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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Budget Planning Committee
Date: Thursday 9 December 2021
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, Oxon OX15 4AA

Membership

**Councillor Nicholas Mawer
(Chairman)**

Councillor Carmen Griffiths (Vice-Chairman)

Councillor Phil Chapman
Councillor John Donaldson
Councillor Shaida Hussain
Councillor Douglas Webb
Councillor Lucinda Wing

Councillor Conrad Copeland
Councillor David Hughes
Councillor Andrew McHugh
Councillor Fraser Webster
Councillor Sean Woodcock

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. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting held on 26 October 2021.

4. Chairman's Announcements

To receive communications from the Chairman.

5. Urgent Business

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

6. Budget Proposals 2022/23 - 2026/27

****This report is being reviewed and finalised and will be published when the public consultation starts.****

Report of Director of Finance

7. Review of Committee Work Plan (Pages 9 - 10)

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 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.

Watching Meetings

Please note that Council meetings are currently taking place in person (not virtually) with social distancing at the meeting. Meetings will continue to be webcast and individuals who wish to view meetings are strongly encouraged to watch the webcast to minimise the risk of COVID-19 infection.

Places to watch meetings in person are very limited due to social distancing requirements. If you wish to attend the meeting in person, you must contact the Democratic and Elections Team democracy@cherwell-dc.gov.uk who will advise if your request can be accommodated and of the detailed COVID-19 safety requirements for all attendees.

Please note that in line with Government guidance, all meeting attendees are strongly encouraged to take a lateral flow test in advance of 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 democracy@cherwell-dc.gov.uk, 01295 221591

Yvonne Rees
Chief Executive

Published on Wednesday 1 December 2021

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Cherwell District Council

Budget Planning Committee

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, Oxon OX15 4AA, on 26 October 2021 at 6.30 pm

Present:

Councillor Nicholas Mawer (Chairman)
Councillor Carmen Griffiths (Vice-Chairman)
Councillor Phil Chapman
Councillor John Donaldson
Councillor Shaida Hussain
Councillor Douglas Webb
Councillor Lucinda Wing
Councillor Sean Woodcock

Substitute Members:

Councillor Adam Nell (In place of Councillor Andrew McHugh)

Also Present:

Councillor Barry Wood – Leader of the Council
Councillor Ian Corkin – Deputy Leader of the Council and Lead Member for Customers and Transformation

Apologies for absence:

Councillor Fraser Webster
Councillor David Hughes
Councillor Andrew McHugh

Officers:

Yvonne Rees, Chief Executive
Anita Bradley, Director Law and Governance & Monitoring Officer
Steve Jordan, Corporate Director Commercial Development, Assets and Investment
Michael Furness, Assistant Director of Finance
Natasha Clark, Governance and Elections Manager
Lesley Farrell, Democratic and Elections Officer

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Declarations of Interest

Councillor Hussain declared a general non-statutory interest in any discussion on Banbury Museum as a Trustee of Banbury Museum.

16 **Minutes**

The minutes of the meeting of the Committee held on 14 September 2021 were agreed as a correct record and signed by the Chairman.

17 **Chairman's Announcements**

There were no Chairman's announcements.

18 **Urgent Business**

There were no matters of urgent business.

19 **Performance, Finance and Risk Monitoring Report**

The Director of Finance submitted a report which summarised Cherwell District Council's forecast revenue and capital outturn position for 2021/22 as at September 2021 for the Committee to consider the financial aspects of the report.

The Chairman advised the Committee that prior to the meeting, he had raised a number of queries on the report with the Assistant Director of Finance. The Chairman accepted that there had not been enough time to answer all the questions and requested that responses be circulated to all Members of the Committee outside of the meeting.

In introducing the report, the Assistant Director of Finance explained that the improvement of the presentation of the Performance, Finance and Risk Monitoring report was ongoing. Some changes could be made relatively quickly but others took a bit longer as they needed to be reworked and presented in a different way.

In response to Members' comments about the potential delays in the Food and Garden Waste Project roll out, the Chief Executive explained that there was currently a problem with supplies, but it was anticipated that there would not be a delay in roll out of this project.

In response to Members' questions regarding the forecast reduction in care park income, the Assistant Director of Finance undertook to provide further information to the Committee. The Assistant Director of Finance explained that Finance Business Partners met with Service Managers monthly to review financial forecasts, which inform the following years budget.

In response to questions from the Committee regarding aged debt, the Assistant Director of Finance explained that the monitoring of aged debt and virements was a new aspect of the monitoring report and had been added as it was required by the Financial Management Code. In terms of reporting write

offs, the Assistant Director of Finance agreed that this should be added to the monitoring report.

The Director for Law and Governance and Monitoring Officer advised the Committee that the Finance Procedure Rules were being reviewed as part of the Constitution Review and undertook to review the governance of the aged debt write off with the Assistant Director of Finance and report back to the Committee.

Resolved

- (1) That the contents of the report be noted.

20 **Financial Management Code - Self Assessment Update**

The Director of Finance submitted a report which updated the Committee on the Council's self-assessment against the requirements of CIPFA's Financial Management Code.

The Assistant Director of Finance explained that the council was compliant with all aspects of the Financial Management Code but would always drive continuous improvement and look for ways to improve.

Resolved

- (1) That the Council's self-assessment against the requirements of CIPFA's Financial Management Code be noted.

21 **Review of Committee Work Plan**

The Committee considered it's work plan.

Resolved

- (1) That the Committee Work Plan be noted.

22 **Exclusion of Press and Public**

Resolved

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 grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part I, 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.

23 **Castle Quay update**

The Corporate Director Commercial Development, Assets and Investment gave an exempt presentation which gave an update on the Castle Quay waterside development

The Committee thanked the Corporate Director Commercial Development, Assets and Investment for the comprehensive presentation and agreed it would be helpful for information to be shared with all Members, acknowledging the confidential nature.

Resolved

- (1) That the exempt presentation be noted.

The meeting ended at 8.11 pm

Chairman:

Date:

Budget Planning Committee - Work Programme 2021/22

Date	Agenda Items
25 January 2022	Draft 2022/23 Capital and Investment Strategy Review of 2021/22 Capital Programme
8 March 2022	Performance, Finance and Risk Monitoring Report - Q3 - December 2021

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