**RESOURCES COMMITTEE**

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 08 January 2019 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)

Councillors: Banfield, Hussain, Clarke, Cherry, Harrison, Kilsby, Richards, Ross and Wren.

Alternate Members: Councillor Beverley (for Councillor Fatemian) and Councillor Milne Home (for Councillor Colegrave).

Officers: Mark Recchia (Town Clerk); Mark Hassall (Deputy Town Clerk/RFO); and Glenn Speakman (Planning & Administration Officer).

**R.34/18 Apologies for Absence** Councillors Colegrave and Fatemian.

**R.35/18 Declarations of Interest** None.

**R.36/18 Minutes of the last Meeting**

**IT WAS RESOLVED** that the Minutes of the Meeting held on 06 November 2018 be approved as a correct record and signed by the Chairman.

**R.37/18 Income & Expenditure Report**

The Committee considered a report prepared by the Deputy Town Clerk/RFO outlining year-to-date income and expenditure with the projected annual budget to 3rdDecember 2018. Underspends versus the projected budget were £1,110k across all services. Excluding forecast future expenditure of (£593k), this was made up of General Services underspends of £403k and Resources underspends of £114k. This was mainly caused by expected YTD underspends of timing of grounds maintenance charges and timing of capital works.

Principal items of note for Resources Committee, excluding one-off grants, were:

• Legal and professional expenditure, principally timing related £17k.

• Town centre events across the board broadly in line with budget, with increased income including nearly £2k for next year’s Taste of Spring early bookings.

• Town Hall reduced salaries helped to offset reduced income.

• Other services to the public included £25k grant for the provision of Christmas Lights and Woodgreen Open Air Pool £68k and timing of small grants and crime prevention grant.

Members asked a number of detailed questions on the Income and Expenditure report. The Deputy Town Clerk & RFO answered questions.

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

**R.38/18 Grants & Budget Sub-Committee**

The Chairman thanked the sub-committee for their review of the budget.

**IT WAS RESOLVED** to receive and note the minutes of the Grants & Budget Sub-Committee held on the 27November 2018 and approve the recommendations set out in Minute G&B.4/18.

***Banbury Town Council*** *Resources Committee*

*08 January 2019*

**R.39/18 Draft Estimates 2019/20**

Members were guided through the Draft Estimates 2019/20 which had been circulated with the agenda. These had been considered by service committees during the last meeting cycle and reviewed by the Grants and Budget Sub-Committee in November. The draft estimates for 2019/20 incorporated both expenditure and income, the latter being derived from the fees and charges, which had received small inflationary increases across the board in line with the recommendations of Grants & Budget Sub-Committee, other than some General Services Committee fees and charges. In this respect child burials would now be provided for children under the age of 16 who were Banbury residents free of charge. None residents would still incur the regular schedule of charges and memorials would still have to be purchased. In respect of football pitches discounts for pitch sharing were also to be discontinued and a new charge introduced for cricket short evening (T20) games.

The draft Estimates for 2019/20 were presented on the basis of a 0% precept increase, meaning that the Council’s likely contractual commitments e.g. inflationary increases, had generally been absorbed. Salary budgets incorporated a 2.5% inflationary change and specific contract and pension costs. The following observations were made to Members:

**Cost Centre 301 Corporate Management**

Reduced legal costs and bank charges were offset by increased computer support and audit fees.

**Cost Centre 305 Central Administration**

Reduced staffing costs due to vacancies and extended maternity leave in 2018/19 normalized in 2019/20. Investment in the Town Council website had been completed in 2018/19 and the website dedicated to hiring the Town Hall reviewed in 2019/20.

**Cost Centre 310 Town Council Events**

2019/20 saw a request for additional net funding, particularly for Food Fair and Banbury Show, principally driven by additional stewarding, car park closure costs and increased demonstration charges at Food Fair.

**Cost Centre 311 & 315 Town Hall & Other Services to the Public**

Reduced premises hire income was nearly matched by reduced associated costs following completion of internal redecoration.

**Cost Centre 320 Other Costs and Income**

Following multi-year internal and external capital investment in the Town Hall, revenue support in 2019/20 had reduced to £20k. CTRS was assumed to continue to be passported by CDC from Central Government, albeit with a potential to reduce over time. The additional 25% of the CTRS which was not originally budgeted for had been allocated to the People’s Park Café centenary project (cost code 160).

