



# **CARLISLE CITY COUNCIL**

## **Supplementary Minutes**

**Volume 49(2)**



The Minutes from the following meetings have been completed following the publication of Minute Book Volume 49(2) 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.104/22	EX.115/22	30 August 2022	1 - 11
Joint Management Team			25 July 2022	12 - 13



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

**Also Present:** Councillor Glover, Chair of the People Panel

**Officers:** Town Clerk and Chief Executive  
Corporate Director of Governance and Regulatory Services  
Corporate Director of Economic Development

#### **EX.104/22 APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillor Gareth Ellis and Councillor Keith Meller.

#### **EX.105/22 DECLARATIONS OF INTEREST**

There were no declarations of interest submitted.

#### **EX.106/22 PUBLIC AND PRESS**

It was agreed that the items in Part A be dealt with in public and the items in private be dealt with in Part B.

#### **EX.107/22 MINUTES OF PREVIOUS MEETING**

RESOLVED - That the minutes of the meeting held on 25 July 2022 be agreed.

#### **EX.108/22 FOOD LAW ENFORCEMENT SERVICE PLAN 2022-23**

(Key Decision – KD.18/22)

**Portfolio** Environment and Transport

**Relevant Scrutiny Panel** Place Panel

#### **Subject Matter**

The Environment and Transport Portfolio Holder presented the 2022/23 Food Law Enforcement Service Plan (GD.45/22) which would be considered by the Place Panel.

The Food Law Enforcement Service Plan set out how the Regulatory Services would deploy its resources in 2022 to 2023 to improve hygiene standards, prevent food borne diseases and help

people live healthier lives. It sought to target interventions to tackle local issues whilst ensuring Carlisle City Council achieved its national statutory responsibilities.

The Environment and Transport Portfolio Holder moved, and the Leader seconded the recommendations.

**Summary of options rejected**    None

## **DECISION**

That the Executive:

- (i) agreed the key actions of the Food Law Enforcement Service Plan (GD.45/22)
- (ii) referred the said Plan to the Place Panel in accordance with the Council's Budget and Policy Framework.

## **Reasons for Decision**

The recommended key actions had been identified following consultation and reflected the resources available to Regulatory Services in the financial year 2022 to 2023

## **EX.109/22    NOTICE OF EXECUTIVE KEY DECISIONS**

(Non Key Decision)

**Portfolio:**    Cross Cutting

### **Relevant Scrutiny Panel**

Place Panel; People Panel; Resources Panel

### **Subject Matter:**

The Notice of Executive Key Decisions dated 29 July 2022 was submitted for information.

**Summary of options rejected**    None

## **DECISION**

That the Notice of Executive Key Decisions dated 29 July 2022 be received.

**Reasons for Decision**    Not applicable

## **EX.110/22    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 A, be noted.

**Reason for Decision**    Not applicable

**EX.111/22    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 25 July 2022 were submitted for information.

**Summary of options rejected**    None

**DECISION**

That the minutes of the meeting of the Joint Management Team held on 25 July 2022, attached as Appendix B, be received.

**Reasons for Decision**    Not applicable

**EX.112/22    REVENUE BUDGET OVERVIEW & MONITORING REPORT - APRIL TO JUNE 2022**

(Non Key Decision)

**Portfolio**    Finance, Governance and Resources

**Relevant Scrutiny Panel**    People Panel

**Subject Matter:**

The Leader submitted report RD.31/22 the purpose of which was to provide an overview of the Council's overall budgetary position for the period April to June 2022 for revenue schemes only.

The Leader highlighted, in particular, some of the significant service expenditure and income

variances identified at paragraph 2.4. Section 3 recorded that the Council's financial position was affected by a number of external factors which would have a financial impact during the course of the year and ultimately at the year-end. The Council's financial position would continue to be closely monitored and the likely year end position would be reported more fully in a future monitoring report. It would be important to maintain a prudent approach so as to ensure a sustainable position for future years and to avoid any significant variance at the year end.

In conclusion, the Leader moved the recommendations set out in the report, which were seconded by the Communities, Health and Wellbeing Portfolio Holder.

