

EXECUTIVE

Minutes of a meeting of the Executive of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Monday 3rd November 2025 at 1000 hours.

PRESENT:-

Members:-

Councillor Jane Yates in the Chair

Councillors:- Mary Dooley, Donna Hales (from during Minute No. EX158-25/26), Rob Hiney-Saunders, Clive Moesby, Tom Munro and John Ritchie.

Officers:- Karen Hanson (Chief Executive), Jim Fieldsend (Monitoring Officer), Fiona Herrington (Principal Accountant) (attending on behalf of Theresa Fletcher, Section 151 Officer)), Steve Brunt (Strategic Director of Services), Mark Giles (Assistant Director Streetscene and Enforcement), Victoria Dawson (Assistant Director Housing Management), Chris McKinney (Senior Devolution Lead for Planning Policy, Strategic Growth and Housing), Yousaf Chaudhary (Trainee Planning Policy Officer), and Alison Bluff (Senior Governance Officer).

Also in attendance, observing the meeting, were Junior Cabinet Members Cathy Jeffery and Jeanne Raspin), and Coby Bunyon (Scrutiny Officer).

EX152-25/26.

APOLOGIES

An apology for absence was received on behalf of Councillor Phil Smith.

EX153-25/26.

URGENT ITEMS OF BUSINESS

There were no urgent items of business.

EX154-25/26.

DECLARATIONS OF INTEREST

There were no declarations of interest.

EX155-25/26.

MINUTES – 6th OCTOBER 2025

Moved by Councillor Tom Munro and seconded by Councillor Rob Hiney-Saunders
RESOLVED that the Minutes of an Executive meeting held on 6th October 2025 be approved as a true record.

EX156-25/26.

BOLSOVER TREE AND WOODLAND STRATEGY UPDATE

Executive considered a detailed report, presented by Councillor Rob Hiney-Saunders, Portfolio Holder for Environment, which sought Members' approval for a public consultation on the 'Consultation Draft Bolsover Tree and Woodland Strategy' which was appended to the report.

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As Members were aware, the Council had been delivering the Bolsover Community Woodlands project between 2021 and 2025, with funding received of just under £270,000 which had seen over 25,000 trees planted across more than ten projects throughout the District.

In addition to internal officer and Member engagement, the preparation of the Tree and Woodland Strategy had involved engagement with a number of relevant external stakeholders including the parish and town councils, Derbyshire County Council, Derbyshire Wildlife Trust and National Trust representatives. This had led to the preparation of a consultation draft strategy which sought to set an ambitious strategy that would continue the great work of the Bolsover Community Woodlands project and see further opportunities for tree planting across the District. The contents of the draft strategy were summarised in the report and the strategy had been considered by the Climate Change and Communities Scrutiny Committee at its meeting held on 14th October 2025.

Councillor Hiney-Saunders thanked the Senior Devolution Lead for Planning Policy, Strategic Growth and Housing for the report, and noted that further to the consultation, a report would be presented to a future meeting of Executive for final approval of the Strategy.

In response to a Member's query, the Senior Devolution Lead for Planning Policy, Strategic Growth and Housing, advised that some of the Bolsover Community Woodlands funding would be used for future maintenance of the planted trees.

Moved by Councillor Rob Hiney-Saunders and seconded by Councillor Mary Dooley
RESOLVED that 1) the contents of the proposed Consultation Draft Bolsover Tree and Woodland Strategy be approved,

2) delegated authority be given to the Assistant Director of Planning and Planning Policy, in consultation with the Portfolio Holder, to agree the final arrangements of the proposed consultation exercise on the 'Consultation Draft Bolsover Tree and Woodland Strategy'.

Reasons for Recommendation

The report updated Members on the preparation of the Bolsover Tree and Woodland Strategy with the recommendation that Members approve the contents of the proposed draft document for the purposes of public consultation.

Alternative Options and Reasons for Rejection

It would be possible to not prepare a Bolsover Tree and Woodland Strategy, although this was a requirement of the Woodland Trust's funding agreement and would need to be reported to them. As a result, this alternative option had been rejected.

EX157-25/26.

RISK MANAGEMENT STRATEGY 2026

Executive considered a detailed report, presented by Councillor Clive Moesby, Portfolio Holder for Resources, which provided an update on the current position regarding risk management arrangements. The report also sought Members approval for the refreshed Risk Management Strategy 2026, which was appended to the report.

