



COUNCIL MEETING

17 July 2014



7 July 2014

**Council Meeting
17 July 2014**

The Council Chamber, Civic Centre,
Ham Road, Shoreham-by-Sea

**7:00pm
Agenda**

ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:

Part A

1. Questions and Statements by the Public

Members of the public are invited to ask questions and make statements about any matter for which the Council has a responsibility or which affects the District.

In accordance with Council Procedure Rule 11, each speaker is limited to 5 minutes and the total time for questions and statements is limited to 30 minutes.

2. Declarations of Interest

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

3. Confirmation of Minutes

To approve the minutes of the Annual meeting held on 12 June 2014, a copy of which has been previously circulated. A copy is available to view at <http://www.adur-worthing.gov.uk/meetings-and-decisions/committees/adur/council/>

4. Items Raised Under Urgency Provisions

To consider any items the Chairperson of the meeting considers to be urgent.

5. Announcements by the Chairperson, Leader, Cabinet Members and / or Head of Paid Service

6. Questions from Members

To receive any questions from Members, in accordance with Council Procedure Rule 12.

7. Recommendations from the Executive and other Committees

To consider recommendations to the Council, details of which are attached as items 7 A B C and D. Full reports are available on the website. Recommendations not included here (under *D) will be circulated separate from the agenda and published on the website.

	Committee or Executive Body	Date	Item
A	Joint Strategic Committee	24.06.14	2013/14 Outturn Report (4 th Quarter) http://www.adur-worthing.gov.uk/media/media,124885,en.pdf
Other Committees			
B	Joint Overview and Scrutiny	03.07.14	Annual Report http://www.adur-worthing.gov.uk/media/media,125181,en.pdf
C	Joint Governance and Audit	26.06.14	Site Visits Protocol http://www.adur-worthing.gov.uk/media/media,124979,en.pdf
D	Joint Governance and Audit	10.7.14	Review of the Constitution

8. Report of the Leader on decisions taken by the Executive

Report by the Leader, copy attached as item 8

Part B - Not for Publication – Exempt Information Reports

None.



Director for Communities

For Democratic Services enquiries relating to this meeting please contact:

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Democratic Services Manager
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For Legal Services enquiries relating to this meeting please contact:

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Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will require the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

Minute Extract from Joint Strategic Committee – 24 June 2014

JSC/007/14-15 2013/14 Outturn Report (4th quarter)

Before the Committee was a report by the Director for Digital and Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 5. The report outlined the financial monitoring position for the end of the 2013/14 financial year for the Joint Strategic Committee, Adur and Worthing Councils. The report identified that the Statement of Accounts would be reported to Members later in the year.

The report also provided information in respect of earmarked reserves and capital receipts for the two authorities. The Committee was asked to agree and recommend to the two Councils proposals for dealing with net underspend by making transfers to reserves and for the carrying forward of certain revenue and capital budgets to allow projects to be completed in 2014/15.

Members of both cabinets identified items in the report relating to their portfolios for which they asked the officers for further information or explanation. The Directors responded to the questions for their areas.

Concern was expressed that Worthing Theatres was overspending although there was considerable Member and public support for the improved programme. Grounds maintenance was also identified as a service of concern.

Decision:

The Joint Strategic Committee noted the report and outturn position for the Joint, Adur and Worthing Budgets proposed use of reserves; and

Recommended that Adur District Council, at its Council meeting on 17 July, 2014 and Worthing Borough Council at its Council meeting on 15 July 2014:-

- (a) note the overall final outturn for 2013/14;
- (b) agree the net carry over of revenue budget to 2014/15 where the original approval for 2013/14 was not utilised which will be funded from the Capacity Issues Reserve as set out in paragraph 5.6 (HRA), 6.1 and 6.2 (General Fund) totalling:-
 - Adur District Council - HRA £50,000
 - Adur District Council £139,750
 - Worthing Borough Council £165,900