**Summary of Options rejected** none

## **DECISION**

That the Executive:

- (i) noted the budgetary performance position of the Council to June 2022;
- (ii) noted the action by the Corporate Director of Finance and Resources to write-off bad debts as detailed in paragraph 6 of Report RD.31/22;
- (iii) 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 of Report RD.31/22.

## **Reasons 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.113/22 TREASURY MANAGEMENT - APRIL TO JUNE 2022**

(Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Scrutiny Panel** People Panel

## **Subject Matter**

The Leader presented report RD.33/22, the purpose of which was to inform Members on various Treasury Management issues.

Appendix A set out the Schedule of Treasury Transactions for the period April - June 2022, whilst Appendix B discussed the Prudential Code and Prudential Indicators.

The Leader moved, and the Economy, Enterprise and Housing Portfolio Holder seconded, that the Executive receive the report and note the Prudential Indicators as at the end of June 2022.

**Summary of options rejected** None

## **DECISION**

That Report RD.33/22 be received, and the Prudential Indicators noted as at the end of June



2022.

## **Reasons for Decision**

To inform the Executive of various Treasury Management issues

## **EX.114/22 CAPITAL BUDGET OVERVIEW & MONITORING REPORT - APRIL TO JUNE 2022**

(Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Scrutiny Panel** People Panel

## **Subject Matter**

The Leader submitted report RD.32/22 providing an overview of the budgetary position of the City Council's capital programme for the period April to June 2022.

The position statement recorded that, as at the end of June 2022, expenditure of £3,459,743 had been incurred on the Council's core capital programme. When considered against the profiled budget of £3,710,642 that equated to an underspend of £250, 899. The unspent balance remaining of the revised annual budget of £38,371,000 was £34,911,257. A review of the 2022/23 capital programme would be undertaken to identify accurate project profiles for the remainder of the financial year and any potential slippage into future years.

A number of schemes were included in the capital programme for 2022/23 that required reports to be presented to the Executive for the release of funding before the project could go ahead.

The Leader Holder concluded by moving the recommendations which were duly seconded by the Economy, Enterprise and Housing Portfolio Holder.

**Summary of options rejected** None

## **DECISION**

That the Executive:

- (i) noted and had commented upon the budgetary position and performance aspects of the capital programme for the period April to June 2022;
- (ii) noted adjustments to the 2022/23 capital programme as detailed in paragraph 2.1 of Report RD.32/22.

## **Reasons for Decision**

To keep Members informed of the budgetary position of the Council's Capital Programme for the period April to June 2022.

## **EX.115/22 REFERENCE FROM PEOPLE PANEL**

(Non Key Decision)

**Portfolio** Finance, Governance and Resources

**Relevant Scrutiny Panel** People Panel

### **Subject Matter**

The Chair of the People Panel thanked the Executive for adding the matter to their agenda.. He reported that the meeting of the People Panel on 14 July 2022 had an agenda considering the Cost of Living Crisis. The Chief Executive of the Citizens Advice Carlisle and Eden (CAB) had attended the Panel to provide an update on the service they provided and the impact the current Cost of Living Crisis and increasing energy bills was having on the support and advice they could provide. They had seen a marked increase in demand on their services from a range of people including middle income households along with an increase in requests for support with mental health issues.

The Chief Executive had highlighted to the Panel the difficulty that the CAB had in accessing revenue grants and other funding streams and he indicated that the CAB had not received an uplift in financial support from the City Council in ten years.

The Panel felt that the work of the CAB was vital to the mental health and wellbeing of the residents of Carlisle and passed the following resolution (minute reference PEP.22/22 referred):

“3) That the Panel asked, in light of the current cost of living crisis and the impact on demand for services, that the Executive give consideration to increasing the Carlisle City Council grant funding to the Citizens Advice Bureau.”

The Environment and Transport Portfolio Holder had attended the Panel meeting, he commented that the presentations were excellent but were very worrying. The Chief Executive of the CAB had reported that it had become increasingly difficult for the CAB to give advice on balancing budgets to households and this was expected to become worse as energy prices increased.

