



## Portfolio Holder Decisions

### **Write Offs - Irrecoverable Debts, IDOX System support contract, Replacement of Core Infrastructure, Biodiversity Net Gain - Procurement of Services and Grant Funding, YMCA Bowl - Procurement of a new waxing machine**

- 1. Write Offs - Irrecoverable Debts** (Pages 3 - 26)  
Report of the Corporate Director Resources (Section 151 Officer).
- 2. IDOX Systems support contract** (Pages 27 - 34)  
Report of the Corporate Director Resources (Section 151 Officer).
- 3. Replacement of Core Infrastructure** (Pages 35 - 40)  
Report of Corporate Director Resources (Section 151 Officer).
- 4. Biodiversity Net Gain - Procurement of Services and Grant Funding** (Pages 41 - 46)  
Report of Corporate Director Communities.
- 5. YMCA Bowl - Procurement of a new waxing machine** (Pages 47 - 50)  
Report of Corporate Director Communities.

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Clare James, Corporate Director Resources (and S151 Officer)	Councillor David Henderson, Resources Portfolio Holder	9 March 2023

### Write Offs - Irrecoverable Debts

#### 1. Purpose of report

- 1.1 The reporting of Council Tax, Non-Domestic Rate (NNDR), Housing Benefit Overpayments and Sundry Debtor write-offs.

#### 2. Outcomes

- 2.1 The ability to demonstrate effective debt recovery activities.

#### 3. Recommendation

- 3.1 The Portfolio Holder is asked to note the action taken by the Corporate Director Resources (and S151 Officer) in relation to the write-off of bad debt.

#### 4. Background

- 4.1 The Council aims for 100% recovery of all debts but for a variety of reasons recognises that a small percentage will always become irrecoverable. Each year, a provision is made to cover the amount written off, based on the age of the debt and the likelihood of recovery.

#### 5. Key issues and proposals

- 5.1 Schedules of outstanding debts, which are deemed to be irrecoverable are attached at appendices
- 5.2 The debts are at a stage where further recovery action is not possible, either because of the age of the debt, the details available are insufficient to continue recovery action (e.g. absconding debtors with no forwarding address), the debt is negligible and it is uneconomic for the council to

continue recovery, or it is considered that all avenues of recovery have been exhausted. In the case of insolvency debt, an appropriate claim has been registered with the official receiver, and if a dividend is eventually received then this will be offset against the amount written off.

- 5.3** In the case of absconding debtors, local taxation staff utilise the services of an online tracing facility that will cross-check data with a number of national sources including registers of electors and recognised agencies.
- 5.4** The total Council Tax debt authorised for write-off is £308,092.14 representing 0.30% of the gross Council Tax debit for 2022/23.
- 5.5** The total NNDR debt authorised for write-off/adjustment is £203,437.71 representing 0.58% of the gross NNDR debit for 2022/23.
- 5.6** No Sundry Debt or Housing Benefit Overpayments are to be written off at this time.

**6. Delegated functions**

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council’s constitution): “To deal with the collection and enforcement of debts due except where specific responsibility has been allocated elsewhere”; and The Scheme of Delegation to Officers whereby the Corporate Director Resources (and S151 Officer) is given to report these to the relevant executive member.

<b>Financial and legal implications</b>	
Finance	The cost of the write-offs will be met from the relevant Bad Debt Provision, which must be maintained at a level that can meet the write-offs, funded by contributions from the collection fund in relation to Council Tax and NNDR.
Legal	There are no direct legal implications arising from this report.

**Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	X
equality and diversity	X

<b>risks/implications</b>	<b>✓ / x</b>
asset management	X
climate change	X

sustainability	X
health and safety	X

ICT	X
data protection	X

### Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None		

### List of appendices

- Appendix 1 – 3: Schedules of Council Tax debts authorised for write-off  
Appendix 4: Schedule of NNDR debts authorised for write-off

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**Council Tax**

**(Appendix 1)**

**Irrecoverable amounts**

**Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)**

**Summonsed Debt - Uncollectable Debt**

<u>Account Ref</u>	<u>Name</u>	<u>Debt Address</u>	<u>Stage</u>	<u>Amount</u>	<u>Reason</u>
REDACTED	REDACTED	REDACTED	POTENT WO	£338.50	Uncollectable / Abscon
REDACTED	REDACTED	REDACTED	POTENT WO	£279.10	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£94.45	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£510.72	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£119.02	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£59.23	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£340.69	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£1,726.61	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£89.18	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£100.76	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£1,360.85	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£1,373.44	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£326.08	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£613.98	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£1,056.39	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£186.08	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£184.80	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£131.57	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£2,229.44	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£140.21	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£41.56	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£587.29	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£31.14	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£99.49	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£108.22	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£150.82	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£72.50	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£878.47	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£568.67	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£92.85	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£833.18	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£72.50	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£157.39	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£27.62	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£89.30	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£110.00	Deceased no estate
REDACTED	REDACTED	REDACTED	POTENT WO	£103.68	Deceased no estate

REDACTED	REDACTED	REDACTED	POTENT WO	£85.70	Deceased no estate	38
REDACTED	REDACTED	REDACTED	POTENT WO	£72.50	Deceased no estate	39
REDACTED	REDACTED	REDACTED	POTENT WO	£15.50	Deceased no estate	40
REDACTED	REDACTED	REDACTED	POTENT WO	£492.36	Deceased no estate	41
REDACTED	REDACTED	REDACTED	POTENT WO	£921.77	Deceased no estate	42
REDACTED	REDACTED	REDACTED	POTENT WO	£238.50	Deceased no estate	43
REDACTED	REDACTED	REDACTED	POTENT WO	£3.75	Deceased no estate	44
REDACTED	REDACTED	REDACTED	POTENT WO	£225.46	Deceased no estate	45
REDACTED	REDACTED	REDACTED	POTENT WO	£3,496.53	Deceased no estate	46
REDACTED	REDACTED	REDACTED	POTENT WO	£903.28	Deceased no estate	47
REDACTED	REDACTED	REDACTED	POTENT WO	£21.28	Deceased no estate	48
REDACTED	REDACTED	REDACTED	POTENT WO	£72.50	Deceased no estate	49
REDACTED	REDACTED	REDACTED	POTENT WO	£79.97	Deceased no estate	50
REDACTED	REDACTED	REDACTED	POTENT WO	£1,174.47	Deceased no estate	51
REDACTED	REDACTED	REDACTED	POTENT WO	£842.70	Deceased no estate	52
REDACTED	REDACTED	REDACTED	POTENT WO	£169.91	Deceased no estate	53
REDACTED	REDACTED	REDACTED	POTENT WO	£72.50	Deceased no estate	54
REDACTED	REDACTED	REDACTED	POTENT WO	£662.96	Deceased no estate	55
REDACTED	REDACTED	REDACTED	POTENT WO	£193.32	Deceased no estate	56
REDACTED	REDACTED	REDACTED	POTENT WO	£1,158.92	Deceased no estate	57
REDACTED	REDACTED	REDACTED	POTENT WO	£566.51	Deceased no estate	58
REDACTED	REDACTED	REDACTED	POTENT WO	£72.50	Deceased no estate	59
REDACTED	REDACTED	REDACTED	POTENT WO	£179.92	Deceased no estate	60
REDACTED	REDACTED	REDACTED	POTENT WO	£197.40	Deceased no estate	61
REDACTED	REDACTED	REDACTED	POTENT WO	£305.86	Deceased no estate	62
REDACTED	REDACTED	REDACTED	POTENT WO	£420.18	Deceased no estate	63
REDACTED	REDACTED	REDACTED	POTENT WO	£85.65	Deceased no estate	64
REDACTED	REDACTED	REDACTED	POTENT WO	£2,497.52	Deceased no estate	65
REDACTED	REDACTED	REDACTED	POTENT WO	£90.77	Deceased no estate	66
REDACTED	REDACTED	REDACTED	POTENT WO	£135.54	Deceased no estate	67
REDACTED	REDACTED	REDACTED	POTENT WO	£92.63	Deceased no estate	68
REDACTED	REDACTED	REDACTED	POTENT WO	£41.00	Deceased no estate	69
REDACTED	REDACTED	REDACTED	POTENT WO	£12.00	Deceased no estate	70
REDACTED	REDACTED	REDACTED	POTENT WO	£65.77	Deceased no estate	71
REDACTED	REDACTED	REDACTED	POTENT WO	£109.94	Deceased no estate	72
REDACTED	REDACTED	REDACTED	POTENT WO	£888.15	Deceased no estate	73
REDACTED	REDACTED	REDACTED	POTENT WO	£1,596.91	Deceased no estate	74
REDACTED	REDACTED	REDACTED	POTENT WO	£794.97	Deceased no estate	75
REDACTED	REDACTED	REDACTED	POTENT WO	£3.30	Deceased no estate	76
REDACTED	REDACTED	REDACTED	POTENT WO	£64.19	Deceased no estate	77
REDACTED	REDACTED	REDACTED	POTENT WO	£149.73	Deceased no estate	78
REDACTED	REDACTED	REDACTED	POTENT WO	£133.45	Deceased no estate	79
REDACTED	REDACTED	REDACTED	POTENT WO	£243.62	Deceased no estate	80
REDACTED	REDACTED	REDACTED	POTENT WO	£145.17	Deceased no estate	81
REDACTED	REDACTED	REDACTED	POTENT WO	£121.17	Deceased no estate	82
REDACTED	REDACTED	REDACTED	POTENT WO	£146.80	Deceased no estate	83
REDACTED	REDACTED	REDACTED	POTENT WO	£48.00	Deceased no estate	84
REDACTED	REDACTED	REDACTED	POTENT WO	£78.96	Deceased no estate	85
REDACTED	REDACTED	REDACTED	POTENT WO	£135.78	Uncollectable / Abscon	86
REDACTED	REDACTED	REDACTED	POTENT WO	£318.29	Uncollectable / Abscon	87
REDACTED	REDACTED	REDACTED	POTENT WO	£146.29	Uncollectable / Abscon	88



