

<b>Committee:</b>	<b>Budget Planning Committee</b>
<b>Date:</b>	<b>Tuesday 24 May 2016</b>
<b>Time:</b>	<b>6.30 pm</b>
<b>Venue</b>	<b>Bodicote House, Bodicote, Banbury, OX15 4AA</b>
<b>Membership</b>	<b>To be agreed at Annual Council</b>

## AGENDA

1. **Apologies for Absence and Notification of Substitute Members**

2. **Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. **Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

4. **Minutes** (Pages 1 - 2)

To confirm as a correct record the minutes of the meeting held on 24 February 2016.

To confirm as a correct record the minutes of the meeting held on 17 May 2016 – to follow.

5. **Chairman's Announcements**

To receive communications from the Chairman.

**6. Exclusion of Press and Public**

The following report contains exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraph 3 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

**7. Medium Term Revenue Plan - 2017/18 to 2021/22 (Pages 3 - 8)**

Exempt report of Head of Finance and Procurement.

**8. Revenue Reserves Update (Pages 9 - 16)**

Exempt report of Head of Finance and Procurement.

**9. Re-admittance of Press and Public**

The Committee to resolve to re-admit the Press and Public.

**10. Review of Committee Work Plan (Pages 17 - 18)**

To review the Committee Work Plan.

**Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.**

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221591 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Lesley Farrell, Democratic and Elections  
[lesley.farrell@cherwellandsouthnorthants.gov.uk](mailto:lesley.farrell@cherwellandsouthnorthants.gov.uk), 01295 221591

**Sue Smith**  
**Chief Executive**

Published on Monday 16 May 2016

**This page is intentionally left blank**

## Cherwell District Council

### Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 24 February 2016 at 6.30 pm

Present: Councillor Nicholas Mawer (Chairman)  
Councillor Nigel Randall (Vice-Chairman)

Councillor Ken Atack  
Councillor Colin Clarke  
Councillor Russell Hurle  
Councillor Barry Richards  
Councillor Douglas Webb  
Councillor Sean Woodcock

Apologies for absence: Councillor Ian Corkin  
Councillor Carmen Griffiths  
Councillor Mike Kerford-Byrnes  
Councillor Barry Wood

Officers: Paul Sutton, Head of Finance and Procurement  
George Hill, Corporate Finance Manager  
Richard Stirling, Corporate Procurement Manager  
Natasha Clark, Team Leader, Democratic and Elections

#### 62 **Declarations of Interest**

There were no declarations of interest.

#### 63 **Urgent Business**

There were no items of urgent business.

#### 64 **Minutes**

The Minutes of the meeting of the Committee held on 19 January 2016 were agreed as a correct record and signed by the Chairman.

#### 65 **Chairman's Announcements**

There were no Chairman's announcements.

66 **Review of Procurement Strategy Progress**

The Head of Finance and Procurement submitted a report which summarised the Council's Procurement Strategy progress for Quarter 3 of the financial year 2014-15.

**Resolved**

- (1) That the progress made during Quarter 3 2014-15 in implementing the Council's Procurement Strategy be noted.

67 **Quarter 3 2015-16 - Revenue and Capital Budget Monitoring Report**

The Head of Finance and Procurement submitted a report which summarised the Council's Revenue and Capital position as at the end of the third quarter of the financial year 2015-16 and projections for the full 2015-16 period.

**Resolved**

- (1) That the projected revenue and capital position at December 2015 be noted.

68 **2015-2016 Business Rates Quarterly Monitoring Report**

The Head of Strategic Planning and the Economy submitted a report which provided an update on the business rates position as at the end of Quarter 3 of the 2015-2016 financial year.

**Resolved**

- (1) That the report be noted.

69 **Review of Committee Work Plan**

The Committee considered its work plan 2015/16.

**Resolved**

- (1) That the Work Plan be noted.

The meeting ended at 7.05 pm

Chairman:

Date:

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

**This page is intentionally left blank**



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

**This page is intentionally left blank**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

**This page is intentionally left blank**

Date	Agenda Items
24 May	Medium Term Financial Strategy Review of Reserves for 2015/16 Accounts
26 July	Medium Term Financial Strategy Final Outturn against Budget 2015/16
30 August	Q1 Budget Monitoring Q1 Reserves Monitoring Q1 Procurement Monitoring Q1 Business Rates Monitoring Q1 Write Offs Medium Term Financial Strategy
27 September	Budget Guidelines 2017/18 Fees and Charges 2017/18 Medium Term Financial Strategy
1 November	Q2 Budget Monitoring Q2 Reserves Monitoring Q2 Procurement Monitoring Q2 Business Rates Monitoring Q2 Write Offs Medium Term Financial Strategy
29 November	Capital Bids 2017/18 Discounts and Exemptions Review CTRS 2017/18 Medium Term Financial Strategy
17 January	Revenue and Capital Budget 2017/18 (Incl. MTFs) LG Settlement 2017/18
28 February	Q3 Budget Monitoring Q3 reserves Monitoring Q3 Procurement Monitoring Q3 Business Rates Monitoring Q3 Write Offs

**This page is intentionally left blank**