



Resources Committee

Agenda

Wednesday, 13 March 2019, 6.00 pm

Council Chamber, Civic Offices, Bridge Street, Christchurch

Committee Membership:

Chairman:

Cllr P R A Hall

Vice Chairman:

Cllr Mrs P F Jamieson

Hon Freeman Cllr C R Bungey
Cllr B Davis
Cllr Mrs L Dedman

Cllr D A Flagg
Cllr N C Geary
Hon Freeman Cllr J Lofts

Cllr R Nottage
Cllr Mrs M Phipps
Cllr Mrs L Smith

The business to be transacted is set out overleaf

DAVID MCINTOSH
CHIEF EXECUTIVE AND TOWN CLERK

5 March 2019



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Corporate Plan Key Themes – 2016 to 2020

Leader of the Council: **Councillor David Flagg**

Deputy Leader of the Council: **Councillor Mrs Trish Jamieson**

Our priority areas...

GROWTH AND ECONOMY

During the plan period we will:

- GE1** Maintain an adequately resourced Growth Plan to positively influence the local economy in our area
- GE2** Work with our leading businesses to lobby effectively on strategic matters
- GE3** Enhance our reputation as being a place which is “open for business”

EFFECTIVE COUNCIL

During the plan period we will:

- EC1** Focus on collaboration and partnership in the delivery of services
- EC2** Deliver services more efficiently
- EC3** Maintain strong and sustainable financial performance
- EC4** Maintain a strong reputation and recognition for the Partnership’s achievements

ACCESS TO HOUSING

During the plan period we will:

- AH1** Deliver new homes in line with our 5 year land supply targets
- AH2** Increased provision of temporary accommodation
- AH3** Respond positively to Government Housing Policy

SAFE AND HEALTHY COMMUNITIES

During the plan period we will:

- SC1** Help our communities to be stronger and more resilient
- SC2** Promote healthy and active lifestyles
- SC3** Keep crime levels low

MANAGING OUR ENVIRONMENT

During the plan period we will:

- ME1** Work with partners to maintain clean and green public spaces
- ME2** Balance growth and development with the conservation of our built and natural heritage
- ME3** Work with partners to ensure the most effective and efficient approach to the management of waste

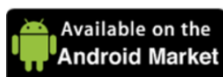
To view the Corporate Plan in full please go to <https://www.dorsetforyou.com/article/362527>



Access to Information - This agenda together with the reports and details of how to make a public presentation is available on the council's corporate website at <http://www.dorsetforyou.com/committees/christchurch>. Members of the public are welcome to attend and observe committees. Admittance is strictly on a first-come basis.



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For further information please contact Nicky Hooley (01202 795265) on 01202 495170 or email democraticservices@christchurchandeastdorset.gov.uk

CHRISTCHURCH BOROUGH COUNCIL, Civic Offices, Bridge Street, Christchurch, Dorset BH23 1AZ

Agenda

1. **Apologies for Absence**

To receive apologies for absence.

2. **Declarations of Interests**

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through pre-determination or bias.

Pro forma for this purpose are available from the Members' Room.
(Guidance on declaring an interest is included on subsequent page.)

3. **Minutes of Previous Meeting**

5 - 6

To confirm as a correct record the Minutes of the last meeting held on 16 January 2019.

4. **Quarter Three Budget Monitoring Report**

7 - 14

To update Members regarding the;

