Banbury Town Council

Mark Hassall ACMA
Town Clerk & RFO

The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340
Fax: 01295 250820

Our Ref: A28032023
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 22 March 2023

To: All Members of the Resources Committee.

You are hereby summoned to attend a Meeting of the **RESOURCES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 28 MARCH 2023 at 6.30pm**, for the transaction of the following business.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. **Apologies for absence**
   Contact Martyn Surfleet (01295 250340).

2. **Declarations of Interest**
   Members are asked to declare any interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

3. **Minutes of Last Meeting**
   To approve as correct the Minutes of the Meeting held on 31 January 2023 (Enclosed).

4. **Income & Expenditure Monitoring Report**
   To consider the report of the Town Clerk & RFO. **(Enclosure 4)**

5. **The Local Authorities (Members' Allowances) (England) Regulations 2003 (As Amended)**
   To consider the report of the Town Clerk **(Enclosure 5)**.

Notes on declaration of interest

(i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;

(ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.

It is not practical to offer detailed advice during the meeting.

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

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GENERAL SERVICES COMMITTEE
21 MARCH 2023

RESOURCES COMMITTEE
28 MARCH 2023

REPORT OF THE TOWN CLERK & RFO
INCOME & EXPENDITURE TO 14 MARCH 2023

1 Introduction and Purpose of Report

1.1 To inform Members of income and expenditure compared with Year to Date (YTD) Budget for the financial year.

2 Wards Affected

2.1 All Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officer

4.1 Mark Hassall (01295 817313)

5 Background

5.1 The Council's Financial Regulations require that the Resources Committee be provided with a statement of income and expenditure to date under each head of the approved year-to-date annual revenue and capital budgets. As the main spending Committee, it is considered appropriate for this information to also be presented to the General Services Committee.

5.2 The Council's Accounting (RBS Omega) System provides reports that show Projected Full Year Budget and Actual YTD, for Income and Expenditure and any variance.

5.3 Attached is a report outlining summary income and expenditure against each cost centre.

6 Present Position

6.1 The attached report shows all expenditure incurred up to 14 March 2023. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

6.2 General Services variances are principally

- Staffing vacancies contributing £10k. Applicant numbers for roles has increased, and recruitment within the grounds team has been completed, however ongoing long-term sick continues to stretch team resilience.
- Planned cemetery works include arboriculture and memorial stability testing is ongoing.
- Timing of invoicing for grounds maintenance works impacted by timing of February invoicing across Parks, seasonality of football pitch works and Horton View, overspends offset vacancy savings, and taken together are broadly 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 are working 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 an associated Earmarked Reserves of (£201k). The related Earmark reserve will be transferred to alternative earmarked projects to reflect increased inflationary pressures, thereby supporting delivery of planned Council objectives.
- The timing of the expenditure planned for the landscaping of the Walled Garden in Peoples Park is planned to be completed in 23/24.

6.3 Underspends on Resources Committee are 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 costs associated with plant maintenance and building repair, however are offset by savings across the committee
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme (£5k saving following anticipated utility and repair costs). Woodgreen Open Air Pool operating subsidy has been provided for, following a review meeting between CDC and BTC Officers an improvement of public swim availability and membership accessibility is being progressed and will be reported to elected members as schemes come forward.
- Other Costs & Income includes increased interest income (projected £19k) in line with changes to Bank of England base rate.
- Following successful receipt of three competitive quotes, planned decarbonisation of the heating systems at the Town Hall are due to be implemented ahead of year end, and are contained within the associated earmark reserve to be released.

7 Financial Effects & Risk Assessment

7.1 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.

8 Recommendations

8.1 The Council is invited to receive and note the Income & Expenditure report.
8.2 To RESOLVE the release and alignment of Earmark Reserves as outlined in paragraphs 6.2 and 6.3.

