

**RESOURCES COMMITTEE**

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 31 January 2023 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)  
Councillors: Garrett, Hussain, Kilsby, Powell, Richards and Strangwood.

Alternate Members: None

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

**R.35/22 Apologies for Absence**  
Cllr Dalton

**R.36/22 Declarations of Interest**  
None

**R.37/22 Minutes of the last Meeting**  
**IT WAS RESOLVED** that the Minutes of the Meeting held on 03 January 2023 be approved as correct records and signed by the Chairman.

**R.38/22 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 11 January 2023.

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 vacancies contributing £12k, recruitment of cleaners has been completed, with the supervisor role within the grounds maintenance team ongoing. Current long term sick is currently being backfilled with agency staff which is offset against savings to-date.
- ◆ Planned cemetery works include arboriculture and memorial stability testing.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of December invoicing across Parks, seasonality of football pitch works and Horton View, however are broadly considered to be in line with full year projected expenditure.
- ◆ Expenditure is planned on computer software to support staff monitoring of play equipment and tree stock across the estate.
- ◆ Ongoing play area equipment being refurbished across the estate awaiting completion. Following an external ROSPA inspection, a programme of works has been identified, which officers will work through in the final quarter.
- ◆ Prior and current year utility charges for MUGA's from OCC £11k.
- ◆ Café build in People's Park opened, with Earmarked Reserves to be released (£179k)

### **Underspends on Resources Committee also principally**

- ◆ Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- ◆ Town Council Events are currently within budget parameters.
- ◆ Town Hall utility costs are reduced whilst heating solutions are sourced, with provision for associated costs included within the projected budget.
- ◆ Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme (£5k saving). Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and BTC Councillors.
- ◆ Other Costs & Income includes increased interest income (projected £18k) 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.39/22**

#### **Woodgreen Open Air Pool Update Report**

The committee considered the report of the Town Clerk & RFO.

Officers answered several questions in relation to the report and the chairman requested that the following questions be taken to Cherwell District Council, and that the Town Clerk & RFO bring an update to the next meeting of the committee.

1. Would there be the potential for Woodgreen Open Air Pool to offer residents longer / extended opening hours, to provide more accessibility for residents?
2. Of Banbury Town Councils contribution to running costs of £76,577, it is noted that payment to the operator by Cherwell District Council was recently agreed at £60,000 per annum, the committee would like to request a statement of accounts detailing the expenditure of the remaining £16,577.
3. Would Cherwell District Council be willing to include further updates for members benefit as a standing annualised item on the agenda, as required to release funding within the bilateral agreement between Cherwell District Council and Banbury Town Council?

**IT WAS RESOLVED** to receive and note the Woodgreen Open Air Pool Update report. It was also **RESOLVED** that the Town Clerk & RFO will update the committee on the results of the questions posed to Cherwell District Council at the next meeting of the Resources Committee.

**R.40/22 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 6.50pm

