

**RESOURCES COMMITTEE**

Minutes of a Meeting of the Resources Committee held at 6.30pm on Tuesday, 02 April 2019 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)  
Councillors: Colegrave, Harrison, Kilsby, Richards, Ross and Wren.

Alternate

Members: Councillor Ilott for Councillor Clarke, Councillor Beverley for Councillor Fatemain and Councillor Dhesi for Councillor Banfield

Officers: Mark Recchia (Town Clerk)  
Mark Hassall (Deputy Town Clerk/RFO)  
Mike Hall (Recreation & Amenities Manager)  
Glenn Speakman (Planning & Administration Officer)

**R.49/18 Apologies for absence**

None.

**R.50/18 Declarations of Interest**

None.

**R.51/18 Minutes of the last Meeting**

**IT WAS RESOLVED** that the Minutes of the Meeting held on 5 February 2019 be approved as a correct record and signed by the Chairman.

**R.52/18 Budget Monitoring Report – Income & Expenditure**

The Committee considered a report prepared by the Deputy Town Clerk/RFO comparing year-to-date income and expenditure with the projected annual budget to 26 March 2019.

The Deputy Town Clerk/RFO responded to a range of detailed questions from Members relating to various budget codes. He drew attention to the fact that overall, the Committees were within forecast. Underspends versus the projected budget were £521k across all services, made up of General Services underspends of £432k and Resources underspends of £89k. This was mainly caused by expected YTD underspends of timing of grounds maintenance charges and timing of capital works.

Excluding one-off grants, overall Resources Committee variances to budget were:

- Legal and professional expenditure, principally timing related £7k.
- Town centre events across the board broadly in line with budget, with increased income including nearly £6k for next year's Taste of Spring early bookings.
- Town Hall reduced salaries help to offset reduced income.
- Other services to the public included £25k grant for the provision of Christmas Lights and timing of small grants and crime prevention grant.

Members' attention was also drawn to various creation and release of earmarked reserves.

**IT WAS RESOLVED** to

- (1) Receive and note the Income and Expenditure report;

(2) Authorise the creation of the following Earmarked reserves:

- Spital Farm Ditch works £25k
- Spiceball Utility access and development £120k
- Park works at Bridge St (£8k) & Oxford Rd (£4k) £12k

(3) To authorise the release of the following Earmarked reserves

- Southam Rd Compound refurbishment £37k
- Vehicle replacement £20k
- Town Hall External works £110k
- PDP Fire Damage replacement £18k
- Spiceball benches & litter bins £8k
- Wall repairs – St Marys £17k

#### **R.53/18 Internal Audit Reports 2018/19**

The Committee was reminded that the Council were required by the Accounts and Audit Regulations (England) 2015 to have in place an Internal Audit System. Reports by the Internal Auditor had to be made available to Members and to the External Auditor.

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 examined different aspects of the Council's financial operations.

The Internal Auditor had submitted a report covering the maintenance of accounting records and bank reconciliation, corporate governance, review of expenditure, assessment and management of risk, precept determination and budgetary control, review of income, petty cash, review of salaries and investment and loans (partial). Members' attention was drawn to the overall conclusion which had outlined 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 Audit Report.

#### **R.54/18 Local Authority (Members' Allowances) (England) Regulations 2003 (As Amended) – Parish Allowances Schemes**

The Committee considered a report of the Town Clerk, following the annual consideration given to the level of Members' Allowances by the Parish Remuneration Panel appointed by the District Council.

The Committee had previously resolved that the Town Council should not adopt a Members Allowance Scheme under the Local Authorities (Members Allowance) (England) Regulations 2003 (Minute R.7/03 refers) but it had accepted that travelling and subsistence allowances as set out in the Parish Remuneration Panel's reports should be paid for approved duties outside the town of Banbury (Minute R.53/03).

Members were advised that the Panel had recommended no change to the level of travel and subsistence allowances for 2019/20.

