

GREAT YARMOUTH
BOROUGH COUNCIL

A G E N D A

for the

CABINET

24 October 2007

at 6.30pm

**LARGER PRINT COPY AVAILABLE
PLEASE TELEPHONE: 01493 846325**

CABINET

To be held in the Supper Room, Town Hall, Great Yarmouth
on Wednesday, 24 October 2007 at 6.30 pm

A G E N D A

DECLARATIONS OF INTEREST

Members must declare any personal interests in any items on the agenda and state whether they are also prejudiced interests. In the case of personal non prejudicial interests the Member may speak and vote on the matter. In the case of personal prejudicial interests the Member must leave the room while the matter is discussed.

1. MINUTES

... To confirm the minutes of the 19 September 2007 (pages 1 - 2).

2. ISSUES ARISING FROM SCRUTINY, ADVISORY GROUPS AND REGULATORY COMMITTEES

(a) Public Broadcasting Screens

On reference from the Scrutiny Committee of the 17 September 2007, Cabinet is asked to consider the following:-

(i) Recommend that all business cases and procurement should include a risk assessment and a project plan.

(ii) That protocols be put in place for the Council to effectively manage the outside organisations and hold partnership boards to account.

(iii) That all projects should have an accountable officer normally the Head Of Department, who liaises with the relevant Cabinet Member who in turn would report to the Cabinet.

(iv) The Cabinet Portfolio Member should monitor and ensure that robust reporting methods were being applied.

(v) That specifications of a scheme are detailed and have identified outcomes which may be performance managed and not vision driven.

(vi) That contact should be made with the relevant government funding bodies to express concern at the short timescales required for spending funding.

(vii) Whenever regeneration is carried out, sustainability needs to be considered and taken account of as part of the risk assessment.

(viii) That ongoing revenue costs need to be included in the funding plan for any major grant aided capital project.

(ix) That updates be given to Cabinet on any major schemes being carried out so that all Members are fully informed.

3. FORWARD PLAN – 1 OCTOBER 2007 TO 31 JANUARY 2007

... The Forward Plan for the period 1 October to 31 January 2007 is attached (page 3).

4. TOWN HALL RE-ROOFING

... The Head of Customer Services' report is attached (pages 4 - 6).

5. REVIEW OF LOCAL GOVERNMENT STRUCTURES IN NORFOLK

The Secretary of State for Communities and Local government has indicated that she is minded to instruct the Boundary Committee of the Electoral Commission to conduct a review of Local Government Structures in Norfolk with a view to creating unitary Councils, including one based on a 'Greater Norwich'. However, it will require the enactment of the Local Government and Improvement of Health Bill to enable such a review to take place. In anticipation of such enactment by late October/early November, the Boundary Committee will be meeting representatives of Norfolk's County and District Councils on 17 October to discuss the review and the scope for agreement on the preferred option(s). The Managing Director will report back to Cabinet on the outcome of that meeting.

6. 2007/08 BUDGET MONITORING

The Head of Financial Services' report will follow.

7. BUDGET COUNCIL

To confirm the amended date of Budget Council from Monday, 25 February 2007 to Thursday, 21 February 2008.

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THE CABINET

19 September 2007 – 6.30 pm

PRESENT:

Councillor B Coleman (in the Chair); Councillors Peck, Plant, Shrimplin, Smith and Stone

Councillor Williamson attended by invitation

Apologies for absence were received from Councillors Castle and Wainwright

Mr R Packham (Managing Director), Mrs J Ratcliffe (Executive Director – Customers and Resources), Mr R Hodds (Member Services Manager and Scrutiny Officer) and Mr P Vickers (Finance Manager)

1. MINUTES

The minutes of the 22 August 2007 were confirmed.

2. ISSUES ARISING FROM SCRUTINY, ADVISORY GROUPS AND REGULATORY COMMITTEES

Members were advised that no items had been identified for consideration.

3. FORWARD PLAN – 1 SEPTEMBER TO 31 DECEMBER 2007

Cabinet received the Forward Plan for the period 1 September to 31 December 2007.

4. ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2006/07

Cabinet considered the Head of Financial Services' report on the Annual Report on the Treasury Management Service and Actual Prudential Indicators 2006/07. Members were advised that the Annual Treasury Report is a requirement of the Council's reporting procedures and covers the Treasury Activity for 2006/07. The report also covers the actual Prudential Indicators for 2006/07 in accordance with the requirements of the Prudential Code.

RESOLVED:

That Council be recommended to:-

- (i) Approve the actual 2006/07 Prudential Indicators as detailed in the Head of Financial Services' report.
- (ii) Note the Treasury Management Stewardship Report for 2006/07.

5. 2007/08 BUDGET MONITORING

Cabinet considered the Head of Financial Services' report which presented the General Fund Revenue Budget Performance Review as at the 30 July for the four months from the 1 April to the 31 July 2007.

RESOLVED:

That the Head of Financial Services' report be noted.

6. CLOSURE OF MEETING

The meeting ended at 6.35 pm.

GREAT YARMOUTH BOROUGH COUNCIL

FORWARD PLAN LISTING KEY DECISIONS LIKELY TO BE MADE DURING THE PERIOD

1 October 2007 to 31 January 2008

Executive Members are:
 Barry Coleman Barry Stone
 Tony Smith Bob Peck
 Jim Shrimplin Graham Plant

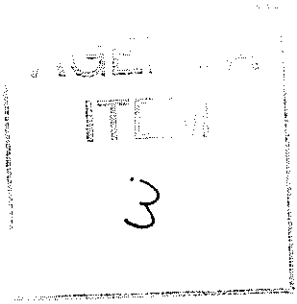
NB Key decisions are Executive decisions (i) likely to result in savings or expenditure of more than £100,000; or (ii) which are significant in terms of the effect on people living or working in two or more electoral wards.

