

Archived Decisions for the Portfolio Holder for Corporate Governance and Assets 2012



County Hall
Llandrindod Wells
Powys
LD1 5LG

Issue Date

For further information please contact

Stephen Boyd
steve.boyd@powys.gov.uk
01597 826374

ARCHIVED PORTFOLIO HOLDER DELEGATED DECISION

1.	2012-02-16 ROYAL WELSH SHOW 2012 TEMPORARY STOPPING PLACE SITE FOR GYPSIES AND TRAVELLERS AT YSIOG FIELD, BUILTH WELLS
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2.	2012-03-16 LOCAL GOVERNMENT ELECTIONS - FEES AND CHARGES
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3.	2012-03-26 SALE OF COUNTY FARM LAND AT MOUNT NEBO, SARN, AND, LEIGHTON MODEL FARM
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Decisions taken by Individual Portfolio Holders

Portfolio Holder for Corporate Governance and Assets and Portfolio Holder for Environment and Regulation

Decisions Taken 16 February 2012

Royal Welsh Show 2012 Temporary Stopping Place Site for Gypsies and Travellers at Ysciog Field, Builth Wells

DECISION	Reason for Decision:
That a planning application be submitted to provide a temporary stopping place for a two week around the Royal Welsh Agricultural Show for Gypsies and Travellers attending the Show and that the application covers a period of 5 years	To provide an official temporary stopping place for Gypsies and Travellers attending the Royal Welsh Agricultural Show and to prevent unauthorised encampments

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By virtue of paragraph(s) 16 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Decisions taken by Individual Portfolio Holders**Councillor K.M. Roberts-Jones****Portfolio Holder for Corporate Governance and Assets****Councillor A.G. Thomas****Portfolio Holder for Workforce Resources and Housing****Decision Taken 16 March 2012****Local Government Elections – Fees and Charges**

DECISION	Reason for decision:
To approve the proposed fees and charges for the 2012 Local Government Elections set out in the appendix to the report.	To ensure adequate budgetary provision for the management of the County and Community elections in May 2012.

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CYNGOR SIR POWYS COUNTY COUNCIL.

**CABINET REPORT
FOR PORTFOLIO HOLDER DECISION**

REPORT AUTHOR: Clarence Meredith
Strategic Director – Law and Governance

SUBJECT: Local Government Elections - Fees and Charges

REPORT FOR: Decision

1. Elections and referenda are held virtually every year. Most are cyclical every 4 or 5 years e.g. Parliamentary, European, Welsh Assembly and of course “Local Elections”, namely elections to the County Council and the Town and Community councils.
2. In terms of financing these elections and referenda central government pays the bill except in relation to “Local Elections”.
3. The cost of running Local Elections falls entirely on the County Council and the 110 Town and Community Councils in Powys.
4. The Representation of the People Act 1983, Section 36(4) requires the council to cover all expenditure incurred by the returning officer in holding of an election for all or any seats on it. The Council may set scales of expenditure which the returning officer must not exceed.
5. In the case of the costs of Town /Community Council elections the 1983 Act also prescribes under Section 36(5A) that all expenditure properly incurred by a returning officer in relation to the holding of an election of a community councillor be paid by the principal council; and if the principal council so require, any expenditure so incurred shall be repaid to them by the Community Council. The Council has levied such charges on all Communities Councils since 1996.
6. It is important therefore for both tiers of local government to be able to budget for these elections and a key requirement in that is for authorities to be able to project the likely cost thus enabling the Town and Community Councils to make adequate precepting arrangements and for the County Council to have monies set aside to fund the County Council Election when they come round every 4 years.
7. In simple terms the costs of running an election result from having to meet a range of fees, charges and expenses incurred in paying Council staff and non employees plus the expenses around printing notices and (for contested elections), ballot papers, postal voting forms etc and (for contested elections) hiring polling stations and conducting the counts.
8. This report deals exclusively with the element relating to Fees and Charges respecting various roles to be undertaken at Local Elections. These payments have to be set locally.