REDACTED	REDACTED	REDACTED	POTENT WO	£109.27 Uncollectable / Absconr 89
REDACTED	REDACTED	REDACTED	POTENT WO	£113.99 Uncollectable / Absconr 90
REDACTED	REDACTED	REDACTED	POTENT WO	£298.98 Uncollectable / Absconr 91
REDACTED	REDACTED	REDACTED	POTENT WO	£427.50 Uncollectable / Absconr 92
REDACTED	REDACTED	REDACTED	POTENT WO	£706.71 Uncollectable / Absconr 93
REDACTED	REDACTED	REDACTED	POTENT WO	£163.41 Uncollectable / Absconr 94
REDACTED	REDACTED	REDACTED	POTENT WO	£465.37 Uncollectable / Absconr 95
REDACTED	REDACTED	REDACTED	POTENT WO	£758.87 Uncollectable / Absconr 96
REDACTED	REDACTED	REDACTED	POTENT WO	£381.20 Uncollectable / Absconr 97
REDACTED	REDACTED	REDACTED	POTENT WO	£397.73 Uncollectable / Absconr 98
REDACTED	REDACTED	REDACTED	POTENT WO	£587.86 Uncollectable / Absconr 99
REDACTED	REDACTED	REDACTED	POTENT WO	£823.77 Uncollectable / Absconr 100
REDACTED	REDACTED	REDACTED	POTENT WO	£78.08 Uncollectable / Absconr 101
REDACTED	REDACTED	REDACTED	POTENT WO	£262.27 Uncollectable / Absconr 102
REDACTED	REDACTED	REDACTED	POTENT WO	£128.77 Uncollectable / Absconr 103
REDACTED	REDACTED	REDACTED	POTENT WO	£193.95 Uncollectable / Absconr 104
REDACTED	REDACTED	REDACTED	POTENT WO	£267.00 Uncollectable / Absconr 105
REDACTED	REDACTED	REDACTED	POTENT WO	£106.11 Uncollectable / Absconr 106
REDACTED	REDACTED	REDACTED	POTENT WO	£127.12 Uncollectable / Absconr 107
REDACTED	REDACTED	REDACTED	POTENT WO	£92.32 Uncollectable / Absconr 108
REDACTED	REDACTED	REDACTED	POTENT WO	£193.07 Uncollectable / Absconr 109
REDACTED	REDACTED	REDACTED	POTENT WO	£387.27 Uncollectable / Absconr 110
REDACTED	REDACTED	REDACTED	POTENT WO	£607.78 Uncollectable / Absconr 111
REDACTED	REDACTED	REDACTED	POTENT WO	£307.52 Uncollectable / Absconr 112
REDACTED	REDACTED	REDACTED	POTENT WO	£728.30 Uncollectable / Absconr 113
REDACTED	REDACTED	REDACTED	POTENT WO	£909.30 Uncollectable / Absconr 114
REDACTED	REDACTED	REDACTED	POTENT WO	£470.07 Uncollectable / Absconr 115
REDACTED	REDACTED	REDACTED	POTENT WO	£30.11 Uncollectable / Absconr 116
REDACTED	REDACTED	REDACTED	POTENT WO	£282.13 Uncollectable / Absconr 117
REDACTED	REDACTED	REDACTED	POTENT WO	£88.94 Uncollectable / Absconr 118
REDACTED	REDACTED	REDACTED	POTENT WO	£326.62 Uncollectable / Absconr 119
REDACTED	REDACTED	REDACTED	POTENT WO	£645.93 Uncollectable / Absconr 120
REDACTED	REDACTED	REDACTED	POTENT WO	£470.70 Uncollectable / Absconr 121
REDACTED	REDACTED	REDACTED	POTENT WO	£521.27 Uncollectable / Absconr 122
REDACTED	REDACTED	REDACTED	POTENT WO	£617.22 Uncollectable / Absconr 123
REDACTED	REDACTED	REDACTED	POTENT WO	£833.36 Uncollectable / Absconr 124
REDACTED	REDACTED	REDACTED	POTENT WO	£1,201.65 Uncollectable / Absconr 125
REDACTED	REDACTED	REDACTED	POTENT WO	£610.68 Uncollectable / Absconr 126
REDACTED	REDACTED	REDACTED	POTENT WO	£140.91 Uncollectable / Absconr 127
REDACTED	REDACTED	REDACTED	POTENT WO	£772.03 Uncollectable / Absconr 128
REDACTED	REDACTED	REDACTED	POTENT WO	£203.57 Uncollectable / Absconr 129
REDACTED	REDACTED	REDACTED	POTENT WO	£214.90 Uncollectable / Absconr 130
REDACTED	REDACTED	REDACTED	POTENT WO	£141.55 Uncollectable / Absconr 131
REDACTED	REDACTED	REDACTED	POTENT WO	£104.93 Uncollectable / Absconr 132
REDACTED	REDACTED	REDACTED	POTENT WO	£419.03 Uncollectable / Absconr 133
REDACTED	REDACTED	REDACTED	POTENT WO	£437.29 Uncollectable / Absconr 134
REDACTED	REDACTED	REDACTED	POTENT WO	£839.29 Uncollectable / Absconr 135
REDACTED	REDACTED	REDACTED	POTENT WO	£528.29 Uncollectable / Absconr 136
REDACTED	REDACTED	REDACTED	POTENT WO	£301.43 Uncollectable / Absconr 137
REDACTED	REDACTED	REDACTED	POTENT WO	£158.92 Uncollectable / Absconr 138
REDACTED	REDACTED	REDACTED	POTENT WO	£295.47 Uncollectable / Absconr 139



**Council Tax**

**(Appendix 1)**

**Irrecoverable amounts**

**Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)**

**Summonsed Debt - INSOLVENCY RELATED**

<u>Account Ref</u>	<u>Name</u>	<u>Debt Address</u>	<u>Stage</u>	<u>Amount</u>	<u>Reason</u>	
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,000.68	INSOLVENCY EVENT	1
REDACTED	REDACTED	REDACTED	INSOLVENT	£136.00	INSOLVENCY EVENT	2
REDACTED	REDACTED	REDACTED	INSOLVENT	£419.23	INSOLVENCY EVENT	3
REDACTED	REDACTED	REDACTED	INSOLVENT	£101.75	INSOLVENCY EVENT	4
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,093.87	INSOLVENCY EVENT	5
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,196.32	INSOLVENCY EVENT	6
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,144.33	INSOLVENCY EVENT	7
REDACTED	REDACTED	REDACTED	INSOLVENT	£382.42	INSOLVENCY EVENT	8
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,409.75	INSOLVENCY EVENT	9
REDACTED	REDACTED	REDACTED	INSOLVENT	£115.51	INSOLVENCY EVENT	10
REDACTED	REDACTED	REDACTED	INSOLVENT	£77.92	INSOLVENCY EVENT	11
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,846.35	INSOLVENCY EVENT	12
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,434.33	INSOLVENCY EVENT	13
REDACTED	REDACTED	REDACTED	INSOLVENT	£140.00	INSOLVENCY EVENT	14
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,680.71	INSOLVENCY EVENT	15
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,623.54	INSOLVENCY EVENT	16
REDACTED	REDACTED	REDACTED	INSOLVENT	£861.82	INSOLVENCY EVENT	17
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,063.85	INSOLVENCY EVENT	18
REDACTED	REDACTED	REDACTED	INSOLVENT	£210.00	INSOLVENCY EVENT	19
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,416.06	INSOLVENCY EVENT	20
REDACTED	REDACTED	REDACTED	INSOLVENT	£365.28	INSOLVENCY EVENT	21
REDACTED	REDACTED	REDACTED	INSOLVENT	£118.93	INSOLVENCY EVENT	22
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,028.59	INSOLVENCY EVENT	23
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,114.99	INSOLVENCY EVENT	24
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,401.18	INSOLVENCY EVENT	25
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,187.40	INSOLVENCY EVENT	26
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,248.21	INSOLVENCY EVENT	27
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,683.57	INSOLVENCY EVENT	28

REDACTED	REDACTED	REDACTED	INSOLVENT	£172.13	INSOLVENCY EVENT	29
REDACTED	REDACTED	REDACTED	INSOLVENT	£329.22	INSOLVENCY EVENT	30
REDACTED	REDACTED	REDACTED	INSOLVENT	£492.03	INSOLVENCY EVENT	31
REDACTED	REDACTED	REDACTED	INSOLVENT	£797.45	INSOLVENCY EVENT	32
REDACTED	REDACTED	REDACTED	INSOLVENT	£221.15	INSOLVENCY EVENT	33
REDACTED	REDACTED	REDACTED	INSOLVENT	£870.17	INSOLVENCY EVENT	34
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,418.11	INSOLVENCY EVENT	35
REDACTED	REDACTED	REDACTED	INSOLVENT	£14.98	INSOLVENCY EVENT	36
REDACTED	REDACTED	REDACTED	INSOLVENT	£831.46	INSOLVENCY EVENT	37
REDACTED	REDACTED	REDACTED	INSOLVENT	£88.94	INSOLVENCY EVENT	38
REDACTED	REDACTED	REDACTED	INSOLVENT	£991.35	INSOLVENCY EVENT	39
REDACTED	REDACTED	REDACTED	INSOLVENT	£113.70	INSOLVENCY EVENT	40
REDACTED	REDACTED	REDACTED	INSOLVENT	£48.32	INSOLVENCY EVENT	41
REDACTED	REDACTED	REDACTED	INSOLVENT	£101.19	INSOLVENCY EVENT	42
REDACTED	REDACTED	REDACTED	INSOLVENT	£356.82	INSOLVENCY EVENT	43
REDACTED	REDACTED	REDACTED	INSOLVENT	£167.77	INSOLVENCY EVENT	44
REDACTED	REDACTED	REDACTED	INSOLVENT	£110.00	INSOLVENCY EVENT	45
REDACTED	REDACTED	REDACTED	INSOLVENT	£72.50	INSOLVENCY EVENT	46
REDACTED	REDACTED	REDACTED	INSOLVENT	£138.47	INSOLVENCY EVENT	47
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,738.28	INSOLVENCY EVENT	48
REDACTED	REDACTED	REDACTED	INSOLVENT	£283.79	INSOLVENCY EVENT	49
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,683.57	INSOLVENCY EVENT	50
REDACTED	REDACTED	REDACTED	INSOLVENT	£245.81	INSOLVENCY EVENT	51
REDACTED	REDACTED	REDACTED	INSOLVENT	£361.79	INSOLVENCY EVENT	52
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,198.74	INSOLVENCY EVENT	53
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,148.00	INSOLVENCY EVENT	54
REDACTED	REDACTED	REDACTED	INSOLVENT	£32.39	INSOLVENCY EVENT	55
REDACTED	REDACTED	REDACTED	INSOLVENT	£709.75	INSOLVENCY EVENT	56
REDACTED	REDACTED	REDACTED	INSOLVENT	£72.50	INSOLVENCY EVENT	57
REDACTED	REDACTED	REDACTED	INSOLVENT	£246.60	INSOLVENCY EVENT	58
REDACTED	REDACTED	REDACTED	INSOLVENT	£328.17	INSOLVENCY EVENT	59
REDACTED	REDACTED	REDACTED	INSOLVENT	£233.24	INSOLVENCY EVENT	60
REDACTED	REDACTED	REDACTED	INSOLVENT	£855.20	INSOLVENCY EVENT	61
REDACTED	REDACTED	REDACTED	INSOLVENT	£166.50	INSOLVENCY EVENT	62
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,193.04	INSOLVENCY EVENT	63
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,787.63	INSOLVENCY EVENT	64
REDACTED	REDACTED	REDACTED	INSOLVENT	£400.75	INSOLVENCY EVENT	65
REDACTED	REDACTED	REDACTED	INSOLVENT	£537.65	INSOLVENCY EVENT	66
REDACTED	REDACTED	REDACTED	INSOLVENT	£191.54	INSOLVENCY EVENT	67
REDACTED	REDACTED	REDACTED	INSOLVENT	£943.87	INSOLVENCY EVENT	68
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,063.26	INSOLVENCY EVENT	69

