

Banbury Town Council

Mark Recchia MA FCIS FSLCC
Town Clerk



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Date: 11 January 2022

To: All Members of the General Services Committee.

You are hereby summoned to attend a Meeting of the **GENERAL SERVICES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 18 JANUARY 2022** at 6.30 pm, for the transaction of the following business:-

Mark Recchia

Mark Recchia
Town Clerk

COVID 19 AWARENESS

- If you have had any of the main three symptoms of Coronavirus in the previous 14 days please do not come to the meeting – High temperature, a new, continuous cough and a loss or change to your sense of smell or taste.
- Wear a mask on entrance – until you are seated
- Sanitise your hands before ascending the stairs
- There is a QR code at reception which can be scanned on entry by those who are able but the Clerk will also record attendance for track and trace purposes so signing in is not essential
- Maintain distance at all times

BUSINESS TO BE TRANSACTED

1 Apologies for absence

Contact Mark Recchia (01295 250340).

2 Declarations of Interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

3 Minutes of the last Meeting

To approve as correct the Minutes of the Meeting held on 14 December 2021 (**previously circulated**).

4 Income & Expenditure Report

To consider the report of the Deputy Town Clerk & RFO. (**Enclosure 4**).

5 Parks and Open Spaces Report

To consider the report of the Recreation & Amenities Manager. (**Enclosure 5**).

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

Notes on declaration of interest

- (iii) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (iv) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

**GENERAL SERVICES COMMITTEE
18 JANUARY 2022**

**RESOURCES COMMITTEE
1 FEBRUARY 2022**

**REPORT OF THE DEPUTY TOWN CLERK & RFO
INCOME & EXPENDITURE TO 10th JANUARY 2022**

1 Introduction and Purpose of Report

- 1.1 To inform Members of income and expenditure compared with Year to Date (YTD) Budget for the financial year.

2 Wards Affected

- 2.1 All Wards.

3 Effect on Policy

- 3.1 Nil.

4 Contact Officer

- 4.1 Mark Hassall (01295 817313)

5 Background

- 5.1 The Council's Financial Regulations require that the Resources Committee be provided with a statement of income and expenditure to date under each head of the approved year-to-date annual revenue and capital budgets. As the main spending Committee, it is considered appropriate for this information to also be presented to the General Services Committee.
- 5.2 The Council's Accounting (RBS Omega) System provides reports that show Projected Full Year Budget and Actual YTD, for Income and Expenditure and any variance.
- 5.3 Attached is a report outlining summary income and expenditure against each cost centre.

6 Present Position

- 6.1 The attached report shows all expenditure incurred up to 10th January 2022. Overall the Committees expenditure is within forecast versus the phased YTD budget. This recognises timing of completion of capital works and improved grant income. The main causes are addressed as follows:

Banbury Town Council

6.2 General Services variances are principally

- ◆ Cleansing contract costs for Litter Control will fall payable in March 22.
- ◆ Salaries and grounds maintenance costs impacted by vacancies and the remaining costs for the year across Cemeteries, Parks and Football pitches. Purchase of BBQ units and wood chipper are expected to be completed in the final quarter of the year (Q4). Lower spend against Park Ranger vehicles may be earmarked to build provision for electric vehicle replacement schedule.
- ◆ Horton View bowling green costs to repair sprinkler heads will be incurred in Q4.
- ◆ Increased expenditure on cleaning across the estate is offset by grant income from the Controlling Outbreak Management Fund (COMF) received into the Resources committee within other income (£110k).
- ◆ Timing of capital expenditure invoices for Hillview play area refurbishment to be completed in 2022 (£117k). Works have commenced of the café build in Peoples Park, projected to last 33 weeks.
- ◆ Advertising on Bus Shelters is being funded by a grant received from COMF.

6.3 Underspends on Resources Committee also principally

- ◆ Reduced legal support costs.
- ◆ Town Council Events and Town Hall expenditure continues to remain muted in line with a gradual opening up agenda reflected in the profiled budget. Other services to the Public includes timing of Christmas Lighting scheme full completion (incl. removal of lights), and receipt of Woodgreen Outdoor Pool operating costs from CDC, alongside timing of invoicing for contributions to CCTV scheme in 19/20 & 20/21.
- ◆ Other Costs & Income includes COMF grant income which has been received to facilitate measures to enhance safe return to post pandemic activity.

7 Financial Effects & Risk Assessment

- 7.1 This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

8 Recommendations

- 8.1 The Committees are invited to receive and note the Income & Expenditure report.

Background Papers: Nil

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Litter Control & Cleansing</u>						
4107 Equipment General	5,850	7,050	1,200		1,200	83.0%
4109 Cleansing Contract	519	152,324	151,805		151,805	0.3%
4121 Ground Mtnce (Other Contractor	7,875	0	(7,875)		(7,875)	0.0%
Litter Control & Cleansing :- Indirect Expenditure	<u>14,244</u>	<u>159,374</u>	<u>145,130</u>	<u>0</u>	<u>145,130</u>	<u>8.9%</u>
Net Expenditure	<u>(14,244)</u>	<u>(159,374)</u>	<u>(145,130)</u>			
<u>103 Southam Road Cemetery</u>						
1000 Miscellaneous Income	125	125	0			100.0%
1005 Burial Fees	10,275	10,950	675			93.8%
1007 Memorial Applications	2,455	3,105	650			79.1%
1008 Exclusive Rights of Burial	2,970	2,945	(25)			100.8%
1009 Out of Hours Burial Fees	260	260	0			100.0%
Southam Road Cemetery :- Income	<u>16,085</u>	<u>17,385</u>	<u>1,300</u>			<u>92.5%</u>
4000 Salaries	46,032	65,223	19,191		19,191	70.6%
4006 Training	1,545	2,563	1,019		1,019	60.3%
4010 N N D Rates	5,153	5,726	573		573	90.0%
4011 Water Charges	672	1,124	452		452	59.8%
4012 Sewerage Charges	0	500	500		500	0.0%
4013 Electricity	(400)	0	400		400	0.0%
4014 Gas	63	0	(63)		(63)	0.0%
4023 Stationery/Office Supplies	0	150	150		150	0.0%
4026 Subscriptions	190	290	100		100	65.5%
4070 Computer Software	1,025	1,025	0		0	100.0%
4071 Purchase Equipment	1,179	1,488	309		309	79.2%
4100 Purchase Materials	(256)	2,205	2,461		2,461	(11.6%)
4109 Cleansing Contract	9,900	14,040	4,140		4,140	70.5%
4120 Building M & R (Other Contract	1,690	4,407	2,717		2,717	38.3%
4121 Ground Mtnce (Other Contractor	70	70	1		1	99.3%
4122 Landscaping (Other Contractors	3,085	9,500	6,415		6,415	32.5%
4123 Minor Alterations & Imp.	700	4,500	3,800		3,800	15.6%
4132 Purchase Protective Clothing	629	839	210		210	75.0%
4502 R & M Plant & Equipment	2,919	4,011	1,092		1,092	72.8%
4570 Lease Vehicle Charges	150	75	(75)		(75)	200.0%
4572 Fuel	839	1,280	441		441	65.6%
4850 Uniforms	1,227	1,227	0		0	100.0%
Southam Road Cemetery :- Indirect Expenditure	<u>76,410</u>	<u>120,243</u>	<u>43,833</u>	<u>0</u>	<u>43,833</u>	<u>63.5%</u>
Net Income over Expenditure	<u>(60,325)</u>	<u>(102,858)</u>	<u>(42,533)</u>			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>104</u> <u>Hardwick Hill Cemetery</u>						
1000 Miscellaneous Income	175	175	0			100.0%
1004 Burial Chambers	3,835	2,555	(1,280)			150.1%
1005 Burial Fees	26,985	26,600	(385)			101.4%
1007 Memorial Applications	8,425	9,090	665			92.7%
1008 Exclusive Rights of Burial	15,350	13,875	(1,475)			110.6%
1011 Miscellaneous Income	1,240	0	(1,240)			0.0%
1022 Premises Hire	3,461	3,461	0			100.0%
Hardwick Hill Cemetery :- Income	<u>59,471</u>	<u>55,756</u>	<u>(3,715)</u>			<u>106.7%</u>
