



**COTSWOLD**  
DISTRICT COUNCIL

Monday, 25 March 2024

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## **CABINET**

A meeting of the Cabinet will be held in the Council Chamber - Council Offices, Trinity Road, Cirencester, GL7 1PX on **Thursday, 4 April 2024 at 6.00 pm.**

Rob Weaver  
Chief Executive

To: Members of the Cabinet

(Councillors Joe Harris, Mike Evemy, Claire Bloomer, Tony Dale, Paul Hodgkinson, Juliet Layton, Mike McKeown and Lisa Spivey)

Recording of Proceedings – The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting.

# AGENDA

1. **Apologies**  
To receive any apologies for absence. The quorum for Cabinet is 3 members.
2. **Declarations of Interest**  
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
3. **Minutes (Pages 5 - 16)**  
To approve the minutes of the previous meeting on 7 March 2024.
4. **Leader's Announcements**  
To receive any announcements from the Leader.
5. **Public Questions**  
To deal with questions from the public within the open forum question and answer session of fifteen minutes in total. Questions from each member of the public should be no longer than one minute each and relate to issues under the Cabinet's remit. At any one meeting no person may submit more than two questions and no more than two such questions may be asked on behalf of one organisation.

The Leader will ask whether any members of the public present at the meeting wish to ask a question and will decide on the order of questioners.

The response may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

6. **Member Questions**  
No Member Questions have been submitted prior to the publication of the agenda.

A Member of the Council may ask the Leader or a Cabinet Member a question on any matter in relation to which the Council has powers or duties or which affects the Cotswold District. A maximum period of fifteen minutes shall be allowed at any such meeting for Member questions.

A Member may only ask a question if:

- a) the question has been delivered in writing or by electronic mail to the Chief Executive no later than 5.00 p.m. on the working day before the day of the meeting; or
- b) the question relates to an urgent matter, they have the consent of the Leader to whom the question is to be put and the content of the question is given to the Chief Executive by 9.30 a.m. on the day of the meeting.

An answer may take the form of:

- a) a direct oral answer;
- b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

**7. Issues Arising from Overview and Scrutiny and/or Audit and Governance**

To receive any recommendations from the Overview and Scrutiny Committee or to consider any matters raised by the Audit and Governance Committee.

**8. Discretionary Rate Relief in excess of £10,000 (Pages 17 - 20)**

Purpose

To consider four new applications for discretionary rate relief for the 2023/2024 Business Rates liability in respect of Freedom Leisure, two of which are in excess of £10,000.

Recommendations

That Cabinet resolves to:

- 1. Approve the Discretionary Rate Relief applications in respect of Bourton on the Water Leisure Centre and Cotswold Swimming Pool, Leisure Centre, Corinium Museum and The Resource Store;
- 2. Approve the automatic administration of Discretionary Rate Relief on an annual basis in line with the Leisure Contract;
- 3. Delegate authority to the Assistant Director for Resident Services to administer the annual Discretionary Rate Relief awards.

**9. Fixed Penalty Notice Policy (Pages 21 - 40)**

Purpose

To consider a new policy for the administration of Fixed Penalty Notices.

Recommendations

That Cabinet resolves to:

- 1. Approve the Fixed Penalty Notice Policy

**10. Schedule of Decisions taken by the Leader of the Council and/or Individual Cabinet Members (Pages 41 - 42)**

To note the decisions taken by the Leader and/or Individual Cabinet Members.

**11. Matters exempt from publication**

If Cabinet wishes to exclude the press and the public from the meeting during consideration of any of the items on the exempt from publication part of the agenda, it will be necessary for Cabinet to pass a resolution in accordance with the provisions of Paragraph 4(2)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 on the grounds that their presence could involve the likely disclosure of exempt information as described in specific paragraphs 2 and 3 of Schedule 12A of the Local Government Act 1972.

Cabinet may maintain the exemption if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

12. **Write off in excess of £5,000 (Pages 43 - 48)**

Purpose

To seek approval for the writing off of council tax debt in excess of £5,000.

Recommendations

That Cabinet resolves to:

- I. Approve the write off of £9,447.95 as detailed within the report

13. **Exempt Annex for Agenda Item 9 (Pages 49 - 50)**

To consider the exempt annex for Agenda Item 9 in private session (if required).

(END)