Background Papers: Nil

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
General Services Committee							
101	Litter Control & Cleansing						
4107	Equipment General	4,624	4,624	(0)		(0)	100.0%
4109	Cleansing Contract	(834)	150,252	151,086		151,086	(0.6%)
	Litter Control & Cleansing :- Indirect Expenditure	3,791	154,876	151,085	0	151,085	2.4%
	Net Expenditure	(3,791)	(154,876)	(151,085)			
103	Southam Road Cemetery						
1000	Miscellaneous Income	1,025	175	(850)			585.7%
1004	Burial Chambers	3,900	3,250	(650)			120.0%
1005	Burial Fees	27,310	40,353	13,043			67.7%
1007	Memorial Applications	15,170	13,610	(1,560)			111.5%
1008	Exclusive Rights of Burial	14,575	19,900	5,325			73.2%
1009	Out of Hours Burial Fees	135	0	(135)			0.0%
1010	Land Rents	200	0	(200)			0.0%
1022	Premises Hire	3,521	3,661	140			96.2%
	Southam Road Cemetery :- Income	65,836	80,949	15,113			81.3%
4000	Salaries	171,098	186,340	15,242		15,242	91.8%
4006	Training	4,215	6,408	2,194		2,194	65.8%
4010	N N D Rates	6,587	8,738	2,151		2,151	75.4%
4011	Water Charges	1,635	1,426	(209)		(209)	114.6%
4012	Sewerage Charges	0	500	500		500	0.0%
4013	Electricity	664	707	43		43	94.0%
4014	Gas	386	588	202		202	65.7%
4019	Cleaning Materials	376	601	225		225	62.5%
4020	Telephone	741	656	(85)		(85)	113.0%
4023	Stationery/Office Supplies	0	150	150		150	0.0%
4026	Subscriptions	360	390	30		30	92.3%
4070	Computer Software	2,153	2,153	1		1	100.0%
4071	Purchase Equipment	1,881	3,504	1,623		1,623	53.7%
4072	Leasing Equipment	196	2,500	2,304		2,304	7.8%
4100	Purchase Materials	2,694	3,901	1,207		1,207	69.0%
4109	Cleansing Contract	2,190	2,190	0		0	100.0%
4120	Building M & R (Other Contract	9,330	9,700	370		370	96.2%
4122	Landscaping (Other Contractors	9,480	18,000	8,520		8,520	52.7%
4123	Minor Alterations & Imp.	919	9,280	8,361		8,361	9.9%
4132	Purchase Protective Clothing	635	1,392	757		757	45.6%
4137	Burial Chamber costs	5,289	5,289	0		0	100.0%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4502	R & M Plant & Equipment	7,892	8,100	208		208	97.4%
4570	Lease Vehicle Charges	468	900	433		433	51.9%
4572	Fuel	3,645	2,999	(646)		(646)	121.5%
4850	Uniforms	858	754	(104)		(104)	113.8%
4870	Catering	(9)	0	9		9	0.0%
	Southam Road Cemetery :- Indirect Expenditure	233,682	277,166	43,484	0	43,484	84.3%
	Net Income over Expenditure	(167,846)	(196,217)	(28,371)			
110	Parks and Open Spaces						
1000	Miscellaneous Income	76	0	(76)			0.0%
1010	Land Rents	4,521	1,296	(3,225)			348.8%
1500	Contribution from Reserves	0	17,806	17,806			0.0%
	Parks and Open Spaces :- Income	4,597	19,102	14,505			24.1%
4000	Salaries	161,193	193,845	32,652		32,652	83.2%
4006	Training	1,079	4,808	3,729		3,729	22.4%
4008	Car Allowances-Employee	0	1,500	1,500		1,500	0.0%
4010	N N D Rates	1,351	1,351	1		1	100.0%
4011	Water Charges	1,738	2,650	912		912	65.6%
4013	Electricity	(3,709)	7,000	10,709		10,709	(53.0%)
4019	Cleaning Materials	129	0	(129)		(129)	0.0%
4020	Telephone	902	916	14		14	98.4%
4023	Stationery/Office Supplies	50	238	188		188	21.0%
4025	Insurance	15,345	15,345	0		0	100.0%
4026	Subscriptions	271	571	300		300	47.5%
4032	Advertising/Publicity	0	300	300		300	0.0%
4070	Computer Software	1,048	18,854	17,806		17,806	5.6%
4100	Purchase Materials	2,472	5,342	2,870		2,870	46.3%
4107	Equipment General	8,777	8,325	(452)		(452)	105.4%
4109	Cleansing Contract	1,230	1,230	0		0	100.0%
4120	Building M & R (Other Contract	2,627	2,518	(109)		(109)	104.3%
4121	Ground Mtnce (Other Contractor	182,664	180,463	(2,201)		(2,201)	101.2%
4122	Landscaping (Other Contractors	26,899	27,355	456		456	98.3%
4124	Building M & R Peoples Park	3,776	4,734	958		958	79.8%
4132	Purchase Protective Clothing	882	1,300	418		418	67.8%
4500	Arboriculture	21,835	51,500	29,665		29,665	42.4%
4501	Playground Equipment R & M	46,438	134,964	88,526		88,526	34.4%
4502	R & M Plant & Equipment	2,731	2,400	(331)		(331)	113.8%
4503	Purchase of Signs	1,562	6,303	4,742		4,742	24.8%
4510	Floral Bedding	13,684	13,824	140		140	99.0%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4511	Trees and Shrubs	22,499	22,352	(147)		(147)	100.7%
4512	Bulbs	2,615	5,965	3,350		3,350	43.8%
4514	Chemical Applications	6,494	6,445	(49)		(49)	100.8%
4515	Aviary Maintenance	1,988	1,393	(595)		(595)	142.7%
4570	Lease Vehicle Charges	225	0	(225)		(225)	0.0%
4572	Fuel	1,447	661	(786)		(786)	218.9%
4850	Uniforms	469	394	(75)		(75)	119.0%
	Parks and Open Spaces :- Indirect Expenditure	530,710	724,846	194,136	0	194,136	73.2%
	Net Income over Expenditure	(526,113)	(705,744)	(179,631)			
113	Allotments						
1010	Land Rents	3,450	5,268	1,818			65.5%
	Allotments :- Income	3,450	5,268	1,818			65.5%
4011	Water Charges	1,073	404	(669)		(669)	265.7%
4070	Computer Software	425	444	19		19	95.7%
4100	Purchase Materials	0	500	500		500	0.0%