9. The primary purposes of setting a scheme for such fees and charges is to enable a budget for these elections to be worked up and to set the fees to be paid to the Returning Officer, Presiding Officer and Poll Clerks. A proposed scheme is attached to this report as Appendix 1 and the Portfolio Holders are asked to consider adopting it.
10. The payments listed in the attached schedule are maximum allowances and apart from those roles mentioned specifically in 9 above are not the payments which will be made to staff and other individuals for undertaking the roles in question.
11. Payments to other individuals not specifically referred to paragraph 9 above involved in running the election will either be by way of sum fixed by the Returning Officer and/or paid by reference to an hourly rate as agreed by the Returning Officer from the overall election Budget.
12. The last occasion these fees and charges were the subject of a formal decision was in 1999 when the former Strategy and Resources Committee set fees on the basis that they would be the subject of continual adjustment linked to the changes in the APTC rates of pay. The current level of adjusted fees and charges in line with this 1999 decision is set out in Schedule 1.
13. These current fees and charges have not however kept pace with present costs of running elections and there are obvious risks associated with not having adequate budgetary provision. These include not recouping appropriate reimbursement from Town and Community Councils and problems around no longer being able to engage and retaining suitably experienced staff and individuals to perform the election function.
14. The proposed scales have been based around what we need to fund the running of the elections and to ensure that we generate those funds in a fair way. We have compared the proposed scheme (and adopted, where possible, a methodology in line) with the North Wales Authorities including Gwynedd, which is an authority which has many similarities to Powys.
15. Those Councils in the north of the Principality with whom comparison has been drawn are also proposing to increase their fees and charges as indicated in Schedule 1 and their proposed schemes have been utilised in the preparation of the proposed scheme for Powys.
16. It is estimated that the County election in 2012, if all seats were contested would cost approximately £190,000. The proposed scale of payments will not exceed this budget. It is of course not possible to say exactly how much the cost will be given the inevitable uncertainties such as the number of contested seats there will actually be and the number of postal votes and turnout.

Recommendation:	Reason for Recommendation:
To approve the proposed fees and charges for the 2012 Local Government Elections.	To ensure adequate budgetary provision for the management of the County and Community elections in May 2012.

Person(s) To Action Decision:	Sandra Matthews, Principal Elections Officer
Date By When Decision To Be Actioned:	May 2012

Relevant Policy (ies):			
Within Policy:	Y	Within Budget:	Y

Contact Officer Name:	Tel:	Fax:	Email:
Sandra Matthews	01597 826747	01597 826220	sandram@powys.gov.uk

Relevant Portfolio Member(s):	County Councilor Kath Roberts-Jones County Councillor Tony Thomas
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Relevant Local Member(s):	N/A
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Background Papers used to prepare Report:

CYNGOR SIR POWYS COUNTY COUNCIL

LOCAL GOVERNMENT ELECTIONS – SCHEDULE OF CHARGES
ELECTION OF COUNTY COUNCILLORS AND TOWN/COMMUNITY COUNCILLORS

Fees for the general conduct of the election and performance of all duties which a Returning Officer is required to perform under the Act or the Rules and Regulations made under it, and any order relating to the election of councillors.		
	Contested	Uncontested
<p>1. RETURNING OFFICER For the general conduct of the election and performance of all duties which a Returning Officer is required to perform under any order or other enactment relating to the election of Councillors.</p> <p>For each Electoral Division, Community/Town Council Ward</p>	110.00	55.00
<p>2. DEPUTY RETURNING OFFICER Specific duties to include deputising for the Returning Officer, receipt of nomination papers, examining them and adjudicating on their validity; dealing with candidates; notifying candidates of decisions on nominations, publishing statements of persons nominated and attending to receive withdrawals.</p> <p>For each Electoral Division, Community/Town Council Ward</p>		45.00
<p>3. CLERICAL ASSISTANCE For each Electoral Division, Community/Town Council Ward</p>		30.00
Up to 1,000 electors	45.00	
Up to 2,000 electors	60.00	
Up to 3,000 electors	75.00	
<p>4. POLLING STATION STAFF</p> <p>Presiding Officer Poll Clerk (To be increased in line with the latest Parliamentary Fee)</p>	Single Election 195.00 115.00	Combined Election 40.00 20.00
<p>5. CONDUCTING THE COUNT For each Electoral Division, Community/Town Council Ward Count</p>	DRO	Counting Assistant
Up to 500 electors	45.00	20.00
Up to 1,000 electors	55.00	25.00
Up to 2,000 electors	65.00	30.00
Up to 3,000 electors	75.00	35.00
For subsequent hours or part thereof	50% of the above fees	
NOTE: At ordinary elections, where a central or area count is held a specified session fee will be paid		
<p>6. POSTAL VOTING Preparation , issue and receipt of postal votes £55.00 per 100 or part thereof – single issue £55.00 per 75 or part thereof – joint issue</p>		
<p>7. POLL CARDS Preparation and issue of poll cards</p> <p>NOTE: At a casual vacancy election a charge of £40 per 100 poll cards will be re-charged for in house preparation.</p>	Purchase and postage costs	
<p>8. TRAVELLING Public transport if available, otherwise inland revenue tax free rate</p>		45p per mile
<p>9. GENERAL DISBURSEMENTS Printing, Stationery, Equipment, Postage, Photocopying, Hire of Premises as polling station, count venue and similar expenses associated with the conduct of the election. Issue of Poll Cards and Postal Poll Cards – Purchase and postage costs</p>	Actual and necessary expenditure	