In responding to the resolution the Leader acknowledged that the CAB had not received an uplift in funding as the funding had been set against the background of low inflation figures. As the inflation rates rose he understood that organisations would be looking for additional funding. He reported that the City Council would not be setting another budget and advised that the Chief Executive of the CAB enter into negotiations with the Shadow Executive of the Cumberland Council as soon as possible, the City Council Executive would support him in anyway they could.

The Chair of the People Panel asked for clarification with regard to the response, noting that the request had been for the City Council to increase the existing budget to the CAB now.

The Leader clarified that the Chair would have to formally request an increase to the existing budget.

**Summary of options rejected**     None

### **DECISION**

The Executive thanked the People Panel for their resolution and recommended that the Chief Executive of the Citizens Advice Carlisle and Eden (CAB) begin negotiations with regard to

financial support with the Shadow Executive of the Cumberland Authority as soon as possible

### **Reasons for Decision**

To respond to a resolution of the People Panel.

The Meeting ended at: 16:13

## Officer Decisions

Appendix A

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.83/22	<p>Licensing Decision taken on 20 July 2022</p> <p>The Licensing Manager has granted the attached licence 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> <p>The attached licence was given to a vehicle that was 3 years, 1 month and 5 days old. The Council's policy states vehicles must be 3 years old and under. The Licensing Manager granted the exemption with the agreement of the Chair of the Regulatory Panel.</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.	20 July 2022	The Licensing Manager
OD.84/22	<p>Release of S106 Funds to Capital Programme, 11062 12/0793 – The Ridings, Durdar</p> <p>A sum of £445,713.74 was received from Story Homes on 24/01/2020 as part of a Section 106 (developer contribution) agreement for a residential development off Durdar Road, Carlisle.</p> <p>The agreement states that the funds were to be utilised at Hammonds Pond, Upperby and divided as below:  Footpath improvements - £205,960.57  CCTV and security improvements - £12,657.00  Landscaping and drainage improvements - £52,508.01  Recreation facilities improvements - £174,588.16</p> <p>The Healthy City Team has already utilised much of the available funding to deliver a range of improvements across the park. Several small additional projects are now being undertaken to support the main works and further enhance the site.</p>	None	21 July 2022	Deputy Chief Executive

	<p>The remaining sum of £27,508.01 requires release from the Landscaping and drainage improvements allocation into a capital budget to progress the following:</p> <ul style="list-style-type: none"> <li>• Additional landscaping, topsoiling and wildflower seeding around the pond edge (£10,900)</li> <li>• Supply and landscaping of topsoil around recently resurfaced paths (£5,700)</li> <li>• Supply and installation of throw line stations to replace vandalised life rings (£1,700)</li> <li>• Supply and installation of bollards to prevent unauthorised vehicle access onto the park (£5,000)</li> </ul> <p>Supply and installation of an electricity supply and lighting columns for the Blackwell Road car park (£4,200)</p>			
OD.85/22	<p>Release of S106 Funds to Capital Programme, 11062 12/0793 – The Ridings, Durdar.</p> <p>A sum of £445,713.74 was received from Story Homes on 24/01/2020 as part of a Section 106 (developer contribution) agreement for a residential development off Durdar Road, Carlisle.</p> <p>The agreement states that the funds were to be utilised at Hammonds Pond, Upperby and divided as below:  Footpath improvements - £205,960.57  CCTV and security improvements - £12,657.00  Landscaping and drainage improvements - £52,508.01  Recreation facilities improvements - £174,588.16</p> <p>The Healthy City Team has already utilised just under £170,000 of these funds to completely upgrade the play provision and BMX track on the park, together with installing a new outdoor fitness area.</p> <p>The remaining sum of £4,828.00 now requires releasing into a capital code to allow the progression of finishing works, to include patching of macadam surfacing and installation of CCTV to cover the fitness area.</p>	None	21 July 2022	Deputy Chief Executive
OD.86/22	<p>Yewdale Park and Morton West Play Areas</p> <p>The play areas at Yewdale Park and Morton West are well used facilities serving a wide range of local youngsters. Both sites have received partial</p>	None	21 July 2022	Deputy Chief Executive

