

# Public Document Pack



**Nottingham**  
**City Council**

## **Nottingham City Council Trusts and Charities Committee**

**Date:** Monday, 23 October 2023

**Time:** 2.00 pm

**Place:** Ground Floor Committee Room - Loxley House, Station Street, Nottingham,  
NG2 3NG

**Councillors are requested to attend the above meeting to transact the following business**

**Director for Legal and Governance**

**Governance Officer:** Catherine Ziane-Pryor

**Direct Dial:** 0115 876 4298

- 1 Apologies for absence**
- 2 Declarations of interests**
- 3 Minutes** 3 - 6  
Of the meeting held on 23 June 2023 (for confirmation).
- 4 Bridge Estate update** 7 - 12  
Report of the Director of Economic Development and Property  
(A further update will be provided before the meeting)
- 5 Future meeting dates**  
To note that future meetings will be held at Loxley House from 2pm on  
the following dates: 18 December 2023, and 25 March 2024.
- 6 Exclusion of the public**  
To consider excluding the public from the meeting during consideration  
of the remaining item(s) in accordance with Section 100A(4) of the Local  
Government Act 1972 on the basis that, having regard to all the  
circumstances, the public interest in maintaining the exemption  
outweighs the public interest in disclosing the information.
- 7 Exempt minutes** 13 - 16  
Of the meeting held on 23 June 2023 (for confirmation).
- 8 Bridge Portfolio Update Exempt Appendix** 17 - 22

If you need any advice on declaring an interest in any item on the agenda, please contact the Governance Officer shown above, if possible before the day of the meeting

Citizens are advised that this meeting may be recorded by members of the public. Any recording or reporting on this meeting should take place in accordance with the Council's policy on recording and reporting on public meetings, which is available at [www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk). Individuals intending to record the meeting are asked to notify the Governance Officer shown above in advance.

## Nottingham City Council

### Trusts and Charities Committee

**Minutes of the meeting held at Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG on 26 June 2023 from 14:06 – 15:18**

#### Membership

##### Present

Kirsty Lemara Jones (Chair)  
Councillor Anwar Khan  
Councillor Zafran Nawaz Khan  
Councillor Farzanna Mahmood  
Councillor Salma Mumtaz  
Councillor Sarita-Marie Rehman-Wall  
Councillor Andrew Rule

##### Absent

Councillor Faith Gakanje-Ajala  
Councillor Sana Nasir

#### Colleagues, partners and others in attendance:

Chris Hanson, Senior Surveyor  
Thomas Straw, Senior Accountant for Capital Programmes  
Ayanna Warner, Assistant Surveyor  
Catherine Ziane-Pryor, Governance Officer

#### 1 Appointment of Vice-Chair

**Resolved to appoint Councillor Faith Gakenje-Ajala as Vice-Chair for the municipal year 2023/24.**

#### 2 Apologies for absence

Councillor Faith Gakenje-Ajala ) on other Council Business  
Councillor Sana Nasir )  
Bevis Mackie, Head of Commercial Property Investment Portfolio  
Malcolm Townroe, Director of Legal and Governance and Monitoring Officer

#### 3 Declarations of interests

None.

#### 4 Minutes

Subject to showing that Councillor Andrew Rule was present (having arrived late), the minutes of the meeting held on 27 March 2023 were confirmed as a true record and signed by the Chair.

#### 5 Bridge Estate Pre-Audit Financial Outturn 2022/23

Thomas Straw, Senior Accountant for Capital Programmes, presented the report which informs the committee of the draft 2022/23 financial outturn for the Bridge Estate Trust, a copy of which is attached to the report.

The following points were highlighted and members' questions responded to:

