20

Forecast Outturn for General Fund, HRA and Capital Programme as at Jan 2020 to Council 23rd April 2020

Draft Outturn 2019/20 Accounts Report to Cabinet 21 July 2020  
2020/21 Forecast outturn for General Fund, Housing Revenue Account (HRA) and Capital Programme as at July 2020 Report to Cabinet 15 September 2020.

**Report Author and Contact Officer**

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**Summary of Reserve Movements 2020/21 (General Fund)**

|  | Balance at<br>1st April<br>2020 | Approved               |                      | Balance at<br>31 August<br>2020 |
|--|---------------------------------|------------------------|----------------------|---------------------------------|
|  | £'000                           | Contributions<br>£'000 | Withdrawals<br>£'000 | £'000                           |
| <b>Earmarked Reserves</b>                      |                                 |                        |                      |                                 |
| District Planning Enquiry Fund                 | (375)                           | 0                      | 250                  | (125)                           |
| Elections                                      | (11)                            | (54)                   | 0                    | (65)                            |
| Joint Use Maintenance Fund                     | (201)                           | 0                      | 0                    | (201)                           |
| Asset Renewal                                  | (773)                           | 0                      | 30                   | (743)                           |
| Corporate Change Reserve                       | (1,384)                         | (200)                  | 484                  | (1,100)                         |
| Insurance Related Funds (Inc Risk Mngt)        | (417)                           | (75)                   | 0                    | (492)                           |
| Revenue Grant Reserve                          | (1,757)                         | 0                      | 459                  | (1,298)                         |
| Brexit Reserve                                 | (51)                            | 0                      | 0                    | (51)                            |
| Local Authority Mortgage Scheme (LAMS) Reserve | (76)                            | 0                      | 0                    | (76)                            |
| NNDR Equalisation Reserve                      | (1,430)                         | 0                      | 0                    | (1,430)                         |
| Commercial Property Investment Reserve         | (2,300)                         | (600)                  | 0                    | (2,900)                         |
| Economic Development and Place Reserve         | (209)                           | 0                      | 30                   | (178)                           |
| Licensing Reserve                              | (110)                           | 0                      | 0                    | (110)                           |
| Covid-19 Grant Reserve                         | (62)                            | 0                      | 62                   | 0                               |
| Joint Crematorium Reserve                      | (486)                           | 0                      | 0                    | (486)                           |
| Other Reserves                                 | (29)                            | (930)                  | 20                   | (939)                           |
| <b>Total Earmarked Reserves</b>                | <b>(9,670)</b>                  | <b>(959)</b>           | <b>1,335</b>         | <b>(9,294)</b>                  |
| <b>General Reserve</b>                         | <b>(6,675)</b>                  |                        |                      | <b>(6,675)</b>                  |

|                            |  |              |                        |
|----------------------------|--|--------------|------------------------|
| <b>Report To:</b>          | <b>COUNCIL</b>   | <b>Date:</b> | <b>3 DECEMBER 2020</b> |
| <b>Heading:</b>            | <b>MINUTES OF CABINET AND COMMITTEE MEETINGS PUBLISHED SINCE THE LAST ORDINARY MEETING ON 1 OCTOBER 2020</b> |              |                        |
| <b>Portfolio Holder:</b>   | <b>LEADER, COUNCILLOR JASON ZADROZNY</b>   |              |                        |
| <b>Ward/s:</b>             | <b>N/A</b>   |              |                        |
| <b>Key Decision:</b>       | <b>N/A</b>   |              |                        |
| <b>Subject To Call-In:</b> | <b>N/A</b>   |              |                        |

## **Purpose Of Report**

To present a list of minutes of Cabinet and Committee meetings which have been published since the last ordinary meeting of the Council and for Members to consider whether they wish to give notice of their intention to ask a question of the relevant Chairman under Council Procedure Rule 13.2.

## **Background**

As part of the 2013 annual review of the Constitution, approved by the Council on 6 June 2013, the former practice of printing the minutes of Cabinet and Committees within the Council agenda papers was discontinued and replaced with an index that lists the minutes published since the previous meeting of the Council. The index outlined below and the web link enables Members to access the minutes on the Council website for perusal as required.

In accordance with Council Procedure Rule 13.2, Members may give notice of their intention to ask a question of a relevant Chairman in respect of the published minutes. Questions are limited to a maximum of two per Member.

## **MINUTES PUBLISHED SINCE 1 OCTOBER 2020.**

The minutes are accessible via the Council website:

[Click here to access documents](#)

| <b>Committee Meeting:</b>       | <b>Date of Meeting:</b> |
|---------------------------------|-------------------------|
| Scrutiny Panel A                | 22 September 2020       |
| Overview and Scrutiny Committee | 24 September 2020       |

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| COVID-19 Response and Recovery Panel | 6 October 2020<br>5 November 2020   |
| Cabinet                              | 13 October 2020                     |
| Scrutiny Panel B                     | 15 October 2020<br>12 November 2020 |
| Audit Committee                      | 19 October 2020                     |
| Planning Committee                   | 21 October 2020                     |
| Licensing Committee                  | 28 October 2020                     |

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