

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 30 January 2024 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)
Councillors: Ayers, Biegel, Hussain, Kilsby, Phillips and Strangwood.

Alternate Members: None

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Martyn Surfleet (Executive Officer)
Chris Green (Events Manager)

R.40/23 Apologies for Absence

None

R.41/23 Declarations of Interest

None

R.42/23 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 02 January 2024 be approved as a correct record and signed by the Chairman.

R.43/23 Income & Expenditure Report

The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 09 January 2024.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast versus the phased YTD budget.

General Services variances are principally

- Staffing remain within projected costs, at 75% YTD, recruitment of a cleaner remains underway.
- Planned cemetery works include roof repairs at Southam Road depot and tree works on poplars at Southam and driveway footpath repairs.
- Timing of invoicing for grounds maintenance works impacted by timing of December invoicing across Parks, seasonality of football pitch works and Horton View. Timing of Ezee Trees software install into Q4 £10k. Preparation works and seeding on the wildflower meadow in Spiceball has started £10k. Electric Vehicle charging at Southam Road timing for Q4 £8k. CCTV install has been completed.
- Contract has been completed for a two-year lease of cricket pitch facilities at Hanwell Fields, and machinery has been ordered.
- Timing of capital works at PDP aerial runway and Easington link path moved to Q4, with Hillview play area refurb, walled garden and municipal compost bay works earmarked for 2024 delivery.

Underspends on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are anticipated to finish broadly within acceptable budget tolerance.
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party. The required operating information has been requested of Cherwell District Council.
- Other Costs & Income includes increased interest income in line with changes to Bank of England base rate.

Financial Effects & Risk Assessment

This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

IT WAS RESOLVED to receive and note the Income and Expenditure report.

R.44/23 Events Update

Members were invited to receive a verbal update from the Events Manager.

Several questions were asked of the Events Manager regarding details of several events and the proposed dates of the Michaelmas Fair.

It was RESOLVED to receive and note the Events Update.

R.45/23 Woodgreen Open Air Pool Update Report

Members were invited to review the report of the Town Clerk & RFO.

Members were updated on the running costs as well as Banbury Town Councils contributions to the running costs of the facilities at Woodgreen Leisure Centre.

IT WAS RECOMMENDED that officers convene an in-person meeting of the Woodgreen Pool Working Party with officers from Cherwell District Council to enable members and officers to further review the operations of the Woodgreen Open Air Pool.

It was RESOLVED to receive and note the Woodgreen Open Air Pool Update Report

R.46/23 Health & Safety Policy Statement

The Council considered the overarching Environmental, Health and Safety Policy Statement, which was reviewed annually.

It was RESOLVED that the Environmental Health & Safety Policy Statement (Appendix A to these Minutes) be approved and the Town Clerk be authorised to sign the statement.

The meeting ended at 7.19pm

ENVIRONMENTAL, HEALTH AND SAFETY POLICY STATEMENT

The management of Banbury Town Council operates an integrated environmental, health and safety management system, which is geared towards the identification and control of key processes in our organisation. It is also our intention to encompass environmental, health and safety best practice into our business activities and decisions and to:

- bring this Policy Statement to the attention of all stakeholders
- carry out regular audits of our environmental, health and safety management systems
- comply with legislation, guidance and approved codes of practice issued at International, National and Local levels
- eliminate risks to the environment, health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with foreseeable environmental, health and safety incidents
- establish meaningful, measurable targets and goals for environmental, health and safety performance
- maintain an open and constructive dialogue on environmental, health and safety issues with our employees, contractors, suppliers, customers and regulatory authorities
- maintain our premises, provide and maintain safe plant and equipment
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental, health and safety law
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control the environmental, health and safety risks arising from our work activities
- raise awareness, encourage participation and train employees in environmental, health and safety matters
- reduce the use of water, energy and any other natural resources
- seek opportunities to continuously improve our ability to identify measure and control the environmental, health and safety impacts of our activities
- where risks cannot be eliminated they will be minimised by substitution, use of physical controls or, as a last resort, through safe systems of work

This Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed:



Dated:

30/1/24

Position: Town Clerk