- a) The report presents the draft accounts and requests that the committee delegate authority to the Chair to sign the accounts once finalised so the City Council's accounts can be consolidated;
- b) Committee members will be informed of any changes from the information presented to them today, and the final accounts will be presented to the next meeting;
- c) The charity achieved a rental income of just under £1.5 million, which represents a slight decrease due to loss of rent from vacant Lister Gate properties;
- d) It is noted that the 2022/23 accounts included a technical adjustment regarding the former Robin Hood Energy tenant which went into administration, and the loss allowance;
- e) The Bridge Estate cash balance is invested by NCC on behalf of the trust;
- f) Expenditure on business rates has increased from £150,000 to £250,000 due to landlord liability from vacant properties;
- g) The charity formally paid the City Council a grant of £750k for 2022/23, and is predicted to drop to between £500k and £600k for 2023/24;
- h) The report sets out the reserves within four sections, which, following the decision of the committee in the previous municipal year, is now increased by £150k;
- i) Training will be made available to support trustees in making the best possible decisions for the charities;
- j) The charity does not directly employ any staff, but does pay the City Council for officer time for property and financial management, including legal support. A detailed breakdown of management costs can be made available to trustees;
- k) The most significant area of vacant properties is on Lister Gate, with premises formerly occupied by Vision Express and WHSmith, affected by the Broadmarsh Centre redevelopment. These properties became vacant and are currently the subject of discussion for potential disposal;

Committee members noted that the charity's grant to the City Council is incorporated into the City Councils Medium Term Financial Plan, but requested further information on:

- i. how the funds are used to for the public benefit of the citizens of Nottingham;
- ii. a broader view of alternative routes to meet the public benefit objective while providing the best possible value for the Charity and Nottingham's citizens.

**Resolved:**

- 1) to note the draft outturn accounts for Bridge Estate for 2022/23;**

- 2) **to delegate authority to the Chair of the Committee to sign the audited accounts on behalf of the Trust, noting that the final version of the accounts will be circulated outside of the meeting to the Committee prior to signing, and then formally circulated at a later Committee meeting;**
- 3) **for further information on specifically how the City Council ensures that the funds granted by the charity are used to benefit the citizens of the City, with alternative options investigated.**

## **6 Bridge Estate Property Update Report**

In the absence of Bevis Mackie, Head of Corporate Portfolio and Investment Manager, Chris Hanson, Senior Surveyor, accompanied by Ayanna Warner, Assistant Surveyor, presented the report, which detailed key property events that had taken place, or were proposed, for the Bridge Estate Charity since the last meeting. A more detailed update was given during exempt minute 8.

## **7 Exclusion of the Public**

Resolved to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that having regard to all the circumstances, the public interest in maintaining the exemption outweighed the public interest in disclosing the information, as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A to the Act.

## **8 Exempt Minutes**

Subject to showing that Councillor Andrew Rule was present, the exempt minutes of the meeting held on 27 March 2023 were confirmed as a true record and signed by the Chair.

## **9 Exempt Appendix 1b -Bridge Estate Property Update Report**

Further to minute 5 above, Chris Hanson, Senior Surveyor, provided a more detailed update in respect of the property portfolio, including the condition of the properties, potential new/re-gear leases, financial details and the latest rent arrears position.

**Resolved to note the updates and approve the recommendations as amended during the meeting.**

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**Trusts and Charities Committee 23<sup>rd</sup> October 2023**

<b>Title of paper:</b>	Bridge Estate Property Update Report	
<b>Director(s)/ Corporate Director(s):</b>	Nicki Jenkins – Economic Development and Property	<b>Wards affected:</b> Various
<b>Report author(s) and contact details:</b>	Bevis Mackie – Corporate Portfolio & Investment Manager	
<b>Other colleagues who have provided input:</b>	Tom Straw - Senior Accountant, Capital Programmes (Technical Accounting) Malcolm Townroe – Director of Legal and Governance	
<b>Date of consultation with Portfolio Holder(s) (if relevant)</b>		
<b>Does this report contain any information that is exempt from publication?</b>		
An appendix to the report is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of a particular person (including the authority holding the information), having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is not in the public interest to disclose this information because publication may result in commercially sensitive information being revealed which could impact detrimentally on negotiations		
<b>Relevant Council Plan Outcome:</b>		
Green, Clean and Connected Communities	<input type="checkbox"/>	
Keeping Nottingham Working	<input type="checkbox"/>	
Carbon Neutral by 2028	<input type="checkbox"/>	
Safer Nottingham	<input type="checkbox"/>	
Child-Friendly Nottingham	<input type="checkbox"/>	
Living Well in our Communities	<input type="checkbox"/>	
Keeping Nottingham Moving	<input type="checkbox"/>	
Improve the City Centre	<input type="checkbox"/>	
Better Housing	<input type="checkbox"/>	
Serving People Well	<input checked="" type="checkbox"/>	
<b>Summary of issues (including benefits to citizens/service users):</b>		
The report sets out the key property events that have taken place or are proposed for the Bridge Estate portfolio since the date of the last meeting.		
<b>Recommendation(s):</b>		
<b>1</b>	That the Committee note the updates in the report and Appendix 1a relating to the individual Bridge Estate properties	
<b>2</b>	That the Committee approves the recommended actions as set out in the Exempt Appendix 1b to the report	

**1. Reasons for recommendations**

1.1 Appended to this report is a schedule setting out the recent activity or proposed actions relating to the individual properties within the Bridge Estate portfolio.

