

**Committee:** Budget Planning Committee  
**Date:** Tuesday 7 October 2014  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

<b>Councillor Nicholas Mawer (Chairman)</b>	<b>Councillor Douglas Webb (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Carmen Griffiths</b>
<b>Councillor Timothy Hallchurch MBE</b>	<b>Councillor Mike Kerford-Byrnes</b>
<b>Councillor Melanie Magee</b>	<b>Councillor Alastair Milne Home</b>
<b>Councillor Nigel Randall</b>	<b>Councillor Barry Richards</b>
<b>Councillor Barry Wood</b>	<b>Councillor Sean Woodcock</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 - 4)**

To confirm as a correct record the minutes of the meeting held on 9 September 2014.

**5. Chairman's Announcements**

To receive communications from the Chairman.

**6. Budget Strategy 2015 to 2016 and Beyond (Pages 5 - 16)**

Report of Director of Resources

**Purpose of report**

To inform the Budget Planning Committee of the service and financial planning process for 2015-16, the 2015-16 budget strategy and the budget guidelines for service managers to enable the production of the 2015-16 budget. This report is being presented to Executive on 6 October.

The report includes an update on: the most recent Medium Term Revenue Plan (MTRP); the Council Tax Reduction Scheme for 2015-16; and the Council's approach to Business Rates pooling for 2015-16.

**Recommendations**

Budget Planning Committee is recommended to note the contents of the report and to note the recommendations made to Executive on 6 October

**7. Capital Programme - Use of Contingency (Pages 17 - 20)**

Report of Director of Resources

**Purpose of report**

To propose a means of operating a capital contingency within the council's current capital programme.

**Recommendations**

The meeting is recommended to note and consider the contents of this report.

**8. Business Support Unit**

Verbal update from the Director of Resources

**9. Work Programme 2014 - 15 (Pages 21 - 22)**

To review and note the Committee Work Programme.

**10. Fees and Charges Review 2015-16 (Pages 23 - 38)**

Report of Director of Resources

**\*\*Please note that Appendix v to the report is exempt\*\***

## **Purpose of the Report**

The report summarises the proposed fees and charges to be built into the 2015-16 revenue budget for council products and services.

## **Recommendations**

The meeting is recommended to:

- 1.1 Consider the contents of this report.

## **11. Exclusion of Press and Public**

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

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an individual

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, Paragraphs 1, 2 and 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.”

## **12. Fees and Charges Review 2015-16 - Exempt Appendix (Pages 39 - 40)**

**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 01327 322043 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 Emma Faulkner, Democratic and Elections  
[emma.faulkner@cherwellandsouthnorthants.gov.uk](mailto:emma.faulkner@cherwellandsouthnorthants.gov.uk), 01327 322043

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

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