4000 Salaries	46,032	65,223	19,191	19,191		70.6%
4006 Training	1,037	1,540	503	503		67.3%
4013 Electricity	554	0	(554)		(554)	0.0%
4020 Telephone	980	1,109	129	129		88.3%
4023 Stationery/Office Supplies	134	284	150	150		47.3%
4026 Subscriptions	0	100	100	100		0.0%
4070 Computer Software	1,025	1,025	0	0		100.0%
4071 Purchase Equipment	772	2,222	1,450	1,450		34.7%
4072 Leasing Equipment	0	1,000	1,000	1,000		0.0%
4100 Purchase Materials	1,287	1,700	413	413		75.7%
4109 Cleansing Contract	8,190	11,220	3,030	3,030		73.0%
4120 Building M & R (Other Contract	3,465	5,352	1,887	1,887		64.7%
4122 Landscaping (Other Contractors	1,081	5,521	4,440	4,440		19.6%
4123 Minor Alterations & Imp.	3,049	4,300	1,251	1,251		70.9%
4132 Purchase Protective Clothing	331	566	235	235		58.4%
4137 Burial Chamber costs	3,512	3,512	0	0		100.0%
4502 R & M Plant & Equipment	2,055	4,050	1,995	1,995		50.7%
4570 Lease Vehicle Charges	150	75	(75)		(75)	200.0%
Hardwick Hill Cemetery :- Indirect Expenditure	<u>73,653</u>	<u>108,799</u>	<u>35,146</u>	<u>0</u>	<u>35,146</u>	<u>67.7%</u>
Net Income over Expenditure	<u>(14,183)</u>	<u>(53,043)</u>	<u>(38,860)</u>			
<u>110</u> <u>Parks and Open Spaces</u>						
1000 Miscellaneous Income	418	392	(26)			106.7%
1010 Land Rents	2,028	3,723	1,695			54.5%
1020 Sports Hire	80	0	(80)			0.0%
Parks and Open Spaces :- Income	<u>2,526</u>	<u>4,115</u>	<u>1,589</u>			<u>61.4%</u>
4000 Salaries	125,921	191,051	65,130	65,130		65.9%
4006 Training	878	5,053	4,176	4,176		17.4%
4008 Car Allowances-Employee	0	1,500	1,500	1,500		0.0%
4010 N N D Rates	1,157	0	(1,157)		(1,157)	0.0%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4011 Water Charges	1,060	2,478	1,418		1,418	42.8%
4013 Electricity	582	6,553	5,971		5,971	8.9%
4020 Telephone	1,456	1,649	193		193	88.3%
4023 Stationery/Office Supplies	0	70	70		70	0.0%
4025 Insurance	4,700	4,700	0		0	100.0%
4026 Subscriptions	638	937	299		299	68.1%
4032 Advertising/Publicity	0	60	60		60	0.0%
4035 Books & Publications	0	299	299		299	0.0%
4070 Computer Software	1,068	30,216	29,148		29,148	3.5%
4100 Purchase Materials	435	3,838	3,403		3,403	11.3%
4107 Equipment General	17,636	48,572	30,936		30,936	36.3%
4109 Cleansing Contract	8,100	9,430	1,330		1,330	85.9%
4120 Building M & R (Other Contract	335	3,680	3,345		3,345	9.1%
4121 Ground Mtnce (Other Contractor	130,726	153,362	22,636		22,636	85.2%
4122 Landscaping (Other Contractors	3,249	10,520	7,271		7,271	30.9%
4124 Building M & R Peoples Park	2,587	7,081	4,494		4,494	36.5%
4132 Purchase Protective Clothing	237	502	265		265	47.3%
4500 Arboriculture	18,193	50,111	31,918		31,918	36.3%
4501 Playground Equipment R & M	12,448	126,475	114,027		114,027	9.8%
4502 R & M Plant & Equipment	808	2,401	1,593		1,593	33.6%
4503 Purchase of Signs	180	2,480	2,300		2,300	7.3%
4510 Floral Bedding	6,105	12,105	6,000		6,000	50.4%
4511 Trees and Shrubs	(276)	9,724	10,000		10,000	(2.8%)