Spinal Point 44+ Days Leave Required

Decisions taken by Individual Portfolio Holders

Portfolio Holder for Corporate Governance and Assets and Portfolio Holder for Regeneration and Culture

Decisions Taken 26 March 2012

Sale of land County Farm land at Mount Nebo, Sarn

DECISION	Reason for Decision:
<p>That the land extending to approximately 0.161 of an acre and outlined on the attached plan by a red line, be sold to the owners of Nos.1 and 2 Caebitra Hall, Sarn for the sums reported as soon as is practically possible, subject to an agreement that the land sold shall be used for garden purposes only.</p>	<p>To generate income for the County Council without affecting the viability of the retained estate, whilst protecting the Council's position, in the event that the retained land is redeveloped in the future.</p> <p>To adhere the Councils Corporate Asset Policy.</p>

Leighton Model Farm - Transfer to Mr. James Potter - Proposed Deed of Variation (Decision jointly made with the Portfolio Holder for Regeneration and Culture)

DECISION	Reason for Decision:
<p>1. To enter into a Deed of Variation of the Leighton Model Farm lease agreement dated 19th August 2011 for the purpose of:</p> <ul style="list-style-type: none"> (a) amending the lease plan (b) Reducing the insurance amount following expert assessment (c) Increasing by one year, to eleven years, the period for the tenant to complete the schedule of repair works and exercise the option to purchase the freehold reversion. 	<p>To rectify an error in the lease plan and to reflect the loss of one year's repair work due to procedural matters and Statutory requirements.</p>

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15th March 2012.

CYNGOR SIR POWYS COUNTY COUNCIL.

CABINET PORTFOLIO HOLDER REPORT

Report to County Councillors Mrs Kath Roberts-Jones, Portfolio Holder for Corporate Governance and Assets and Wynne Jones, Portfolio Holder for Regeneration and Culture.

REPORT AUTHOR: Nigel Baldwin, Senior Assistant Valuer, Local and Environmental Services

SUBJECT: Leighton Model Farm - Transfer to Mr. James Potter - Proposed Deed of Variation

REPORT FOR: Decision

1.0 Summary

1.0 The transfer of the Leighton Model Farm to James Potter via a long lease agreement for 200 years was completed on 19th August 2011. The lease agreement includes an option to purchase the freehold for £1 on completion of an agreed schedule of repairs within a period of 10 years from the date of the lease agreement.

1.1 The lease agreement includes, inter alia:

- (i) A requirement that the tenant will complete the schedule of repair works within 10 years of the lease commencement date (Clause 3.7)
- (ii) To insure the premises for a value of £14,482,639, a figure specified by the Council's insurance section (Clause 3.12).
- (iii) The option to purchase the freehold reversion upon completion of the schedule of repairs to the Landlord's satisfaction and before 10 years of the lease has elapsed. (Clause 5.2)
- (iv) A requirement that the tenant submits a draft Conservation Management Plan to the landlord for its approval within 6 months of the lease commencing and the landlord to respond within 3 months. The tenant then to complete repairs to a specified building to set a Benchmark standard to be approved by the landlord for all future repair works and before moving on to repair the other buildings (the Second Schedule)

2.0 Proposal

2.1 It is proposed to enter into a Deed of Variation of the lease agreement to cover the following matters:

- (a) Insert an amended plan of the area included in the lease to correct an error on the original lease plan by excluding an area of land which had been sold off previously, but was included in the lease plan in error.
- (b) Amend the amount of the insurance valuation following a re-assessment of the value by expert assessors instructed by the tenant.
- (c) Extend the period of time for the completion of the repair works and exercise of the option to purchase the freehold by one more year, i.e. from

ten to eleven years from the commencement of the lease.

