



**INDIVIDUAL CABINET MEMBER DECISION-MAKING  
RECORD OF DECISION**

**PART A**

<b>DETAILS OF REPORT</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
<b>Title of report</b>	Council tax write-offs over £5,000 and under £50,000
<b>Decision-maker</b>	Cabinet Member for Communities, Equalities and Finance
<b>Earliest date when decision can be taken</b>	20 August 2024
<b>Key decision – Yes/No?</b>	Yes
<b>Date published on forward plan</b>	1 July 2024
<b>Date sent to cabinet member</b>	12 August 2024
<b>Recommendation</b>	That the Cabinet Member for Equalities, Democracy and Finance approves the write-off of the debts detailed in Appendix 1 of the closed report totaling £119,705.65 (multiple write-offs).

<b>ORIGINATING AUTHOR'S DETAILS</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
<b>Lead officer</b>	Clive Palfreyman, Strategic Director of Finance
<b>Report author</b>	Dominic Cain, Director of Customer and Exchequer Services
<b><sup>1</sup>Contact officer</b>	Dominic Cain, Director of Customer and Exchequer Services
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<sup>1</sup> Named officer to contact on whether representations have been received or not

**PART B**

*(Cabinet member to complete this section)*

**DECISION(S)**

Recommendations agreed.

**REASONS FOR DECISION**

As outlined in report.

**ALTERNATIVE OPTIONS  
CONSIDERED**

None

**REPRESENTATIONS RECEIVED**

None

**ADDITIONAL ADVICE RECEIVED**

None

**ANY INTERESTS DECLARED**

*Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.*

*Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.*

*If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.*

None

## DECLARATION

I approve/~~reject~~ the recommendations set out in the report.\*

*or*

~~I approved an alternative course of action set out in Part B.\*~~

*or*

~~I have referred this matter to the Full Cabinet for decision.\*~~

(\* - Please delete as appropriate)

Signed



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Dated.....20/08/2024.....

Cabinet Member for Communities, Equalities and Finance

Please return completed hard copy of the form to Constitutional Team, 160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7187.

### Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.