**IT WAS RESOLVED** that the travelling and subsistence allowances as recommended by the Parish Remuneration Panel (Appendix 1) be adopted as recommended and introduced with effect from the beginning of the current financial year.

**R.55/18 Reserves 2019**

The Committee considered a report of the Deputy Town Clerk & RFO informing Members of the current level of reserves and project funding held. The Council currently had a policy of holding six months of gross expenditure in general reserves and a range of earmarked reserves were being held to fund specific projects.

Members' attention was drawn to additional funding needed to bring proposed projects to fruition. These had been considered and recommended by the General Services Committee and more details were contained within a separate report to the committee regarding Peoples Park project work. It was confirmed that no expenditure from Earmarked reserves would take place without the prior approval of the Resources committee.

**IT WAS RESOLVED** that the schedule of Earmarked Reserves (Appendix 2) and associated projects be approved.

**R.56/18 Health and Safety Performance Monitoring**

The Committee considered a report of the Town Clerk outlining performance against targets within the Health & Safety Action Plan.

Members were reminded that at the last meeting the Committee considered the overarching Environmental, Health and Safety Policy Statement, which was reviewed annually. Arising from discussion on the policy Members also asked for a progress report on achievement against Health & Safety Action Plan targets to be submitted to the next meeting. (Minute R.48/18 refers).

The Town Clerk reported that the Council had an arrangement in place with an external consultancy (Ellis Whittam) which provided both a source of competent H&S advice for officers to call upon (helpline support) and also an annual inspection of Council premises. During the annual visit the inspector considered the systems and procedures in place, as well as the physical environment, following which an action plan was produced. Progress against this plan was then reviewed at the next assessment. Recommendations for action were rated as 1 (requiring immediate action); 2 (short term action – 2 months); 3 (medium term action – 4 months); 4 (longer term action – 1 year); and 5 (keep under review).

The 2018 inspection had been delayed due to the addition of new premises at the Southam Road Cemetery depot. Officers had felt that it was important to complete the move of the Park Rangers and the GM contractor into the new depot facilities prior to the inspection. However, this inspection had now taken place and the latest SAP arising from this inspection was circulated at the meeting. Members noted that this showed a significant improvement against the 2017 plan in respect of the number of actions.

It was suggested that in order to introduce an element of member oversight Councillor Fatemian be designated as link member to work with officers on implementation of the SAP.

**IT WAS RESOLVED** to note the performance against targets within the Health & Safety Action Plan and that Councillor Fatemian be designated as link member to work with officers on implementation of the SAP.

**R.57/18 Adoption of Carillon in St Mary's Church**

The Committee considered a report updating Members on the situation with the future maintenance and expenditure on the Carillon in St Mary's Church. The Carillon was an automatic musical mechanism, similar to a piano roll, which was connected to the clock in St Mary's Church and activated (on the quarter and half hours) to enable the bells to strike to mark those time points.

Banbury Town Council arranged for the inspection and maintenance of the clock but the Carillon unit had not been included in this regular maintenance schedule to date, although some minor repairs were recently carried out. An additional barrel was however installed on the Carillon as a jubilee project in 2012 organised by the Council.

The Carillon unit required an annual service similar to that which Banbury Town Council undertook with the public clocks. It was felt that the responsibility for this should come within the clock maintenance regime with revenue budget provision being made to cover any repairs required. It was noted however that the Carillon was a unique piece of equipment that was no longer manufactured therefore if it became unserviceable it may be very difficult or expensive to repair or replace, and the likelihood was that it would be taken out of service. This would need to be made clear to the Church authorities in any agreement for the Council to take over annual maintenance.

**IT WAS RESOLVED** to approve the addition of the Carillon at St Mary's Church into the public clock maintenance programme.

**R.58/18 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 item 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.

**SUMMARY of items discussed during confidential session****R.59/18 Peoples Park Refurbishment**

The report provided Members with an update on the evolving refurbishment proposals in People's Park which were planned as part of the People's Park 100 celebrations, subject to funding being available. The General Services Committee had considered and approved the proposals and had passed the funding implications to the Resources Committee for approval.