Members asked a number of questions relating to the budget and on funding that would be required for various projects. The Deputy Town Clerk/RFO advised Members and answered all questions.

**IT WAS RESOLVED** to endorse the 2019/20 fees and charges as submitted. **IT WAS RECOMMENDED** to the Council that:

1. the Estimates as recommended by the Grants & Budget Sub Committee on 27 November and the General Services Committee on 11 December 2018, be approved;
2. the Town Council set a precept of £1,846,320 or £122.12 per Band D property for 2019/20, being an increase of 0%; and
3. the Four Year Financial Forecast be approved.

**R.40/18 Calendar of Meetings for 2019/20**

Approval was sought from members for the 2019/20 Calendar of Meetings.

The Town Clerk reminded Members that he had been asked to ensure that where possible the new Calendar sought to avoid any clashes with meetings of the principal councils. The draft Calendar as submitted had achieved this as far as possible.

Having considered the draft Calendar Members’ felt that where clashes occurred, then the Members’ concerned could make use of the Alternate Member scheme or choose not to serve on those committees. However, it was noted that every effort had been made to avoid clashes for the full Council, where the alternate member scheme was not available.

**IT WAS RECOMMENDED** that the Council approve the Calendar of Meetings, as attached at Appendix A to these Minutes.

**R.41/18 Confidential Business Exclusion**

It was proposed by the Chairman and **WAS RESOLVED** that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

***Banbury Town Council*** *Resources Committee*

*08 January 2019*

***SUMMARY of items discussed during confidential session***

**R.42/18 Property Matters:**

**Hardwick Hill Cemetery Land**

The Committee considered a report of the Town Clerk advising that Heads of Terms had been agreed for the acquisition of 7.5 acres of land adjacent to Hardwick Hill Cemetery, to enable further extension of the cemetery site, subject to the renewal of planning permission.

**RESOLVED** that:

(1) the action taken in consultation with the relevant committee chairmen in authorising the acquisition of 7.5 acres of land at Hardwick Hill, on the basis of the terms set out in the Heads of Terms, be noted**;** and

(2) the release of £650K from the earmarked funds for cemetery land acquisition be approved.

**Potential Lease Opportunity - Town Centre Business Unit.**

The Committee considered a report of the Town Clerk, submitted further to Minute R.31/18, where in principle agreement had been given to approve draft Heads of Terms for the lease of a town centre business unit, subject to contract and to a further feasibility report.

The Town Clerk reported that the feasibility report had questioned the viability of the proposal in terms of financial breakeven, given the rental levels sought, but had also expressed concerns, which were shared by members, around the location of the unit.

It was then **RESOLVED** not to proceed with the Lease of the Unit under consideration and to defer any further consideration of other alternative property options for the time being.

The meeting ended at 7:00pm

**APPENDIX A**

***Calendar of Meetings 2019 – 2020***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **CYCLE**  **1** | **CYCLE**  **2** | **CYCLE**  **3** | **CYCLE**  **(BUDGET)**  **4** | **CYCLE**  **5** | **CYCLE**  **6** |
| **COUNCIL** | Tuesday  7 May AnnualMeeting | 25 June | 17 Sept | 19 Nov | 14 Jan | 11 Feb |
| **PLANNING**  **(Wednesday)** | 1 May  29 May | 26 June  24 July  21 Aug | 18 Sept  16 Oct | 13 Nov  18 Dec | 8 Jan  6 Feb | 4 Mar  1 April |
| **GENERAL**  **SERVICES** | 4 June | 3 Sept | 29 Oct | 10 Dec | 28 Jan | 24 March |
| **RESOURCES** | 11 June | 10 Sept | 5 Nov | 7 Jan | 4 Feb | 31 March |
| **TRAFFIC**  **ADVISORY**  **(Wednesday @ 2.00 p.m.)** | 29 May | 4 Sept | - | 4 Dec | 26 Feb | - |
| **COUNCIL** | 25 June | 17 Sept | 19 Nov | 14 Jan | 11 Feb | 7 April |

Notes:

1. All Meetings are held at the Town Hall, Bridge Street, Banbury and commence at 6.30pm unless otherwise stated.
2. The 2020 Annual Meeting will be held on Tuesday, 12 May. [Elections on 7 May]
3. Annual Town Meeting – Monday, 9 March 2020.