	<p>upgrades in the past ten years, however the oldest existing equipment on both sites (approximately 30 years old) is now at the end of its' life.</p> <p>This project will replace the swings, multi play unit, spring rocker and spinner bowl at Yewdale Park, plus the infants' swings and cantilever tyre swing at Morton West.</p> <p>The work will be financed from the 2022/23 play areas capital funding allocation.</p> <p>An online and hard-copy consultation questionnaire for play area improvements was produced and advertised, with approximately 80 responses received between the two sites.</p> <p>The feedback received was used to produce a specification for a fixed budget project to deliver upgrades to the equipment at both play areas. This was tendered to suppliers via the City Council's Play Areas Framework Agreement in April 2022.</p> <p>Designs and quotations were received from four play equipment suppliers and, following tender scoring, the decision was made to award the contract to Kompan Scotland Ltd for a total value of £61,774.54.</p>			
OD.90/22	Elected Member Training Councillor Marilyn Bowman to attend High Streets & Town Centre Investment & Development Conference on 6 <sup>th</sup> October 2022	N/A	21 July 2022	Deputy Chief Executive
OD.91/22	Landlord's consent to new signage proposals. To grant Landlord's consent to the proposed new signage for unit 32 at the Lanes Shopping Centre.	None	25 July 2022	Head of Property Services
OD.92/22	Landlord's consent to new lease of unit 12-15 at The Lanes Shopping Centre, Carlisle. To grant Landlord's consent to a new lease of unit 12-15 at The Lanes Shopping Centre, Carlisle.	None	28 July 2022	Head of Property Services
OD.93/22	Stanwix House, Kells Place, Carlisle Decision to carry out some essential roof repairs to property using funds from the Carry Forward Reserve, and the release of £4,000 from the	Report RD23/22 (Council 19 July 2022)	28 July 2022	Corporate Director of Finance and Resources

	reserve approved by the Corporate Director of Finance and Resources, under delegated powers.			
OD.94/22	Landlord's consent to a new letting To grant Landlord's consent to the grant of a new letting at unit 56 of the Lanes Shopping Centre.	None	28 July 2022	Head of Property Services
OD.95/22	Carlisle City Centre Pavement Café Licence issued: - The Fryery (Scotch Street) Commercial Promotions: -Leeds Events – NDCS Promotion 4-9 July 2022. Telfords Citroen – 6 August 2022. St Stephen's Brass Band – 6 August 2022. Professional Fundraisers – WWF Charity Promotion 8-12 August 2022. Lifestyle Fitness Promotion – 19 August 2022. Summer International Market – 25-29 August 2022.	Applications received – Private Not for Publication by Virtue of Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.	29 July 2022	City Centre Officer
OD.96/22	Site 6 Durranshill Industrial Estate, Carlisle Agreement to request for consent to assign the lease.	None	10 August 2022	Head of Property Services

## JOINT MANAGEMENT TEAM

### MINUTES – 25th July 2022

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

<b>Agenda Item 1 – Minutes of Meeting 27th June 2022</b>	<b>Action</b>
Noted and agreed	
<b>Agenda Item 2 - Local Government Reorganisation</b>	
The Chief Executive updated attendees with information available at this time	
<b>Agenda Item 3 – Shared Prosperity Fund</b>	
The Corporate Director of Economic Development provided an update on the current status	
<b>Agenda Item 4 – Impact of economic situation on Community, Culture &amp; Leisure Contracts</b>	
The Deputy Chief Executive provided an update on the Report previously circulated	



<b>Agenda Item 5 – Cumbria Coastal Woodland / Higher Level Scheme</b>	
The Portfolio Holder for Environment & Transport and the Deputy Chief Executive provided additional information on the Report previously circulated	
<b>Agenda Item 6 – Updates on Borderlands; The Sands; St Cuthbert’s Garden Village; Central Plaza; Turkish Baths</b>	
Members of SMT attending provided the Executive with their update on the current position regarding each area	
<b>Agenda Item 7 – Future Items for Notice of Executive Key Decisions</b>	
Noted, discussed and agreed	
<b>Agenda Item 8 - JMT Forward Plan</b>	
Noted and updated	