REDACTED	REDACTED	REDACTED	INSOLVENT	£1,166.17	INSOLVENCY EVENT	70
REDACTED	REDACTED	REDACTED	INSOLVENT	£185.22	INSOLVENCY EVENT	71
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,358.45	INSOLVENCY EVENT	72
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,310.14	INSOLVENCY EVENT	73
REDACTED	REDACTED	REDACTED	INSOLVENT	£292.24	INSOLVENCY EVENT	74
REDACTED	REDACTED	REDACTED	INSOLVENT	£937.93	INSOLVENCY EVENT	75
REDACTED	REDACTED	REDACTED	INSOLVENT	£281.73	INSOLVENCY EVENT	76
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,460.14	INSOLVENCY EVENT	77
REDACTED	REDACTED	REDACTED	INSOLVENT	£895.50	INSOLVENCY EVENT	78
REDACTED	REDACTED	REDACTED	INSOLVENT	£970.02	INSOLVENCY EVENT	79
REDACTED	REDACTED	REDACTED	INSOLVENT	£25.76	INSOLVENCY EVENT	80
REDACTED	REDACTED	REDACTED	INSOLVENT	£393.09	INSOLVENCY EVENT	81
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,228.34	INSOLVENCY EVENT	82
REDACTED	REDACTED	REDACTED	INSOLVENT	£207.02	INSOLVENCY EVENT	83
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,873.43	INSOLVENCY EVENT	84
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,031.68	INSOLVENCY EVENT	85
REDACTED	REDACTED	REDACTED	INSOLVENT	£939.77	INSOLVENCY EVENT	86
REDACTED	REDACTED	REDACTED	INSOLVENT	£211.43	INSOLVENCY EVENT	87
REDACTED	REDACTED	REDACTED	INSOLVENT	£46.45	INSOLVENCY EVENT	88
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,093.87	INSOLVENCY EVENT	89
REDACTED	REDACTED	REDACTED	INSOLVENT	£112.63	INSOLVENCY EVENT	90
REDACTED	REDACTED	REDACTED	INSOLVENT	£841.93	INSOLVENCY EVENT	91
REDACTED	REDACTED	REDACTED	INSOLVENT	£443.09	INSOLVENCY EVENT	92
REDACTED	REDACTED	REDACTED	INSOLVENT	£145.03	INSOLVENCY EVENT	93
REDACTED	REDACTED	REDACTED	INSOLVENT	£423.85	INSOLVENCY EVENT	94
REDACTED	REDACTED	REDACTED	INSOLVENT	£133.67	INSOLVENCY EVENT	95
REDACTED	REDACTED	REDACTED	INSOLVENT	£64.31	INSOLVENCY EVENT	96
REDACTED	REDACTED	REDACTED	INSOLVENT	£701.68	INSOLVENCY EVENT	97
REDACTED	REDACTED	REDACTED	INSOLVENT	£373.84	INSOLVENCY EVENT	98
REDACTED	REDACTED	REDACTED	INSOLVENT	£184.09	INSOLVENCY EVENT	99
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,007.83	INSOLVENCY EVENT	100
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,640.52	INSOLVENCY EVENT	101
REDACTED	REDACTED	REDACTED	INSOLVENT	£140.19	INSOLVENCY EVENT	102
REDACTED	REDACTED	REDACTED	INSOLVENT	£273.16	INSOLVENCY EVENT	103
REDACTED	REDACTED	REDACTED	INSOLVENT	£981.18	INSOLVENCY EVENT	104
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,317.39	INSOLVENCY EVENT	105
REDACTED	REDACTED	REDACTED	INSOLVENT	£934.01	INSOLVENCY EVENT	106
REDACTED	REDACTED	REDACTED	INSOLVENT	£588.10	INSOLVENCY EVENT	107
REDACTED	REDACTED	REDACTED	INSOLVENT	£105.47	INSOLVENCY EVENT	108
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,284.01	INSOLVENCY EVENT	109
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,114.11	INSOLVENCY EVENT	110

REDACTED	REDACTED	REDACTED	INSOLVENT	£984.00	INSOLVENCY EVENT	111
REDACTED	REDACTED	REDACTED	INSOLVENT	£185.28	INSOLVENCY EVENT	112
REDACTED	REDACTED	REDACTED	INSOLVENT	£23.16	INSOLVENCY EVENT	113
REDACTED	REDACTED	REDACTED	INSOLVENT	£412.18	INSOLVENCY EVENT	114
REDACTED	REDACTED	REDACTED	INSOLVENT	£173.56	INSOLVENCY EVENT	115
REDACTED	REDACTED	REDACTED	INSOLVENT	£282.74	INSOLVENCY EVENT	116
REDACTED	REDACTED	REDACTED	INSOLVENT	£84.74	INSOLVENCY EVENT	117
REDACTED	REDACTED	REDACTED	INSOLVENT	£66.79	INSOLVENCY EVENT	118
REDACTED	REDACTED	REDACTED	INSOLVENT	£282.00	INSOLVENCY EVENT	119
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,350.29	INSOLVENCY EVENT	120
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,319.50	INSOLVENCY EVENT	121
REDACTED	REDACTED	REDACTED	INSOLVENT	£993.59	INSOLVENCY EVENT	122
REDACTED	REDACTED	REDACTED	INSOLVENT	£816.75	INSOLVENCY EVENT	123
REDACTED	REDACTED	REDACTED	INSOLVENT	£165.21	INSOLVENCY EVENT	124
REDACTED	REDACTED	REDACTED	INSOLVENT	£419.28	INSOLVENCY EVENT	125
REDACTED	REDACTED	REDACTED	INSOLVENT	£71.39	INSOLVENCY EVENT	126
REDACTED	REDACTED	REDACTED	INSOLVENT	£3,988.34	INSOLVENCY EVENT	127
REDACTED	REDACTED	REDACTED	INSOLVENT	£70.72	INSOLVENCY EVENT	128
REDACTED	REDACTED	REDACTED	INSOLVENT	£934.00	INSOLVENCY EVENT	129
REDACTED	REDACTED	REDACTED	INSOLVENT	£474.34	INSOLVENCY EVENT	130
REDACTED	REDACTED	REDACTED	INSOLVENT	£261.00	INSOLVENCY EVENT	131
REDACTED	REDACTED	REDACTED	INSOLVENT	£577.17	INSOLVENCY EVENT	132
REDACTED	REDACTED	REDACTED	INSOLVENT	£815.00	INSOLVENCY EVENT	133
REDACTED	REDACTED	REDACTED	INSOLVENT	£200.36	INSOLVENCY EVENT	134
REDACTED	REDACTED	REDACTED	INSOLVENT	£258.54	INSOLVENCY EVENT	135
REDACTED	REDACTED	REDACTED	INSOLVENT	£419.61	INSOLVENCY EVENT	136
REDACTED	REDACTED	REDACTED	INSOLVENT	£122.93	INSOLVENCY EVENT	137
REDACTED	REDACTED	REDACTED	INSOLVENT	£257.64	INSOLVENCY EVENT	138
REDACTED	REDACTED	REDACTED	INSOLVENT	£101.18	INSOLVENCY EVENT	139
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,284.33	INSOLVENCY EVENT	140
REDACTED	REDACTED	REDACTED	INSOLVENT	£906.96	INSOLVENCY EVENT	141
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,127.34	INSOLVENCY EVENT	142
REDACTED	REDACTED	REDACTED	INSOLVENT	£45.00	INSOLVENCY EVENT	143
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,284.01	INSOLVENCY EVENT	144
REDACTED	REDACTED	REDACTED	INSOLVENT	£584.28	INSOLVENCY EVENT	145
REDACTED	REDACTED	REDACTED	INSOLVENT	£124.56	INSOLVENCY EVENT	146
REDACTED	REDACTED	REDACTED	INSOLVENT	£3,553.94	INSOLVENCY EVENT	147
REDACTED	REDACTED	REDACTED	INSOLVENT	£295.01	INSOLVENCY EVENT	148
REDACTED	REDACTED	REDACTED	INSOLVENT	£980.00	INSOLVENCY EVENT	149
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,183.66	INSOLVENCY EVENT	150
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,190.28	INSOLVENCY EVENT	151

REDACTED	REDACTED	REDACTED	INSOLVENT	£187.50	INSOLVENCY EVENT	152
REDACTED	REDACTED	REDACTED	INSOLVENT	£803.14	INSOLVENCY EVENT	153
REDACTED	REDACTED	REDACTED	INSOLVENT	£72.50	INSOLVENCY EVENT	154
REDACTED	REDACTED	REDACTED	INSOLVENT	£848.99	INSOLVENCY EVENT	155
REDACTED	REDACTED	REDACTED	INSOLVENT	£435.25	INSOLVENCY EVENT	156
REDACTED	REDACTED	REDACTED	INSOLVENT	£680.95	INSOLVENCY EVENT	157
REDACTED	REDACTED	REDACTED	INSOLVENT	£604.62	INSOLVENCY EVENT	158
REDACTED	REDACTED	REDACTED	INSOLVENT	£566.54	INSOLVENCY EVENT	159
REDACTED	REDACTED	REDACTED	INSOLVENT	£556.43	INSOLVENCY EVENT	160
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,206.50	INSOLVENCY EVENT	161
REDACTED	REDACTED	REDACTED	INSOLVENT	£584.93	INSOLVENCY EVENT	162
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,779.66	INSOLVENCY EVENT	163
REDACTED	REDACTED	REDACTED	INSOLVENT	£418.32	INSOLVENCY EVENT	164
REDACTED	REDACTED	REDACTED	INSOLVENT	£358.86	INSOLVENCY EVENT	165
REDACTED	REDACTED	REDACTED	INSOLVENT	£3,117.67	INSOLVENCY EVENT	166
REDACTED	REDACTED	REDACTED	INSOLVENT	£137.39	INSOLVENCY EVENT	167
REDACTED	REDACTED	REDACTED	INSOLVENT	£421.74	INSOLVENCY EVENT	168
REDACTED	REDACTED	REDACTED	INSOLVENT	£229.41	INSOLVENCY EVENT	169
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,043.99	INSOLVENCY EVENT	170
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,231.87	INSOLVENCY EVENT	171
REDACTED	REDACTED	REDACTED	INSOLVENT	£743.34	INSOLVENCY EVENT	172
REDACTED	REDACTED	REDACTED	INSOLVENT	£274.50	INSOLVENCY EVENT	173
REDACTED	REDACTED	REDACTED	INSOLVENT	£349.38	INSOLVENCY EVENT	174
REDACTED	REDACTED	REDACTED	INSOLVENT	£141.50	INSOLVENCY EVENT	175
REDACTED	REDACTED	REDACTED	INSOLVENT	£10.41	INSOLVENCY EVENT	176
REDACTED	REDACTED	REDACTED	INSOLVENT	£75.35	INSOLVENCY EVENT	177
REDACTED	REDACTED	REDACTED	INSOLVENT	£651.98	INSOLVENCY EVENT	178
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,053.44	INSOLVENCY EVENT	179
REDACTED	REDACTED	REDACTED	INSOLVENT	£75.00	INSOLVENCY EVENT	180
REDACTED	REDACTED	REDACTED	INSOLVENT	£99.28	INSOLVENCY EVENT	181
REDACTED	REDACTED	REDACTED	INSOLVENT	£3,426.37	INSOLVENCY EVENT	182
REDACTED	REDACTED	REDACTED	INSOLVENT	£672.90	INSOLVENCY EVENT	183
REDACTED	REDACTED	REDACTED	INSOLVENT	£973.05	INSOLVENCY EVENT	184
REDACTED	REDACTED	REDACTED	INSOLVENT	£354.32	INSOLVENCY EVENT	185
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,932.13	INSOLVENCY EVENT	186
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,301.10	INSOLVENCY EVENT	187
REDACTED	REDACTED	REDACTED	INSOLVENT	£687.50	INSOLVENCY EVENT	188
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,460.14	INSOLVENCY EVENT	189
REDACTED	REDACTED	REDACTED	INSOLVENT	£3,008.51	INSOLVENCY EVENT	190
REDACTED	REDACTED	REDACTED	INSOLVENT	£91.21	INSOLVENCY EVENT	191
REDACTED	REDACTED	REDACTED	INSOLVENT	£108.50	INSOLVENCY EVENT	192