2.2 Insurance Valuation

2.2.1 Prior to the signing of the lease agreement, the amount specified in Clause 3.12 was questioned by the tenant who supplied his own much lower assessment of the reinstatement value. It was agreed that the tenant would commission an expert assessment by a suitable qualified firm and if there was a significant difference the landlord would agree to substitute the revised assessment in the lease. The amount of cover provided is, obviously, reflected in the insurance premium

2.2.2 The assessors instructed by the tenant were Cunningham Lindsey who were recommended by the NFU Mutual as having the expertise to assess a range of historic, listed buildings such as those at Leighton. They have assessed the reinstatement cost of the Leighton buildings at £13,277,000 and it is proposed to substitute this amount for the current figure of £14,482,639 in Clause 3.12. of the lease.

2.3 Ten Year Repair programme.

2.3.1 Prior to signing the lease the tenant had commissioned a comprehensive ecology survey of the buildings and surrounding land. This survey identified significant bat roosts for various bat species in the buildings. The tenant was advised that any repairs to the roofs of the buildings i.e. above wall plate level, could only be carried out in the period between October and April each year.

Each building repaired would require a Bat Licence to be issued.

A Bat Licence can only be granted after Listed Building Consent (LBC) has been obtained for roof repairs and it takes about 8 weeks to issue.

2.3.2 The tenant submitted a draft Conservation Management Plan in a timely manner, but this required some consideration of what constituted "like for like" repairs to Listed buildings, which did not require any LBC, and those repairs, which did need LBC. This further involved consultation with CADW over some of the methods proposed in the draft plan e.g. the use of a thin wood wool slab on the underside of slates on areas to be re-roofed, as a key for lime torching to be applied as per the original construction. This method of repair was approved and the LBC application for the specified building (referred to as building "T" in the repair schedule) was submitted in late November 2011.

2.3.3 LBC was granted for building "T" last month and the Bat Licence application submitted but this will not be approved in time to complete the re-roofing of building T by the April 2012 cut off date for such repairs.

2.3.4 As a consequence the roofing work to building T cannot be commenced until October 2012 and by the time it is completed and approved by the landlord and further building(s) nominated for repair in the forthcoming 12 month period and LBC and Bat Licences applied for (requiring a new Bat survey each time) more than one year of the ten year period will have been lost

2.3.5 In the meantime the tenant has progressed with other items of repair on a like for like basis and not involving roof work e.g. replacing a large timber beam which failed in one of the main hay barns.

2.3.6 Therefore, the tenant has applied for the original period of ten years to be extended by a year to eleven years to complete the repairs and exercise his option to purchase the freehold.

3.0 Powys Change Plan and Risk to the Council

3.1 The disposal of the Leighton Model Farm for primarily the restoration of the listed buildings and regeneration of the centre will achieve a long term aim of the Council. The substantial receipt received from Mr Potter was a secondary "bonus".

3.2 The risk that Mr Potter should fail to purchase the freehold has no financial consequence to the Council.

The risk that Mr Potter should fail to complete the repairs in a timely manner could lead to a forfeiture of the lease but this is considered to be a low risk. Mr Potter has instructed a suitable experienced conservation architect to advise him on the repairs, and he has already carried out some items in the schedule, demonstrating his good intentions.

4.0 Options Considered / Available

4.1 The only alternative option to agreeing to allow a one year extension of the ten year period would be to refuse this request. The reasons for the loss of one year's work has been outlined above and is not due to any lack of diligence by the tenant.

5.0 Preferred Choice and Reasons

5.1 The preferred choice is to enter into a Deed of Variation with James Potter to deal with items (a), (b), and (c) described in paragraph 2.1.

