

**CARLISLE  
CITY COUNCIL**



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# **CARLISLE CITY COUNCIL**

## **Supplementary Minutes**

**Volume 49(5)**



The Minutes from the following meetings have been completed following the publication of Minute Book Volume 49(5) and have been circulated to Council for receipt and adoption.

<b>MEETING</b>	<b>MINUTE NUMBER</b>	<b>MINUTE NUMBER</b>	<b>DATE</b>	<b>PAGE NUMBER</b>
EXECUTIVE	EX.01/23	EX.09/23	18 January 2023	1 - 10
Joint Management Team			20 January 2023	11 - 12



**Executive**

**Date:** Monday, 20 February 2023

**Time:** 16:00

**Venue:** Flensburg Room

**Present:** Councillor Mrs Marilyn Bowman, Councillor Nigel Christian, Councillor Gareth Ellis, Councillor Stephen Higgs, Councillor Mrs Elizabeth Mallinson, Councillor John Mallinson

**Officer:** Town Clerk and Chief Executive  
Deputy Chief Executive  
Corporate Director of Finance and Resources  
Corporate Director of Governance and Regulatory Services  
Corporate Director of Economic Development

**EX.10/23 CALL IN**

The Leader reported that the Mayor had, on 8 February 2023 agreed that the following items be exempt from call in:

A.1 - Project Tullie Phase 3

A.5 – Revenue Budget Overview and Monitoring Report: April to December 2022

B.1 – The Sands Centre Redevelopment contract and GLL Management Fee Realignment

If a call-in were to be received, the call-in procedures would overlap the City Council meeting on 28 February 2023 when the Council will consider the matters. Any delay caused by the call-in process would prejudice the Council's interests.

**EX.11/23 APOLOGIES FOR ABSENCE**

No apologies for absence were submitted.

**EX.12/23 DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

**EX.13/23 PUBLIC AND PRESS**

RESOLVED - It was agreed that the items in Part A be dealt with in public and the items in Part B be dealt with when the Public and Press are excluded.

**EX.14/23 MINUTES OF PREVIOUS MEETING**

RESOLVED - That the minutes of the meeting held on the 18 January 2023 be agreed as a correct record.

**EX.15/23 PROJECT TULLIE**

(Key Decision)

(The Leader has agreed to this Key Decision item being considered at this meeting, although not in the Notice of Key Executive Decisions)

**Portfolio**     Leader's Portfolio

**Relevant Scrutiny Panel**   Place Panel

**Subject Matter:**

The Leader submitted details of the proposals for Project Tullie that have been developed by the Tullie House Trust. The Project would deliver a number of improvements at the site including a new entrance and orientation point. In order for that aspect of the works to be realised it was necessary to consider the location of an existing electricity substation: the Tullie House Trust had commenced discussions with the relevant utility provider on the matter. The Project would be delivered through the drawing down of a funding package that included Future High Street Funding, Town Deal, Arts Council and National Heritage Funding. The report recommended that the Council provide match funding for the project of £500,000 through the creation of a ring fenced ear marked reserve.

The Leader moved the recommendations and the Culture, Heritage and Leisure Portfolio Holder seconded them.

**Summary of options rejected:** not to provide match funding for the project nor note the impediment of the existing substation on the formation of the proposed new entrance and orientation point

**DECISION**

That the Executive:

1. Noted the proposals for Project Tullie outlined in Section 2 of the report
2. Noted the location of the existing substation and the impediment it creates to the formation of the proposed new entrance and orientation point
3. Approved, for recommendation to Council, a budget of £500,000 to be made available to support the project which would be held in a ring-fenced capital reserve, within the 2022/23 Capital Programme.

**Reason for decision:**

The successful implementation of the Project would contribute to the Council's priority of delivering inclusive and sustainable growth by improving the cultural offer of Carlisle and making the City a more attractive place to invest.

**EX.16/23        NOTICE OF EXECUTIVE KEY DECISIONS**

(Non Key Decision)

**Portfolio**     Cross Cutting

**Relevant Scrutiny Panel**

People Panel; Place Panel; Resources Panel

**Subject Matter:**

The Notice of Executive Key Decisions dated 20 January 2023 was submitted for information.

**Summary of options rejected**     None

## **DECISION**

That the Notice of Executive Key Decisions dated 20 February 2023 be received.