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The Strategy detailed the work of the Risk Management Group (RMG), which was chaired by the appropriate Cabinet Member and included the Chief Executive, Senior Risk Officer (SRO), Senior Information Risk Officer (SIRO), S151 Officer, senior managers, Internal Audit and Health and Safety. The group provided a comprehensive oversight of risk throughout the Council and oversaw all Council operational and strategic risk registers ensuring they were up to date and accurate whilst offering challenge to the assessment process itself.

The group were also responsible for risk management reporting to stakeholder groups across the Council, including Audit Committee, and supported the production of the Annual Governance Statement. The group lead on the development and review of all risk related policies, plans and strategies across the Council and oversaw and championed the implementation of the Risk Management Strategy and associated action plan. A refreshed action plan was also contained within the Risk Management Strategy 2026.

The Council's Audit Committee had considered the refreshed Risk Management Strategy on 25th September 2025.

Moved by Councillor Clive Moesby and seconded by Councillor Rob Hiney-Saunders **RESOLVED** that the refreshed Risk Management Strategy 2026 be approved.

Reasons for Recommendation

Alongside regular updates on risk management, the Council's Audit Committee considered the refreshed Risk Management Strategy on 25th September 2025. The Risk Management Group provided a comprehensive oversight of risk throughout the organisation.

The Risk Management Group had made significant progress in ensuring that risk was effectively managed within the Council. By leading on the development and review of all risk related policies, plans and strategies across the Council, the RMG provided consistency of approach and alignment of all service areas in relation to risk management.

Alternative Options and Reasons for Rejection

It is good practice for the Council to develop and regularly review its Risk Management Strategy, Strategic Risk Register and associated risk management processes and policies. Given the importance of these arrangements for the overall performance and governance of the Council the alternative of not providing them was rejected.

EX158-25/26.

BUDGET MONITORING QUARTER 2

Executive considered a detailed report, presented by Councillor Clive Moesby, Portfolio Holder for Resources, which provided an update on the financial position of the Council following the 2025/26 Quarter 2 monitoring exercise for the General Fund, the Housing Revenue Account (HRA), Capital Programme and Treasury Management activity.

The Council continued to make payments to Dragonfly Management for the provision of some services (Appendices 1, 2 and 4 to the report), in line with the service level agreement. The Council made a charge to Dragonfly Development for the support services provided to the whole company. Budgets from the already approved Medium-

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Term Financial Plan (MTFP) were paid over to Dragonfly Management to allow them to operate and pay for these services. The remainder of the Council's services were shown in the Community Services Directorate if they were outward facing services or in the Corporate Resources Directorate if they were internal support services.

General Fund Revenue Account

The General Fund Revenue Account summary was shown in Appendix 1 to the report. The original budget for 2025/26 showed a contribution from the NNDR Growth Protection Reserve of £0.049m, a deficit in effect. The current budget now showed this to be a transfer to the reserve after adjustments had been made to the business rates figures for the actual 2025/26 NNDR1 return, and the estimated business rates surplus of £2.454m. After the Council tax increase and other small movements were included, the current budget overall was showing a surplus of £0.126m. As savings were identified and secured, they were moved into the relevant cost centres within the main General Fund Directorates. Appendix 2 to the report detailed the net cost of each cost centre within the Directorates.

The overall position at the end of Quarter 2 showed that there was a favourable variance of £2.477m, with most identified variances as a consequence of timing, which was usual for this time in the year. There was no known large budget pressures identified in Quarter 2 reporting, but as part of the revised budget and MTFP, the revenue budget implications of the work required at Pleasley Vale Mills, would be factored in.

Housing Revenue Account (HRA)

The Housing Revenue Account summary for the Quarter 2 of 2025/26 was set out in Appendix 3 to the report. The original budget for 2025/26 showed a balanced budget, the current budget showed this to still be the case. Appendix 4 to the report detailed the net cost of each cost centre within the HRA and gave some details for the larger variances. The information on the HRA services transferred into Dragonfly Management was also provided.

The overall position at the end of Quarter 2 showed that there was an adverse variance of £0.383m. Similarly to the General Fund, most of the identified variances were due to timing. The only significant issue to report regarding the overall position for the HRA at the end of the second quarter was the reduction in dwelling rent income. More properties had been demolished than was anticipated when the income budget was set, resulting in less income billed. However, at 2.93%, the income lost from void properties was not as much as was estimated when compared to the 3% prediction.

Capital Programme

Capital Expenditure

The capital programme summary for the second quarter of 2025/26 was provided in Appendix 5 to the report. In headline terms, the capital programme profiled budget for Quarter 2 was £23.782m and the actual spend, and known commitments totalled £10.511m, which was £13.271m behind the planned spend position. The budget for the capital schemes, which were managed by Dragonfly Management, were paid over monthly in arrears based on the actual amount spent, any commitments for the schemes managed by Dragonfly Management were not included. The main areas to highlight were listed in the report.

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Capital Resources

HRA

The Council had sufficient capital resources in place to finance the HRA actual expenditure and commitments at the end of the second quarter.

General Fund

The financing of the General Fund part of the capital programme was in line with the approved financing arrangements.

Treasury Management

The treasury management function covered the borrowing and investment of Council money. This included both the management of the Council's day to day cash balances and the management of its long-term debt. All transactions were conducted in accordance with the Council's approved strategy and the CIPFA Code of Practice. Good treasury management played an important role in the sound financial management of the Council's resources.

The Council approved the 2025/26 Treasury Management Strategy at its meeting in January 2025. Appendix 6 to the report identified the Treasury Management activity undertaken during the Quarter 2 of 2025/26 and demonstrated that this was in line with the plans agreed as part of the strategy. The income received from investments was currently higher than budgeted, due to having higher than predicted cash balances from the Capital Programme underspend, for example. This would be reflected when the budget was reviewed as part of the revised budget process.

A number of Money Market Funds (MMF's) had continued to be used during Quarter 2 for cash that did not have an immediate need for use. MMF's were currently offering better interest rates than banks although the Council was still achieving below bank base rate on its investments even in the MMF's. Careful monitoring of cash balances was being undertaken on a daily basis, and officers were looking to see where investments could be put out for a longer period in order to obtain better rates. A full assessment of this was being done to update the revised budgets.

Following on from a response to a query from Councillor Dooley, the Leader advised that the Strategic Commissioning Board had requested the Head of Business Growth to keep all Members updated on a regular basis regarding progress in relation to the £15m Regeneration Fund projects.

Moved by Councillor Clive Moesby and seconded by Councillor Mary Dooley

RESOLVED that 1) the monitoring position of the General Fund at the end of the Quarter 2 as detailed on Appendix 1 to the report (a net favourable variance of £2.477m against the profiled budget) and the key issues highlighted within the report, be noted,

2) the position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the Quarter 2 (Appendices 2, 3, 4, 5 and 6 to the report), be noted.

Reasons for Recommendation

The report summarised the financial position of the Council following the second quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account, Capital Programme and Treasury Management activity.

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The Medium-Term Financial Strategy (MTFS) for 2025/26 – 2028/29 was approved in October 2024. It was the intention of the Section 151 Office to update the strategy on an annual basis for the implications of each finance settlement, to carry forward the assumptions for the new year of the MTFP and present it to Members for approval. However, the uncertainty currently surrounding government funding and the Fair Funding Review 2.0 consultation, meant the Section 151 Officer was not in a position to provide an update to the strategy at this time.

The Section 151 Officer would, therefore, update Members on the government funding implications for the Council and the MTFP, in the MTFP report in January 2026, and would update the MTFS as usual in September and October 2026.

Alternative Options and Reasons for Rejection

The Budget Monitoring report for 2025/26 was primarily a factual report which detailed progress against previously approved budgets. Accordingly, there were no alternative options to consider.

EX159-25/26.

CONTRACT AWARD TO ENABLE DELIVERY WARM HOMES: SOCIAL HOUSING FUND WAVE 3

Executive considered a detailed report presented by Councillor John Ritchie, Portfolio Holder for Growth, which sought Members' approval to award a contract to Phoenix Gas Services Limited to deliver the proposed works under the Warm Homes: Social Housing Fund Wave 3.

The Council submitted a bid to Midlands Net Zero Energy Hub for funding under the Warm Homes: Social Housing Fund Wave 3, to enable energy efficiency works to a number of the Council's properties. A grant of £1.8 million with match funding was applied for which would give a total scheme of £3.6m. The Midlands Net Zero Hub advised the Council that funding requests nationally exceeded the budget, however, the Council was successful and awarded £811,065 in funding.

At its meeting held on 23rd June 2025, Executive agreed to accept the grant funding and match fund from the HRA unallocated Major Repairs Reserves £838,236.00 towards the project. This gave a total of £1.649m to be spent over 3 years.