- Quarter Three Budget Position
- Capital Programme
- Reserves Position

5. **Representation at Meetings on Behalf of the Council**

15 - 16

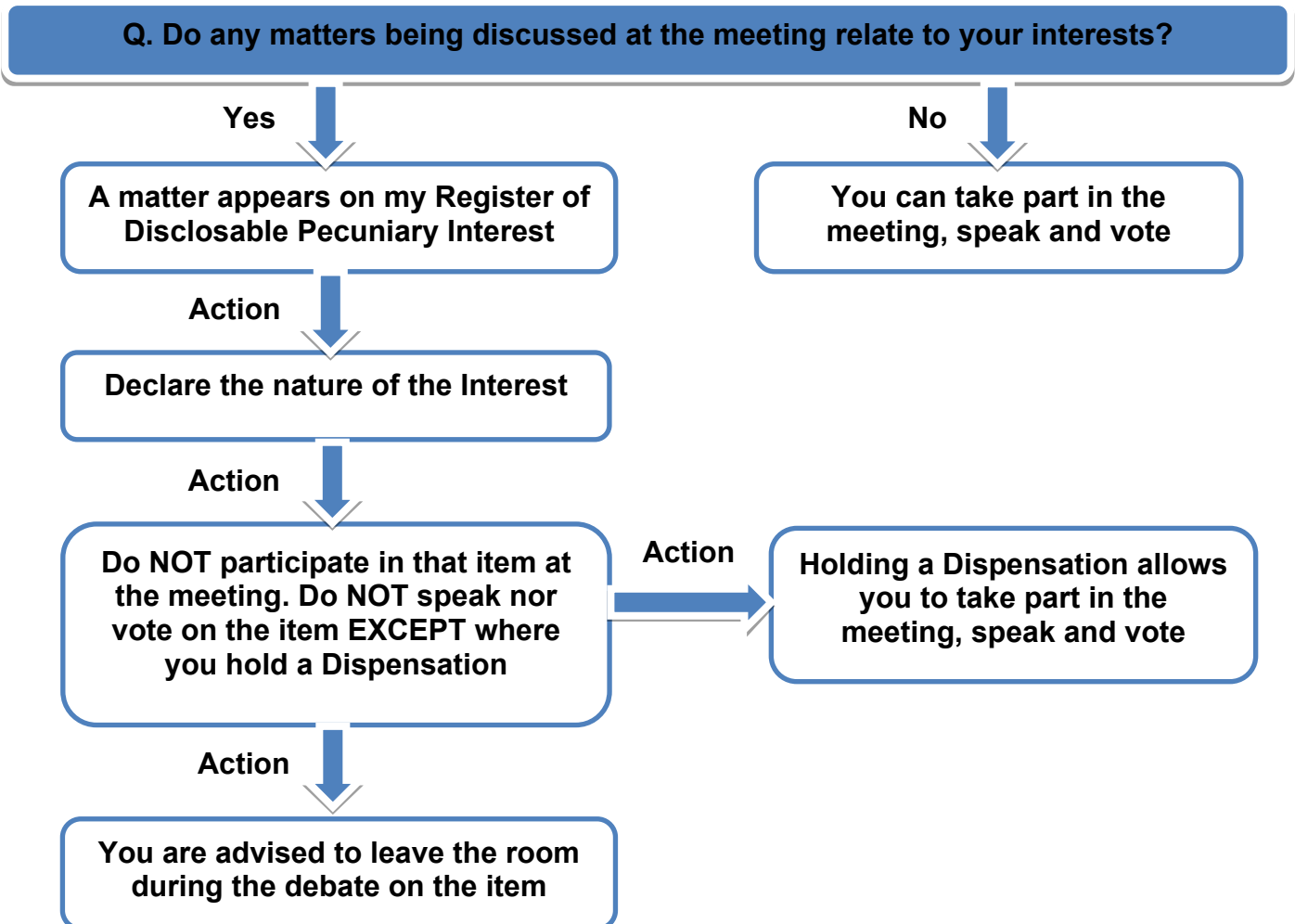
To receive a written report from the Member representing the Council at a meeting of the SVPP Joint Committee

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

DECLARATION OF INTEREST AT A MEETING

As a Member, ask yourself do I have an interest to declare at the meeting I am attending? Familiarise yourself with the Member Code of Conduct which can be found in part 5 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests.



Q. What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and Predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item. A challenge may be mounted in the courts.

Bias Test

In all the circumstances would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased.

Predetermination Test

At the time of making the decision, the decision maker had a closed mind.

If a Member appears to be biased or have predetermined their decision, they **MUST NOT** participate in the meeting.

CHRISTCHURCH BOROUGH COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 16 January 2019 at 6.00 pm

Present:-

Cllr P R A Hall – Chairman

Cllr Mrs P F Jamieson – Vice-Chairman

Present: Hon Freeman Cllr C R Bungey, Cllr B Davis, Cllr Mrs L Dedman,
Cllr D A Flagg, Cllr N C Geary, Hon Freeman Cllr J Lofts,
Cllr Mrs M Phipps and Cllr Mrs L Smith

Apologies: Cllr R Nottage

209. Declarations of Interests

There were no declarations received on this occasion.

210. Minutes of Previous Meeting

The minutes of the meeting held on 5 December 2018 were agreed and signed as an accurate record.

Voting: Unanimous

Members stated that in regards to Minute No 185, they had not received the figures for usage of the shopping car parks in Highcliffe compared to last year's figures. It was stated that this would be looked into and the information will be sent to Members as soon as possible.