**Reason for decision** Not applicable

### **EX.17/23 SCHEDULE OF DECISIONS TAKEN BY OFFICERS**

(Non Key Decision)

**Portfolio** Cross Cutting

#### **Relevant Scrutiny Panel**

People Panel; Place Panel; Resources Panel

#### **Subject Matter:**

Details of decisions taken by Officers under delegated powers were submitted.

**Summary of options rejected** None

## **DECISION**

That the decisions attached as Appendix B, be noted.

**Reason for decision** Not applicable

### **EX.18/23 JOINT MANAGEMENT TEAM**

(Non Key Decision)

**Portfolio** Cross Cutting

#### **Relevant Scrutiny Panel**

People Panel; Place Panel; Resources Panel

#### **Subject Matter:**

The minutes of the meeting of the Joint Management Team on the 18 January 2023 were submitted for information.

**Summary of options rejected** None

## **DECISION**

That the minutes of the Joint Management Team held on 18 January 2023 be received.

### **EX.19/23 REVENUE BUDGET OVERVIEW & MONITORING REPORT - APRIL TO DECEMBER 2022**

(Non Key Decision)

**Portfolio** Finance, Governance and Resources

## **Relevant Scrutiny Panel People Panel**

### **Subject Matter:**

The Finance, Governance and Resources Portfolio holder submitted report RD.58/22 which provided an overview of the Council's overall budgetary position for the period April to December 2022 for revenue schemes only. (RD.58/22) Details of balance sheet management issues and bad debts written off in the period were also included.

The Finance, Governance and Resources Portfolio Holder moved the recommendations which were seconded by the Leader.

### **Summary of options rejected: none**

### **DECISION**

That the Executive:

1. Noted the budgetary performance position of the Council to December 2022;
2. Noted the action by the Corporate Director of Finance and Resources to write off bad debts as detailed in Paragraph 6 of Report RD.58/22
3. Noted the release of reserves as set out in the table at paragraph 2.2, and noted the virements approved as detailed in Appendix A to the report.
4. Approved the creation of an earmarked reserve for Talkin Tarn as set out in paragraph 2.7 for recommendation to Council.

### **Reason for decision:**

To show that the Executive had been informed of the Council's actual financial position compared with the budgeted position, and to bring to their attention any areas of concern.

## **EX.20/23 CAPITAL BUDGET OVERVIEW & MONITORING REPORT - APRIL TO DECEMBER 2022**

(Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Scrutiny Panel:** People Panel

### **Subject Matter:**

The Finance, Governance and Resources Portfolio Holder submitted a report providing an overview of the Council's overall budgetary position for the period April to December 2022 for the City Council 's capital programme for the period April to December 2022. (RD.59/22)

The Finance, Governance and Resources Portfolio Holder moved the recommendations which were seconded by the Leader.

### **Summary of options rejected: none**

### **DECISION**

That the Executive:



1. Noted and had commented on the budgetary position and performance aspects of the capital programme for the period April to December 2022
2. Noted the adjustments to the 2022/23 capital programme as detailed in paragraph 2.1 of report RD.60/22

**Reason for decision**

To inform the Executive of the Council's actual financial position opposite its Capital programme for 2022/23.

**EX.21/23      TREASURY MANAGEMENT OCTOBER - DECEMBER 2022**

(Non Key Decision)

**Portfolio**      Finance, Governance and Resources

**Relevant Scrutiny Panel**      People Panel

**Subject Matter:**

The Finance, Governance and Resources Portfolio Holder submitted report RD.60/22 providing the regular quarterly report on Treasury Transactions, including the requirements of the Prudential Code. (RD.60/22)

The Finance, Governance and Resources Portfolio Holder moved the recommendations which were seconded by the Leader.

**Summary of options rejected**      none

**DECISION**

That the report RD.60/22 be received, and the Prudential Indicators noted as at the end of December 2022.

**Reasons for decision**

To inform the Executive of the Council's Treasury Management issues.

**EX.22/23      PUBLIC AND PRESS**

RESOLVED – That in accordance with Section 100A(4) of the Local Government Act 1972 the Public and Press were excluded from the meeting during consideration of the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in the paragraph numbers (as indicated in brackets against the minutes) of Part 1 of Schedule 12A of the 1972 Local Government Act.

