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**Nottingham
City Council**

Nottingham City Council Trusts and Charities Committee

Date: Monday, 16 December 2024

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: Phil Wye

Direct Dial: 0115 876 4637

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes** 3 - 6
Minutes of the meeting held on 23 September 2024, for confirmation
- 4 Bridge Estate Charity - Property Update Report** 7 - 12
Report of the Director of Economic Development and Property
- 5 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.
- 6 Exempt Minutes** 13 - 16
Exempt minutes of the meeting held on 23 September 2024, for confirmation
- 7 Bridge Estate Charity - Property Update Report - exempt appendix** 17 - 34

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, including 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. 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 Loxley House, Nottingham on 23 September 2024 from 2.01 pm - 3.28 pm

Membership

Present

Councillor Steve Battlemuch
Councillor Faith Gakanje-Ajala
Councillor Fozia Mubashar
Councillor Salma Mumtaz
Councillor Andrew Rule

Absent

Councillor Zafran Nawaz Khan
Councillor Farzanna Mahmood
Councillor Sana Nasir
Councillor Sarita-Marie Rehman-Wall

Colleagues, partners and others in attendance:

Bevis Mackie - Portfolio and Investment Manager
Andy Nuttall - Estates Surveyor
Thomas Straw - Senior Accountant, Capital Programmes
Ayanna Warner - Estates Surveyor
Phil Wye - Governance Officer

11 Appointment of Vice Chair

Resolved to appoint Councillor Salma Mumtaz as Vice-Chair for the remainder of the municipal year 2024-25.

12 Apologies for Absence

Councillor Zafra Khan – personal
Councillor Farzanna Mahmood – unwell
Councillor Sana Nasir - personal
Councillor Sarita-Marie Rehman-Wall – personal

13 Declarations of Interest

None.

14 Minutes

The minutes of the meeting held on 24 June 2024 were confirmed as a correct record and signed by the Chair.

15 Bridge Estate Draft Financial Outturn 2023/24

Tom Straw, Senior Accountant (Capital programmes), presented the report which contains details of two letters that are required to be signed by the Chair as part of

the external audit and the draft 2023-24 outturn for the Bridge Estate Trust (financial accounts enclosed), detailing any variance from 2022-23.

Variance between 2023-24 and 2022-23 is mostly on rental income and energy. The difference on rental income is largely due to movements in loss allowances (i.e. bad debt), and once this technical entry is excluded from both financial years the variance between the financial years reduces to £0.091m. Variance on energy is due to a number of invoices from Nottingham City Council that date back a number of years. While a full investigation is undertaken as to whether the amounts are due, the full amount is expected to reduce between draft and final following the review.

Resolved to

(1) approve the Chair of the Committee to sign the following letters to external audit:

- **Letter of Engagement**
- **Audit Planning Letter**

(2) note the draft financial outturn for the Bridge Estate Trust;

(3) 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 the formally circulated at a later Committee meeting.

16 Bridge Estate Charity - Property Update Report

Bevis Mackie, Corporate Portfolio and Investment Manager, presented the report informing the Committee of the position of the Bridge Estate Portfolio since the last meeting.

17 Exclusion of the public

The Committee agreed 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 Paragraph 3 of Part 1 of Schedule 12A to the Act.

18 Exempt Minutes

The exempt minutes of the meeting held on 24 June 2024 were confirmed as a correct record and signed by the Chair.

19 Bridge Estate Draft Financial Outturn 2023/24 - Exempt Appendix

Tom Straw, Senior Accountant (Capital programmes), presented the exempt appendix which was noted by the Committee.

20 Bridge Estate Charity - Property Update Report - Exempt Appendix

Trusts and Charities Committee - 23.09.24

Bevis Mackie, Corporate Portfolio and Investment Manager, presented the exempt appendix to the report which informs the Committee of the position of the Bridge Estate Portfolio since the last meeting with arrangements to be confirmed with the committee for a tour of the property portfolio.

Resolved to approve the recommendations set out in the exempt appendix

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Trust & Charities Committee – 16th December 2024

Title of paper:	Bridge Estates Property Update Report	
Director(s)/ Corporate Director(s):	Beverly Gouveia - Director of Economic Development & Property	Wards affected: Various
Report author(s) and contact details:	Andy Nuttall – Interim Senior Estates Surveyor – andy.nuttall@nottinghamcity.co.uk Bevis Mackie - Corporate Portfolio & Investment Manager – bevis.mackie@nottinghamcity.gov.uk	
Other colleagues who have provided input:	Tom Straw – Senior Accountant, Capital Programmes (Technical Accounting) James Christian - Senior Solicitor – Conveyancing	
Date of consultation with Executive Member(s) (if relevant)	N/a	
Does this report contain any information that is exempt from publication? Yes 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		
Relevant Council Plan Outcome:		
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"/>	
Summary of issues (including benefits to citizens/service users):		
The Key Property Events that have taken place or are proposed for the Bridge Estate since the date of the last meeting.		
Recommendation(s):		
1	That the Committee note the updates in the report and Appendix 1a relating to the individual Bridge Estate properties.	
2	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 Not applicable

9. Social value considerations (If Applicable)

9.1 Not applicable

10. Regard to the NHS Constitution (If Applicable)

10.1 Not applicable

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:

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:

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:

A CIA is not required because this decision is concerned matters concerning the commercial property portfolio within which 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.	No additional finance comments.	No risks to identify at present but the terms of the proposed transaction must be considered in detail and approved in the usual way.	For noting
2	38 Lister Gate	The premises are under-offer for lease with a prospective tenant.	Once lease position known, budget will be amended accordingly.	As above.	For noting
3	24-30 Castle Gate, NG1 7AT	Terms have been agreed for the sale of the freehold interest with solicitors instructed, completion is expected shortly.	Options in relation to application of capital receipts to be considered once receipt secured.	As above.	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 internal works being progressed.	Once lease position known, budget will be amended accordingly.	As above.	For noting
5	1 st , 2 nd and 3 rd Floor Premises, Century House, 8 – 18 Chapel Bar, NG1 6JD	The premises are being marketed 'To Let' by HEB Surveyors.	No additional finance comments.	As above.	For noting

6	Former Eon Offices, Building 1, Woolsthorpe Close, Woolsthorpe Depot	The premises remain on the market available 'To Let' with Innes England.	No additional finance comments.	As above.	For noting
7	Ground Floor 5 Castle Bridge Office Village, Lawrence Way, NG7 1GE	The premises are marketed available 'To Let' by HEB Surveyors.	No additional finance comments.	As above.	For noting
8	140 Vernon Road Old Basford NG6 0AD	Terms have been agreed for the sale of the freehold interest with solicitors instructed, completion is expected shortly.	Options in relation to application of capital receipts to be considered once receipt secured.	As above.	For noting
9	Annual Tour	A tour of the property portfolio is proposed on Wednesday 11 th December 2024.	Not applicable	Not applicable	For agreement

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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