### ARUN DISTRICT COUNCIL
NOTICE OF DECISIONS TAKEN BY INDIVIDUAL CABINET MEMBERS ON THURSDAY, 15 AUGUST 2013

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICM/039/150813</td>
<td>Award of Contract for Pitched Roofing to 12 Properties at Gravits Lane, Bognor Regis [Exempt – Paragraph 3 – Information Relating to Contracts]</td>
<td>Elkins</td>
</tr>
<tr>
<td>ICM/041/150813</td>
<td>Non-Domestic Rate Write Offs [Exempt – Paragraph 1 – Information Relating to Individuals]</td>
<td>Dingemans</td>
</tr>
<tr>
<td>ICM/042/150813</td>
<td>Sundry Debtor Write Offs [Exempt – Paragraph 1 – Information Relating to Individuals]</td>
<td>Dingemans</td>
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</tbody>
</table>

PLEASE NOTE THE SIGNED DECISION WILL COME INTO EFFECT AS FROM 10.00AM ON THURSDAY 22 AUGUST 2013 UNLESS THE CALL-IN PROCESS IS APPLIED

### NOTICE OF AN URGENT DECISION TAKEN ON 12 AUGUST 2013

<table>
<thead>
<tr>
<th>REFERENCE NO.</th>
<th>DECISION</th>
<th>CABINET MEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICM/046/120813</td>
<td>Urgent decision to enter into a Four Year Contract with Allpay.</td>
<td>Wensley</td>
</tr>
</tbody>
</table>

PLEASE NOTE THAT THIS IS URGENT DECISION HAS BEEN TAKEN IN ACCORDANCE WITH PART 6 – RULES OF PROCEDURE – SECTION 1 – DECISION NOTICE PROCEDURE RULES. FULL CONSULTATION HAS BEEN UNDERTAKEN WITH COUNCILLOR ENGLISH AS CHAIRMAN OF THE OVERVIEW SELECT COMMITTEE.

THIS DECISION IS THEREFORE NOT SUBJECT TO CALL-IN.
PART B: INDIVIDUAL CABINET MEMBER DECISION

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

CABINET MEMBER RESPONSIBLE: Cllr Roger Elkins

SUBJECT: Award of contract for pitched roofing to 12 properties at Gravits Lane, Bognor Regis. West Sussex.

OFFICER CONTACT: Lloyd Willson EXTN: 37919 E-Mail: lloyd.willson@arun.gov.uk

EXECUTIVE SUMMARY: The report explains the background to this project; summarises the tenders received from Three contractors to carry out the work and recommends the award of a contract to the first place bidder.

DECISION:
To proceed with this project and award the contract for pitched roofing of 12 properties at Gravits Lane, Bognor Regis to the preferred contractor.

REASONS FOR THE DECISION:
1. The pitch roof renewal works need to be carried out in order to avoid further damage to the sub-structure. The roofs are beyond economical repair.
2. The agreed tendering process has been followed and has identified a preferred tenderer.

OPTIONS CONSIDERED BUT REJECTED:
1. To defer this project until 2014/2015.
2. Not to proceed with this project.
3. To re-tender this project to see if a better price could be obtained.

CABINET MEMBER(S)

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

DISPENSATIONS GRANTED: N/A

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

DECISION BY: Relevant Cabinet Member signature: [Signature] DATE: 15th Aug 2013
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

<table>
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<tr>
<th>ICM No.</th>
<th>ICM1040150813</th>
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<td>URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES?</td>
<td>NO</td>
</tr>
<tr>
<td>CABINET MEMBER RESPONSIBLE:</td>
<td>Cllr Norman Dingemans</td>
</tr>
<tr>
<td>SUBJECT: Council Tax Write Off's</td>
<td></td>
</tr>
<tr>
<td>OFFICER CONTACT: Iain Bell</td>
<td>EXTN:37633 E-Mail: <a href="mailto:iainbell@arun.go.uk">iainbell@arun.go.uk</a></td>
</tr>
</tbody>
</table>

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

DECISION: To write off Council Tax to the value of £11,258.04 in respect of 11 cases. To note that under delegated powers the amount of £4,133.47 has been written off in respect of 143 cases.