**EX.23/23      THE SANDS CENTRE REDEVELOPMENT CONTRACT AND GLL MANAGEMENT FEE REALIGNMENT**

(Public and Press excluded by virtue of Paragraph 3)

(Key Decision KD.01/23)

**Portfolio**      Leader, cross cutting

**Relevant Scrutiny Panel**      People Panel

**Subject Matter**

The Leader submitted report CS.05/23 regarding the realignment of the management fee for the Leisure Contract for 2022/23 with GLL following the confirmed sectional and practical completion of the Sands Centre Redevelopment. (CS.05/23).

The Leader moved the recommendations which were seconded by the Environment and Transport Portfolio Holder.

**Summary for options rejected:** not to realign GLL's Management Fee

## **DECISION**

That the Executive:

1. Recommended an additional capital budget requirement set out in Paragraph 2.4 of the report to settle the WCL account and complete works removed from main works contract.
2. Recommended an Existing Scheme of Delegation which applies to 31 March 2023 and thereafter the delegation to any specific Carlisle Senior Officer posts are substituted by the relevant Chief Officer of Cumberland Council.
3. Delegated to the Deputy Chief Executive of Carlisle City Council (and the relevant Executive Director of Cumberland Council) the ability to enter into further construction contracts to complete the delivery of the Sands Centre project.
4. Agreed the revised management fees for 2021/22 and 2022/23 to take into account the revised opening date of the Sands Centre Redevelopment and to fund the additional requirement set out in paragraph 3.8 of the report from underspends in the revenue budget for 2022/23 and approved a virement for recommendation to Council.

## **Reasons for the decision**

The Sands Centre Redevelopment supports a number of priorities with the Carlisle Plan.

The Meeting ended at: 16:07

## Officer Decisions

Below is a list of decisions taken by Officers which they have classed as significant, full details and supporting background documents can be viewed on the Council's website [www.carlisle.gov.uk/CMIS/](http://www.carlisle.gov.uk/CMIS/)

Decision Ref No	Title: Subject and Decision Taken:	Reports and Background Papers considered:	Date Decision Taken:	Decision Maker:
OD.5/23	<p>Release of Business Rates Section 31 Grant Earmarked Reserve</p> <p>The Council received compensation for loss of business rates income as a result of the COVID-19 pandemic in 2020/21 in the form of a section 31 grant. This grant was credited to the General Fund in accordance with proper accounting practice as opposed to the Collection Fund where business rates income would normally be held. Therefore, there was a deficit on the Collection Fund in 2021/22 which is to be recovered in 2022/23 as a charge to the General Fund. The Section 31 grant was set aside in an earmarked reserve in 2021/22 and is now required to be released to General Fund in 2022/23 to offset the deficit brought forward.</p> <p>The total deficit brought forward is £3,429,462 and the earmarked reserve balance is £3,155,170.</p>	RD26/22 Business Rates Outturn 2021/22	09 January 2023	Corporate Director of Finance and Resources
OD.6/23	<p>Homeless Prevention and Accommodation Services</p> <p>The Homeless Prevention and Accommodation Service team managers of Carlisle City Council have made the attached decisions <b>date</b>, under the express authorisation delegated to relevant officers in accordance with the Council's policy requirements.</p>	Individual assessments of need and vulnerability are considered on a case by case basis to inform decision making; these include personal sensitive information. The assessments are not for publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as the report contains exempt information relating to the financial or business affairs of any particular person	10 January 2023	Homelessness Prevention and Accommodation Manager