4120	Building M & R (Other Contract	0	500	500		500	0.0%
4121	Ground Mtnce (Other Contractor	2,039	2,313	274		274	88.1%
4520	Private Contractors	1,845	5,287	3,442		3,442	34.9%
	Allotments :- Indirect Expenditure	5,382	9,448	4,066	0	4,066	57.0%
	Net Income over Expenditure	(1,932)	(4,180)	(2,248)			
114	Park Rangers						
4000	Salaries	113,848	117,498	3,650		3,650	96.9%
4006	Training	1,882	2,319	437		437	81.2%
4010	N N D Rates	6,144	6,144	0		0	100.0%
4011	Water Charges	732	1,228	496		496	59.6%
4012	Sewerage Charges	0	630	630		630	0.0%
4013	Electricity	626	2,132	1,507		1,507	29.3%
4014	Gas	129	600	471		471	21.6%
4015	Alarms	1,494	1,494	0		0	100.0%
4020	Telephone	1,222	902	(320)		(320)	135.5%
4025	Insurance	17,715	17,715	0		0	100.0%
4100	Purchase Materials	1,285	1,099	(186)		(186)	116.9%
4107	Equipment General	1,475	1,896	421		421	77.8%
4120	Building M & R (Other Contract	2,144	4,831	2,687		2,687	44.4%
4124	Building M & R Peoples Park	50	1,050	1,000		1,000	4.8%
4131	Purchase Equipment	775	3,812	3,037		3,037	20.3%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4132	Purchase Protective Clothing	137	1,901	1,764		1,764	7.2%
4134	Radio System	82	0	(82)		(82)	0.0%
4502	R & M Plant & Equipment	137	137	(0)		(0)	100.2%
4570	Lease Vehicle Charges	4,016	9,464	5,448		5,448	42.4%
4572	Fuel	3,866	4,472	606		606	86.5%
	Park Rangers :- Indirect Expenditure	157,758	179,324	21,566	0	21,566	88.0%
	Net Expenditure	(157,758)	(179,324)	(21,566)			
115	CSGM						
1500	Contribution from Reserves	0	104,464	104,464			0.0%
	CSGM :- Income	0	104,464	104,464			0.0%
	Net Income	0	104,464	104,464			
116	Town Fairs						
1050	Hiring for events	1,870	1,870	0			100.0%
	Town Fairs :- Income	1,870	1,870	0			100.0%
	Net Income	1,870	1,870	0			
120	Football Pitches						
1020	Sports Hire	11,843	11,478	(365)			103.2%
1021	Licence and Premises Hire	10,666	10,893	227			97.9%
1051	Deposits	22	0	(22)			0.0%
	Football Pitches :- Income	22,530	22,371	(159)			100.7%
4010	N N D Rates	6,986	7,685	699		699	90.9%
4011	Water Charges	1,610	1,997	387		387	80.6%
4013	Electricity	2,781	5,132	2,351		2,351	54.2%
4014	Gas	1,142	2,000	858		858	57.1%
4017	Caretaking and Cleaning	231	58	(173)		(173)	398.0%
4019	Cleaning Materials	1,174	1,904	730		730	61.7%
4100	Purchase Materials	4,644	6,450	1,806		1,806	72.0%
4107	Equipment General	615	2,490	1,875		1,875	24.7%
4109	Cleansing Contract	5,828	4,777	(1,051)		(1,051)	122.0%
4120	Building M & R (Other Contract	14,628	19,111	4,483		4,483	76.5%
4121	Ground Mtnce (Other Contractor	39,444	63,467	24,023		24,023	62.1%
4530	Bowling Green	8,369	9,944	1,575		1,575	84.2%
	Football Pitches :- Indirect Expenditure	87,451	125,015	37,564	0	37,564	70.0%
	Net Income over Expenditure	(64,921)	(102,644)	(37,723)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
131	Banbury in Bloom						
4651	Floral Sponsorship	8,256	8,256	(0)		(0)	100.0%
4652	Planting Day in the Park	832	813	(19)		(19)	102.3%
4654	Hanging Basket Workshop	0	1,850	1,850		1,850	0.0%
	Banbury in Bloom :- Indirect Expenditure	9,088	10,919	1,831	0	1,831	83.2%
	Net Expenditure	(9,088)	(10,919)	(1,831)			
132	Banbury Cross& FineLady Statue						
4025	Insurance	0	2,200	2,200		2,200	0.0%
4120	Building M & R (Other Contract	0	5,800	5,800		5,800	0.0%
	Banbury Cross& FineLady Statue :- Indirect Expenditure	0	8,000	8,000	0	8,000	0.0%
	Net Expenditure	0	(8,000)	(8,000)			
150	Public Clocks						
4000	Salaries	737	703	(34)		(34)	104.9%
4013	Electricity	176	206	30		30	85.5%
4120	Building M & R (Other Contract	0	600	600		600	0.0%
4521	Service of Public Clock	1,373	1,200	(173)		(173)	114.4%
	Public Clocks :- Indirect Expenditure	2,287	2,709	422	0	422	84.4%
	Net Expenditure	(2,287)	(2,709)	(422)			
160	Capital Costs						
1500	Contribution from Reserves	0	250,000	250,000			0.0%
	Capital Costs :- Income	0	250,000	250,000			0.0%
4554	Capital - Park Refurb	200,516	348,879	148,363		148,363	57.5%
	Capital Costs :- Indirect Expenditure	200,516	348,879	148,363	0	148,363	57.5%
	Net Income over Expenditure	(200,516)	(98,879)	101,637			
201	Bus Shelters						
4032	Advertising/Publicity	1,980	1,980	0		0	100.0%
4109	Cleansing Contract	805	1,610	805		805	50.0%
4800	New Shelters	0	5,500	5,500		5,500	0.0%
4801	Ground Rents	0	250	250		250	0.0%
4802	Maintenance	240	5,500	5,260		5,260	4.4%
	Bus Shelters :- Indirect Expenditure	3,025	14,840	11,815	0	11,815	20.4%
	Net Expenditure	(3,025)	(14,840)	(11,815)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
202	Salt Bins						
4107	Equipment General	1,196	4,000	2,804		2,804	29.9%
	Salt Bins :- Indirect Expenditure	1,196	4,000	2,804	0	2,804	29.9%
	Net Expenditure	(1,196)	(4,000)	(2,804)			
	General Services Committee :- Income	98,283	484,024	385,741			20.3%
	Expenditure	1,234,884	1,860,022	625,138	0	625,138	66.4%
	Movement to/(from) Gen Reserve	(1,136,602)					