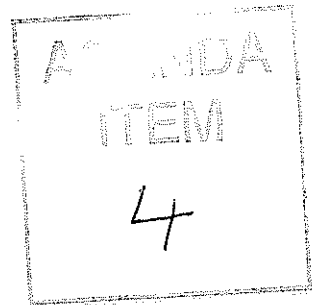
Matter for key decision	Who will make decision	Date/Period when decision likely	Groups/organisations to be consulted	How consultations are to take place	How representations are to be made, and by when	List of documents to be submitted to decision taker
Adoption of Environmental and Sustainability Policy for the Borough	Cabinet	October 2007	Members Staff Stakeholders	Meetings, correspondence, presentations	To Environmental Strategy Manager	Draft policy and associated report by Environmental Strategy Manager
Purchase of Premises for the LEGI Hub	Cabinet	November	-	-	To Property Services Manager	Report by Property Services Manager

Notes:
 (i) No key decisions were made in September. One key decision has been added, namely the decision to purchase premises for the LEGI Hub.

CFS/SYB – 1/9/1/3
 5 October 2007

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Subject: Town Hall Re-roofing
Report to: Cabinet 24 October 2007
Report by: Head of Customer Services

SUBJECT MATTER/RECOMMENDATIONS

To provide a full and firm foundation for the initiation of a scheme to Re-roof and carry out structural repairs to the Town Hall which is a grade 2* listed building.

1. INTRODUCTION

1.1 The Town Hall building is over 100 years old and graded as a 2* listed building. The roof has reached its life limit and the building is currently suffering from dry rot on the south elevation and water ingress on the east and north elevations as a result. A number of emergency works are currently underway, but the underlying problem of the condition of the roof needs to be addressed as a matter of urgency.

Our main objective is to repair the fabric of the Town Hall given its prominence as a key public building within an important conservation area ensuring that the stonework is repaired and the intrusive scaffolding is removed as a priority.

We want to have the Town Hall structurally stable, safe and waterproof and to enable the continued operation of the building for both staff and customers.

Internal areas of the building to bring it back to original standards in as many areas a possible.

This will allow the Council to increase the potential of the Town Hall to offer revenue generating events, private hire and conference facilities which are only possible once internal refurbishment is undertaken.

2. ACTION TAKEN

- 2.2 To expedite the repair work needed we have embarked on a Cost Plus Contract process, an external Surveyor has been appointed to ensure that we meet our legal and audit obligations without compromise.
- 2.3 The tender documentation has already been compiled and sent to Contractors ahead of this meeting in order to allow Contractors sufficient time to return the tender ahead of the requested start date of November 2007. If tender documentation is not returned by the Contractors by mid October it would be impractical to commence works on site at the beginning of November. Given the existing situation with dry rot and water penetration it would not be prudent to delay this process.
- 2.4 To ensure Health and Safety legislation is adhered to a road closure application has been submitted Norfolk County Council to close the road between the Town Hall and Trafalgar House (the area will still offer emergency access). The application takes 6 weeks to process and the successful contractor must be offered a suitable area for use.

3. TIMESCALE

- 3.1 The information below has been gathered for project feasibility the tender evaluation process will provide actual anticipated costs in relation to these works.

Proposed Works	Draft Timescale	Estimated Costs
South Elevation – complete repair works in relation to dry rot problems, re-roof from Assembly Room to South East Corner, undertake stonework repairs, replacement windows as required, fit roof railings and anchor points to enable access to roof.	Completion by End March 2008	£427,370
East Elevation – re-roof east roof, complete stonework repairs, cut in movement joint, replace windows as required, fit roof railings and anchor points to enable access to roof.	Completion by End March 2008	£393,400
North Elevation – re-roof north roof, complete stonework repairs, cut in movement joint, replace windows as required, fit roof railings and anchor points to enable access to roof.	Completion by End May 2008	£181,800

West Elevation – re-roof east roof, complete stonework repairs, cut in movement joint, replace windows as required, fit roof railings and anchor points to enable access to roof.	Completion by July 2008	£227,680
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4. OPTIONS FOR FINANCING

4.1 The current capital programme includes the following sums for the renovation of the Town Hall £300,000 for 07/08 and £250,000 for 08/09. The above timetable identifies a need for additional funding of £520,770 in 07/08 and £159,480 in 08/09.

4.2 An additional £250,000 contingency fund is recommended, giving a total project cost of £1.48m.

4.3 It is proposed that the additional expenditure of £930,250 is met in part by a transfer of funds which are no longer required for another project (£250k) and in part by additional prudential borrowing (£680,250). The revenue implications of this additional prudential borrowing, is estimated to be £30k in 2008/09, and £50k in 2009/10 and future years. It is proposed that these additional revenue implications are built into the base budgets for 2008/09 and future years, and that the proposed Capital Expenditure is built into future capital programmes.

5. RECOMMENDATIONS

5.1 It is recommended that Cabinet agree to undertaking these repairs as a matter of urgency and that the council meeting on the 1st November 2007 be requested to amend the Capital Programme as indicated in 4.3

Does this report raise any legal, financial, sustainability, equality, crime and disorder or human rights issues and, if so, have they been considered?	Issues	
	Legal	Contract Plus Tender Procedure
	Financial	Additional Capital funding
	Sustainability	
	Equality	To ensure that the Town Hall building is safe and accessible by all.
	Crime and Disorder	
	Human Rights	