REDACTED	REDACTED	REDACTED	INSOLVENT	£954.50	INSOLVENCY EVENT	193
REDACTED	REDACTED	REDACTED	INSOLVENT	£844.53	INSOLVENCY EVENT	194
REDACTED	REDACTED	REDACTED	INSOLVENT	£372.16	INSOLVENCY EVENT	195
REDACTED	REDACTED	REDACTED	INSOLVENT	£91.47	INSOLVENCY EVENT	196
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,301.10	INSOLVENCY EVENT	197
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,372.32	INSOLVENCY EVENT	198
REDACTED	REDACTED	REDACTED	INSOLVENT	£95.60	INSOLVENCY EVENT	199
REDACTED	REDACTED	REDACTED	INSOLVENT	£86.57	INSOLVENCY EVENT	200
REDACTED	REDACTED	REDACTED	INSOLVENT	£45.14	INSOLVENCY EVENT	201
REDACTED	REDACTED	REDACTED	INSOLVENT	£646.52	INSOLVENCY EVENT	202
REDACTED	REDACTED	REDACTED	INSOLVENT	£116.47	INSOLVENCY EVENT	203
REDACTED	REDACTED	REDACTED	INSOLVENT	£66.97	INSOLVENCY EVENT	204
REDACTED	REDACTED	REDACTED	INSOLVENT	£257.29	INSOLVENCY EVENT	205
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,496.31	INSOLVENCY EVENT	206
REDACTED	REDACTED	REDACTED	INSOLVENT	£52.81	INSOLVENCY EVENT	207
REDACTED	REDACTED	REDACTED	INSOLVENT	£548.41	INSOLVENCY EVENT	208
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,230.84	INSOLVENCY EVENT	209
REDACTED	REDACTED	REDACTED	INSOLVENT	£221.97	INSOLVENCY EVENT	210
REDACTED	REDACTED	REDACTED	INSOLVENT	£332.81	INSOLVENCY EVENT	211
REDACTED	REDACTED	REDACTED	INSOLVENT	£918.38	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£150.94	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£181.73	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,264.11	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,625.95	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,945.02	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,404.12	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£693.47	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£90.73	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£103.93	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£224.29	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£128.59	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£468.61	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£169.70	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£102.61	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£427.44	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£77.95	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£544.41	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,640.52	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£180.97	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£98.06	INSOLVENCY EVENT	212
REDACTED	REDACTED	REDACTED	INSOLVENT	£941.87	INSOLVENCY EVENT	212



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INSOLVENT	£261.89	INSOLVENCY EVENT	212
INSOLVENT	£87.58	INSOLVENCY EVENT	212
INSOLVENT	£867.95	INSOLVENCY EVENT	212
INSOLVENT	£550.00	INSOLVENCY EVENT	212
INSOLVENT	£1.00	INSOLVENCY EVENT	212
INSOLVENT	£1,489.83	INSOLVENCY EVENT	212
INSOLVENT	£531.24	INSOLVENCY EVENT	213
	<u>£178,732.40</u>		

Number of liability orders = 213

£178,732.40 authorised for write-off

Revenues Manager  
23rd February 2023

Corporate Director of Resources  
23rd February 2023

**Council Tax**

**(Appendix 2)**

**Irrecoverable amounts**

**Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)**

**Summonsed Debt - SMALL BALANCE**

<u>Account Ref</u>	<u>Name</u>	<u>Debt Address</u>	<u>Stage</u>	<u>Amount</u>	<u>Reason</u>	
REDACTED	REDACTED	REDACTED	SMALL BAL	£68.00	SMALL BALANCE	1
REDACTED	REDACTED	REDACTED	SMALL BAL	£13.07	SMALL BALANCE	2
REDACTED	REDACTED	REDACTED	SMALL BAL	£3.95	SMALL BALANCE	3
REDACTED	REDACTED	REDACTED	SMALL BAL	£11.81	SMALL BALANCE	4
REDACTED	REDACTED	REDACTED	SMALL BAL	£9.32	SMALL BALANCE	5
REDACTED	REDACTED	REDACTED	SMALL BAL	£17.61	SMALL BALANCE	6
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49	SMALL BALANCE	7
REDACTED	REDACTED	REDACTED	SMALL BAL	£19.20	SMALL BALANCE	8
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.39	SMALL BALANCE	9
REDACTED	REDACTED	REDACTED	SMALL BAL	£62.00	SMALL BALANCE	10
REDACTED	REDACTED	REDACTED	SMALL BAL	£17.55	SMALL BALANCE	11
REDACTED	REDACTED	REDACTED	SMALL BAL	£17.14	SMALL BALANCE	12
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49	SMALL BALANCE	13
REDACTED	REDACTED	REDACTED	SMALL BAL	£72.14	SMALL BALANCE	14
REDACTED	REDACTED	REDACTED	SMALL BAL	£32.04	SMALL BALANCE	15
REDACTED	REDACTED	REDACTED	SMALL BAL	£30.50	SMALL BALANCE	16
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49	SMALL BALANCE	17
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.50	SMALL BALANCE	18
REDACTED	REDACTED	REDACTED	SMALL BAL	£10.83	SMALL BALANCE	19
REDACTED	REDACTED	REDACTED	SMALL BAL	£38.32	SMALL BALANCE	20
REDACTED	REDACTED	REDACTED	SMALL BAL	£3.13	SMALL BALANCE	21
REDACTED	REDACTED	REDACTED	SMALL BAL	£6.76	SMALL BALANCE	22
REDACTED	REDACTED	REDACTED	SMALL BAL	£71.50	SMALL BALANCE	23
REDACTED	REDACTED	REDACTED	SMALL BAL	£17.29	SMALL BALANCE	24
REDACTED	REDACTED	REDACTED	SMALL BAL	£8.90	SMALL BALANCE	25
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.21	SMALL BALANCE	26
REDACTED	REDACTED	REDACTED	SMALL BAL	£5.66	SMALL BALANCE	27
REDACTED	REDACTED	REDACTED	SMALL BAL	£5.50	SMALL BALANCE	28
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.50	SMALL BALANCE	29
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.88	SMALL BALANCE	30
REDACTED	REDACTED	REDACTED	SMALL BAL	£3.75	SMALL BALANCE	31
REDACTED	REDACTED	REDACTED	SMALL BAL	£13.33	SMALL BALANCE	32

REDACTED	REDACTED	REDACTED	SMALL BAL	£2.50 SMALL BALANCE	33
REDACTED	REDACTED	REDACTED	SMALL BAL	£29.24 SMALL BALANCE	34
REDACTED	REDACTED	REDACTED	SMALL BAL	£10.76 SMALL BALANCE	35
REDACTED	REDACTED	REDACTED	SMALL BAL	£11.54 SMALL BALANCE	36
REDACTED	REDACTED	REDACTED	SMALL BAL	£12.48 SMALL BALANCE	37
REDACTED	REDACTED	REDACTED	SMALL BAL	£1.50 SMALL BALANCE	38
REDACTED	REDACTED	REDACTED	SMALL BAL	£18.73 SMALL BALANCE	39
REDACTED	REDACTED	REDACTED	SMALL BAL	£54.80 SMALL BALANCE	40
REDACTED	REDACTED	REDACTED	SMALL BAL	£14.13 SMALL BALANCE	41
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.14 SMALL BALANCE	42
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49 SMALL BALANCE	43
REDACTED	REDACTED	REDACTED	SMALL BAL	£56.27 SMALL BALANCE	44
REDACTED	REDACTED	REDACTED	SMALL BAL	£1.20 SMALL BALANCE	45
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49 SMALL BALANCE	46
REDACTED	REDACTED	REDACTED	SMALL BAL	£14.80 SMALL BALANCE	47
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49 SMALL BALANCE	48
REDACTED	REDACTED	REDACTED	SMALL BAL	£2.61 SMALL BALANCE	49
REDACTED	REDACTED	REDACTED	SMALL BAL	£26.61 SMALL BALANCE	50
REDACTED	REDACTED	REDACTED	SMALL BAL	£19.90 SMALL BALANCE	51
REDACTED	REDACTED	REDACTED	SMALL BAL	£10.95 SMALL BALANCE	52
REDACTED	REDACTED	REDACTED	SMALL BAL	£27.13 SMALL BALANCE	53
REDACTED	REDACTED	REDACTED	SMALL BAL	£19.23 SMALL BALANCE	54
REDACTED	REDACTED	REDACTED	SMALL BAL	£24.43 SMALL BALANCE	55
REDACTED	REDACTED	REDACTED	SMALL BAL	£36.66 SMALL BALANCE	56
REDACTED	REDACTED	REDACTED	SMALL BAL	£37.15 SMALL BALANCE	57
REDACTED	REDACTED	REDACTED	SMALL BAL	£42.17 SMALL BALANCE	58
REDACTED	REDACTED	REDACTED	SMALL BAL	£22.45 SMALL BALANCE	59
REDACTED	REDACTED	REDACTED	SMALL BAL	£65.70 SMALL BALANCE	60
REDACTED	REDACTED	REDACTED	SMALL BAL	£25.94 SMALL BALANCE	61
REDACTED	REDACTED	REDACTED	SMALL BAL	£9.71 SMALL BALANCE	62
REDACTED	REDACTED	REDACTED	SMALL BAL	£14.89 SMALL BALANCE	63
REDACTED	REDACTED	REDACTED	SMALL BAL	£8.16 SMALL BALANCE	64
REDACTED	REDACTED	REDACTED	SMALL BAL	£10.95 SMALL BALANCE	65
REDACTED	REDACTED	REDACTED	SMALL BAL	£37.55 SMALL BALANCE	66
REDACTED	REDACTED	REDACTED	SMALL BAL	£40.00 SMALL BALANCE	67
REDACTED	REDACTED	REDACTED	SMALL BAL	£2.74 SMALL BALANCE	68
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49 SMALL BALANCE	69
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49 SMALL BALANCE	70
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.00 SMALL BALANCE	71
REDACTED	REDACTED	REDACTED	SMALL BAL	£68.26 SMALL BALANCE	72
REDACTED	REDACTED	REDACTED	SMALL BAL	£17.35 SMALL BALANCE	73
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.48 SMALL BALANCE	74
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.28 SMALL BALANCE	75
REDACTED	REDACTED	REDACTED	SMALL BAL	£58.44 SMALL BALANCE	76