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Resources Committee

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301	Corporate Management						
4050	Bank Charges	2,251	2,031	(220)		(220)	110.8%
4056	Internal Audit	940	1,380	440		440	68.1%
4057	Audit Fees	2,880	2,500	(380)		(380)	115.2%
4058	Professional Fees	4,025	6,915	2,890		2,890	58.2%
4059	Legal Support	3,500	9,250	5,750		5,750	37.8%
	Corporate Management :- Indirect Expenditure	13,596	22,076	8,480	0	8,480	61.6%
	Net Expenditure	(13,596)	(22,076)	(8,480)			
302	Civic and Ceremonial						
1000	Miscellaneous Income	440	0	(440)			0.0%
	Civic and Ceremonial :- Income	440	0	(440)			
4000	Salaries	1,178	1,133	(45)		(45)	104.0%
4006	Training	0	350	350		350	0.0%
4022	Printing	246	975	729		729	25.2%
4023	Stationery/Office Supplies	0	290	290		290	0.0%
4026	Subscriptions	0	320	320		320	0.0%
4850	Uniforms	71	180	109		109	39.3%
4851	Incoming Mayors Allowance	1,753	7,000	5,247		5,247	25.0%
4854	Civic Property Maintenance	0	450	450		450	0.0%
4855	Civic Insignia	1,515	3,150	1,635		1,635	48.1%
4856	Photography	100	0	(100)		(100)	0.0%
	Civic and Ceremonial :- Indirect Expenditure	4,863	13,848	8,985	0	8,985	35.1%
	Net Income over Expenditure	(4,423)	(13,848)	(9,425)			
305	Central Administration						
4000	Salaries	173,977	194,331	20,354		20,354	89.5%
4005	Professional Subscriptions	798	1,038	240		240	76.9%
4006	Training	2,093	3,778	1,685		1,685	55.4%
4007	Subsistence	40	1,890	1,850		1,850	2.1%
4009	Travel Allowances	0	125	125		125	0.0%
4020	Telephone	3,937	3,884	(53)		(53)	101.4%
4021	Postage	2,145	2,909	764		764	73.7%
4022	Printing	1,555	2,502	947		947	62.1%
4023	Stationery/Office Supplies	2,936	2,563	(373)		(373)	114.6%
4025	Insurance	8,730	8,730	0		0	100.0%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4026	Subscriptions	11,147	5,306	(5,841)		(5,841)	210.1%
4031	Staff Advertising	0	1,845	1,845		1,845	0.0%
4032	Advertising/Publicity	1,660	1,300	(360)		(360)	127.7%
4033	Tourism/Marketing	0	1,000	1,000		1,000	0.0%
4035	Books & Publications	0	200	200		200	0.0%
4070	Computer Software	23,877	17,694	(6,183)		(6,183)	134.9%
4071	Purchase Equipment	101	86	(15)		(15)	117.8%
4073	Purchase Furniture	376	1,376	1,000		1,000	27.3%
4136	Purchase IT Equpment	418	1,705	1,287		1,287	24.5%
4850	Uniforms	271	645	374		374	42.0%
4856	Photography	0	385	385		385	0.0%
5000	Contingency Fund & Provision	0	5,000	5,000		5,000	0.0%
	Central Administration :- Indirect Expenditure	234,061	258,292	24,231	0	24,231	90.6%
	Net Expenditure	(234,061)	(258,292)	(24,231)			