REASONS FOR THE DECISION: The Council Tax has been deemed unrecoverable under the recovery policy which was previously agreed by members in March 2008

OPTIONS CONSIDERED BUT REJECTED: None

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

CABINET MEMBER(S)

<table>
<thead>
<tr>
<th>DECLARATION OF INTEREST BY CABINET MEMBER(S) RESPONSIBLE FOR DECISION:</th>
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<td>DISPENSATIONS GRANTED:</td>
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</table>

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

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<th>DECISION BY:</th>
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<tr>
<td>Relevant Cabinet Member</td>
<td>[Signature] Cllr Norman Dingemans</td>
<td>15 August 2013</td>
</tr>
<tr>
<td>Leader of Cabinet</td>
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</table>
PART B: INDIVIDUAL CABINET MEMBER DECISION

URGENT DECISION IN ACCORDANCE WITH RULE
14.11 OF THE SCRUTINY PROCEDURE RULES? NO
CABINET MEMBER RESPONSIBLE: Cllr Norman Dingemans
SUBJECT: Non-Domestic Rate Write Off's
OFFICER CONTACT: Iain Bell EXTN: 37533 E-Mail: iainbell@arun.go.uk

EXECUTIVE SUMMARY: The report lists each case where authorisation is sought to write off the Non-Domestic Rate debt.

DECISION: To write off Non-Domestic Rates to the value of £70,628.71 in respect of 10 cases. To note that under delegated powers the amount of £0.84 has been written off in respect of 3 cases.

REASONS FOR THE DECISION: The Non-Domestic Rate has been deemed unrecoverable under the recovery policy which was previously agreed by members in March 2008

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

15 August 2013
PART B: INDIVIDUAL CABINET MEMBER DECISION

| URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? | NO |
| CABINET MEMBER RESPONSIBLE: | Councillor Dingemans |
| SUBJECT: Sundry Debtor Write Offs |
| OFFICER CONTACT: Name of Officer: Iain Bell | Ext: 37633 | e-mail: iain.bell@arun.gov.uk |

EXECUTIVE SUMMARY: The report lists each case where authorisation is sought to write off the Sundry Debt.

DECISION: To write off Sundry Debts to the value of £4,123.81 in respect of 2 cases. To note that under delegated powers the amount of £580.02 has been written off in respect of 33 cases.

REASONS FOR THE DECISION: The Sundry Debts have been deemed unrecoverable under the Recovery Policy which was previously agreed by members in March 2008.

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 | [Signature] | 15 August 2013 |
Leader of Cabinet | | |
PART B : INDIVIDUAL CABINET MEMBER DECISION

ICM No. 046120813

URGENT DECISION IN ACCORDANCE WITH RULE 14.11 OF THE SCRUTINY PROCEDURE RULES? Yes
CABINET MEMBER RESPONSIBLE: Cllr Mr D Wensley
SUBJECT: 4 Year contract with Allpay
OFFICER CONTACT: Nicki Williams EXTN: 37581 E-Mail: nicki.williams@arun.gov.uk

EXECUTIVE SUMMARY:

This report is seeking authority for the Council to enter into a contract with Allpay, for the next 4 years for provision of electronic payment services.

This decision needs to be taken as a matter of urgency as the Council is currently out of contract with Allpay, who have been providing these services to the Council since 2 August 2010. The Council needs to accept the quotation received from Allpay and proceed to enter into the contract to ensure continuation of this service.

In accordance with Part 6, Section 1, Rule 4.2 of the Constitution, the Chairman of Overview and Scrutiny Committee has been consulted and in accordance with Rule 1.1 may be dispensed with and an urgent decision taken.

The Chairman of the Overview Scrutiny Committee, Councillor Paul English has been consulted on this matter as is supportive in the decision.

DECISION:

1. Authorise the award of this 4 year contract to Allpay
2. Give authority for the Council to enter into the necessary contract documentation

REASONS FOR THE DECISION:

- To enter into the contract with Allpay as soon as possible to ensure there is no break in the provision of the service.
- To maintain current payment method options for tenants and persons paying Council bills.
- Joint working with Chichester District Council and use of Northern Housing Association ensured best rate for Arun District Council.

OPTIONS CONSIDERED BUT REJECTED:

To not contract with Allpay

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: Cllr Mr SIGNATURE: DATE:
<table>
<thead>
<tr>
<th>Wensley</th>
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12/8/13