The need for a revised plan is self explanatory. The insurance re-instatement value, whilst lower, has been assessed by suitable experienced assessors. The request to allow one more year to complete the repairs and exercise the option is not unreasonable in the circumstances. There may be opportunities to recover lost time in future years and the work can be completed in 10 years time but the extension by one year will give the tenant comfort and "breathing space".

6.0 Sustainability and Environmental Issues / Equalities / Crime and Disorder / Other Policies

6.1 The transfer of the Leighton model Farm will sustain the long term life of this important range of Victorian, listed buildings and offer significant regeneration opportunities.

7.0 Comments of Local Member

7.1 Councillor Mrs Linda Corfield was kept advised of the sale process, but she has not been consulted on this particular matter of a Deed of Variation. Councillor Corfield has been supportive of James Potter's proposals for the model farm all through the transfer process.

8.0 Other Consultations Undertaken

8.1 None, but there are no financial implications to the County Council by entering into a Deed of Variation to cover the matters specified.

9.0 Statutory Officers

9.1 The views of the Strategic Director, Finance & Infrastructure (Section 151 Officer) is that the proposals are within existing budget.

9.2 The Strategic Director, Law & Governance (Monitoring Officer) is content with the Report and Recommendation.

Recommendation:	Reason for Recommendation:
1. To enter into a Deed of Variation of the Leighton Model Farm lease agreement dated 19th August 2011 for the purpose of: (a) amending the lease plan (b) Reducing the insurance amount following expert assessment (c) Increasing by one year, to eleven years, the period for the tenant to complete the schedule of repair works and exercise the option to purchase the freehold reversion.	To rectify an error in the lease plan and to reflect the loss of one year's repair work due to procedural matters and Statutory requirements.

Relevant Policy :	Code of Procedure for the Disposal of Surplus Land and Property		
Within Policy:	Yes	Within Budget:	N/A

Relevant Local Member(s):	Councillor Mrs Linda Corfield
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Person(s) To Implement Decision:	Nigel Baldwin, Senior Assistant Valuer
Date By When Decision To Be Implemented:	Immediately

Contact Officer Name:	Tel:	Fax:	Email:
Nigel Baldwin	0870 1923874	01938 551233	nigel.baldwin@powys.gov.uk

Background Papers used to prepare Report:

- 1. Correspondence and Minutes of meetings with agents for Mr. James Potter.**

The Recommendation is approved.

Signed

**County Councillor Kath Roberts-Jones
Portfolio Holder for Corporate Governance and Assets**

Signed

**County Councillor Wynne Jones
Portfolio Holder for Regeneration and Culture**

Dated

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Decisions taken by Individual Portfolio Holders**Portfolio Holder for Corporate Governance and Assets and Portfolio Holder for Environment and Regulation****Decisions Taken 4 April 2012**

DECISION	Reason for decision:
That Hawys, Leighton is amalgamated with Gwyn's Barn with the rent of the latter holding increased to reflect the rental value of Hawys.	To sustain revenue income from the Leighton Estate and support the core commercial dairy unit at Gwyns Barn.

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CYNGOR SIR POWYS COUNTY COUNCIL.

REPORT FOR BOARD PORTFOLIO HOLDER APPROVAL

**Report to County Councillor Kath Roberts-Jones, Portfolio Holder for
Corporate Governance and Corporate Property**

REPORT BY: Principal Farms Estate Manager

SUBJECT: Hawys, Leighton

REPORT FOR: Decision

1. Summary

- 1.1 The tenant of Hawys, Leighton has vacated the property at short notice. Hawys consists of a house, outbuildings and grazing land extending in all to 3.86 acres.
- 1.2 The holding was let as a starter unit in June 2010 under a 4-year Farm Business Tenancy at an annual rent of £6,000.
- 1.3 Vacant possession of Hawys allows the Authority to sustain revenue income through re-letting the property (as a starter unit or by way of an amalgamation with an adjoining unit) or to realise a capital receipt through the sale of the property.

The structure of the retained Leighton Estate is set out in the table below:

Holding	Acres	Tenancy
Gwyn's Barn	182.12	FBT (2016)
Hawys	3.86	-
Goppas	53.20	AHA (lifetime)
Rufus Land	3.08	FBT (2014)
Ex-Severnleigh Land	44.37	FBT (2016)

A plan showing the position of Hawys in relation to the Leighton Estate is appended to this report.