211. Capital Programme Update

The Partnership Financial Services Manager submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'A' to these Minutes in the Minute Book.

Members were informed that the only red scheme was the Christchurch Quay Riverside Wall Repairs. This was due to the various statutory bodies involved with appraisals providing different solutions. Due to the nature of the work involved, it would not be possible to get it started by the 31st March and it would be amalgamated into the BCP Capital Programme.

Members were informed that the larger amber schemes related to affordable housing and temporary accommodation. It was stated that this was due to the purchasing of properties not being straight forward and at the mercy of the timescales of lawyers and sellers. Ongoing purchases would continue even after 31st March and the remaining money will carry over to the BCP Capital Programme. Affordable housing money is earmarked as it is funded through Section 106 agreements.

In regards to the Regent Centre repairs, Members of the Committee will be updated on any progress made.

RESOLVED that the report be noted.

Voting; Unanimous

212. Representation at Meetings on Behalf of the Council

There were no written reports from Members representing the Council at meetings on behalf of the meeting.

213. Forward Plan

The Democratic Services Officer submitted a report, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

RESOLVED that the Committee's Forward Plan be noted.

Voting: Unanimous

214. Mooring Chains and Buoys in Christchurch Harbour

Members received an exempt urgent decision report in relation to the replacement of mooring chains and buoys in Christchurch Harbour, a copy of which had been circulated to each Member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

It was noted that the report erroneously stated the "Chairman of the Scrutiny and Policy Development Committee" which should state the "Chairman of the Scrutiny and Policy Overview Committee."

RESOLVED that the report be noted.

Voting: Unanimous

The meeting ended at 6.10 pm

CHAIRMAN

RESOURCES COMMITTEE

13 March 2019

Quarter Three Budget Monitoring Report

1. PURPOSE AND RECOMMENDATIONS

Report Type:	Public Report for Decision
Purpose of Report:	To update Members regarding the; <ul style="list-style-type: none"> • Quarter Three Budget Position • Capital Programme • Reserves Position
Recommendations:	It is RECOMMENDED that: The content of the report be noted.
Wards:	Borough-wide
Contact Officer:	Dan Povey, Partnership Financial Services Manager Liz Walker, Group Accountant

2. BACKGROUND

- 2.1. This report updates Members with the Quarter Three revenue budget monitoring position and forecasts for the year end outturn.
- 2.2. It also sets out the Council’s current Capital Programme and the forecast reserves position as at 31 March 2019.

3. QUARTER THREE BUDGET MONITORING

- 3.1. As at Quarter Three, the predicted revenue position at the year-end shows a net surplus of £209k. Appendix 1 details the cost pressures and savings that have been identified.
- 3.2. The Council budget for 2018/19 includes £487k of headroom and the forecast surplus will increase this meaning a net contribution to reserves of £696k is now projected at the year end.

4. RESERVES

- 4.1. The forecast position of the Council’s reserves as at 31 March 2019 is shown in the table below.

Reserve Category	£000s
Grants & Loans Reserves	85
Insurance Reserves	140
Grants & Contributions From Third Parties	1,924
Specific Revenue Reserves	2,283
Unallocated Revenue Reserves	1,583
Capital Reserves	1,055
General Fund Balance	971
Total Reserves	8,041

- 4.2. The balance of unallocated revenue reserves reported to Resources Committee on 5 December 2018 was £2,092k. The difference between this and the forecast balance of £1,583k relates to funds reallocated to or from unallocated revenue reserves as summarised in the table below.

	£000s	£000s
Unallocated revenue reserves reported to Resources Committee 5 December 2018		2,092
Funds reallocated from unallocated revenue reserves:		
Allocation for BCP Programme Resource	(421)	
Allocation for Highcliffe Castle – Heritage Lottery Funded Project	(47)	
Allocation for Christchurch Harbour Mooring Chains and Buoys Replacement scheme	(41)	(509)
Forecast unallocated revenue reserves 31 March 2019		1,583

- 4.3. The forecast balance of £1,583k includes the £38k budgeted redistribution of Council Tax surplus.
- 4.4. It also includes the budgeted headroom of £487k but this will be increased by any surplus achieved on outturn, or reduced by any deficit. A surplus of £209k is currently forecast.

