

**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE  
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 26  
NOVEMBER 2019 COMMENCING AT 7.00PM**

**PRESENT**

D A Gamble	Chair
F S Broadley	Vice-Chair, Acting

**COUNCILLORS**

N Alam  
L A Bentley  
G A Boulter  
J W Boyce  
Mrs L M Broadley  
M L Darr  
K J Loydall JP  
D W Loydall

**OFFICERS IN ATTENDANCE**

P Fisher	Marketing & Insight Manager
D M Gill	Head of Law & Democracy / Monitoring Officer
S Hinds	Deputy Chief Executive
C Raymakers	Financial Services Manager
A Thorpe	Head of Built Environment
S Tucker	Democratic & Electoral Services Manager / Deputy Monitoring Officer

**34. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors R F Eaton, Mrs L Eaton JP, Miss P V Joshi, J Kaufman, Mrs L Kaufman & Dr I K Ridley.

It was moved by the Chair, seconded by J W Boyce and

**UNANIMOUSLY RESOLVED THAT:**

In the absence of Councillor Dr I K Ridley, Councillor F S Broadley deputise in the role of Vice-Chair for the duration of the meeting.

**35. APPOINTMENT OF SUBSTITUTES**

Councillor F S Broadley substituted for Councillor Dr I K Ridley.

**36. DECLARATIONS OF INTEREST**

None.

**37. MINUTES OF THE PREVIOUS MEETING**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting held on 10 September 2019 be taken as read, confirmed and signed.**

**38. ACTION LIST ARISING FROM THE PREVIOUS MEETING**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The Action List arising from the previous meeting held on 10 September 2019 be noted.**

**39. PETITIONS AND DEPUTATIONS**

None.

**40. REVIEW OF SCALE OF FEES & CHARGES (2020/21)**

The Committee gave consideration to the report as set out on pages 5-35 of the agenda, which asked it to review and approve the Council's proposed scale of fees and charges for the financial year 2020/21.

An amendment was moved by J W Boyce and seconded by K J Loydall JP, proposing that approval of the Scale of Fees and Charges for 2020/21 should be subject to further information being provided before the next meeting of the Committee on 11 February 2020, including the justifications and usage of charges in relation to hire of community facilities and the garden waste collection service.

The amendment was voted upon and unanimously carried. The substantive recommendations were then put to the vote and were unanimously carried, as amended.

**UNANIMOUSLY RESOLVED THAT:**

- i) The proposed Scale of Fees and Charges for 2020/21 (as set out at Appendix 1) be approved, subject to a report being brought back to the next meeting of the Committee on 11 February 2020 detailing the justifications and usage of charges in relation to hire of community facilities and the garden waste collection service; and**
- ii) Delegated authority be given to the Chief Financial Officer to allow flexibility to charging charges to encourage a more commercial approach to maximising income.**

**41. COLLECTION AND WRITE-OFF OF MISCELLANEOUS DEBTORS (Q2 2019/20)**

The Committee gave consideration to the report as set out on pages 36-39 of the report, which asked it to note the levels of outstanding debt owed to the Council at the end of quarter two of 2019/20.

The Committee requested that a report be brought to a future meeting of the Committee detailing the Council's use of collection agents.

It was moved by the Chair, seconded by the Vice Chair and

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report be noted.**

**42. THIRD SECTOR AND COMMUNITY SUPPORT FUNDING REQUESTS (Q2 2019/20)**

The Committee gave consideration to the report as set out on pages 40-42 of the agenda, which asked it to approve the award of grant funding in respect of the applications received during the October 2019 cycle of Residents' Forums.

It was moved by Mrs L M Broadley, seconded by L A Bentley and

**UNANIMOUSLY RESOLVED THAT:**

**Funding for the list of projects set out at paragraph 2.2 of the report be approved.**

**43. SECTION 106 OPEN SPACE, SPORT AND RECREATION CONTRIBUTIONS (JUNE - NOVEMBER 2019)**

The Committee gave consideration to the report as set out on pages 43-50 of the agenda, which asked it to approve the list of projects that could be funded through financial off site Section 106 Open Space, Sport and Recreation contributions.

It was moved by the Chair, seconded by the Vice Chair and

**UNANIMOUSLY RESOLVED THAT:**

- i) The list of potential Open Space, Sport and Recreation infrastructure requirements (as set out at Appendix 1) be approved; and**
- ii) The projects will be progressed in line with the Council's Capital Programme.**

**44. ENVIRONMENT STRATEGY AND ACTION PLAN (NOVEMBER 2019)**

The Committee gave consideration to the report as set out on pages 51-70 of the agenda, which asked it to approve the Council's Environment Strategy and Action Plan.

In respect of Objective RE:5, the Committee requested that where paper processes and transactions are migrated to online forms, thorough testing and regular monitoring of the online forms should be in place to ensure continuity and reliability of these services.

It was moved by the Chair, seconded by the Vice Chair and

**UNANIMOUSLY RESOLVED THAT:**

**The Environment Strategy and Action Plan (as set out at Appendix 1) be approved.**

**45. VOLUNTEERING VISION, AIMS AND POLICY (2019-2024)**

The Committee gave consideration to the report as set out on pages 71-80 of the agenda, which asked it to approve the Council's Volunteering Vision, Aims and Policy (2019-2024).

It was moved by the Chair, seconded by the Vice-Chair and

**UNANIMOUSLY RESOLVED THAT:**

**The Volunteering Vision, Aims and Policy (2019-2024) (as set out at Appendix 1) be approved.**

**46. STANDARDS & ETHICAL INDICATORS (Q2 2019/20)**

The Committee gave consideration to the report as set out on pages 81-90 of the agenda, which asked it to note the figures for local determination of complaints and the ethical indicators for the second quarter of 2019/20.

It was moved by the Chair, seconded by the Vice Chair and

**UNANIMOUSLY RESOLVED THAT:**

**The contents of the report and appendix be noted.**

**47. FINANCIAL OUTTURN REPORT (Q2 2019/20)**

The Committee gave consideration to the report as set out on pages 1-9 of the agenda update, which asked it to note the overall Council position for the financial year 2019/20 at the end of the second quarter for both Revenue and Capital expenditure.

The Committee requested that updates concerning Tendring Drive footpath and Oadby Grange Country Park be delivered to the next meeting of Service Delivery Committee in January 2020, and an update in respect of the Pest Control Service be delivered to the next Licensing & Regulatory Committee in March 2020.

It was moved by the Chair, seconded by the Vice Chair and

**RESOLVED THAT:**

**The contents of the report be noted.**

**Votes For: 9**

**Votes Against: 1**

**Abstentions: 0**

**THE MEETING CLOSED AT 8.25PM**



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**Chair**  
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**Tuesday, 11 February 2020**  
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