2. Corporate Improvement Plan and Risk to the Council

- 2.1 There is a risk to the County Council that the sale of the property may significantly compromise the value of retained land at Leighton, not least in consequence of the shared access which is also used by the Authority's commercial dairy unit at Gwyn's Barn.
- 2.2 There are no significant repair liabilities associated with Hawys although works shall be required to install a proprietary heating system in the dwelling.

3. Options considered/available

3.1 Re-let Hawys

There is opportunity to re-let Hawys as a starter/residential unit of 3.86 acres under a Farm Business Tenancy. As such Hawys would generate an annual rental of some £5,500 and £6,000.

The Estate has recently re-let a similar small unit at Forden and it is considered that the immediate local requirement for such starter units (from amongst good quality applicants) has been satisfied for the time being.

3.2 Sale of Hawys

Hawys is potentially a desirable property and a sale would generate a significant capital receipt of in the region of £270,000. However a sale is not favoured as the property forms part of the 'core' Leighton Estate to be retained following the sale of Leighton Home Farm and much of the land to the east of the B4388.

Hawys shares an access from the B4388 with the Authority's commercial dairy farm at Gwyn's Barn. The access is heavily used by farm traffic – this would compromise the sale value of the property and indeed there is potential for future conflict between a private householder and the tenant of Gwyn's Barn over use of the access should the dwelling be sold.

Hawys sits within the logical 'ring fence' of retained property at Leighton following the sale of much of the Estate in August 2011. Furthermore an approach has been made from an adjoining landowner seeking to purchase the freehold of further retained land at Leighton- this matter is now receiving positive consideration and will be the subject of a further report in due course.

3.3 Amalgamation of Hawys with Gwyn's Barn

Gwyn's Barn is one of the foremost dairy farms on the County Farms Estate, being a commercial unit of 181 acres. The farm's labour requirements demand that a full-time farm worker is employed at the holding- the availability of a dwelling in close proximity to the farmstead will benefit both the occupying tenant and the Estate. Under this arrangement the tenant of Gwyn's Barn would pay a market rent for Hawys in addition to the rent currently passing for Gwyn's Barn.

4. Preferred Choice and Reasons

- 4.1 The preferred choice is to amalgamate Hawys with Gwyn's Barn for the reasons set out above.

5. Sustainability and Environmental Issues/Equalities/crime and Disorder/Other Policies

- 5.1 It is considered these policies are not materially affected by the proposal.

6. Comments of Local Member

- 6.1 County Councillor L V Corfield has been notified of the above proposals and is fully supportive of the amalgamation of Hawys with Gwyn's Barn.

7. Support Services (Legal, Finance, HR, ICT, BPU)

7.1 The Service Accountant commented: The Smallholdings Estate Service is facing budgetary pressures from 2012/13 onwards as a result of the additional costs of carrying out statutory testing in all Authority properties. This testing is required to ensure compliance with Health and Safety legislation. It is, therefore, paramount that vacant properties are re let (where appropriate) as soon as possible and that rental income reflects these additional costs.

The Legal Section have made no comment in respect to the proposal.

8. Local Service Board/Partnerships/Stakeholders etc

The proposal has no implications for the above.

9. Communications

The proposal has no implications for Communications.

10. Statutory Officers

The Monitoring Officer has no concerns in respect of the proposal.

11. Members' Interests

The Monitoring Officer is not aware of any specific interests that may arise in relation to this report. If Members have an interest they should declare it at the start of the meeting and complete the relevant notification form.

12. Consultations Undertaken

No other consultations in connection with this property have been undertaken.

Recommendation:	Reason for Recommendation:
1. That Hawys, Leighton is amalgamated with Gwyn's Barn with the rent of the latter holding increased to reflect the rental value of Hawys.	To sustain revenue income from the Leighton Estate and support the core commercial dairy unit at Gwyns Barn.

Relevant Policy (ies):	County Farms Rationalisation		
Within Policy:	Yes	Within Budget:	Yes

Contact Officer Name:	Tel:	Fax:	Email:
Hugo Van Rees	(01938) 551 266	(01938) 551 233	hugovr@powys.gov.uk

Background Papers used to prepare Report:

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Decisions taken by Individual Portfolio Holders**Portfolio Holder for Corporate Governance and Assets and Portfolio Holder for Environment and Regulation****Decisions Taken 13 April 2012**

DECISION	Reason for decision:
That Mr Hywel Roberts be offered the tenancy of Penybryn, Kerry at the tendered rent.	Following interview conducted by Councillors Mrs K. Roberts-Jones, L.R.E. Davies and Mrs J.G. Shearer.