- (c) agree the net carry over of General Fund Capital underspends, as detailed in paragraph 7.8, 7.10, 8.8, 8.9, 8.10 and 8.11.
- (d) approve the appropriation of the net under-spend in General Fund revenue expenditure in the year to reserves as detailed in paragraph 6.3 for Adur District Council of £539,430
- (e) approve a contribution for Adur District Council from the 2013/14 HRA surplus to:
 - i) Adur Housing New Development and Acquisition Reserve of £346,060 being the original budgeted amount; Paragraph 5.6.
 - ii) Major Repairs Reserve of £440,000 to supplement the resources available for new capital investment and repayment of debt (paragraph 5.6);
 - iii) HRA Reserve of £14,100 being the unspent balance for Scanning Carry Forward from 2012-13
- (f) approve the creation for Adur District Council of a new HRA Discretionary Assistance Fund to provide financial support to tenants, and establish the reserve by transferring £50,000 from the 2013/14 surplus (paragraph 5.6);
- (g) approve the creation for Adur District Council of a new HRA revaluation reserve which is to be used to manage the impact of changes to the value of the HRA assets.
- (h) approve the financing of the Capital Investment Programme, including the use of capital receipts as set out in paragraph 7.4, 7.5, 8.4 and 8.5
- (i) note the use of S106 receipts to fund the 2013/2014 Capital Investment Programme, as previously approved, set out in paragraph 7.4 and 8.4.
- (j) approve the use of Adur District Council S106 receipts as set out in paragraph 7.9.

Minute Extract from Joint Overview and Scrutiny Committee – 3 July 2014

JOSC/14-15/08 Annual Report 2013/14

Before the Committee was a report by the Policy Officer a copy of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as item 8. As part of good practice and a requirement in the Council's Governance Action Plan, the Councils are required to produce a Joint Overview and Scrutiny Committee Annual report for 2013/14.

The Committee discussed the Annual Report for 2013/14 and agreed that a summary of the work programme for 14/15 be added to the final document.

Resolved: That the Joint Overview and Scrutiny Committee Annual Report for 2013/14 be approved as amended

Recommended: That the Joint Overview and Scrutiny Committee Annual Report for 2013/14 be commended to the Adur and Worthing meetings Full Council

Minute Extract from Joint Governance and Audit Committee – 26 June 2014

JGAC/008/14-15 Site Visits Protocol

Before the Committee was a report by the Head of Planning and Economic Development, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these Minutes as Item 8.

The report considered a Site Visit Protocol for Members of the Planning Committee and its inclusion in the Adur District Council and Worthing Borough Council's respective Constitutions.

A Member expressed surprise that site visits were not mandatory prior to the Planning Committee considering an application. The Head of Planning and Economic Development informed the Committee that the Chairman has discretion regarding the necessity of a site visit.

Members asked which types of application required a site visit and which did not. The Head of Planning and Economic Development informed the Committee that generally the larger more complex applications required site visits such as the West Durrington application in Worthing and the Brighton & Hove Albion training facility in Adur.

A Member suggested that where there was a point of contention, Members should go and have a look at the site. Another Member suggested that the protocol shouldn't bind Councillors too tightly. The Head of Planning and Economic Development replied that all Members sitting on the Planning Committee should be encouraged to attend site visits. It was noted that it difficulties could arise if Councillors were invited individually to visit a site by an objector as this could raise a perception issue i.e. had all Members of the Planning Committee heard the same argument and been privy to the same information. Members were advised that there always needed to be a balanced hearing of issues and therefore plenty of visual information was provided to Committee by the Councils Officers.

It was noted that the protocol made provision for Ward Councillors to request that the Committee make a site visit but it would be inappropriate for Ward Councillors to actually attend the site visit in case they sought to influence other Councillors.

Resolved,

That the Joint Governance and Audit Committee:-

- i. considered the amended Site Visit Protocol;
- ii. **recommended to Adur District Council and Worthing Borough Council the addition of the Site Visit Protocol to the respective Council's Constitutions.**

Report of the Leader on Decisions taken by Cabinet Members and the Joint Strategic Committee since the last meeting of Council

A Decisions Taken by Individual Cabinet Members

Listed below is a summary of decisions taken by the individual Cabinet Members since the despatch of the agenda for the last Council Meeting . Full details can be found on the Cabinet Members and Portfolios, Reports and Decisions webpage. www.adur-worthing.gov.uk/committee/agendas-minutes.htm