5. CAPITAL PROGRAMME

- 5.1. The Capital Programme approved by Resources Committee on 5 December 2018 totalled £8,831.8k over the next five years. There have since been some variations to bring the remaining Capital Programme to £8,819.5k. The variations are summarised in the table below:-

	£000s	£000s
Total Capital Programme reported to Resources Committee 5 December 2018		8,831.8
Revise budget requirement for Car Park Reconfiguration Works scheme	(29.0)	
Revise budget requirement for Christchurch Quay, Riverside Wall Repairs scheme	(36.0)	
Close Civic Offices, Intruder Alarm Replacement scheme	(13.3)	
Revise budget requirement for Friars Cliff Ramp scheme	(8.0)	
Revise budget requirement for Highcliffe Top Car Park, Structural Repairs scheme	(14.0)	
Additional allocation for Highcliffe Castle, Phoenix Flies Project	47.0	
Allocation for new Christchurch Harbour Mooring Chains and Buoys Replacement scheme	41.0	(12.3)
Total Capital Programme shown at Appendix 2		8,819.5

- 5.2. The current Capital Programme is detailed at Appendix 2. The programme is fully resourced with £33.5k of unallocated capital funds remaining over the next five years.

6. IMPLICATIONS

Corporate Plan & Council Objectives

6.1. The matter under consideration impacts upon the Corporate Plan in the following areas:-

- EC1 - Focus on collaboration and partnership in the delivery of services
- EC2 - Deliver services more efficiently
- EC3 - Maintain strong and sustainable financial performance

Legal

6.2. There are no legal implications arising from this report.

Environmental

6.3. There are no environmental implications arising from this report.

Financial and Risk

6.4. Budget assumptions are made in a challenging financial environment and attempt to forecast the financial position of the Council to the year end. If the assumptions prove to be incorrect or new issues emerge then there could be a detrimental effect on the financial position of the Council.

Equalities

6.5. There are no equalities implications arising from this report.

Consultation and Engagement

6.6. No consultation was necessary for this report.

7. CONCLUSION

7.1. At Quarter Three, the estimated year end revenue outturn for the Council is a surplus of £209k. The Council budget for 2018/19 includes £487k of headroom and the forecast surplus will reduce this meaning a net contribution to reserves of £696k is now projected at the year end.

Appendices:

Appendix 1 – Quarter Three Budget Variances

Appendix 2 – Capital Programme

Background Papers:

None

Christchurch Quarter Three Variances

Item	Outturn Variance £k	Notes
Growth & Economy:		
Growth & Economy Salaries	(1)	Net savings arising from vacancies.
Market Income	10	Income is reduced compared to budget due to fewer market traders operating and the application of restrictions.
Development Management Supplies and Services	5	Statutory advertising costs are expected to exceed the budget.
Finance:		
Finance Salaries	21	Net overspend due to maternity and sickness cover/backfill needed to maintain capacity.
Property & Engineering:		
Car Parking Income	(90)	Car park income is forecast to exceed the budget mainly attributed to the effect of the exceptional summer weather for the amenity car parks.
Property & Engineering Salaries	(39)	Savings arising from vacancies.
Public Conveniences Supplies and Services	(14)	Savings against cleaning budgets.
Public Offices Supplies and Services	(12)	Savings against cleaning budgets, shared with East Dorset.
Public Offices Income	6	Reduced accommodation charge to East Dorset as a result of savings shown above.
Dorset Waste Partnership	4	Additional bin emptying for Christchurch Quay, Mundeford Quay and Avon beach during summer season and town centre cleansing during festive period.
Housing & Health:		
Housing & Health Salaries	(35)	Savings arising from vacancies.
Licensing Income	(30)	Licensing income is forecast to exceed the budget mainly attributed to an increase in driver applications for hackney carriage licences.
Building Control Income	30	Income is reduced compared to the budget which has been affected by GDPR restrictions on direct marketing.
Land Charges Income	10	Forecast income is below the budgeted amount due to a continuing downward trend.
Community & Leisure:		
Mundeford Sandbank Income	(55)	Net income is forecast to exceed the budget mainly attributed to an increase in beach hut transfer fees offset against a reduction in property rents due to a fire.