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Clarence Meredith
Strategic Director - Law and Governance
Cyfarwyddwr Strategol - Y Gyfraith a
Llywodraethu

County Hall / Neuadd y
Sir,
Llandrindod Wells,
Powys
LD1 5LG

5th April 2012

Dear Member

Your attendance is requested at the meeting of an Interview Panel to be held in the Video Conference Room at Neuadd Maldwyn, Welshpool on Friday 13th April 2012 at 9.45 a.m.

Clarence Meredith
Strategic Director - Law & Governance

AGENDA

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. CONFIDENTIAL MATTERS**

The Strategic Director, Law and Governance has determined that categories 1 and 3 of the Access to Information Procedure Rules applies to the following item. His view on the public interest test (having taken account of the provisions of Rule 11.8 of the Council's Access to Information Rules) was that to make this information public would disclose personal data relating to an individual in contravention of the principles of the Data Protection Act. Because of this and since there did not appear to be an overwhelming public interest requiring the disclosure of personal data he felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider these factors when determining the public interest test, which they must decide when considering excluding the public from this part of the meeting.

- 4. LETTING FOR THE TENANCY OF PENYBRYN, KERRY**

To interview 4 applicants for the tenancy of Penybryn, Kerry.

(Applications enclosed)

Distribution:

Councillor Mrs. K.M. Roberts-Jones
Councillor L.R.E. Davies
Councillor Mrs J.G. Shearer

Hugo Van-Rees
Minute Book

Decisions taken by Individual Portfolio Holders**Portfolio Holder for Corporate Governance and Assets and Portfolio Holder for Environment and Regulation****Decisions Taken 23 April 2012****Sale of former Community Centre, Brooks**

DECISION	Reason for Decision
That the revised offer received from the prospective buyer of Brooks Community Centre, is accepted, subject to completion being achieved within 28 days of acceptance.	To dispose of a redundant and unused former School/community centre, generate income for the County Council, and reduce the demands on the Corporate Property revenue account.

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of the Local Government Act 1972.

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Decisions taken by Individual Portfolio Holders**Portfolio Holder for Corporate Governance and Assets and
Portfolio Holder for Learning and Leisure****Decisions Taken 24 April 2012****Newbridge on Wye New Primary School**

DECISION	Reason for Decision
To approve the recommendations in the report concerning the offer of a financial settlement to the contractor up to the amount in the report as full and final settlement of the Final Account.	To limit the financial risk/exposure to the Authority

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Decisions taken by Individual Portfolio Holders

Portfolio Holder for Corporate Governance and Assets and Portfolio Holder for Environment and Regulation

Decisions Taken 2 May 2012

Sale of County Farm land at Upper Sgynlas, Glasbury on Wye

DECISION	Reason for Decision
<p>That the land extending to approximately 1.190Ac and outlined on the attached plan by a red line, be sold for the sum reported as soon as is practically possible, subject to an agreement that the land sold shall be used for garden purposes only.</p>	<p>To generate income for the County Council without affecting the viability of the retained estate, whilst protecting the Council's position, in the event that the retained land is redeveloped in the future.</p> <p>To adhere the Councils Corporate Asset Policy.</p> <p>Additionally, to ensure that the sale is completed in a timely manner without unnecessary delay.</p>

Sale of 0.042 acre Land at Domgay Lane, Four Crosses

DECISION	Reason for decision:
<p>That a further 0.042 acre land at Domgay Lane is sold to Mr P Fowler for the sum reported with the County Council's costs also to be paid by him.</p>	<p>To achieve a cash receipt and square-off a field boundary.</p>

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By virtue of paragraph(s) 14 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Decisions taken by Individual Portfolio Holders

Councillor G.D. Price
Portfolio Holder for Corporate Governance

Budget Virements

Decision Taken 20 September 2012

DECISION	Reason for Decision:
That the budget virement in respect of the purchase of multi-functional devices be approved.	In accordance with Financial standing Orders.