REDACTED	REDACTED	REDACTED	SMALL BAL	£17.20 SMALL BALANCE	77
REDACTED	REDACTED	REDACTED	SMALL BAL	£31.34 SMALL BALANCE	78
REDACTED	REDACTED	REDACTED	SMALL BAL	£44.83 SMALL BALANCE	79
REDACTED	REDACTED	REDACTED	SMALL BAL	£9.22 SMALL BALANCE	80
REDACTED	REDACTED	REDACTED	SMALL BAL	£67.70 SMALL BALANCE	81
REDACTED	REDACTED	REDACTED	SMALL BAL	£21.09 SMALL BALANCE	82
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.52 SMALL BALANCE	83
REDACTED	REDACTED	REDACTED	SMALL BAL	£8.14 SMALL BALANCE	84
REDACTED	REDACTED	REDACTED	SMALL BAL	£0.62 SMALL BALANCE	85
REDACTED	REDACTED	REDACTED	SMALL BAL	£19.71 SMALL BALANCE	86
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.20 SMALL BALANCE	87
REDACTED	REDACTED	REDACTED	SMALL BAL	£64.89 SMALL BALANCE	88
REDACTED	REDACTED	REDACTED	SMALL BAL	£18.81 SMALL BALANCE	89
REDACTED	REDACTED	REDACTED	SMALL BAL	£4.50 SMALL BALANCE	90
REDACTED	REDACTED	REDACTED	SMALL BAL	£72.00 SMALL BALANCE	91
REDACTED	REDACTED	REDACTED	SMALL BAL	£51.92 SMALL BALANCE	92
REDACTED	REDACTED	REDACTED	SMALL BAL	£13.24 SMALL BALANCE	93
REDACTED	REDACTED	REDACTED	SMALL BAL	£6.78 SMALL BALANCE	94
REDACTED	REDACTED	REDACTED	SMALL BAL	£29.70 SMALL BALANCE	95
REDACTED	REDACTED	REDACTED	SMALL BAL	£13.27 SMALL BALANCE	96
REDACTED	REDACTED	REDACTED	SMALL BAL	£60.82 SMALL BALANCE	97
REDACTED	REDACTED	REDACTED	SMALL BAL	£39.00 SMALL BALANCE	98
REDACTED	REDACTED	REDACTED	SMALL BAL	£15.71 SMALL BALANCE	99
REDACTED	REDACTED	REDACTED	SMALL BAL	£6.58 SMALL BALANCE	100
REDACTED	REDACTED	REDACTED	SMALL BAL	£3.01 SMALL BALANCE	101
REDACTED	REDACTED	REDACTED	SMALL BAL	£16.24 SMALL BALANCE	102
REDACTED	REDACTED	REDACTED	SMALL BAL	£30.61 SMALL BALANCE	103
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.07 SMALL BALANCE	104
REDACTED	REDACTED	REDACTED	SMALL BAL	£4.09 SMALL BALANCE	105
REDACTED	REDACTED	REDACTED	SMALL BAL	£9.10 SMALL BALANCE	106
REDACTED	REDACTED	REDACTED	SMALL BAL	£6.60 SMALL BALANCE	107
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.51 SMALL BALANCE	108
REDACTED	REDACTED	REDACTED	SMALL BAL	£36.00 SMALL BALANCE	109
REDACTED	REDACTED	REDACTED	SMALL BAL	£3.04 SMALL BALANCE	110
REDACTED	REDACTED	REDACTED	SMALL BAL	£14.95 SMALL BALANCE	111
REDACTED	REDACTED	REDACTED	SMALL BAL	£55.69 SMALL BALANCE	112
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.50 SMALL BALANCE	113
REDACTED	REDACTED	REDACTED	SMALL BAL	£13.35 SMALL BALANCE	114
REDACTED	REDACTED	REDACTED	SMALL BAL	£55.32 SMALL BALANCE	115
REDACTED	REDACTED	REDACTED	SMALL BAL	£45.00 SMALL BALANCE	116
REDACTED	REDACTED	REDACTED	SMALL BAL	£62.05 SMALL BALANCE	117
REDACTED	REDACTED	REDACTED	SMALL BAL	£6.59 SMALL BALANCE	118
REDACTED	REDACTED	REDACTED	SMALL BAL	£19.71 SMALL BALANCE	119
REDACTED	REDACTED	REDACTED	SMALL BAL	£59.00 SMALL BALANCE	120

REDACTED	REDACTED	REDACTED	SMALL BAL	£42.00	SMALL BALANCE	121
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49	SMALL BALANCE	122
REDACTED	REDACTED	REDACTED	SMALL BAL	£26.39	SMALL BALANCE	123
REDACTED	REDACTED	REDACTED	SMALL BAL	£13.44	SMALL BALANCE	124
REDACTED	REDACTED	REDACTED	SMALL BAL	£29.70	SMALL BALANCE	125
REDACTED	REDACTED	REDACTED	SMALL BAL	£59.86	SMALL BALANCE	126
REDACTED	REDACTED	REDACTED	SMALL BAL	£42.00	SMALL BALANCE	127
REDACTED	REDACTED	REDACTED	SMALL BAL	£0.33	SMALL BALANCE	128
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.81	SMALL BALANCE	129
REDACTED	REDACTED	REDACTED	SMALL BAL	£1.28	SMALL BALANCE	130
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49	SMALL BALANCE	131
REDACTED	REDACTED	REDACTED	SMALL BAL	£17.84	SMALL BALANCE	132
REDACTED	REDACTED	REDACTED	SMALL BAL	£19.76	SMALL BALANCE	133
REDACTED	REDACTED	REDACTED	SMALL BAL	£2.14	SMALL BALANCE	134
REDACTED	REDACTED	REDACTED	SMALL BAL	£34.82	SMALL BALANCE	135
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49	SMALL BALANCE	136
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49	SMALL BALANCE	137
REDACTED	REDACTED	REDACTED	SMALL BAL	£73.92	SMALL BALANCE	138
REDACTED	REDACTED	REDACTED	SMALL BAL	£0.14	SMALL BALANCE	139
REDACTED	REDACTED	REDACTED	SMALL BAL	£18.15	SMALL BALANCE	140
REDACTED	REDACTED	REDACTED	SMALL BAL	£17.64	SMALL BALANCE	141
REDACTED	REDACTED	REDACTED	SMALL BAL	£20.49	SMALL BALANCE	142
REDACTED	REDACTED	REDACTED	SMALL BAL	£3.06	SMALL BALANCE	143
REDACTED	REDACTED	REDACTED	SMALL BAL	£19.51	SMALL BALANCE	144
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.22	SMALL BALANCE	145
REDACTED	REDACTED	REDACTED	SMALL BAL	£7.74	SMALL BALANCE	146
REDACTED	REDACTED	REDACTED	SMALL BAL	£40.00	SMALL BALANCE	147
REDACTED	REDACTED	REDACTED	SMALL BAL	£16.00	SMALL BALANCE	148
REDACTED	REDACTED	REDACTED	SMALL BAL	£3.60	SMALL BALANCE	149
REDACTED	REDACTED	REDACTED	SMALL BAL	£4.51	SMALL BALANCE	150
REDACTED	REDACTED	REDACTED	SMALL BAL	£10.94	SMALL BALANCE	151
REDACTED	REDACTED	REDACTED	SMALL BAL	£4.18	SMALL BALANCE	152
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	153
REDACTED	REDACTED	REDACTED		£0.50	SMALL BALANCE	154
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	155
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	156
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	157
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	158
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	159
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	160
REDACTED	REDACTED	REDACTED		£0.48	SMALL BALANCE	161
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	162
REDACTED	REDACTED	REDACTED		£0.01	SMALL BALANCE	163
REDACTED	REDACTED	REDACTED		£0.22	SMALL BALANCE	164

REDACTED	REDACTED	REDACTED	£0.07 SMALL BALANCE	165
REDACTED	REDACTED	REDACTED	£0.50 SMALL BALANCE	166
REDACTED	REDACTED	REDACTED	£0.36 SMALL BALANCE	167
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	168
REDACTED	REDACTED	REDACTED	£0.12 SMALL BALANCE	169
REDACTED	REDACTED	REDACTED	£0.11 SMALL BALANCE	170
REDACTED	REDACTED	REDACTED	£0.03 SMALL BALANCE	171
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	172
REDACTED	REDACTED	REDACTED	£0.25 SMALL BALANCE	173
REDACTED	REDACTED	REDACTED	£0.20 SMALL BALANCE	174
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	175
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	176
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	177
REDACTED	REDACTED	REDACTED	£0.42 SMALL BALANCE	178
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	179
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	180
REDACTED	REDACTED	REDACTED	£0.28 SMALL BALANCE	181
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	182
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	183
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	184
REDACTED	REDACTED	REDACTED	£0.18 SMALL BALANCE	185
REDACTED	REDACTED	REDACTED	£0.11 SMALL BALANCE	186
REDACTED	REDACTED	REDACTED	£0.39 SMALL BALANCE	187
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	188
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	189
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	190
REDACTED	REDACTED	REDACTED	£0.10 SMALL BALANCE	191
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	192
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	193
REDACTED	REDACTED	REDACTED	£0.01 SMALL BALANCE	194

£3,423.75

Number of liability orders = 194

£3,423.75 authorised for write-off

Revenues Manager  
23rd February 2023

Corporate Director of Resources  
23rd February 2023

**Council Tax**

**(Appendix 3)**

**Irrecoverable amounts**

**Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)**

**Unsummonsed Debt**

Page 23

<u>Account Ref</u>	<u>Name</u>	<u>Debt Address</u>	<u>Amount</u>	<u>Reason</u>	
REDACTED	REDACTED	REDACTED	£9.04	DECEASED	1
REDACTED	REDACTED	REDACTED	£4,731.45	UNCOLLECTABLE/ABSCONDED	2
REDACTED	REDACTED	REDACTED	£3,148.21	UNCOLLECTABLE/ABSCONDED	3
REDACTED	REDACTED	REDACTED	£3,467.57	UNCOLLECTABLE/ABSCONDED	4
REDACTED	REDACTED	REDACTED	£4,380.39	UNCOLLECTABLE/ABSCONDED	5
REDACTED	REDACTED	REDACTED	£4,442.41	UNCOLLECTABLE/ABSCONDED	6
REDACTED	REDACTED	REDACTED	£3,873.37	UNCOLLECTABLE/ABSCONDED	7
REDACTED	REDACTED	REDACTED	£4,710.39	UNCOLLECTABLE/ABSCONDED	8
REDACTED	REDACTED	REDACTED	£0.22	SMALL BALANCE	9
REDACTED	REDACTED	REDACTED	£4,811.78	UNCOLLECTABLE/ABSCONDED	10
REDACTED	REDACTED	REDACTED	£1,119.51	INSOLVENCY EVENT	11
REDACTED	REDACTED	REDACTED	£49.59	INSOLVENCY EVENT	12
REDACTED	REDACTED	REDACTED	£738.12	INSOLVENCY EVENT	13
REDACTED	REDACTED	REDACTED	£1,815.78	INSOLVENCY EVENT	14
REDACTED	REDACTED	REDACTED	£88.00	INSOLVENCY EVENT	15
REDACTED	REDACTED	REDACTED	£532.64	INSOLVENCY EVENT	16
REDACTED	REDACTED	REDACTED	£107.51	INSOLVENCY EVENT	17
REDACTED	REDACTED	REDACTED	£1,144.00	INSOLVENCY EVENT	18
REDACTED	REDACTED	REDACTED	£1,040.73	INSOLVENCY EVENT	19
REDACTED	REDACTED	REDACTED	£693.00	INSOLVENCY EVENT	20
REDACTED	REDACTED	REDACTED	£763.48	INSOLVENCY EVENT	21
REDACTED	REDACTED	REDACTED	£70.00	SMALL BALANCE	22
REDACTED	REDACTED	REDACTED	£772.20	INSOLVENCY EVENT	23
REDACTED	REDACTED	REDACTED	£306.79	INSOLVENCY EVENT	24
REDACTED	REDACTED	REDACTED	£252.23	INSOLVENCY EVENT	25