310 Town Council Events

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1000	Miscellaneous Income	1,079	1,064	(15)			101.4%
1055	Food Festivals	12,389	9,391	(2,998)			131.9%
1070	Canalside Festival Income	15,664	15,603	(61)			100.4%
1073	Town Mayors Sunday	1,456	1,214	(242)			119.9%
1075	Banbury Show Income	620	620	0			100.0%
1076	Christmas Lights Switch On	1,100	1,000	(100)			110.0%
1080	Grant Received	4,500	4,500	0			100.0%
1860	Diamond Jubilee Income	920	0	(920)			0.0%
	Town Council Events :- Income	37,728	33,392	(4,336)			113.0%
4000	Salaries	73,900	77,297	3,397		3,397	95.6%
4074	Armed Forces Day	2,816	2,846	30		30	99.0%
4076	Christmas Lights Switch On	10,605	8,000	(2,605)		(2,605)	132.6%
4300	Town Mayor's Inauguration	1,654	1,654	1		1	100.0%
4310	Town Mayors Sunday	3,020	3,091	71		71	97.7%
4320	Battle of Britain	489	0	(489)		(489)	0.0%
4330	Remembrance Day	4,389	5,125	736		736	85.6%
4345	Social Evening - Hennef Guests	0	1,000	1,000		1,000	0.0%
4360	Canalside Festival	21,010	20,485	(525)		(525)	102.6%
4370	Banbury Music Mix	4,818	5,206	388		388	92.6%
4390	Food Festivals	16,302	16,213	(89)		(89)	100.5%
4860	Diamond Jubilee	17,814	17,814	0		0	100.0%
5001	Seasonal Events	4,067	3,833	(234)		(234)	106.1%
	Town Council Events :- Indirect Expenditure	160,884	162,564	1,680	0	1,680	99.0%
	Net Income over Expenditure	(123,157)	(129,172)	(6,015)			