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Capital Budget Virement Application Form

File Ref 2040

*[Please see guidance notes on page 2532 of the Intranet]***To Head of Finance**

From Finance & Infrastructure (Directorate)
Business & Performance Unit (Service)
Tony Price (Head of Service)
Tony Price (Budget Holder)
Sian Baird-Murray (Project Manager)

Date 4th September 2012**Details of Virement** (please refer to notes to ensure all the relevant details are included and extend box to additional page if required)

Approval is sought to use BPU revenue reserves to fund the purchase of Multi-Functional Devices (MFDs) to replace printers and photocopiers currently in use in the Gwalia, under the Printer Rationalisation Project.

The Printer Rationalisation Project identified Neuadd Brycheiniog as a 'proof of concept' site. A business case was produced in September 2010 and is attached for reference as Appendix A. The business case received approval from ICT Strategic Governance group, which included the Portfolio Holder for ICT, in September 2010, and implementation took place in May 2011, with the installation of 6 networked MFDs.

The closure report for the 'proof of concept' project was produced in December 2011 and is attached for reference as Appendix B. The report confirms that the objectives and deliverables identified in the business case had been achieved. Also, that the level of savings achieved justified the development of business cases on a (major) site by site basis.

On this basis, the decision was made to develop a business case for the Gwalia in order to identify:

- the levels of capital expenditure necessary to deploy an appropriate, networked, MFD solution
- the level of savings arising from the implementation of this solution

The business case for the Gwalia, attached for reference as Appendix C, identifies a capital outlay of £41,722 for the purchase of 5 MFDs, and associated running costs of £11,200 per annum, compared with current running costs of £20,217.

The level of saving therefore identified arising from the implementation of the MFD solution is £9,000 per annum. Consequently, the cost of purchasing the 5 MFDs would be recovered in just under 5 years, with ongoing savings accruing for the remainder of the minimum guaranteed 10 year lifetime of these Devices.

Whilst the implementation costs for the proof of concept site were met by ICT, as the revenue savings will accrue to the BPU, which retains the budgets for printing and photocopying, it is proposed that the BPU funds the up-front purchase of the MFDs, utilising its reserves to do so. As this is a recent proposal, no provision was made in the BPU budgets for 2012-13 for the investment in MFDs.

Please note: It is envisaged that further implementation of this print solution will take place in Neuadd Maldwyn and County Hall, and it is proposed that BPU reserves are drawn upon to meet the costs of those implementations. At the time of making this application, the implementation costs for the premises are unknown.

Budget Increases

Scheme Name	Printer Rationalisation
Job Code	9VF060

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	41,722.00		41,722.00			
Increase Required	41,722.00	0.00	41,722.00	0.00	0.00	0.00

2131
XF512

Financing

Name of Scheme Reduced
Job Code

	Total Cost	Prior Years	2012-13	2013-14	2014-15	Future Years
	£	£	£	£	£	£
Existing Budget	0.00					
Revised Budget	0.00					
Decrease Required	0.00	0.00	0.00	0.00	0.00	0.00

Additional / New Resources BPU Ring-fenced Reserves

Capital Receipts	0.00					
Grant	0.00					
Supported Borrowing	0.00					
Revenue/Reserves	41,722.00		41,722.00			
Total	41,722.00	0.00	41,722.00	0.00	0.00	0.00

Total Financing must match increase required above

Other Financial Implications (e.g. future years capital & revenue – must not be left blank)

Approval of the proposed virement will eliminate the need to draw on ICT budgets to fund the implementation of the Printer Rationalisation project in the Gwalia. It is proposed that the costs of implementation of the project in Neuadd Maldwyn and County Hall shall also be met using a virement of BPU reserves.

23/04/12

Approvals

Signatures

In all cases	Head of Service		Date	05.09.2012
In all cases	Head of Finance		Date	10.09.12.
£25,001 - £75,000	Portfolio Cabinet Member		Date	20.09.2012
£75,001 - £300,000	Cabinet Minute Ref.		Date	
Over £300,000	Council Minute Ref.		Date	

FMS Updated (office use only)

Accountant: Signature

Print Name J. WILLIAMS Date 21/9/12

Copy of Authorised form returned to Head of Service

Signature

Print Name

Date