The breakdown of the estimated costs for the works proposed within People's Park and the Community Garden were as follows:

Description	Actual (based on estimates (£000))
Cafe	285
Community Facility Toilets, Demonstration Room etc.	200
People's Park footpaths	50
Rose Garden (including edging, notice boards, planting)	26
Landscaping Works (including, replacement pillar, entrance road and Community Garden)	120
<b>Totals</b>	<b>681</b>

**RESOLVED** that the proposals being put forward for People's Park, including the design for a new Community Garden building and associated landscaping, and the estimated costs as set out above, be approved.

The meeting ended at 7.55pm

<i>Bicycles</i>	<i>20p per mile</i>
<i>Motorcycles</i>	<i>24p per mile</i>
<i>Motor Vehicles</i>	<i>45p per mile</i>
<i>Electric or Similar Specialised Vehicles</i>	<i>45p per mile</i>
<i>Breakfast Allowance</i>	<i>£6.02 per meal</i>
<i>Lunch Allowance</i>	<i>£8.31 per meal</i>
<i>Evening Meal Allowance</i>	<i>£10.29 per meal</i>
<i>Absence overnight</i>	<i>£91.14</i>
<i>Absence overnight in London or at the National Association of Local Council's National Conference</i>	<i>£103.96</i>

# Banbury Town Council

APPENDIX 2									
BANBURY TOWN COUNCIL									
LIST OF CAPITAL PROJECTS LATEST COST ESTIMATES									
Description of Project	Corporate Objective	Latest Estimated	Previous Project Es	Expenditure Timing		Additions	Revenue contribution	Total Project Cost	
				2018	2019				
Cemetery Extension Hardwick Hill Land	B1	673							
Cemetery Extension Hardwick Hill Laying out	B1	200							
Cemetery Hardwick Hill Memorial Plinths	B1	50							
Cemetery Hardwick Hill Gates	B1	25							
<b>TOTAL HARDWICK EXTENSION</b>			<b>948</b>		948			<b>948</b>	
Peoples Park Café	H1					50	235	285	
Peoples Park Community Facility	H1				100	100		200	
Landscaping works incl road (100% - £80k) and entrance pillar (£30k), soft landscaping (£10k)	H1					120		120	
Peoples Park Paths, Rose Garden , notice boards	H1						75	75	
			<b>100</b>					<b>681</b>	
Ironstones Youth Shelter renewal and resite		16				16			
On going Park Improvements		76				76			
<b>TOTAL PARK INVESTMENT</b>			<b>92</b>					<b>92</b>	
Spiceball - utility fund	H1	120			120				
Cattlemarket Sports Pitches laying out	H1	150		150					
<b>TOTAL SPORTS CAPACITY INVESTMENT</b>			<b>270</b>					<b>270</b>	
Allotment Improvement Programme	A1	46			46				
Spittal Cable	H1	6		6					
Wall repairs & Ditch works	H1	25			25			77	
<b>TOTAL ESTATE IMPROVEMENTS</b>			<b>77</b>						
Vehicle Replacement Fund					7				
GM Contract Plant						135		142	
<b>OTHER TOWN CENTRE INITIATIVES</b>			<b>100</b>	50	50			<b>100</b>	
<b>TOTAL PROJECT LIST VALUE EARMARKED</b>			<b>1,594</b>	206	1,388	<b>406</b>	<b>310</b>	<b>2,310</b>	
TOTAL RESERVES EXCL S106 FUNDS PROJECTED APRIL 2019					<b>3,542</b>				
LESS 6 MONTHS RESERVES					- 1,093				
LESS PROJECT LIST COMPLETED					- 206	- 1,388	- 406		
FREE SURPLUS RESERVES				<b>RES. 83</b>	<b>2,242</b>	<b>855</b>	<b>449</b>		