REDACTED	REDACTED	REDACTED	£1,191.61	INSOLVENCY EVENT	26
REDACTED	REDACTED	REDACTED	£80.00	INSOLVENCY EVENT	27
REDACTED	REDACTED	REDACTED	£3.51	SMALL BALANCE	28
REDACTED	REDACTED	REDACTED	£295.37	INSOLVENCY EVENT	29
REDACTED	REDACTED	REDACTED	£146.71	INSOLVENCY EVENT	30
REDACTED	REDACTED	REDACTED	£1,143.97	INSOLVENCY EVENT	31
REDACTED	REDACTED	REDACTED	£9.22	SMALL BALANCE	32
REDACTED	REDACTED	REDACTED	£218.36	INSOLVENCY EVENT	33
REDACTED	REDACTED	REDACTED	£450.00	INSOLVENCY EVENT	34
REDACTED	REDACTED	REDACTED	£1,081.71	INSOLVENCY EVENT	35
REDACTED	REDACTED	REDACTED	£131.43	INSOLVENCY EVENT	36
REDACTED	REDACTED	REDACTED	£639.46	INSOLVENCY EVENT	37
REDACTED	REDACTED	REDACTED	£1,597.99	INSOLVENCY EVENT	38
REDACTED	REDACTED	REDACTED	£735.62	INSOLVENCY EVENT	39
REDACTED	REDACTED	REDACTED	£9.33	SMALL BALANCE	40
REDACTED	REDACTED	REDACTED	£1,926.83	INSOLVENCY EVENT	41
REDACTED	REDACTED	REDACTED	£928.40	INSOLVENCY EVENT	42
REDACTED	REDACTED	REDACTED	£637.52	INSOLVENCY EVENT	43
REDACTED	REDACTED	REDACTED	£53.80	INSOLVENCY EVENT	44
REDACTED	REDACTED	REDACTED	£249.85	INSOLVENCY EVENT	45
REDACTED	REDACTED	REDACTED	£0.73	SMALL BALANCE	46
REDACTED	REDACTED	REDACTED	£4,940.67	UNCOLLECTABLE/ABSCONDED	47
REDACTED	REDACTED	REDACTED	£387.04	INSOLVENCY EVENT	48
			<u>£59,927.54</u>		

Number of accounts = 48

£59,927.54 authorised for write-off

Revenues Manager  
23rd February 2023

Corporate Director of Resources  
23rd February 2023



**NNDR**

**(Appendix 4)**

**Irrecoverable amounts**

**Council's Constitution - Part 7.02 Scheme of Delegation para 3 (a) (13)**

**Summonsed Debt - Uncollectable Debt**

<u>Account Ref</u>	<u>Name</u>	<u>Debt Address</u>	<u>Stage</u>	<u>Amount</u>
REDACTED	REDACTED	REDACTED	INSOLVENT	£9,504.82 1
REDACTED	REDACTED	REDACTED	INSOLVENT	£95.28 2
REDACTED	REDACTED	REDACTED	INSOLVENT	£5,975.07 3
REDACTED	REDACTED	REDACTED	INSOLVENT	£924.93 4
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,446.98 5
REDACTED	REDACTED	REDACTED	INSOLVENT	£836.50 6
REDACTED	REDACTED	REDACTED	INSOLVENT	£5,592.83 7
REDACTED	REDACTED	REDACTED	INSOLVENT	£840.00 8
REDACTED	REDACTED	REDACTED	INSOLVENT	£8,946.09 9
REDACTED	REDACTED	REDACTED	INSOLVENT	£452.34 10
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,720.91 11
REDACTED	REDACTED	REDACTED	INSOLVENT	£7,048.72 12
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,012.50 13
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,418.31 14
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,738.54 15
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,214.61 16
REDACTED	REDACTED	REDACTED	INSOLVENT	£726.80 17
REDACTED	REDACTED	REDACTED	INSOLVENT	£2,397.50 18
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,492.50 19
REDACTED	REDACTED	REDACTED	INSOLVENT	£7,586.55 20
REDACTED	REDACTED	REDACTED	INSOLVENT	£14,792.50 21
REDACTED	REDACTED	REDACTED	INSOLVENT	£5,669.94 22
REDACTED	REDACTED	REDACTED	INSOLVENT	£11,970.76 23
REDACTED	REDACTED	REDACTED	INSOLVENT	£1,972.80 24
REDACTED	REDACTED	REDACTED	INSOLVENT	£6,235.15 25
REDACTED	REDACTED	REDACTED	INSOLVENT	£11,022.86 26
REDACTED	REDACTED	REDACTED	INSOLVENT	£22,428.34 27
REDACTED	REDACTED	REDACTED	POTENT WO	£1,839.84 28
REDACTED	REDACTED	REDACTED	POTENT WO	£1,066.97 30
REDACTED	REDACTED	REDACTED	POTENT WO	£5,502.04 31
REDACTED	REDACTED	REDACTED	POTENT WO	£798.04 32

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POTENT WO	£18.04	33
POTENT WO	£5,528.30	34
POTENT WO	£4,083.21	35
POTENT WO	£4,094.15	36
POTENT WO	£744.41	37
POTENT WO	£1,409.89	38
POTENT WO	£1,409.89	39
POTENT WO	£378.37	40
POTENT WO	£2,306.32	41
POTENT WO	£299.03	42
POTENT WO	£1,908.82	43
POTENT WO	£60.68	44
POTENT WO	£19,600.89	45
POTENT WO	£3,507.40	46
POTENT WO	£12,753.55	47
SMALL BAL	£0.01	48
SMALL BAL	£24.96	49
SMALL BAL	£38.77	50
	<u>£203,437.71</u>	51

Number of accounts = 51

£203,437.71 authorised for write-off

Revenues Manager  
23rd February 2023

Corporate Director of Resources  
23rd February 2023



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Clare James, Corporate Director Resources	Councillor David Henderson, Resources Portfolio Holder	9 March 2023

### IDOX Systems support contract

#### 1. Purpose of report

- 1.1 To seek approval from the Portfolio Holder for the purchase of a new contract with IDOX to cover licensing, maintenance and upgrades of our IDOX systems for the next five years.

#### 2. Outcomes

- 2.1 This will allow the council to continue using the following IDOX applications which are used throughout the Council including Uniform, Total Land Charges, Public Access and D.M.S. (Document Management System).
- 2.2 To provide support for the above applications enabling officers to be able to log support calls for IDOX technicians who will resolve any issues.
- 2.3 To supply and install upgrades for the applications over that period.

#### 3. Recommendations

- 3.1 That the council enters into a five-year IDOX contract costing £302,650 (£60,530 per annum), funded from current ICT base budgets and the IT Strategy Reserve. The contract will run from 1 April 2023 to 31 March 2028. This procurement will be made under the Crown Commercial Services framework RM3821 for the provision of Data and Applications Solutions.
- 3.2 That approval is given to proceed under the Exemption to Contract Procedures contained within the Financial Regulations and Financial Procedures Rules on the grounds that if a framework agreement is available that necessitates the council not having to go out to tender and the goods, works or services will still provide the council with best value for money.

## **4. Background**

- 4.1** Wyre Council first purchased the IDOX Uniform application in 2002 for Planning and Building Control. A key part of this application is a property database, which integrates with numerous other application modules within the IDOX catalogue. Since its introduction, the Uniform application and other modules have been adopted by several departments including Environmental Health, Licensing, Street Naming and Numbering, Local Gazetteer and Housing, making it a fundamental service for many departments.
- 4.2** Total Land Charges was added later, so that the Land Charges team could utilise information from other IDOX Uniform modules to do searches.
- 4.3** Since then, IDOX Public Access has been used to allow customers to be able to see what is happening with planning applications or access information on Licensing applications.
- 4.4** The IDOX Document Management System was added to move away from paper records and allow automation of processes through the links that were available in Uniform and Public Access to provide a better experience for the customer.
- 4.5** Now we are adding IDOX Onsite Applications which will allow officers to update IDOX systems in real time while they are out on site visits, and that will save them time whilst reducing the need to come back to the office.
- 4.6** Adding their Technical Managed Service to the contract will save the Council £7,300 over the five-year term compared to the standard list price. This will keep the IDOX software up to date with the latest features but more importantly with security and bug patches.

## **5. Key issues and proposals**

- 5.1** The IDOX applications provide a shared resource for many of our departments that gives them the ability to provide a better service to our customers through combined data. These applications are tailored for councils, it is not possible to find another supplier that can provide the same type of modular platform for all the departments that use them. The cost of building a bespoke system to do this is prohibitive.
- 5.2** The cost of the IDOX system is currently budgeted at £43,000 in 2023/24. The annual cost will increase to £60,530, taking into account the annual licensing and maintenance cost of £46,660 (£233,300 over five years) and the new annual technical managed service of £13,870 (£69,350 over five years). The total cost excluding inflation is estimated to be £302,650. The gap of £17,530 per annum will be met from the IT Strategy Reserve.

## 6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "If a framework agreement is available that necessitates the Council not having to go out to tender and the goods, works and services will still provide the Council with best value for money."

<b>Financial and legal implications</b>	
Finance	The cost of the IDOX system is currently budgeted at £43,000 in 2023/24 (see £52,000 base budget on 6404/43604/43659 which also includes £9,000 for mobile apps). The annual cost will increase to £60,530, taking into account the annual licensing and maintenance cost of £46,660 (£233,300 over five years) and the annual technical managed service of £13,870 (£69,350 over five years). The total cost excluding inflation is estimated to be £302,650. The gap of £17,530 per annum will be met from the IT Strategy Reserve. CPI will be applicable to the annual payments and the MTFP includes an estimated provision. Any shortfall will be met from the IT Strategy Reserve.
Legal	A contract for the purchase and implementation of the IT software will be entered into under the Crown Commercial Services framework RM3821 for the provision of Data and Applications Solutions which complies with the Council's Financial Regulations and Financial Procedure Rules.

### Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	<b>x</b>
equality and diversity	<b>x</b>
sustainability	<b>x</b>
health and safety	<b>x</b>

<b>risks/implications</b>	<b>✓ / x</b>
asset management	<b>x</b>
climate change	<b>x</b>
ICT	<b>✓</b>
data protection	<b>x</b>

## Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e., purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Ken Johnson	7368	Ken.johnson@wyre.gov.uk	24/02/2023

List of background papers:		
name of document	date	where available for inspection
None		

### List of appendices

Appendix 1 - Cost schedule

## Appendix 1

### Cost schedule

Description of Deliverables	Units	Unit Price	Total over term	Payment Profile
<p>Software, Support &amp; Maintenance: Contract renewal. 5 year term licence from 1 April 2023 until 31 March 2028 for the Uniform system and associated software currently deployed on premise at Wyre Borough Council (WBC). Software term licences, support and maintenance for the 5 year term.</p> <p>All Uniform and associated licenced software and services in place at the 1 February 2023 are considered as included as part of this contract, <u>excluding</u> the recent orders for the x6 On-Site Mobile Working Apps and also the EDMS extension order for Licensing (EDMS Li Category Pack and Redact Licence maintenance) which will continue to billed separately. Any other software/services procured post this date will be considered as outside of this agreement and billed separately.</p> <p>WBC will also purchase a new Technical Managed Service - See Description of Deliverables for further information.</p> <p>Indexation (CPI) applicable from Year 2 onwards.</p>	5	£46,660	£233,300	<p><b>Year 1 - 1st April 2023 – 31st March 2024 –</b></p> <ul style="list-style-type: none"> <li>£46,660</li> </ul> <p><b>Year 2 – 1 April 2024 – 31 March 2025 –</b></p> <ul style="list-style-type: none"> <li>£46,660 + Indexation (CPI)</li> </ul> <p><b>Year 3 – 1 April 2025 – 31 March 2026 –</b></p> <ul style="list-style-type: none"> <li>Year 2 payment + Indexation (CPI)</li> </ul> <p><b>Year 4 – 1 April 2026 – 31 March 2027 –</b></p> <ul style="list-style-type: none"> <li>Year 3 payment + Indexation (CPI)</li> </ul> <p><b>Year 5 – 1 April 2027 – 31 March 2028 –</b></p> <ul style="list-style-type: none"> <li>Year 4 payment + Indexation (CPI)</li> </ul> <p>Notes –</p> <ul style="list-style-type: none"> <li>Year 3 payment will be the Year 2 figure we charged in year 2 + indexation (CPI) applicable at the time in Year 3</li> </ul>

<p>Software Licenced for;  <b>Uniform system with 30 concurrent spatial user licences;</b></p> <ul style="list-style-type: none"> <li>• Gazetteer Management System</li> <li>• Development Control</li> <li>• Enforcements</li> <li>• Listed Buildings</li> <li>• Development Monitoring</li> <li>• Development Planning</li> <li>• Listed Buildings</li> <li>• Tree Preservation Orders</li> <li>• Building Control</li> <li>• Contraventions</li> <li>• Dangerous Structures</li> <li>• Environmental Health</li> <li>• Housing Assistance</li> <li>• Residential Premises</li> <li>• Commercial Premises</li> <li>• Samples</li> <li>• Accident Reports</li> <li>• Infectious Diseases</li> <li>• Pest Control</li> <li>• Private Water Supplies</li> <li>• Dog Control</li> <li>• Risk Assessment</li> <li>• Licensing</li> <li>• ASB</li> <li>• Street Naming and Numbering</li> <li>• Uniform Map Loader</li> <li>• Total Land Charges</li> <li>• 1App Planning Portal Connector (now DC CCF Task)</li> <li>• IDOX Public Access/Consultee Access for Planning</li> <li>• IDOX Public Access/Consultee Access for Licensing</li> </ul>				
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<ul style="list-style-type: none"> <li>• IDOX Public Access for Building Control</li> <li>• IDOX Public Access for Land Charges</li> <li>• Licence for Building Control Competent Persons</li> <li>• Service Requests Connector</li> <li>• GMS Exchange</li> <li>• Oracle 1 CPU ASFU SE2 licence</li> </ul> <p><b>IDOX EDMS system;</b></p> <ul style="list-style-type: none"> <li>• 30 concurrent user licences</li> <li>• Browse, Index user licences</li> <li>• Document Retention Module</li> </ul>				
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<p><b>Annual Technical Managed Service;</b>  Technical Managed Service to include upgrades only</p> <ul style="list-style-type: none"> <li>• <b>EDMS</b> - x2 upgrades of the over the 5yr term</li> <li>• <b>TLC</b> – x1 upgrade per annum</li> <li>• <b>Public Access</b> – x1 upgrade per annum</li> <li>• <b>Oracle</b> – x2 upgrades over the 5yr term</li> <li>• <b>Snapshot</b> – x1 Snapshot per annum</li> <li>• <b>ArcSDE</b> – x1 upgrade per annum</li> </ul> <p>(excludes Uniform upgrades, Uniform quarterly patching, Oracle quarterly patching and Mobile Apps upgrades as requested by ICT)  Notes  •All Technical Consultancy will be performed remotely.</p>	5	£13,870	£69,350	<p><b>Year 1 - 1 April 2023 – 31 March 2024 –</b></p> <ul style="list-style-type: none"> <li>• £13,870</li> </ul> <p><b>Year 2 – 1 April 2024 – 31 March 2025 –</b></p> <ul style="list-style-type: none"> <li>• £13,870 + Indexation (CPI)</li> </ul> <p><b>Year 3 – 1 April 2025 – 31 March 2026 –</b></p> <ul style="list-style-type: none"> <li>• Year 2 payment + Indexation (CPI)</li> </ul> <p><b>Year 4 – 1 April 2026 – 31 March 2027 –</b></p> <ul style="list-style-type: none"> <li>• Year 3 payment + Indexation (CPI)</li> </ul> <p><b>Year 5 – 1 April 2027 – 31 March 2028 –</b></p> <ul style="list-style-type: none"> <li>• Year 4 payment + Indexation (CPI)</li> </ul>
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<ul style="list-style-type: none"> <li>•WBC will provide appropriate remote access for IDOX staff.</li> <li>•All Technical work will be done within normal working hours between Monday and Friday. Weekend Working is available but this would incur additional cost and quoted for on request.</li> <li>•WBC is responsible for Hardware and Operating Systems and the backing up of all servers.</li> <li>•All O/S, hardware, backups and restores would remain within the domain of WBC.</li> <li>•No Server Moves are included.</li> </ul>				<p>Notes –</p> <ul style="list-style-type: none"> <li>• Year 3 payment will be the Year 2 figure we charged in year 2 + indexation (CPI) applicable at the time in Year 3</li> </ul>
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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Clare James, Corporate Director Resources	Councillor David Henderson, Resources Portfolio Holder	9 March 2023

### Replacement of Core Infrastructure

#### 1. Purpose of report

- 1.1 To seek approval to replace the Virtual Server Infrastructure, comprising of 3x physical servers and a single Storage Area Network (SAN).

#### 2. Outcomes

- 2.1 To ensure we provide a reliable and performant server infrastructure for all council services.
- 2.2 Deliver our Digital Wyre Strategy and provide ongoing reliability for our core services.

#### 3. Recommendations

- 3.1 That approval is given to proceed with the proposed replacement of the existing servers and SAN under the NHS Digital Workspace Solutions framework (SBS / 19 / AB / WAB / 9411), which is OJEU compliant and ensures suppliers meet Cyber Security standards.
- 3.2 That the equipment, costing an estimated £76,179 (plus £7,618 contingency) is added to the council's Capital Programme for 2022/23 funded from the IT Strategy Reserve, with a further £5,595 transferred to revenue to cover the cost of an additional warranty period.
- 3.3 That approval is given to proceed under the Exemption to Contract Procedures contained within the Financial Regulations and Financial Procedures Rules on the grounds that if a framework agreement is available that necessitates the council not having to go out to tender and the goods, works or services will still provide the council with best value for money.

## **4. Background**

- 4.1** Except for two services, the entire server estate for Wyre Council is run on 3x physical Dell servers and a single Dell SAN, this accounts for approximately 110 production virtual servers. This approach allows us to maximise our use of hardware and allows for ease of expansion and server management.
- 4.2** The previous hardware refresh for the server infrastructure was carried out in 2017, with the intention of being reviewed after a period of five years which is the expected lifespan for hardware of this nature.
- 4.3** After some hardware issues requiring replacement parts, resulting in running on limited capacity, the current infrastructure is showing its age and coming to the end of its useful life in terms of running a production environment and requires replacement.

## **5. Key issues and proposals**

- 5.1** We are now in to the sixth year of service for the current server infrastructure and have suffered several failed drives within the SAN and the failure of multiple memory modules in more than one server. We can purchase extended warranty for the servers, however, the cost is significant and it would be more beneficial to invest the funds in new equipment with faster and more efficient hardware.
- 5.2** We have experienced hardware failures with the old desktop infrastructure SAN, which was the same model and age as the current server SAN. We are aware that there is difficulty obtaining replacement parts for this equipment and therefore, we would run the risk of extended downtime in the event of a failure if we were to extend its service.
- 5.3** The hardware drivers for the existing server infrastructure will have a limited update cycle, therefore continuing to run them in a production environment could lead to running unsupported hardware, resulting in software and performance issues. This can also lead to security vulnerabilities in some instances.
- 5.4** It is proposed that the existing 3x Dell servers are replaced with 3x new Dell R650 servers at a cost of £36,580. The developments in processor efficiency will bring performance improvements of approximately +100% which should translate to a noticeable improvement in performance of our virtual servers. The upgrades in hardware will also provide the necessary futureproofing in terms of ongoing compatibility with new versions of the VMWare software that runs the bulk of the server estate. The additional memory included will provide the necessary overhead needed for upgrading to newer Windows Operating systems that generally have greater memory requirements.

- 5.5** It is proposed that the existing Dell SAN is replaced with a new Dell ME5012 Storage Array at a cost of £39,599. The replacement SAN will provide performance and resilience improvements including:
- Double the physical connectivity speed to the servers which directly translates to double the data throughput.
  - Increased disk IOPS (input/output performance measurement) (approximately 3x read speeds on paper, but real world is closer to 2x).
  - A 25% increase in storage capacity.
  - Increased tolerance of two drive failures (currently limited to a single drive).
- 5.6** The existing SAN will be repurposed as storage on our secondary DR site as it will sit idle for much of the time and will only be utilised for testing or in a disaster recovery scenario. For this reason we have opted to extend the warranty on this hardware at a revenue cost of £5,595. It is likely we can expect another couple of years' reliable service owing to reduced usage. We considered the same approach for the servers. However, even at idle when powered on they will be subject to significantly more wear than the SAN.
- 5.7** The servers being retired from the live environment will be repurposed for use as a test environment for ICT, an activity which up to now has been carried out within the live environment which is not ideal.
- 5.8** The total cost for the replacement of the core infrastructure and warranty extension is £81,774 (excluding contingency for price inflation).