Continued over page

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311	Town Hall						
1008	Exclusive Rights of Burial	190	0	(190)			0.0%
1021	Licence and Premises Hire	375	0	(375)			0.0%
1022	Premises Hire	7,925	6,208	(1,717)			127.7%
	Town Hall :- Income	8,490	6,208	(2,282)			136.8%
4000	Salaries	18,461	18,982	521		521	97.3%
4010	N N D Rates	14,800	16,113	1,313		1,313	91.9%
4011	Water Charges	1,062	959	(103)		(103)	110.8%
4013	Electricity	3,135	6,588	3,453		3,453	47.6%
4014	Gas	730	1,843	1,113		1,113	39.6%
4015	Alarms	0	835	835		835	0.0%
4016	Window Cleaning	210	289	79		79	72.7%
4019	Cleaning Materials	1,457	1,427	(30)		(30)	102.1%
4020	Telephone	98	0	(98)		(98)	0.0%
4023	Stationery/Office Supplies	163	98	(65)		(65)	165.9%
4025	Insurance	13,709	13,709	(0)		(0)	100.0%
4032	Advertising/Publicity	145	395	250		250	36.7%
4071	Purchase Equipment	5,927	4,341	(1,586)		(1,586)	136.5%
4120	Building M & R (Other Contract	10,120	3,257	(6,863)		(6,863)	310.7%
4502	R & M Plant & Equipment	5,824	2,805	(3,019)		(3,019)	207.6%
4850	Uniforms	0	84	84		84	0.0%
4870	Catering	1,532	260	(1,272)		(1,272)	589.1%
4871	Licences inc PRS Fees	145	530	385		385	27.4%
	Town Hall :- Indirect Expenditure	77,519	72,515	(5,004)	0	(5,004)	106.9%
	Net Income over Expenditure	(69,030)	(66,307)	2,723			
315	Other Services to the Public						
4503	Purchase of Signs	0	500	500		500	0.0%
4700	Christmas Lighting Scheme	43,607	59,000	15,393		15,393	73.9%
4724	Open Air Pool Subsidy	80,035	76,577	(3,458)		(3,458)	104.5%
4900	Grants	8,695	11,800	3,105		3,105	73.7%
4901	Crime Prevention Support	3,000	8,300	5,300		5,300	36.1%
4903	Local Honors Scheme	762	1,762	1,000		1,000	43.2%
	Other Services to the Public :- Indirect Expenditure	136,098	157,939	21,841	0	21,841	86.2%
	Net Expenditure	(136,098)	(157,939)	(21,841)			
320	Other Costs and Income						
1176	Precept Received	2,017,911	2,017,911	0			100.0%

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	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1190 Interest Received	53,352	43,765	(9,587)			121.9%
Other Costs and Income :- Income	2,071,263	2,061,676	(9,587)			100.5%
4951 Revenue Contribution to Capita	0	26,000	26,000		26,000	0.0%
Other Costs and Income :- Indirect Expenditure	0	26,000	26,000	0	26,000	0.0%
Net Income over Expenditure	2,071,263	2,035,676	(35,587)			
Resources Committee :- Income	2,117,921	2,101,276	(16,645)			100.8%
Expenditure	627,021	713,234	86,213	0	86,213	87.9%
Movement to/(from) Gen Reserve	1,490,899					
Grand Totals:- Income	2,216,203	2,585,300	369,097			85.7%
Expenditure	1,861,906	2,573,256	711,350	0	711,350	72.4%
Net Income over Expenditure	354,297	12,044	(342,253)			
Movement to/(from) Gen Reserve	354,297					

Cherwell District Council

Council

27 February 2023

Members Allowances 2023/2024

Report of Assistant Director Law and Governance and Monitoring Officer

This report is public

Purpose of report

To determine the levels of the allowances to be paid to Members for the forthcoming 2023/2024 financial year and proposed changes to the Members Allowance Scheme following the consideration of the report of the Council's Independent Remuneration Panel (the "Panel") attached at Appendix 1.

1.0 Recommendations

The meeting is recommended to:

1.1 Consider the levels of allowances to be included in the 2023/2024 Members' Allowances Scheme, and whether the Panel's recommendations (as set out at paragraph 3.1 of this report and Appendix 1 should be adopted or modified in any way.

1.3 Authorise the Assistant Director Law and Governance to prepare an amended Members' Allowances Scheme, in accordance with the decisions of Council for implementation with effect from 1 April 2023.

1.4 Authorise the Assistant Director of Law and Governance to take all necessary action to revoke the current (2022/2023) Scheme and to publicise the revised Scheme pursuant to The Local Authorities (Member's Allowances)(England) Regulations 2003 (as amended).

1.5 Thank the Independent Remuneration Panel for its report and set a fee of £300 for each Panel Member for the work carried out on this review and propose the same level of fee for any reviews carried out in 2023/2024 capped at a maximum of £1200 per person, which can be funded from existing budgets.

2.0 Introduction

2.1 The Council's Independent Remuneration Panel has met to review the current (2022/2023) Members' Allowances Scheme and its report on the recommended levels of the allowance payments for the 2023/2024 financial year, and other proposed changes to the scheme, is attached as Appendix 1.

2.2 The Local Authorities (Members' Allowances (England) Regulations 2003 sets out that before an authority makes or amends its Members' Allowance Scheme, it "shall have regard to the recommendations made in relation to it by an Independent Remuneration Panel."

2.3 Whilst the Council has a duty to have regard to the Panel's recommendations, it is the Council's choice whether to accept the Panel's recommendations in whole or in part, or not at all, or to determine any other scheme for 2023/2024.

3.0 Report Details

Members' Allowances 2023/2024

3.1 Having given due consideration to the information provided to the Independent Remuneration Panel, it recommends Full Council agree the following for inclusion in the Members' Allowance Scheme 2023/2024 (NB. the Members' Allowance Scheme corresponds to the financial year rather than municipal year and the 2023/2024 Scheme will therefore cover the period 1 April 2023 – 31 March 2024)

(a) That the Basic Allowance be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up to give 12 equal payments.

