**RESOURCES COMMITTEE**

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 05 February 2019 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)

Councillors: Banfield, Clarke, Colegrave, Fatemian, Harrison, Hussain, Kilsby, Richards, Ross.

Alternate Members: Councillor Milne Home (for Councillor Wren).

Also in attendance: Councillor Wren (arrived after the start of the meeting).

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

**R.43/18 Apologies for Absence**

None

**R.44/18** **Declarations of Interest**

Councillor Kilsby declared a personal interest in Agenda Item 4 (Income & Expenditure) as a member of Banbury Shed, and indicated his intention to leave the meeting if there was any discussion regarding the terms and conditions of the group’s occupation of an area within the Community Garden. As there was no discussion specifically pertaining to this project he remained in the meeting.

**R.45/18 Minutes of the last Meeting**

**IT WAS RESOLVED** that the Minutes of the Meeting held on 08 January 2019 be approved as a correct record and signed by the Chairman.

**R.46/18 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 21 January 2019. Underspends versus the projected budget were £925k across all services. Excluding forecast future expenditure of (£355k), this was made up of General Services underspends of £492k 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, which was principally timing related, £12k.
* Town centre events across the board were broadly in line with budget, with increased income including nearly £3k 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, which were answered by the Deputy Town Clerk & RFO.

Members’ attention was also drawn to two items arising from the General Services Committee which required funding provision to be made. Firstly there was an intention to replace the Youth Shelter at Ironstones Park, which required funding to be released from an existing Earmarked reserve for Parks Improvements.

Secondly the Committee had considered the future use of the Community Garden in People’s Park, following the move of the Park Ranger Service to the new depot at Southam Road cemetery. In this respect the Committee wished to see the provision of a new public toilet facility to complement the planned Café. The intention was to demolish some of the existing buildings and install a prefabricated pavilion style building that could house both public and event toilets, along with a small “park keeper” office facility and storage area for grounds maintenance operatives equipment.

Members were also advised that the General Services Committee had also discussed and agreed in principle to accommodating the Banbury Shed project in the Community Garden, and officers would now meet with organisers to discuss the terms and conditions of their occupation and report further on this.

**IT WAS RESOLVED** to

1. receive and note the Income and Expenditure report;
2. release up to £16K from the Earmarked Reserve for Park Improvements to fund the purchase of a new Youth Shelter and its relocation within Ironstones Park; and
3. create a new Earmarked Reserve for Community Garden works of £100K from General Reserves.

**R.47/18 Internal Audit – Interim Report**

Members were reminded that the Town Council had an arrangement with Stuart Pollard of Auditing Solutions Ltd. who provided Internal Audit Services to a number of Local Councils nationally. The Internal Auditor planned visits over a three year cycle and examined different aspects of the Council’s financial operations.

The Internal Auditor’s interim report set out the work undertaken during visits to the Council on 11th September 2018 and 15th January 2019 and contains observations made during his visit.

The areas of review included:

* Accounting records and bank reconciliations,
* Corporate Governance,
* Review of Expenditure,
* Assessment and Management of Risk,
* Precept Determination and Budgetary Control
* Review of Income
* Petty Cash Account
* Staff Salaries
* Investment & Loans

The Auditor concluded that, in the areas examined to date, the Council continued to have effective systems in place.

**IT WAS RESOLVED** to receive and note the Internal Auditor’s Interim Report.

**R.48/18 Health and Safety Policy Statement**

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

Members also asked for a progress report on achievement against Health & Safety Action Plan targets to be submitted to the next meeting.

**IT WAS RECOMMENDED** that the Environmental Health & Safety Policy Statement (attached as Appendix A) be approved and the Town Clerk be authorised to sign the statement.

**IT WAS FURTHER RESOLVED** that a progress report on Health & Safety targets be submitted to the next meeting.

*0****8*** *January 2019*

The meeting ended at 7:00pm

**APPENDIX A**

**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:**

**Position: Town Clerk**