Item	Outturn Variance £k	Notes
Iford Sports Complex Property Rents	(17)	Forecast income exceeds the budget due to a rent review.
Community Grants	(10)	Obsolete budget relating to tourism.
Allotment Income	(7)	Forecast income exceeds the budget due to high occupancy of plots.
Steamer Point Income	(5)	Forecast income for holiday rentals exceeds the budget.
Highcliffe Castle Income	39	Forecast income is below the budgeted amount relating to the five month closure for the Heritage Lottery Fund project.
Community and Leisure Salaries	27	Net overspend including maternity and sickness cover/backfill needed to maintain service across leisure sites.
Two Riversmeet Leisure Centre Income	16	Forecast income is below the budgeted amount. Whilst the £1,054k income forecast for 2018/19 is below the budgeted amount it exceeds the £1,043k outturn achieved 2017/18.
Beaches and Harbour Supplies and Services	5	Additional one-off repair and safety costs relating to Highcliffe Zig Zag path and Friars Cliff ramp.
Mudford Sandbank Supplies and Services	5	Additional refuse costs attributed to exceptional summer weather, net of recharge to Bournemouth Borough Council.
Highcliffe Castle Supplies and Services	4	Net overspend over a variety of budgets.
Beaches and Harbour Income	3	Obsolete budget relating to beach hut waiting income.
Legal & Democratic:		
Legal & Democratic Salaries	10	A net overspend is expected due to reliance on agency staff in Legal Services.
Organisational Development:		
Organisational Development Salaries	(75)	Savings arising from vacancies including secondments to support LGR programmes.
Corporate Secretariat Salaries	(16)	Saving arising from obsolete provision for seconded staff resource.
Corporate Management	2	Increased Data Protection fee to Information Commissioners Office.
Total Variance	(209)	

Christchurch Capital Programme

Scheme	2018/19 £000s	2019/20 £000s	2020/21 £000s	2021/22 £000s	2022/23 £000s	Total £000s
Affordable Housing	591.2	0.0	0.0	0.0	0.0	591.2
Avon Beach Promenade, Reconstruction	200.0	0.0	0.0	0.0	0.0	200.0
Bridge Street Car Park, Repairs and Resurfacing	22.0	0.0	0.0	0.0	0.0	22.0
Car Park Equipment	2.9	0.0	0.0	0.0	0.0	2.9
Car Park Reconfiguration Works	289.5	0.0	0.0	0.0	0.0	289.5
CCTV Relocation	55.6	0.0	0.0	0.0	0.0	55.6
CCTV Server Replacement	16.1	0.0	0.0	0.0	0.0	16.1
Chewton Bunny and Highcliffe Beach Revival Project	34.6	0.0	0.0	0.0	0.0	34.6
Christchurch Harbour Mooring Chains and Buoys, Replacement	41.0	0.0	0.0	0.0	0.0	41.0
Christchurch Priory, Wall Repairs	0.0	112.5	112.5	0.0	0.0	225.0
Christchurch Quay, Riverside Wall Repairs	64.0	0.0	0.0	0.0	0.0	64.0
Coast Protection Work	147.8	176.0	0.0	0.0	0.0	323.8
Computer Equipment Renewals	1.3	0.0	0.0	0.0	0.0	1.3
Countryside Stewardship	6.9	27.5	20.7	0.0	0.0	55.1
Customer Access, Payment Facilities	3.2	0.0	0.0	0.0	0.0	3.2
Friars Cliff Ramp	62.0	0.0	0.0	0.0	0.0	62.0
Grounds Maintenance Fleet Replacement, Beavertail Vehicles	50.0	0.0	0.0	0.0	0.0	50.0
Highcliffe Castle Tea Rooms, Fire Escapes	20.0	0.0	0.0	0.0	0.0	20.0
Highcliffe Castle Zig Zag	886.7	0.0	0.0	0.0	0.0	886.7
Highcliffe Castle, Pay and Display Machines	7.6	0.0	0.0	0.0	0.0	7.6
Highcliffe Castle, Phoenix Flies Project	1,743.2	306.2	128.1	41.3	0.0	2,218.8
Highcliffe Top Car Park, Structural Repairs	84.9	0.0	0.0	0.0	0.0	84.9
Housing IT Software	14.1	0.0	0.0	0.0	0.0	14.1
ICT Infrastructure Refresh	6.0	37.0	0.0	0.0	0.0	43.0
Leisure Centre Access Road, Structural Repairs	112.0	0.0	0.0	0.0	0.0	112.0