	2022/2023	Increase of 2.75% for 2023/24
Basic Allowance	£4704	£4836

(b) That, a Special Responsibility Allowance (SRA) for the Chairman of the Council be introduced at the same rate as the Basic Allowance at £4704, backdated to 18 May 2022 (the date the current Council Chairman took up office) and that this replace the current £2000 civic allowance.

(c) That, subject to agreement to introduce a Special Responsibility Allowance (SRA) for the Chairman of the Council, as set out at recommendation (b), this SRA be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments.

Special Responsibility Allowance	2022/2023	Increase of 2.75% for 2023/24
Chairman of the Council	£4704	£4836

(d) That the respective Leader and Deputy Leader Special Responsibility Allowances be combined with the Special Responsibility Allowance to Executive Members holding a portfolio, to become a single Special Responsibility Allowance for each role and it be noted that there is no change to the SRAs paid, rather the change ensures greater transparency.

(e) That Special Responsibility Allowances for the Leader, Deputy Leader, Executive Members holding a Portfolio, Leader of the Opposition, Chairman of Accounts, Audit and Risk Committee, Chairman of Budget Planning Committee, Chairman of Overview and Scrutiny Committee and Chairman of Planning Committee be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up to give 12 equal payments.

Special Responsibility Allowance	2022/2023	Increase of 2.75% for 2023/24
Leader of the Council	£7992 (Leader SRA) + £6984 (Executive Member holding a Portfolio SRA)	£15,408
Deputy Leader of the Council	£2670 (Deputy Leader SRA) + £6984 (Executive Member holding a Portfolio SRA)	£9936
Executive Member holding a Portfolio	£6984	£7188
Leader of the Opposition	£3228	£3324
Chairman of Accounts, Audit and Risk Committee	£3888	£3996
Chairman of Budget Planning Committee	£3888	£3996
Chairman of Overview and Scrutiny Committee	£3888	£3996
Chairman of Planning Committee	£4656	£4788

(f) That the current arrangement for ad-hoc Special Responsibility Allowance payments to the Chairmen of the Licensing Committee, Personnel Committee and Standards Committee end and that fixed Special Responsibility Allowances be paid to reflect that these committees now have scheduled meetings (2 each for Licensing Committee and Standards Committee and 4 for Personnel Committee) and it be agreed that, as the fixed SRA was based on 2022/2023 allowance levels, the SRAs be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments:

Special Responsibility Allowance	2022/2023	Increase of 2.75% for 2023/24
Licensing Committee Chairman	£276 SRA plus £276 per meeting to a capped limit of £1656 per annum	£852 pa
Personnel Committee Chairman	£276 SRA plus £276 per meeting to a capped limit of £1656 per annum	£1428 pa
Standards Committee Chairman	£276 SRA plus £276 per meeting to a capped limit of £1656 per annum	£852 pa

(g) That, as the Appeals Panel will continue to meet on an ad-hoc basis, there be no change to arrangements for Special Responsibility Allowance arrangements for the Appeals Panel Chairman, but the Allowance be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments:

Special Responsibility Allowance	2022/2023	Increase of 2.75% for 2023/24
Appeals Panel Chairman	£276 SRA plus £276 per meeting to a capped limit of £1656 per annum	£288 SRA plus £288 per meeting to a capped limit of £1728 per annum

(h) That a cap on the number of Special Responsibility Allowances paid to an individual councillor be introduced for the exceptional case that a councillor occupies two or more positions qualifying for an SRA, and that the limit be a maximum of two Special Responsibility Allowances be paid to one councillor at any one time.

(i) That the Co-optee and Independent Person Allowance be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments and that the roles be separated within the Members' Allowance Scheme:

Special Responsibility Allowance	2022/2023	Increase of 2.75% for 2023/24
Co-optee	£804	£828
Independent Person	£804	£828

(j) That Dependents' Carers' and Childcare Allowances remain at the current level, are paid on the basis of the actual costs incurred up to the maximum hourly rate set out below and to a maximum cap of 40 hours per month and are subject to the submission of receipts, with the restriction extended so neither allowance can be paid to a member of the claimant's household.

	2022/2023	Proposed level for 2023/2024
Childcare	£10 per hour	£10 per hour
Dependent Relative Care	£20 per hour	£20 per hour

(k) That mileage remain at the current level in line with HMRC approved mileage rates and if any adjustments are implemented by HMRC then the revised rates should be applied to Members travel allowances at the date of implementation by HMRC.