## 6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 Financial Procedures Rules of the council's constitution): "To consider departures from Rules relating to financial and contractual matters if appropriate."

<b>Financial and legal implications</b>	
Finance	<p>The cost of replacing the 3x physical servers is £36,580 inclusive of 5 years next business day (NBD) on-site Pro Support.</p> <p>The cost of replacing the SAN is £39,599 inclusive of 5 years NBD on-site Pro Support.</p> <p>The expectation is that the suitability of the equipment will be reviewed in five years' time, and either a replacement will be sought, or the warranty will be extended in line with extended service expectations. There are no further cost implications expected within this term.</p>

	<p>The cost of extending the support for two years on the current SAN is £5,595.</p> <p>The current issues regarding supply chain delivery and component availability for ICT equipment are negatively affecting prices. The costs outlined in this report are expected to be achievable. Any adverse fluctuations on the capital budget will be met from the IT Strategy Reserve and a 10% contingency on the capital cost is included of £7,618.</p>
Legal	A contract for the purchase and implementation of the IT equipment will be entered into with the successful supplier which complies with the Council's Financial Regulations and Financial Procedure Rules.

### Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ü below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	✓
data protection	x

### Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Lee Brophy	01253 887643	Lee.brophy@wyre.gov.uk	21/02/2023

List of background papers:		
name of document	date	where available for inspection
None		

## **List of appendices**

None

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Corporate Director Communities	Councillor David Henderson, Resources Portfolio Holder and Councillor Alice Collinson, Planning Policy and Economic Development Portfolio Holder	9 March 2023

### Biodiversity Net Gain – Procurement of Services and Grant Funding

#### 1. Purpose of report

- 1.1 To seek approval to implement biodiversity net gain and accept grant funding.
- 1.2 To seek approval for an exemption to the Council’s financial procedure rules for the procurement of consultancy services to support the delivery of biodiversity net gain.

#### 2. Outcomes

- 2.1 To implement biodiversity net gain and local nature recovery requirements set out in the Environment Act.

#### 3. Recommendations

- 3.1 That the council accepts additional biodiversity net gain extra burdens grant funding when available from government and make this funding available to the Planning Department to support the delivery of biodiversity net gain services.
- 3.2 That the Resources Portfolio Holder delegates authority to the Corporate Director Communities to allow for the appointment of consultants under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedures rules, that the goods, works or services are of a specialised nature carried out by only one or a limited

number of firms with no reasonable satisfactory alternative available, to support the delivery of biodiversity net gain.

- 3.3** That a virement of £10,050 be actioned and following approval of the budget, the amount be transferred into 2023/24.

#### **4. Background**

- 4.1** Biodiversity net gain (BNG) is an approach to development, and/or land management, that aims to leave the natural environment in a measurably better state than it was beforehand.
- 4.2** BNG is not a new concept and the consideration of ecological and biodiversity enhancements is a requirement in existing national planning policy and guidance, which is reflected locally in Policy CDMP4 of the adopted Wyre Local Plan (2011-2031) (incorporating partial update of 2022).
- 4.3** The Environment Act came into force in November 2021 and has introduced a mandatory requirement to consider BNG. Under the Environment Act 2021, all planning permissions granted in England (with a few exemptions) will have to secure at least 10% BNG. It is understood that the Government intend that the 10% uplift in biodiversity will become mandatory from November 2023. Evidently, the mandatory requirement will have significant impact on the planning department, its resources and its users. In anticipation, it is appropriate to consider and be prepared for the mandatory requirement and work is currently underway on its local implementation.
- 4.4** To date, the government have provided the council with a one off payment of just under £10,050 to support the local planning authority in the preparation and implementation of mandatory BNG standards. It is expected that the Department for Environment, Food and Rural Affairs (DEFRA), on behalf of the government will be announcing additional resourcing for the new burdens later this year. It is currently understood that additional grant funding will be short-term only.
- 4.5** To help inform where BNG should be delivered, the Environment Act requires Local Nature Recovery Strategies (LNRS) to be prepared. For Wyre, this is understood to become the responsibility of Lancashire County Council. To date, the government have published draft regulations and further clarification on BNG is expected as part of the final regulations set to be published in Summer 2023.
- 4.6** To support the determination of planning applications, Greater Manchester Ecology Unit (GMEU) currently provide specialist ecological advice to, and on behalf of, Wyre Council to support the current ecological and biodiversity requirements. GMEU have developed local ecological knowledge and expertise in Wyre. They are also currently developing considerable experience of implementation BNG in Greater Manchester, ahead of the mandatory requirements. The GMEU service is

delivered by Tameside MBC on behalf of all Greater Manchester Authorities.

## **5. Key issues and proposals**

- 5.1** To obtain specialist ecological advice, the total estimated value of the contract is over £10,000 and up to £100,000. In accordance with Financial Regulations, three written quotations should normally be obtained.
- 5.2** In accordance with the exemptions to the contract procedures, the services required are of a specialised nature and can only be carried out by Greater Manchester Ecological Unit (GMEU). This is because the consultants will have to appraise previous planning applications and have the local knowledge, skills and expertise to ensure consistency in the planning process. This will also result in time and cost savings compared to developing the local knowledge and expertise with a new consultant, which there are limited consultancy that could be available.
- 5.3** To support the determination of planning applications, specialist ecological advice from GMEU currently cost circa £10,000 annually, dependent upon the number of planning applications that typically require ecological advice. To meet the new mandatory BNG requirement, a 25% increase in annual fee to obtain expanded ecological advice is expected. This is subject to the outcome of the final regulations.
- 5.4** The additional new burdens grant funding from DEFRA will support the establishment of new processes and procedures and will fund additional ecological advice. It will also fund potential additional legal advice to support Section 106 agreements.
- 5.5** Discussions are currently underway with Lancashire County Council to understand the process, timescales and how Wyre will be involved in the development of LNRS, so that it reflects local priorities. Additional consultancy support and advice may be required to develop and understand local priorities in Wyre and contribute to the LNRS.
- 5.6** Implementation of BNG is likely to lead to actions that will reduce the negative impacts of climate change through mitigation and adaptation.

## **6. Delegated functions**

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 of the council's constitution): "to consider departures from rules relating to financial and contractual matters if appropriate".

<b>Financial and legal implications</b>	
Finance	The BNG grant of £10,047 will be transferred from 3591 to 3550 to support the planning department's implementation of mandatory BNG, including commissioning consultancy services to provide specialist ecological advice. It is expected that spend will commence in 2023/24 and therefore the grant will be transferred to the new financial year following approval of the budget. Additional BNG grant funding will also contribute and is expected to cover the additional resource burden for 2023/24 financial year only.
Legal	A contract will be entered into with any appointed consultant or service provider to comply with the council's Financial Procedure Rules and Contracts Procedures.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	<b>x</b>
equality and diversity	<b>x</b>
sustainability	<b>x</b>
health and safety	<b>x</b>

<b>risks/implications</b>	<b>✓ / x</b>
asset management	<b>x</b>
climate change	<b>✓</b>
ICT	<b>x</b>
data protection	<b>x</b>

### **Processing Personal Data**

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

**List of appendices**

None.

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## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Marianne Hesketh, Corporate Director Communities	Councillor David Henderson, Resources Portfolio Holder and Councillor Lynne Bowen, Leisure, Health and Community Engagement Portfolio Holder	9 March 2023

### YMCA Bowl – Procurement of a new waxing machine

#### 1. Purpose of report

- 1.1 To note the procurement of a new waxing machine for YMCA Bowl at Thornton Leisure Centre, funded from the Leisure Management Reserve and to seek approval for an exemption from the contract procedure rules.

#### 2. Outcomes

- 2.1 Investment in our asset at Thornton Leisure Centre and the protection of our capital investment in the bowling lanes.
- 2.2 To enable the regular cleaning and re-waxing of the ten pin bowling lanes after the breakdown of the old waxing machine.
- 2.3 A continued positive bowling experience that will both attract and retain new and existing customers by improving the quality of the customer experience and customer satisfaction.

#### 3. Recommendations

- 3.1 That the cost of a new waxing machine for YMCA Bowl be funded from the Leisure Management Reserve costing £13,825.
- 3.2 That approval is given by the Resources Portfolio Holder to allow the procurement under exemptions to contract procedures, contained within the Financial Regulations and Financial Procedure Rules on the grounds that: “the goods, works or services are of a specialised nature carried out

by only one or a limited number of firms with no reasonably satisfactory alternatives available.”

#### **4. Background**

- 4.1** The council is working closely with Fylde Coast YMCA with the aim of reducing the operational subsidy. It is vital that we are able to support Fylde Coast YMCA to maintain their operations in order to maximise usage and income.
- 4.2** The current waxing machine has come to the end of its useful life. Repairs are no longer financially viable and a replacement machine is needed. Lanes need regular cleaning and re-waxing in order to protect them from wear and maintain the quality of the bowling experience.

#### **5. Key issues and proposals**

- 5.1** YMCA Bowl is an important revenue generator for Thornton Leisure Centre and the ten pin bowling remains a popular and profit making activity for the centre.
- 5.2** A quality clean and the application of an even wax finish is required on the lanes in order for a quality bowling experience and to protect the lanes from wear.
- 5.3** The existing machine is now beyond repair and a replacement is needed.
- 5.4** There are a very limited number of waxing machines on the market that do not require a dedicated expert technician to operate them. The usual Fylde Coast YMCA procurement process is to contact three suppliers to secure best value. In this case the YMCA require a machine that can be operated by their general site staff and one that doesn't require expensive cleaning cloths. Their research has found just one machine on the market that meets their requirements.

#### **6. Delegated functions**

- 6.1** The matters referred to in this report are considered under the following Executive Function delegated to the Leisure, Health and Community Engagement Portfolio Holder (as set out in Part 3.03 of the Council's Constitution): "To consider matters relating to sport and recreation including sports facilities (apart from playing fields), swimming centres, riverside and marine facilities for leisure pursuits and other leisure and cultural services."
- 6.2** They also come under the following Executive Function delegated to the Resources Portfolio Holder (as set out in Part 3.03 of the Council's Constitution): "To consider departures from the Rules relating to financial and contractual matters if appropriate".



<b>Financial and legal implications</b>	
Finance	The cost of the waxing machine is estimated at £13,825 (excluding VAT) and can be met from the Leisure Management Reserve. The 2022/23 Revised Estimates will be amended to reflect the purchase on 3083/40100.  The ongoing maintenance of the machine will be contained within operational budgets.
Legal	The procurement complies with the Council's Financial Regulations and Financial Procedure Rules on Contract Procedures.

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	x
equality and diversity	x
sustainability	x
health and safety	✓

<b>risks/implications</b>	<b>✓ / x</b>
asset management	✓
climate change	x
ICT	x
data protection	x

### **Processing Personal Data**

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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<b>List of background papers:</b>		
name of document	date	where available for inspection
None		

### **List of appendices**

None

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