Leader

LDR/029/13-14 Outside Body Appointments 2014/15

Cabinet Member for Regeneration

-

Cabinet Member for Resources

JAW/021/13-14 Banking Tender Arrangements

Cabinet Member for Customer Services

-

Cabinet Member for the Environment

-

Cabinet Member for Health and Wellbeing

HAW/026/13-14 Adur Competitive Community Grants Budget 2013/14
Extension to Round 3

B. Decisions Taken by the Joint Strategic Committee on 06 May 2014

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

JSC/129/13-14 Public Service Network (PSN) and the Baseline Personnel Security Standard (BPSS)

Decision:

The Joint Strategic Committee:-

1. noted the BPSS checks must be complied with by April 2014 for GCSX users and April 2015 for all computer network users;
2. noted HR would act as the lead on ensuring that adequate and consistent BPSS checks were undertaken;
3. noted the Councils' Information Security Manager would review and update procedures for new network computer users and GCSx email users.
4. approved the release of funding from the Capacity Issues Reserve of each Council as follows:
 - (i) £18,580 from Adur District Council; and
 - (ii) £27,880 from Worthing Borough Council

JSC/131/13-14 Workplace Health Coordinator Post

Decision:

That the Joint Strategic Committee endorsed the proposal for the new post of Workplace Health Coordinator as set out in the report.

JSC/134/13-14 Adur's Pot of Gold: Participatory Budgeting Event

Decision:

The Joint Strategic Committee:

(i) approved funding for the under £1000 bids for:

- Adur Sea of Lights £1,000
- Southlanders Community Group £350

(ii) approved funding for the over £1001 to £10,000 bids as detailed below:

Improvements to Community Facilities

- Shoreham Methodist Church £10,000
- St Michaels and All Angels £4,020
- Shoreham Football Club £8,000

Wellbeing

- 4SIGHT £5,021
- Electric Storm Youth £6,000
- Sompting Community Church £10,000

Best of the rest

- Shoreham Rugby Club £10,000
- Lancing Tabernacle £3,500
- Seaside Hospital Radio £1,500

Friends of Shoreham Fort £10,000

(iii) deferred approval of the £4,500 funding for the Adur Furniture Network to the Cabinet Member for Resources following a review of the application;

(iv) approved the release of a total of up to £73,891 from the Capacity Issues Reserve to fund the bids outlined at (i), (ii) and (iii) above.

C. Decisions Taken by the Joint Strategic Committee on 26 June 2014

Full details can be found: www.adur-worthing.gov.uk/committee/cab-docs-joint-strategic.htm

Items relating to Worthing Borough Council are not reproduced on this agenda

JSC/006/14-15 Property Searches Litigation (Paragraphs 3 and 5)

Decision the Joint Strategic Committee agreed the following that

- i. Funds of up to the amount identified in the exempt report be released from the Special and Other Emergency Expenditure Reserve to settle the APPS claim against Worthing Borough Council in the sum identified in the report plus compound interest at 4% and costs to be determined.
- ii. Funds of up to the amount identified in the exempt report be released from the Special and Other Emergency Expenditure Reserve to settle the APPS claim against Adur District Council in the sum identified in the report plus compound interest at 4% and costs to be determined.

JSC/008/14-15 Provision of an Anaerobic Digester for Adur and Worthing Councils

Decision the Joint Strategic Committee agreed to fund an in-depth feasibility study costing around £20,000 with the funding released from the respective capacity issues reserve of both Councils as follows:

- ADUR: up to £8,000
- WORTHING: up to £12,000

JSC/009/14-15 Outside Body Appointment – South Downs National Park

Decision that the Joint Strategic Committee nominates Councillor Paul Yallop as the representative for Adur and Worthing Councils on the South Downs National Park Authority for a term of up to 4 years.

D. Urgent Decisions Taken by the Executive

Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 as amended.

The following is reported to Council:

JSC/006/14-15 Property Searches Litigation (Paragraphs 3 and 5)

Councillor Neil Parkin
Leader of the Council

Local Government Act 1972 Background papers

Reports and Record of decisions of various are available on the Council's web site www.adur-worthing.gov.uk or as indicated in each of the paragraphs above. Some of the reports contain exempt information and not fully published on the websites.