

Date: 10 October 2022

The logo for Eden District Council features the word "Eden" in a large, elegant, serif font. A stylized, wavy line is positioned above the letter "E", extending from the left side of the page towards the center.

**District Council**

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Dear Sir/Madam

## **Cabinet Agenda - 18 October 2022**

Notice is hereby given that a meeting of the Cabinet will be held at 6.00 pm on Tuesday, 18 October 2022 in Upper Eden Rugby Club, Pennine Park, Westgarth Road, Kirkby Stephen, CA17 4TF.

### **1 Apologies for Absence**

### **2 Minutes**

**RECOMMENDATION:** that the public minutes CAB/29/09/22 to CAB/41/09/22 of the meeting of the Cabinet held on 20 September 2022 be confirmed and approved by the Chair as a correct record of those proceedings (copies previously circulated).

### **3 Declarations of Interest**

To receive declarations of the existence and nature of any private interests, both disclosable pecuniary and any other registrable interests, in any matter to be considered or being considered.

### **4 Questions and Representations from the Public**

To receive questions and representations from the public under Rule 5 of the Cabinet (Executive) Procedure Rules of the Constitution

### **5 Questions from Members**

To receive questions and representations from Members under Rule 4 of the Cabinet (Executive) Procedure Rules of the Constitution

### **6 21-22 Q4 Provisional Outturn & 22-23 Q1 Monitoring (Pages 5 - 22)**

To consider Report No: DoR77/22 of the Interim Director of Resources which seeks to consider the provisional Outturn position for 2021-22 and to review the position at Q1 of 2022-23 the Revenue budget.

**RECOMMENDATION:** The Cabinet is recommended to:

1. Note the draft Revenue Outturn Position for 2021-22 of £311k underspend set

out at 3.10

2. Endorse the slippage of Revenue budgets of £206k from 21/22 to 22/23 as set out in Appendix 2 and recommend approval by Council
3. Note the draft Capital Outturn Position for 2021-22 set out at 3.13
4. Endorse the slippage of Capital budgets of £1,355k from 21/22 to 22/23 as set out in Appendix 3 and recommend approval by Council
5. Note the Quarter 1 forecast outturn position for Revenue as set out in Appendix 4.

## **7 Penrith Business Improvement District Renewal Ballot** *(Pages 23 - 66)*

To consider Report DCE44/22 of the Assistant Director Development which seeks to inform the Cabinet of the timeline of the proposed renewal vote of the Business Improvement District (BID) in Penrith and to outline the financial and legal obligations of the District Council and Returning Officer.

To provide information for a decision on the use of the Council's voting entitlement in the renewal ballot for the Business Improvement District (BID) in Penrith. The ballot will take place on 30 November 2022.

### **RECOMMENDATION:**

1. That the Interim Director of Resources as the Council's duly appointed Returning Officer for elections be requested to hold a ballot on the renewal vote of the Penrith Business Improvement District in compliance with the Business Improvement Districts (England) Regulations 2004.
2. That the Assistant Director Legal & Democratic Services be authorised to complete any necessary legal agreements required for the operation of the Business Improvement District Levy, renewal Ballot and service arrangements and any other necessary matters.
3. Members agree to use the Council's voting allocation in favour of Penrith BID renewal.
4. The Chief Executive is instructed to complete the ballot papers accordingly and submit them by the end of the ballot period on 30 November.

## **8 Eden District Council Community Fund Recommendations** *(Pages 67 - 72)*

To consider Report No: DCE45/22 of the Assistant Director Communities which seeks approval of grant funding awards from the Council's Community Fund to the three projects set out in Appendix A.

**RECOMMENDATION:** It is recommended that a grant from the Council's Community Fund is agreed for three projects set out in Appendix A, to a total of £20,488.65p.

## **9 Records Retention & Disposal Policy** *(Pages 73 - 88)*

To consider Report No: DoR74/22 of the Assistant Director Legal and Democratic Services which seeks to ensure consistent management of Council records in line with guidance and legislative requirements by adopting a policy framework for document management, retention and disposal.

With the approval of the Records Retention Policy and associated protocols officers of the Council:

1. will have a wider understanding of their obligations in regard to managing their records;
2. will have clarity on the management and retention of records; and
3. will be confident that records that are no longer needed or are of no use.

**RECOMMENDATION:** It is recommended that Cabinet:

1. Approve the Records Retention and Disposal Policy attached to this report.
2. Delegate to the Assistant Director Legal and Democratic Services (MO) the power to make minor and consequential changes to the policy to ensure that it complies with legislation.
3. Delegate to the Assistant Director Legal and Democratic Services (MO) the power to make consequential changes to the associated Retention Schedule.

## **10 Empty Homes Grant Policy** *(Pages 89 - 102)*

To consider Report No: DoR72/22 of the Assistant Director Customers, Performance & Housing which:

Seeks approval for the Empty Homes Grant Policy and Procedure;

To seek the approval for the Policy and Procedure to spend the Empty Homes Grant funding designated for this purpose to be adopted.

**RECOMMENDATION:** It is recommended that the Cabinet approve the Empty Homes Grant Policy and Procedure.

## **11 Any Other Items which the Chair decides are urgent**

## **12 Date of Next Scheduled Meeting**

The date of the next scheduled meeting of Cabinet be confirmed as 15 November 2022.

Yours faithfully,



I Frost  
Interim Chief Executive

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or telephone: 01768 212266

Encs

**For Attention**

All members of the Council

**Chair** – Councillor V Taylor (Liberal Democrat Group)

**Vice Chair** – Councillor M Robinson (Independent Alliance Group)

**Councillors**

J Derbyshire, Liberal Democrat Group

K Greenwood, Independent Alliance Group

M Rudhall, Liberal Democrat Group

L Sharp, Labour Group

M Tonkin, Independent Alliance Group

**Standing Deputies**

**Please Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting (unless stated otherwise) and as such could be filmed or recorded by the media or members of the public**