Scheme	2018/19 £000s	2019/20 £000s	2020/21 £000s	2021/22 £000s	2022/23 £000s	Total £000s
Leisure Centre West Car Park, Repairs and Surfacing	17.3	0.0	0.0	0.0	0.0	17.3
Leisure Centre West Car Park, Structural Repairs	71.0	0.0	0.0	0.0	0.0	71.0
Lighting Column Repairs	35.2	0.0	0.0	0.0	0.0	35.2
Lighting Column Structural Integrity Testing	5.5	0.0	0.0	0.0	0.0	5.5
Old Town Hall, Roof Cupola Repairs	75.0	0.0	0.0	0.0	0.0	75.0
Play Project	1,200.0	0.0	0.0	0.0	0.0	1,200.0
Priory Car Park, Refurbishment	48.0	0.0	0.0	0.0	0.0	48.0
Priory Car Park, Resurface and Drainage	50.1	0.0	0.0	0.0	0.0	50.1
Regent Centre, Auditorium Repairs	74.9	479.5	0.0	0.0	0.0	554.4
Saxon Square Car Park, Electrical Repairs	43.0	0.0	0.0	0.0	0.0	43.0
Saxon Square Toilets, Reprovision	175.0	0.0	0.0	0.0	0.0	175.0
Technical Officer, 1 Year	16.7	0.0	0.0	0.0	0.0	16.7
Temporary Accommodation	565.0	0.0	0.0	0.0	0.0	565.0
Town Centre Strategy	280.7	0.0	0.0	0.0	0.0	280.7
Transformation Programme	13.0	0.0	0.0	0.0	0.0	13.0
Two Riversmeet LC, Air Handling Unit Replacement	140.1	0.0	0.0	0.0	0.0	140.1
Two Riversmeet LC, Stairlift Replacement	18.0	0.0	0.0	0.0	0.0	18.0
Wall Repairs (Priory, Wick Lane, Pitsite, Druitt)	69.2	0.0	0.0	0.0	0.0	69.2
Wick Lane Car Park, Wall Repair	17.8	0.0	0.0	0.0	0.0	17.8
Total Capital Programme	7,378.2	1,138.8	261.3	41.3	0.0	8,819.5
Capital Resources 1 April	5,255.4	1,054.9	183.0	42.6	33.5	
Additional Resources In-year	3,177.7	266.9	120.8	32.3	0.0	
Capital Resources 31 March	1,054.9	183.0	42.6	33.5	33.5	

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CHRISTCHURCH BOROUGH COUNCIL

REPRESENTATION AT MEETINGS ON BEHALF OF THE COUNCIL (UPDATE REPORT)

<p>NAME OF OUTSIDE BODY:¹</p>	<p>Stour Valley & Poole Partnership Joint Committee</p>
<p>NAME OF MEMBER ATTENDING:²</p>	<p>Cllr Trish Jamieson</p>
<p>DATE OF MEETING:³</p>	<p>28 January 2019</p>
<p>KEY DECISIONS IMPACTING ON THE COUNCIL:⁴</p>	<p>A report on 2018/19 Year to Date Performance & Budget was given. Members were asked to review processing & collection performances. Members asked if discrepancies in relation to Benefits New Claims and Change of Circumstances had been resolved. Members were advised this was discrepancy between SVPP & DWP data and that it could be rounding up in which case revised figures would be circulated. Members agreed that achievement was superb.</p> <p>Proposed Budget for 2019/20 Members unanimously agreed:</p> <ol style="list-style-type: none"> 1. The Budget 2. To set aside budget underspends to support the service in 2019/20 with LGR costs 3. Approve 2019/20 income target 4. Request that Business Plans etc be brought to next Joint Committee 5. and supported the creation of supported the creation of a revised version of the existing Board Business case <p>Annual Billing Run Process It was reported that work was being done to ensure a bill run could be completed.</p> <p>Forward Plan was noted</p>
<p>OTHER INFORMATION DISCUSSED OR AGREED RELEVANT TO THE COUNCIL:⁵</p>	

¹ Enter the name of the outside body to which your report relates. Complete a separate form for each body.

² Enter the name or names of the councillors supporting this summary report. Do not include the names of other councillors unless they have approved the content.

³ Insert the date of the meeting of the outside body to which this summary relates

⁴ Provide brief details of any key decisions or key points of interest relating to future actions, policies or spending that is likely to impact upon the Council.

⁵ Add any other detail of information or discussions that is relevant to the Council

RECOMMENDED ACTION
FOR LEADER OR
OFFICERS:⁶

ATTACH MINUTES OF
MEETING (IF AVAILABLE):
⁷

DATE OF REPORT:

27 February 2019

Please send completed pro forma by email to democraticservices@christchurchandeastdorset.gov.uk by 12 noon twelve clear working days prior to the meeting date of the appropriate committee.

⁶ Provide details of any problems, matters of conflict or actions that the Leader or officers may need to resolve.

⁷ If the minutes are available, and do not contain exempt information, please supply a copy with this summary report.