

Minutes

Policy, Finance and Resources Committee Tuesday, 21st June, 2016

Attendance

Cllr Mrs McKinlay (Chair)	Cllr Hossack
Cllr Kerlake (Vice-Chair)	Cllr McCheyne
Cllr Barrett	Cllr Mynott
Cllr Faragher	Cllr Parker

Apologies

Cllr Kendall

Substitute Present

Cllr Aspinell

Also Present

Cllr Ms Sanders
Cllr Ms Rowlands
Cllr Mrs Fulcher
Cllr Mrs Pound
Cllr Russell

Officers Present

Phil Ruck	- Chief Executive
Chris Leslie	- Finance Director
Daniel Toohey	- Head of Legal Services and Monitoring Officer
Helen Gregory	- Interim Head of Housing
Leona Murray Green	- Business Development and Communications Officer
Steve Summers	- Group Manager In-House Services
Ramesh Prashar	- Financial Services Manager
Mark Stanbury	- Environmental Health Manager
David Wellings	- Corporate Health and Safety Advisor
Adrian Tidbury	- Estates and Valuation Surveyor

57. Apologies for Absence

Apologies were received from Cllr Kendall who was substituted by Cllr Aspinell.

58. Minutes of the Previous Meeting

The minutes of the Policy, Finance and Resources Committee 22 March 2016 and the Economic Development Committee 10 March 2016 were agreed as a true record.

59. 2015/16 Provisional Outturn and Annual Treasury Management Report

The report dealt with the 2015/16 provisional outturn for:

- The General Fund – paragraph 3
- Housing Revenue Account – paragraph 4
- The Capital Programme – paragraph 5

The report also considered the reserves and working balance levels.

The Council is also required by regulations issued under the Local Government Act 2003 to produce an Annual Treasury Management review of activities and the actual prudential of both the CIPFA Code of Practice on the Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code) – paragraph 6

A motion was **MOVED** by Councillor Mrs Mckinlay and **SECONDED** by Councillor Kerslake.

A vote was taken by a show of hands and it was **RESOLVED:**

1. That the provisional outturn information for 2015/16, contained within the report be approved.
2. That the capital programme carry forwards requested in Table 6 be approved
3. That the Treasury Management activity and information for 2015/16 be noted.

REASON FOR RECOMMENDATION

Good financial management underpins all priorities within the Corporate Plan.

60. Essex County Wide Traveller Unit

This report was deferred and not discussed at this meeting.

61. Environmental Health Enforcement Policy

This report sought approval by Members with respect to Brentwood Borough Council providing an Enforcement Policy to its statutory obligations, to enforce all relevant provisions of Environmental Health Legislation in a manner which was in line with 'better regulation'. The policy explained how the service carries out its functions in a manner which is transparent and provides proper regard to the sensitivities of business and the local economy.

A motion was **MOVED** by Councillor Parker and **SECONDED** by Councillor Faragher.

A vote was taken by a show of hands and it was **RESOLVED** that:

1. The Environmental Health Enforcement Policy (Appendix A- as amended) be approved.

REASON FOR RECOMMENDATION

Members are required to approve the Policy as it directly affects the welfare of businesses, the public and visitors to the Borough.

62. Food Safety and Health & Safety Enforcement Service Plans 2016/17

This report sought approval by Members on Service Plans with respect to its statutory obligations, to enforce all relevant provisions of food safety and health and safety legislation within its area.

These service plans identified how the service intended carrying out the proactive and reactive elements of inspections and investigations to ensure, the continuing safety of both business employees and the continuing safety of both business employees and the public. It also included measures taken to aid business in compliance such as the provision of training and the food hygiene rating scheme.

A motion was **MOVED** by Councillor Parker and **SECONDED** by Councillor Faragher.

A vote was taken by a show of hands and it was **AGREED**:

1. That the Food Safety (Appendix A) and Health and Safety Enforcement Service Plans 2016/17 (Appendix B) be approve.

REASON FOR RECOMMENDATION

Members were required to approve the plans as they directly affect the welfare of businesses, the right and visitors to the Borough. The Food Safety Plan ensured that high standards are maintained in commercial food production, and the Health and Safety Plan ensures the safety of local employees, the public and visitors to businesses.

63. Corporate Health and Safety Performance Report 2015-2016

This report identified the standards now in place and the work progressing to improve Brentwood Borough Council's responsibilities under the Health and Safety at Work Act 1974 and all subordinate legislation.

The Council has a duty to ensure, that it not only protects employee health and safety, but anyone else who might be affected by its undertaking. In that respect, it must have demonstrable systems and processes in place which reflect that compliance.

A motion was **MOVED** by Councillor Parker and **SECONDED** by Councillor Faragher.

