



**MINUTES of  
FINANCE AND CORPORATE SERVICES COMMITTEE  
31 JULY 2018**

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**PRESENT**

Chairman	Councillor D M Sismey
Councillors	Mrs B F Acevedo, A S Fluker, B E Harker and M S Heard
Ex-Officio Non-Voting Member	Councillor B S Beale MBE
Substitute	Councillor H M Bass

**309. CHAIRMAN'S NOTICES**

The Chairman drew attention to the list of notices published on the back of the agenda.

**310. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE**

Apologies for absence were received from Councillors J P F Archer and I E Dobson. In accordance with notice duly given it was noted that Councillor H M Bass was attending as a substitute for Councillor Archer.

**311. MINUTES OF THE LAST MEETING**

**RESOLVED** that the Minutes of the meeting of the Committee held on 12 June 2018 be approved and confirmed.

**312. DISCLOSURE OF INTEREST**

Councillor A S Fluker declared a pecuniary interest as a Trustee of Stow Maries Great War Aerodrome and a Director of Stow Maries Great War Aerodrome Trading.

**313. PUBLIC PARTICIPATION**

No requests had been received.

### **314. CORPORATE HEALTH AND SAFETY**

The Committee received the report of the Director of Resources on Corporate Health and Safety activity for Quarter One (1 April to 30 June 2018). A summary by Directorate and a description of the reported accidents and near misses were set out in the report.

Appendix 1 to the report provided details of progress with the Health and Safety Action Plan for 2018 / 19.

It was noted that there were four accidents and one near miss during quarter one and any follow up action was detailed. There had been no incidents of unacceptable behaviour reported during this quarter.

Members were advised that following a legionella audit the Corporate Leadership Team had agreed an action plan to improve the management of this risk.

#### **RESOLVED**

- (i) that the accident and incident statistics for quarter one be noted;
- (ii) that progress with the Health and Safety Action Plan for 2018 / 19 be noted.

### **315. BUDGETARY CONTROL (APRIL - JUNE 2018)**

The Committee received the report of the Director of Resources providing Members with key financial information on the progress to date against the approved budget over the period 1 April – 30 June 2018.

The report detailed the variance analysis for the following areas:

- Revenue Budgets (as shown in Appendices 1 and 1A to the report);
- Vacancy savings (as shown in Appendix 2 to the report);
- Agency expenditure;
- Major Sources of Income;
- Capital Projects (as shown in Appendix 3 to the report);

It was noted that current financial performance was within the approved budget limits. Capital projects were progressing, with further projects to start within the Council's parks and open spaces and the Director of Customers and Community had reviewed resources to ensure estimated delivery times were achieved.

In response to a question regarding the Council's current recruitment freeze, the Director of Resources advised that it was important to have this in place in light of the possible redundancies coming out of the Ignite Project.

**RESOLVED** that the contents of the report be noted.

**316. SUPPLEMENTARY ESTIMATES, VIREMENTS AND USE OF RESERVES: 24 MAY - 27 JUNE 2018**

The Committee considered the report of the Director of Resources, reporting virements and supplementary estimates agreed under delegated powers to the Committee. The report also reported on procurement exemptions and requested draw down on reserves.

Members noted that there had been:

- one procurement exemption in relation to Elections for the automated household registration form response system as there was no other contractor who provided the automated service.
- two requests for the use of the transformation reserve. The first was for £12,000 and related to an Ignite opportunity assessment and associated expenses. The second was for £10,000 for financial modelling and advice on the commercial pipeline projects.

A request of £56,464 from the transformation reserve to cover the extension to the Information Governance Officer post until 30 November 2018 was detailed in the report. In response to a question, the Director of Resources outlined what the monies would be used for.

**RESOLVED**

- (i) that the procurement exemption granted during the period for the automated household registration form response system, be noted;
- (ii) that the use of the transformation reserve for the Ignite project as detailed in paragraph 3.5.1 of the report be noted;
- (iii) that use of £56,464 from the transformation reserve to cover extension of the Information Governance Officer post until 30 November 2018 be agreed.

Councillor H M Bass joined the meeting during this item of business.

**317. AIR QUALITY UPDATE AND PROPOSED DECLARATION OF AN AIR QUALITY MANAGEMENT AREA ON MARKET HILL, MALDON**

The Committee considered the report of the Director of Customers and Community, presenting a reference and recommendations from the Community Services Committee (attached at Appendix B to the report). The report also sought Members' approval of a supplementary estimate of £20,000 for the production of an Air Quality Action Plan.

It was noted that this matter had been referred to this Committee by the Community Services Committee following consideration of a report (attached at Appendix A) at its meeting on 10 July 2018.

It was reported that whilst conducting a Local Air Quality Management process high levels of Nitrogen Dioxide had been identified in Market Hill, Maldon. As the Market Hill failed to meet the relevant Air Quality Targets the Council was required to declare

it as an Air Quality Management Area. An Air Quality Management Plan was now required and had to be submitted within 12 months of the declaration at a cost of £20,000. A supplementary estimate was therefore requested for this cost.

It was noted that transport and highways was function of Essex County Council. A number of concerns were raised by Members of the Committee, including the cost to the Council, whether the air quality of the Maldon High Street would also be affected and that contributions should be sought from the County Council.

Councillor D M Sismey proposed that the recommendation as set out in the report be agreed and that the Council write to Essex County Council seeking its contribution to this given that the matter related to their responsibility (highways) and that they provide Officers from the outset, as the key stakeholder responsible for transportation, so that any action plan has their support and could be implemented. This was duly seconded and agreed.

### **RESOLVED**

- (i) That a supplementary estimate of £20,000 be approved to enable the production of an Air Quality Action plan to comply with legislation;
- (ii) That the concerns raised by the Community Services Committee and Officer responses to these concerns be noted;
- (iii) That the Council writes to Essex County Council, the key stakeholder responsible for highways, seeking its contribution to the production of an Air Quality Action Plan and requesting that they provide Officers from the outset to ensure that any Action Plan had their support and could be implemented.

### **318. EXCLUSION OF PUBLIC AND PRESS**

In accordance with his earlier declaration Councillor A S Fluker left the meeting at this point and did not return.

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

### **319. OUTSTANDING LOAN - FINANCIAL ARRANGEMENTS**

The Committee considered the report of the Director of Resources, seeking Members' consideration of the financial arrangements under a loan agreement with Stow Maries Great War Aerodrome (SMGWA).

Members were advised that the Council had received a request from SMGWA that consideration be given to defer payments of the loan agreement it had with the Council for 36 months. Details of the request were included Appendix 1 to the report. Further background and financial information relating to the loan were set out in the report.

A lengthy debate ensued, during which a number of questions were raised and responses provided by the Director of Resources.

Councillor D M Sismey proposed that subject to the following conditions deferral of the loan payments be delegated to the Section 151 Officer in conjunction with the Chairman of this Committee:

- the Section 151 Officer being comfortable that SMGWA business plan supports payment of future monies to the Council and that deferral is necessary;
- Essex County Council and any other organisations from whom loans have been made adopt the same procedure.

**RESOLVED** that subject to the following conditions deferral of the loan payments to the Council from Stow Maries Great War Aerodrome be delegated to the Section 151 Officer in conjunction with the Chairman of the Finance and Corporate Services Committee:

- the Section 151 Officer being comfortable that the Stow Maries Great War Aerodrome business plan supports payment of future monies to the Council and that deferral is necessary;
- Essex County Council and any other organisations from whom loans have been made adopt the same procedure.

There being no further items of business the Chairman closed the meeting at 8.13 pm.

D M SISMEY  
CHAIRMAN

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