## ARUN DISTRICT COUNCIL
NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY 25 JANUARY 2018

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<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
</tr>
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<tr>
<td>ICM/040/250118</td>
<td>Proposed Clock Tower Refurbishment – Hotham Park Clock Tower, Hotham Park, Upper Bognor Road, Bognor Regis</td>
<td>Haymes</td>
</tr>
<tr>
<td>ICM/042/250118</td>
<td>Miscellaneous Sundry Debt Write-Offs [Exempt – Paragraph 3 – Information relating to Business Affairs]</td>
<td>Wensley</td>
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<tr>
<td>ICM/043/250118</td>
<td>Housing Benefit Overpayment Write-Offs [Exempt – Paragraph 3 – Information relating to Business Affairs]</td>
<td>Wensley</td>
</tr>
</tbody>
</table>

**PLEASE NOTE THAT THE DECISION TAKEN WILL COME INTO EFFECT AS FROM 10.00 A.M. ON FRIDAY, 02 FEBRUARY 2018 UNLESS THE CALL-IN PROCESS IS APPLIED**
PART B : INDIVIDUAL CABINET MEMBER DECISION

ICM No. Leave blank

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? No

CABINET MEMBER RESPONSIBLE: Cllr Stephen Haymes

SUBJECT: Proposed Clock Tower Refurbishment – Hotham Park Clock Tower, Hotham Park, Upper Bognor Road, Bognor Regis

OFFICER CONTACT: Sam Horwill EXTN: 37516 E-Mail: sam.horwill@arun.gov.uk

EXECUTIVE SUMMARY:
The report seeks authorisation to enter into contract with the selected contractor for refurbishment works to Hotham Park clock tower and to note that the correct procurement process has been followed in accordance with Standing Orders (Part 6, Section 6 – 5.2).

DECISION:
As recommended in report / as amended by Cabinet / Cabinet Member -

1. To award the Contract for the re-rendering and general refurbishment works at Hotham Park Clock Tower, Hotham Park, Upper Bognor Road, Bognor Regis to the contractor that provided the most economically advantageous tender.

REASONS FOR THE DECISION:
To carry out works included within the Property & Estates capital planned maintenance programme.

OPTIONS CONSIDERED BUT REJECTED:
2. Do not proceed to award the Contract for the re-rendering and general refurbishment works at Hotham Park Clock Tower, Hotham Park, Upper Bognor Road, Bognor Regis.

(Add any further options which arise from the consideration of this decision)

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: SIGNATURE: DATE:
Relevant Cabinet Member
Leader of Cabinet
PART B: INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?

NO

CABINET MEMBER RESPONSIBLE:

Councillor Wensley

SUBJECT: Council Tax Write Offs

OFFICER CONTACT: Andrew Dale, Revenues & Benefits Manager

EXTN: 37630  E-Mail: Andrew.dale@arun.gov.uk

EXECUTIVE SUMMARY: The report lists each case where authorisation is sought to write off the Council Tax debt.

DECISION:

To agree approval to write off Council Tax to the value of £81,364.94 in respect of 50 cases. To note that under delegated powers the amount of £34,806.31 has been written off in respect of 481 cases.

REASONS FOR THE DECISION:

The Council Tax has been deemed unrecoverable under the recovery policy which was previously agreed by members in 2014.

OPTIONS CONSIDERED BUT REJECTED:

None

(Add any further options which arise from the consideration of this decision)

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: 

SIGNATURE:  

DATE: 

Relevant Cabinet Member

25.01.18

Leader of Cabinet
THE INFORMATION IN THIS REPORT IS OF A CONFIDENTIAL OR EXEMPT NATURE AND IS NOT FOR PUBLICATION BY VIRTUE OF PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972, AS AMENDED

PART B: INDIVIDUAL CABINET MEMBER DECISION

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<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Councillor Wensley</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Sundry Debtor Write Offs</td>
</tr>
<tr>
<td>OFFICER CONTACT:</td>
<td>Carolin Martlew, Financial Services Manager</td>
</tr>
<tr>
<td>DATE:</td>
<td>December 2017</td>
</tr>
<tr>
<td>EXTN:</td>
<td>37568</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:carolin.martlew@arun.gov.uk">carolin.martlew@arun.gov.uk</a></td>
</tr>
</tbody>
</table>

EXECUTIVE SUMMARY: The report lists cases where authorisation is sought to write off miscellaneous sundry debt.

DECISION:

As recommended in report / as amended by Cabinet / Cabinet Member -
To write off Sundry Debts to the value of £8,313.06 in respect of 6 cases and to note that under delegated authority £3,695.73 has been written off in respect of 22 cases

REASONS FOR THE DECISION:

To ensure that write-offs are carried out in accordance with the Council's recovery policy. The sundry debtors accounts listed in the report have been pursued applying the Council's Recovery Policy and have been found unrecoverable. The policy ensures that the recovery of sundry debts prioritises recovery action to cases of collectable debt.

OPTIONS CONSIDERED BUT REJECTED:

n/a

(Add any further options which arise from the consideration of this decision)

CABINET MEMBER(S)

DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

DISPENSATIONS GRANTED:

ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY: Relevant Cabinet Member

SIGNATURE: [Signature]

DATE: 25.01.18

Leader of Cabinet
PART B : INDIVIDUAL CABINET MEMBER DECISION

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<tr>
<td>SUBJECT: Housing Benefit Overpayment Write Offs</td>
<td></td>
</tr>
<tr>
<td>OFFICER CONTACT: Andrew Dale, Revenues &amp; Benefits Manager</td>
<td></td>
</tr>
<tr>
<td>EXTN: 37630  E-Mail: <a href="mailto:Andrew.dale@arun.gov.uk">Andrew.dale@arun.gov.uk</a></td>
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EXECUTIVE SUMMARY: The report lists each case where authorisation is sought to write off the Housing Benefit Overpayment.

DECISION:
To agree to write off overpaid Housing Benefit to the value of £118,316.41 (Net cost to the Authority £70,989.85) in respect of 33 cases. To note that under delegated powers the amount of £12,445.82 has been written off in respect of 69 cases.

REASONS FOR THE DECISION:
The overpaid Housing Benefit has been deemed unrecoverable under the recovery policy which was previously agreed by members in 2014.

OPTIONS CONSIDERED BUT REJECTED:
None
(Add any further options which arise from the consideration of this decision)

CABINET MEMBER(S)

 DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:

 DISPENSATIONS GRANTED:

 ANY CONFLICT OF INTEREST DECLARED BY A CABINET MEMBER WHO IS CONSULTED BY THE MEMBER TAKING THE DECISION:

DECISION BY:  SIGNATURE:  DATE:
Relevant Cabinet Member  
Leader of Cabinet  25.01.18