

## **Cherwell District Council**

### **Budget Planning Committee**

Minutes of a meeting of the Budget Planning Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 December 2015 at 6.30 pm

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

Councillor Ken Atack  
Councillor Colin Clarke  
Councillor Ian Corkin  
Councillor Russell Hurle  
Councillor Mike Kerford-Byrnes  
Councillor Barry Richards  
Councillor Douglas Webb  
Councillor Sean Woodcock

Apologies for absence: Councillor Carmen Griffiths  
Councillor Barry Wood

Officers: Paul Sutton, Head of Finance and Procurement  
George Hill, Corporate Finance Manager  
Lesley Farrell, Democratic and Elections Officer

#### 44 **Declarations of Interest**

There were no declarations of interest.

#### 45 **Urgent Business**

There were no items of urgent business.

#### 46 **Minutes**

The minutes of the meeting of the Committee held on 17 November 2015 were confirmed as a correct record and signed by the Chairman.

47 **Chairman's Announcements**

The Chairman advised committee members that at the request of the Lead Member for Financial Management, the Director of Resources has sent a spread-sheet by email, listing all of the revenue earmarked reserves of the Council accounts for 2014-2015. Reserves were currently being reviewed and would be reported to the Committee's January meeting.

48 **Medium Term Revenue Plan - Update**

The Head of Finance and Procurement submitted a report which provided members of the Budget Planning committee with an update on the Council's Medium term Revenue Plan.

The Head of Finance and Procurement gave a presentation which provided an overview of the Chancellors Autumn Statement. The impact of the Autumn Statement was not yet clear but as much information as possible including that from outside sources had been used to plan the council's 2016/17 budget.

**Resolved**

- (1) That the report be noted.

49 **Fees Charges Report**

The Head of Finance and Procurement submitted a report which provided members of the Budget Planning Committee with an update on the Council's proposed fees and charges for 2016/17. All Lead Members would receive a copy of the report and had been made aware of the proposed increases.

In considering the report, the Committee raised concerns that although the increase amounts were reasonably small some percentages were high. Frequent reviews and a gradual increase in fees and charges would be preferable.

In response to Members' comments, the Head of Finance and Procurement explained that benchmarking had been done earlier in the year and agreed to seek confirmation from Heads of Service about how the proposed charges were reached.

At the request of Members, the Head of Finance and Procurement agreed to provide a comparison of the council's Building Control charges with those of the private sector and investigate the possibility of performing Commercial vehicle MOT's at the Councils' Vehicle Testing Station. It was also requested that MOT information be included within the Fees and Charges report.

The Head of Finance and Procurement agreed that more statistical information, including subsidies, would be included as it was thought that additional context would enhance the reports.

It was noted that a further report showing the final position would be included with the final budget proposals.

**Resolved**

- (1) That the report be noted.

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**Review of Committee Work Plan**

The Committee considered its work plan 2015/16.

Members noted that a Review of Reserves was scheduled for their January 2016 meeting and agreed that in addition to this scheduled review of reserves, an in-depth, line by line review should take place in the 2016 municipal year.

With regards to the comments raised at the previous meeting regarding virement procedures, the Committee was advised that virement procedures were included in the financial procedure rules which formed part of the council's constitution. The Head of Finance and Procurement agreed to investigate other authorities for comparison and report back to the Committee.

**Resolved**

- (1) That the work plan be noted.

The meeting ended at 7.50 pm

Chairman:

Date: