

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 01 February 2022 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)
Councillors: Colegrave, Garrett, Kilsby and Phillips.

Alternate Members: None.

Officers: Mark Recchia (Town Clerk)
Mark Hassall (Deputy Town Clerk/RFO)

R.48/21 Apologies for Absence

Councillors Dalton, Hussain, Phillips, Richards and Strangwood.

R.49/21 Declarations of Interest

Both the Town Clerk and Deputy Town Clerk declared an interest in the Staffing Issues item (Minute R.55/21 refers). The Deputy Town Clerk withdrew from the meeting during the discussion and voting thereon.

R.50/21 Appointment of Vice-Chairman

IT WAS RESOLVED that Councillor Powell be appointed Vice-Chairman of the Committee for the remainder of the Municipal Year.

R.51/21 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 04 January 2022 be approved as a correct record and signed by the Chairman.

R.52/21 Income & Expenditure Report

The Committee considered a report prepared by the Deputy 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 10 January 2022.

Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast. This recognised the timing of completion of capital works and improved grant income. The main causes of variations on the Committee's estimates were as follows:

- ◆ Reduced legal support costs.
- ◆ Town Council Events and Town Hall expenditure continued to remain muted in line with a gradual opening up agenda reflected in the profiled budget. Other Services to the Public included timing of Christmas Lighting scheme full completion (incl. removal of lights), and receipt of Woodgreen Outdoor Pool operating costs from CDC, alongside timing of invoicing for contributions to CCTV scheme in 19/20 & 20/21.
- ◆ Other Costs & Income included COMF grant income which had been received to facilitate measures to enhance safe return to post pandemic activity.

Members raised a number of questions on the income and expenditure figures which were responded to by the RFO.

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

R.53/21 Environmental, Health and 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.

R.54/21 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.

The meeting ended at 7.07pm

SUMMARY of items discussed during confidential session

R.55/21 Lease of Allotments – Spital Farm And Woodgreen

The Committee considered a report of the Town Clerk seeking authority for the renewal of the Lease of the Spital Farm Allotments and the Woodgreen Allotments, with the Allotment Associations.

The main terms of the new Draft Leases had been agreed in principle by the General Services Committee. It was proposed to renew both Leases on the same terms as currently existed, other than for inflationary rental increases. The Trustees of Spital Farm had agreed to the proposed terms but Woodgreen Trustees had yet to consider them.

It was also noted that there were a number of unusable plots at Woodgreen allotments due to waterlogging and officers were asked to look at how these might be brought back into cultivation.

RESOLVED that:

- (1) new Leases be granted to the Spital Farm and Woodgreen Allotment Associations, for the areas shown on the plans annexed to the report;
- (2) both Leases be for a term of six years from 1 April 2022;
- (3) the rent for the allotments be set at the amounts shown in the report; and
- (4) authorisation be given for the sealing of new Leases.

R.56/21 Staffing Issues

The Committee considered a report of the Town Clerk seeking to deal with two unrelated staffing issues, the delayed annual pay settlement and unused holiday entitlement.

Members were reminded that the town council staff were covered by national pay negotiations. These were normally concluded around October/November, with any awards being backdated to 1 April. However, the unions and employers' side negotiating bodies had still failed to reach a settlement for the current year. The employers' side had made what they considered to be a final offer of 1.75%. Members were asked to consider implementing the pay award at 1.75% ahead of a final settlement. A budget provision of 2% was made for the salary award.

With regard to unused leave entitlement, Members were advised that due to the Covid pandemic staff now had the right to carry forward larger amounts of unused leave from any leave year. Two members of staff in key roles had been particularly affected by this. Both members of staff had carried forward large amounts of leave from last year, but had again been unable to take much of their entitlement during the past year due to the ongoing pandemic and continuing staff shortages. It was recommended to deal with the problem through a payment in lieu, rather than put extra pressure on key staff to take their unused leave from prior years, as well as their leave entitlement for next year, during a time of adjusting to a slimmer senior management structure.

RESOLVED that:

- (1) the expected annual pay award of 1.75%, backdated to 1 April 2021, be implemented ahead of any formal agreement; and
- (2) a payment in lieu of any unused holiday entitlement above the standard 5 days carry forward figure be made to the two staff concerned.

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