



## FULL COUNCIL

### COUNCIL CHAMBER, TOWN HALL

Wednesday, 24th January, 2024 at 6.30 pm

#### **SUPPLEMENTARY AGENDA FOR AGENDA ITEM 5**

##### **Extracts from Minutes of the Executive Meeting on 17<sup>th</sup> January 2024**

- b) ***Revenue Monitoring Report 2023/24 - Quarter 2*** 3 - 4  
To consider the latest revised net budget and the net transfers from earmarked reserves.
- c) ***Capital Monitoring Report 2023/24 - Quarter 2*** 5 - 6  
To consider net budget changes giving a revised capital budget and the proposed financing of the revised capital budget.
- d) ***Fees and Charges Tariff 2024/25*** 7 - 8  
To consider the proposed fees and charges from 1 April 2024.
- e) ***Treasury Management Mid-Year Report 2023/24*** 9 - 10  
To consider the quarterly update on the Treasury Management Strategy 2023/24 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.
- f) ***Food Safety Service Delivery Plan 2024/25*** 11 - 12  
To consider a report on the delivery plan.
- g) ***Health & Safety Intervention Plan 2024/25*** 13 - 14  
To consider a report on the intervention plan.

This page is intentionally left blank



## EXECUTIVE

BURNLEY TOWN HALL

Wednesday, 17th January, 2024 at 6.30 pm

### 59. Revenue Monitoring Report 2023/24 – Quarter 2 (to 30 September 2023)

#### PURPOSE

1. To report the forecast outturn position for the year ending 31 March 2024 based upon actual spending and income to 30 September 2023.
2. Members are again asked to note the financial impact of the ongoing cost-of-living crisis as can be seen in paragraph 5. In view of the ongoing economic challenges, forecasts remain under review and remain subject to change as the impact on the economy unfolds. Updates will be provided to Members through the established quarterly budget monitoring process.

#### REASON FOR DECISION

1. To give consideration to the level of revenue spending and income in 2023/24 as part of the effective governance of the Council and to ensure that appropriate management action is taken to ensure a balanced financial position.

#### DECISION

##### **The Executive resolved to:**

1. Note the projected revenue budget forecast position of a net overspend of £166k, as summarised in table 1 and detailed in Appendix 1, although it is expected that there will be a break-even position by the end of the financial year. The net overspend of £166k has reduced from a forecast net overspend of £243k as reported at Quarter 1.
2. **Seek approval from Full Council for:**
  - a) **The latest revised net budget of £16.267m as shown in Table 1, and**
  - b) **the net transfers from earmarked reserves of £5.904m as shown in Appendix 2.**

This page is intentionally left blank



## EXECUTIVE

BURNLEY TOWN HALL

Wednesday, 17th January, 2024 at 6.30 pm

### 60. Capital Monitoring Report 2023/24 – Quarter 2 (to 30 September 2023)

#### PURPOSE

To provide Members with an update on capital expenditure and the resources position along with highlighting any variances.

#### REASON FOR DECISION

To effectively manage the 2023/24 capital programme.

#### DECISION

#### The Executive resolved to:

- a. **Recommend to Full Council, approval of net budget changes totalling an increase of £2,467,058 giving a revised capital budget for 2023/24 totalling £41,657,323 as detailed in Appendix 1.**
- b. **Recommend to Full Council, approval of the proposed financing of the revised capital budget totalling £41,657,323 as shown in Appendix 2.**
- c. Note the latest estimated year end position on capital receipts and contributions showing an assumed balance of £3,307,353 as at 31 March 2024 as shown in Appendix 3.

This page is intentionally left blank



## EXECUTIVE

BURNLEY TOWN HALL

Wednesday, 17th January, 2024 at 6.30 pm

### 61. Fees & Charges Tariff 2024/25

#### PURPOSE

To inform Members of the Council's proposed fees and charges from 1 April 2024. Proposals of an increase of 3% are being presented in the report for members to consider.

#### REASONS FOR DECISION

1. To set the Council's fees and charges from 1 April 2024 and assist in finalising the 2024/25 budget process.
2. To carry out an annual review of the Council's Commercial Strategy.

#### DECISION

**That the Executive approve and recommend to Full Council to approve:**

1. **The proposed tariff of fees & charges from 1 April 2024 with an increase of 3% as outlined in Appendix 1 attached, with a range of exceptions as outlined in the report.**
2. **Authorisation to the Director of Resources, in consultation with the relevant Head of Service, to determine any new charges or changes to existing charges relating to the preparation and approval of the 2024/25 revenue budget.**
3. **Authorisation to Executive Portfolio Members to amend fees & charges periodically in their own area with the agreement of the Director of Resources.**
4. **Authorisation to the Director of Economy and Development, in consultation with the Executive Member for Resources and Performance Management and the Director of Resources, to adjust fees and charges in relation to the Markets service from time to time to reflect current trading conditions and the overall position of the market.**
5. **The Council's Commercial Strategy as included in Appendix 2.**

This page is intentionally left blank





## EXECUTIVE

BURNLEY TOWN HALL

Wednesday, 17th January, 2024 at 6.30 pm

### 62. Treasury Management Mid-Year Report 2023/24

#### PURPOSE

To report treasury management activity for the first half of 2023/24 covering the period 1 April to 30 September 2023.

#### REASON FOR RECOMMENDATION

To inform members of the treasury management activity in the first half of 2023/24 and to fulfil statutory and regulatory requirements.

#### DECISION

##### **The Executive resolved to:**

1. Note the treasury management activities undertaken during the period 1 April to 30 September 2023, and;
2. **Recommend that Full Council Endorse the quarterly update on the Treasury Management Strategy 2023/24 in compliance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management.**

This page is intentionally left blank



## EXECUTIVE

BURNLEY TOWN HALL

Wednesday, 17th January, 2024 at 6.30 pm

### 64. Food Safety Service Delivery Plan 2024

#### PURPOSE

The regulatory team responsible for Food Safety must have in place a Service Plan for the Delivery of Official Controls to meet the requirements of statutory guidance. This annual Service Delivery Plan 2024/25 incorporates a review of performance against the 22/23 plan and sets priorities for 24/25. The Plan is consulted with Scrutiny and Executive prior to approval at Full Council.

#### REASONS FOR DECISION

1. The Council has a statutory obligation to conduct a range of food enforcement functions in accordance with the provisions of the Food Safety Act 1990 and a range of regulations made under the Act.
2. The Food Standards Agency's (FSA) "Framework Agreement on Official Feed and Food Controls by Local Authorities" sets out what the FSA expects from local authorities in their delivery of official controls on feed and food law.
3. It is a requirement of the Framework Agreement to produce a service plan for the delivery of official food controls. The Food Safety Service Delivery Plan appended to this report has been prepared to satisfy this requirement.

#### DECISION

The Executive resolved to:

1. Note the report.
2. **Recommend that Full Council approve the Food Safety Service Delivery Plan 2024/2025, detailed at Appendix 1 to the report.**

This page is intentionally left blank



## EXECUTIVE

BURNLEY TOWN HALL

Wednesday, 17th January, 2024 at 6.30 pm

### 65. Health & Safety Intervention Plan 2024

#### PURPOSE

The regulatory team responsible for Health & Safety at Work enforcement must have in place an intervention plan to meet the requirements of statutory guidance. This annual Intervention Plan 2024/25 incorporates a review of performance against the 22/23 plan and sets priorities for 24/25. The Plan is consulted with Scrutiny and Executive prior to approval at Full Council.

#### REASON FOR DECISION

Section 18 of the Health & Safety at Work Act 1974 and the subsequent National Local Authority Enforcement Code for Health and Safety (The Code) provide frameworks within which the Environmental Health & Licensing Team must operate when carrying out its public protection duties within workplaces. The frameworks require the Council to have plans in place to control these activities, and mechanisms for review. The intervention plan appended to this report has been prepared to satisfy the statutory requirements.

#### DECISION

##### **The Executive resolved to:**

1. Note the report.
2. **Recommend that Full Council approve the Health and Safety Intervention Plan 2024/2025 detailed at Appendix 1 to the report.**

This page is intentionally left blank