A vote was taken by a show of hands and it was **UNANIMOUSLY AGREED**:

1. That the Corporate Health and Safety Annual Report 2015/16 (Appendix A) be approved.

REASON FOR RECOMMENDATION

Members were required to approve the report as it directly affected the Council, its employees and all others who may be affected by its undertaking.

64. Business Income Generation Update

This report provided an introduction to the new business income generation activities that are currently in development and being investigated and requested that the future actions be agreed by the Committee.

A motion was **MOVED** by Councillor Mrs McKinlay and **SECONDED** by Councillor Kerslake.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That the new business income generation activities outlined in Appendix A be approved for further investigation and development

REASON FOR RECOMMENDATION

It was agreed by the Policy, Finance and Resources Committees on 15 September 2015 and 15 December 2015 that income generation activities currently being developed would be presented to the Committee

65. MIND Relocation to Town Hall

This report considered the surrender of the existing lease to MIND who currently occupy 14 Ongar Road and the granting of a new lease to them in the Town Hall, Ingrave Road Brentwood.

A motion was **MOVED** by Councillor Kerlake and **SECONDED** by Councillor Faragher.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That a new lease be granted in accordance with the terms set out in Heads of Terms in Appendix A (exempt).

REASON FOR RECOMMENDATION

The Council are keen to support the work that MIND carry out in the community and following their reduction in funding, it had become clear that renewing their lease on 14 Ongar Road was not the way forward be put in place on the basis outlined in Appendix A of the report.

66. Brentwood Borough Off Street Car Parking Review

This report considered the Council's review of its off street parking facilities in terms of both the facilities available and the demand across the Borough. The study will look at the existing tariffs as well as the condition of each parking facility.

A motion was **MOVED** by Councillor Mrs Mckinlay and **SECONDED** by Councillor McCheyne.

A vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

1. To agree the framework of the review outlined in sections 3 and 4 of the report.
2. That the stake holder engagement workshops would include Essex Council, Ingatestone Parish Council, Brentwood Access Group, Brentwood Chamber of Commerce, Federation of Small Businesses, Brentwood Renaissance Group, South Essex Parking Partnership and the Shenfield Traders Group and Brentwood Borough Council Members.

REASON FOR RECOMMENDATION

To provide the Council with an up to date full review of the Council's off street parking provision and charges within the Borough.

67. Warley Pavilion Lease

This report considered the refurbishment of the existing pavilion and the letting of the Warley Pavilion and nearby toilet block in the corner of Warley Fields to Mavericks Rugby Club.

A motion was **MOVED** by Councillor Mrs Mckinlay and **SECONDED** by Councillor Parker.

A vote was taken by a show of hand and it was **RESOLVED**:

1. That a new lease be granted in accordance with the terms set out in Head of Terms attached at Appendix A (exempt).

REASON FOR RECOMMENDATION

The Council are keen to support local groups that support the community and are also keen to refurbish the Warley Pavilion which had fallen into disrepair following lack of use and vandalism.

(Cllr Mynott declared a non-pecuniary interest under the Council's Code of Conduct by virtue of him working at Brentwood County High School).

68. Forestry Commission

This report required the committee to consider the opportunity for entering into a contract with the Forestry Commission for maintenance of the Council Woodland areas and the development of business opportunities and generate income.

The Council currently owns a number of woodland areas within the borough that cover an area of approximately 108 hectares. These woodlands have not been maintained for a number of years and are in need of upkeep and improvements through management.

In addition, the woodlands abut urban areas and a large number of complaints that derive from residents relate to overhanging branches, debris etc. These matters are currently addressed by the Council on an individual basis.

A solution to these issues would be the development of a woodland management plan that would future proof the woodland habitat and more engage those residents who abut the woodland.

To assist with the funding of such a plan would be the opportunity to obtain grant funding from the Forestry Commission under the Countryside Stewardship Scheme.

In addition to the maintenance of the woodland areas, there are opportunities to make use of the harvested produce from the woodland to generate a local woodland economy of which none currently exists. In addition, there is the possibility to generate income through the improved use of the Hartwood Tip

by either the Council making use of the green waste facility or possibly the premises to a contractor.

A motion was **MOVED** by Councillor Mrs Mckinlay and **SECONDED** by Councillor Aspinell.

A vote was taken by show of hands and it was **RESOLVED UNANIMOUSLY**:

1. That the Committee agrees to grant delegated authority to the Head of Paid Service in consultation with Group Leaders (or their nominated deputy) to enter into a contract with the Forestry Commission to provide a Woodland Management Plan and maintenance for 10 years, providing adherence to procurement rules of the Council are followed.
2. That the Committee agree that further opportunities to generate business and income are developed by a detailed business plan.

REASON FOR RECOMMENDATION

To ensure that Council assets are properly maintained and appropriate use is made for the benefit of residents and the environment.

69. Urgent Business

There were no items of urgent business.

The meeting concluded at 8.30 pm