Following this, Dragonfly Management (Bolsover) Limited began a procurement exercise to identify a suitable contractor to deliver the energy efficiency improvement works under the grant and after evaluating bids received from 29 applicants, the preferred bidder had been identified as Phoenix Gas Services Limited.

Moved by Councillor John Ritchie and seconded by Councillor Rob Hiney-Saunders
RESOLVED that the award of the contract to Phoenix Gas Services Limited to deliver the proposed works under the Warm Homes: Social Housing Fund Wave 3, be approved.

Reasons for Recommendation

There was a requirement currently under the MEES for properties to achieve a minimum of an EPC E in order to be let. It was anticipated that this requirement would increase to a minimum of an EPC C in the new MEES currently out to consultation and that this would be in force by 2030.

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The Council had been awarded £811,065 and had previously obtained Executive approval to match fund this for energy efficiency improvement works. The report recommended going ahead with the previously agreed proposal and awarding the contract to Phoenix Gas Services Limited.

Alternative Options and Reasons for Rejection

To take no action - rejected because of the award of £811,065 from Midlands Net Zero Hub (MNZH) and because rescinding the offer of contract at this stage in the tender process would be in breach of Procurement Act 2023.

EX160-25/26.

PURCHASE OF SECTION 106 PROPERTIES FROM WOODALL HOMES LTD, BOLEAPPLETON FARM, SHUTTLEWOOD ROAD, BOLSOVER

Executive considered a detailed report which sought Members' approval to recommend to Council to amend the Capital Programme to include the purchase of 12 properties at Boleappleton Farm, Bolsover, from Woodall Homes Ltd, for affordable rent within the Housing Revenue Account, and to give delegated authority to the Assistant Director Housing Management to agree the purchase subject to funding being available.

Woodall Homes Limited were building 161 properties at Boleappleton Farm, Shuttlewood Road, Bolsover, including 12 affordable 1-bedroom semi-detached houses as a S106 planning condition. The Council had an ambition of adding 200 new homes to its housing stock by a mixture of new development through the housing development programme and by appropriate acquisition. Subject to Council approval, the properties would be added to existing Council stock within the Housing Revenue Account and be funded using Right to Buy Receipts.

Moved by Councillor John Ritchie and seconded by Councillor Rob Hiney-Saunders
RECOMMENDED that Council approve the funding for the purchase of 12 properties at Boleappleton Farm, Bolsover, from Woodall Homes Ltd, for affordable rent within the Housing Revenue Account, and amend the Capital Programme to include the properties,

RESOLVED that subject to Council approval of the financing, the Assistant Director of Housing Management be given delegated powers to approve the purchase of the properties from Woodall Homes Limited.

Reasons for Recommendation

That the proposal offered value for money, met local housing need, and increased the Council's housing stock, therefore, the Council should proceed with the purchase.

Alternative Options and Reasons for Rejection

To not purchase the properties had been rejected as the properties would fulfil a housing need in the area. This housing mix best supported that identified housing need.

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EX161-25/26.

MANAGEMENT OF CORPORATE DEBT – WRITE OFF OF OUTSTANDING AMOUNTS

Executive considered a detailed report, presented by Councillor Clive Moesby, Portfolio Holder for Resources, which sought Members' approval to the proposed write-off of debts in respect of Council Tax as detailed in Appendix 1 to the report.

When an amount of arrears became uncollectable it was described as a bad debt. Writing-off amounts which were no longer collectable was an essential part of the debt management process. It ensured that a focus was maintained on those amounts which were collectable, thus maximising overall levels of collection. In all cases where there was a cause to write debt off, every attempt had been made by the Council and agencies working with the Council, to collect the outstanding debt before write-off was proposed.

The Council's Constitution allowed the Director of Finance and Section 151 Officer, after consultation with the relevant Portfolio Holder, to authorise the write-off of bad debts up to an approval limit of £2,500. The report recommended the write-off of a number of individual debts which were above the limit of £2,500.

The table in the report gave a summary of each class of write-off and showed the amounts written off in previous years as a comparison.

Moved by Councillor Clive Moesby and seconded by Councillor Tom Munro
RESOLVED that the amounts included at paragraph 2.1 of the report (£107,767.03) and detailed in Appendix 1 to the report, be written off.

Reasons for Recommendation

Given that all available options to recover the debt had been explored, it was important that the Council recognised the position and approved the write-off of the uncollectable debt.

Alternative Options and Reasons for Rejection

These were outlined in the main body of the report.

The meeting concluded at 1034 hours.