**2. Other options considered in making recommendations**

2.1 Not applicable

**3. Consideration of Risk**

3.1 Charity Committee guidance state that the Trust may purchase and lease property for Charity to generate income to meet its purposes, but Trustees must make sure that it is in the Charity's best interests. Trustees are responsible for protecting the Charity's money and assets. Therefore, Trustees should satisfy themselves that: - the property is suitable for its needs; - the price is fair, or even discounted, compared with similar properties to the market; - they understand any legal obligations relating to the land, such as planning restrictions; - any loan or mortgage terms are reasonable and competitive

**4. Background (including outcomes of consultation)**

4.1 Not applicable

**5. Finance colleague comments (including implications and value for money)**

5.1 Comments provided within the appendices to this report

**6. Legal colleague comments**

6.1 Comments provided within the appendices to this report

**7. Other relevant comments**

7.1 None

**8. Crime and Disorder Implications (If Applicable)**

8.1 N/A

**9. Social value considerations (If Applicable)**

9.1 N/A

**10. Regard to the NHS Constitution (If Applicable)**

10.1 N/A

**11. Equality Impact Assessment (EIA)**

11.1 Has the equality impact of the proposals in this report been assessed?

No





An EIA is not required because: This decision does not include principles for new or changing policies, services or functions

(Please explain why an EIA is not necessary)

Yes

Attached as Appendix x, and due regard will be given to any implications identified in it.

**12. Data Protection Impact Assessment (DPIA)**

12.1 Has the data protection impact of the proposals in this report been assessed?

No

A DPIA is not required because:

The decision will not involve the transfer of data to any parties. If this is required at a later date a DPIA will be completed.

Yes

Attached as Appendix x, and due regard will be given to any implications identified in it.

**13. Carbon Impact Assessment (CIA)**

13.1 Has the carbon impact of the proposals in this report been assessed?

No

A CIA is not required because:

This decision is concerned matters concerning the commercial property portfolio within which tenants / prospective tenants occupy the premises for the purpose of carrying out its business activities

Yes

Attached as Appendix x, and due regard will be given to any implications identified in it.

**14. List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)**

14.1 None

**15. Published documents referred to in this report**

15.1 None

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## Bridge Estate Portfolio Update

Item No.	Property name and address	Surveyors Update	Finance Comments	Legal, Procurement and/or Risk considerations	Action required by Trustees
1	34 Lister Gate, NG1 7DD	The premises are marketed 'to let' with FHP Property Consultants in aim of securing a short-term letting.	Finance comments to follow	Legal comments to follow	For noting
2	38 Lister Gate	The premises are marketed 'to let' with FHP Property Consultants in aim of securing a short-term letting.	Finance comments to follow	Legal comments to follow	For noting.
Page 11	24-30 Castle Gate, NG1 7AT	Terms have been agreed for the disposal of freehold interest in this asset, solicitors instructed with completion expected to take effect shortly.	Finance comments to follow	Legal comments to follow	For noting.
4	Governor's House & Judges Retiring Rooms, High Pavement, NG1 1HN	Terms for lease have been agreed with a prospective tenant, solicitors are instructed with the lease expected to complete following the completion of various works later this year.	Finance comments to follow	Legal comments to follow	For noting
5	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Floor Premises, Century House, 8 – 18 Chapel Bar, NG1 6JD	The premises are being marketed 'To Let' by HEB Surveyors.	Finance comments to follow	Legal comments to follow	For noting
6	Former Eon Offices, Building 1, Woolsthorpe Close, Woolsthorpe Depot	The premises remain on the market available 'To Let' with Innes England.	Finance comments to follow	Legal comments to follow	For noting
7	Ground Floor 5 Castle Bridge Office Village, Lawrence Way, NG7 1GE	The premises are marketed available 'to Let' by HEB surveyors.	Finance comments to follow	Legal comments to follow	For noting

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