		(including the authority holding that information).		
OD.7/23	<p>Release of S106 Funds to Capital Programme, 11073 18/0490</p> <ul style="list-style-type: none"> <li>• A sum of £15,000 was received from Top Notch Contractors on 23/04/2019 as part of a Section 106 (developer contribution) agreement for a residential development off Holywell Crescent, Carlisle.</li> <li>• The agreement states that the funds were to be utilised for the maintenance and improvement of public open space and play areas at Melbourne Park or Alexandra Drive.</li> <li>• The Healthy City Team intends to use a proportion of these funds to replace an existing cableway (zip wire) at Melbourne Park play area.</li> <li>• The current cableway is approximately 30 years old and has become uneconomic to repair, the other equipment in the play area was replaced in 2015 and remains in very good condition.</li> <li>• Options for replacing the cableway were limited due to restricted space within the play area, which is fenced to prevent the access of dogs. Amendments to an entry point to the site have allowed a longer cableway to specified, maximising the use of space, and providing greater play value.</li> <li>• The project was tendered to suppliers on the authority's Play Areas Framework Agreement, with five return quotations being received. Following assessment of value for money, quality and aesthetics, an order was placed with Sutcliffe Play Ltd to supply and install a new 25 metre cableway for the total of £11,741.21.</li> <li>• Site preparation and removal of the existing cableway will be completed by council staff and local contractors at a cost of £970.00.</li> <li>• The sum of £12,700.00 therefore requires releasing from the S106 contribution to the capital programme for the 2022/23 financial year to allow for works to be completed in late January/early February 2023.</li> </ul>	None	18 January 2023	Deputy Chief Executive
OD.8/23	<p>Hammond's Pond Access Platform - Budget and Receipt of Funds</p> <p>8</p>	None	23 January 2023	Deputy Chief Executive

	<ul style="list-style-type: none"> <li>• Carlisle City Council works cooperatively with the Friends of Hammond's Pond to manage the park in the best interests of all users. The Friends received a donation of approximately £50,000 from a local resident in mid-2020, with a request it be used to deliver improvements across the park.</li> <li>• It was decided that the donation should be spent at the same time as a large-scale infrastructure improvement project (funded by S106 monies) was carried out in the park by the Council and agreed that the money should be used to deliver items/park features which would not normally be provided by the Council, but which would be appropriate to the park and enhance its overall character and aesthetic.</li> <li>• Following the successful commissioning and installation of a public art feature, the Hammond's Pond Swans, in 2022, the next project is to provide an accessible pond platform allowing visitors to gain a different perspective of the site and better view the wildlife which inhabits the water.</li> <li>• The project will be based around an existing concrete platform which, although in sound structural condition, can only be accessed via steep steps and has no perimeter guardrail.</li> <li>• A specification was drawn up to construct a raised, anti-slip, deck on the existing concrete base, set level with the adjacent footpath and featuring steel guardrails, allowing unrestricted public access.</li> <li>• The project was tendered via an existing framework agreement and three quotes were received, the most competitive being from Evans Agricultural Contractors Ltd, for the sum of £19,998.00.</li> <li>• A capital code will therefore be set up with a balance of £20,000 to the authority to procure the new platform and a legal agreement is being made with the Friends of Hammond's Pond, in which they commit to transfer the full sum to the council upon completion of the works.</li> </ul>			
OD.9/23	<p>Licensing Decisions taken between 03/01/23 and 31/03/23</p> <p>The Licensing Manager has granted the attached licences or permissions under an express authorisation delegated to her and in accordance with the Council's policy requirements. (can be viewed on the Council website <a href="http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx">http://CMIS.carlisle.gov.uk/CMIS/CouncilDecisions/OfficerDecisions.aspx</a>)</p>	Applications for various licences. Private Not for Publication by Virtue of Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act.	30 January 2023	Licensing Manager



## JOINT MANAGEMENT TEAM

### MINUTES – 18<sup>th</sup> January 2023

<b>Attendees</b>	Leader; Deputy Leader; PH Culture, Heritage & Leisure; PH Environment & Transport; PH Economy, Enterprise & Housing; PH Communities, Health & Wellbeing; Corporate Director of Governance & Regulatory Services; Corporate Director of Finance & Resources; Corporate Director of Economic Development
<b>Apologies</b>	Chief Executive; Deputy Chief Executive

<b>Agenda Item 1 – Minutes of Meeting 19<sup>th</sup> December 2022</b>	<b>Action</b>
Noted and agreed	
<b>Agenda Item 2 - Updates on Borderlands; St Cuthbert's Garden Village; Central Plaza</b>	
Members of SMT attending provided the Executive with their update on the current position regarding each area	
<b>Agenda Item 3 – Future Items for Notice of Executive Key Decisions</b>	
Noted	
<b>Agenda Item 4 - JMT Forward Plan</b>	
Noted	

<b>Agenda Item 5 – Other Business – Sustainable Warmth</b>	
The Corporate Director of Governance & Regulatory Services provided attendees with a verbal update on the above	