	2022/2023	Proposed Level for 2023/2024
Bicycles	20p per mile	20p per mile
Motorcycles	24p per mile	24p per mile
Motor Vehicles	45p per mile	45p per mile
Electric or similar Specialised Vehicles	45p per mile	45p per mile

(l) That there be no change to the subsistence allowances payable up to the following maximum amounts:

Subsistence	Rate 2022/2023	Proposed Rate 2023/2024
Breakfast Allowance (more than 4 hours away from the normal place of residence before 11am)	£6.02	£6.02
Lunch Allowance (more than 4 hours away from the normal place of residence including the lunchtime between 12noon and 2pm)	£8.31	£8.31
Evening Meal Allowance (more than 4 hours away from the normal place of residence ending after 7pm)	£10.29	£10.29

(m) That Democratic Services continue to book overnight accommodation, if required.

(n) That no change to the list of approved duties be made at this time but the Assistant Director Law and Governance be requested to seeks details from Members of attendance at Parish Council meetings as part of the next review of Members' Allowances for further consideration for potential inclusion in the list of approved duties.

(o) That Non-Executive Director Allowances be increased by 2.75%, in line with the agreed staff cost of living pay award, for 2023/2024, rounded up, to give 12 equal payments and that expenses be paid at the same levels set out at (j), (k) and (l) above and costs recharged to the relevant company:

	2022/2023	Increase of 2.75% for 2023/2024
Non-Executive Directors Graven Hill Village Holding Company Limited and Graven Hill Village Development Company Limited	£4656	£4788

4.0 Conclusion and Reasons for Recommendations

4.1 The Local Government Act 2000 and the Local Authorities (Members' Allowances)(England) Regulations 2003 require local authorities to review their Allowances Schemes and to maintain and Independent Remuneration Panel to consider and make recommendations on new schemes. The report complies with that requirement.

4.2 Sections 9.0 – 14.0 of the Panel's report (Appendix 1) set out the rationale for the recommendations of the Panel. It is the view of the Independent Remuneration Panel that the proposals represent realistic and fair levels of allowance for 2023/2024 and recommend adoption.

5.0 Consultation

5.1 Detailed at section 8.0 of the Panel's report, Appendix 1.

6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To modify the Panel's recommendations. This is within the Council's discretion as the Panel recommendations are not binding. However it is not recommended as the Panel has considered and justified the recommendations that they have made.

7.0 Implications

Financial and Resource Implications

7.1 Provision for an increase to Members' Allowances has been included in the draft 2023/2024 budget.

Comments checked by:
Michael Furness, Assistant Director of Finance, 01295 221845,
michael.furness@cherwell-dc.gov.uk

Legal Implications

7.2 It is a legal requirement for the Council to consider the recommendations of the Independent Remuneration Panel before setting the level of Members' allowances.

Comments checked by:
Shahin Ismail, Interim Head of Legal Services and Deputy Monitoring Officer,
shahin.ismail@cherwell-dc.gov.uk

Risk Implications

7.3 There are no risks implications arising directly from this report.

Comments checked by:
Shona Ware, Assistant Director – Customer Focus, 01295 221652,
shona.ware@cherwell-dc.gov.uk

Equalities and Inclusion Implications

7.4 Before making a decision, Section 149 of the Equality Act 2010 requires that each decision maker considers the need to promote equality for persons with the following "protected characteristics": age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Each decision make must therefore have due regard to the need to:

i. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act 2010
ii. Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to:
   - Remove or minimise disadvantage suffered by persons who share a relevant protected characteristic;
   - Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of people who do not share it (in relation to disabled people, this includes, in particular, steps to take account of disabled persons' disabilities);

- encourage persons who share a protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

iii. Foster good relations between persons who share a relevant protected characteristic and those who do not share it. This involves having due regard, in particular, to the need to – - tackle prejudice; and - promote understanding.

Comments checked by:
Shona Ware, Assistant Director – Customer Focus, 01295 221652, shona.ware@cherwell-dc.gov.uk

Sustainability Implications

7.5 There are no sustainability implications arising directly from this report.

Comments checked by:
Jo Miskin, Climate Action Manager, 01295 221748, jo.miskin@cherwell-dc.gov.uk

8.0 Decision Information

Key Decision

Financial Threshold Met: **N/A**

Community Impact Threshold Met: **N/A**

Wards Affected

All

Lead Councillor

Councillor Richard Mould, Portfolio Holder for Corporate Services

Document Information

Appendix number and title

- Appendix 1 - Report of the Independent Remuneration Panel on the Review of Members' Allowances for the 2023/2024 Financial Year

Background papers
None

Report Author and contact details
Natasha Clark, Governance and Elections Manager
democracy@cherwell-dc.gov.uk, 01295 221534