4512 Bulbs	2,667	10,738	8,071		8,071	24.8%
4514 Chemical Applications	5,508	5,967	459		459	92.3%
4515 Aviary Maintenance	554	708	154		154	78.2%
4570 Lease Vehicle Charges	150	75	(75)		(75)	200.0%
4572 Fuel	1,321	0	(1,321)		(1,321)	0.0%
4850 Uniforms	418	502	84		84	83.4%
Parks and Open Spaces :- Indirect Expenditure	348,839	702,837	353,998	0	353,998	49.6%
Net Income over Expenditure	(346,313)	(698,722)	(352,409)			
<u>113 Allotments</u>						
1010 Land Rents	3,356	3,933	578			85.3%
Allotments :- Income	3,356	3,933	578			85.3%
4011 Water Charges	694	690	(4)		(4)	100.6%
4070 Computer Software	397	444	47		47	89.4%
4100 Purchase Materials	210	700	490		490	30.0%
4120 Building M & R (Other Contract	1,059	1,559	500		500	67.9%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4121 Ground Mtnce (Other Contractor	1,526	2,476	950		950	61.6%
4520 Private Contractors	842	2,724	1,882		1,882	30.9%
Allotments :- Indirect Expenditure	4,728	8,593	3,865	0	3,865	55.0%
Net Income over Expenditure	(1,372)	(4,660)	(3,288)			
<u>114 Park Rangers</u>						
1010 Land Rents	30	0	(30)			0.0%
Park Rangers :- Income	30	0	(30)			
4000 Salaries	86,250	115,471	29,221		29,221	74.7%
4006 Training	320	2,000	1,680		1,680	16.0%
4010 N N D Rates	5,534	7,376	1,842		1,842	75.0%
4011 Water Charges	0	525	525		525	0.0%
4012 Sewerage Charges	0	630	630		630	0.0%
4013 Electricity	728	1,607	879		879	45.3%
4014 Gas	213	507	294		294	41.9%
4015 Alarms	0	1,700	1,700		1,700	0.0%
4017 Caretaking and Cleaning	279	2,035	1,756		1,756	13.7%
4020 Telephone	971	0	(971)		(971)	0.0%
4025 Insurance	8,200	8,200	(0)		(0)	100.0%
4100 Purchase Materials	139	832	693		693	16.7%
4107 Equipment General	197	1,454	1,257		1,257	13.5%
4120 Building M & R (Other Contract	2,605	4,279	1,674		1,674	60.9%
4124 Building M & R Peoples Park	0	3,150	3,150		3,150	0.0%
4131 Purchase Equipment	(435)	5,448	5,883		5,883	(8.0%)
4132 Purchase Protective Clothing	148	2,448	2,300		2,300	6.0%
4134 Radio System	504	1,481	977		977	34.0%
4502 R & M Plant & Equipment	38	38	1		1	98.7%
4570 Lease Vehicle Charges	2,807	9,495	6,688		6,688	29.6%
4572 Fuel	898	5,498	4,600		4,600	16.3%
4850 Uniforms	78	750	672		672	10.4%
Park Rangers :- Indirect Expenditure	109,474	174,924	65,450	0	65,450	62.6%
Net Income over Expenditure	(109,444)	(174,924)	(65,480)			
<u>115 CSGM</u>						
1500 Contribution from Reserves	0	116,165	116,165			0.0%
CSGM :- Income	0	116,165	116,165			0.0%
Net Income	0	116,165	116,165			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>116 Town Fairs</u>						
1050 Hiring for events	900	900	0			100.0%
Town Fairs :- Income	<u>900</u>	<u>900</u>	<u>0</u>			<u>100.0%</u>
Net Income	<u>900</u>	<u>900</u>	<u>0</u>			
<u>120 Football Pitches</u>						
1005 Burial Fees	120	0	(120)			0.0%
1008 Exclusive Rights of Burial	200	0	(200)			0.0%
1020 Sports Hire	7,324	6,913	(411)			106.0%
1051 Deposits	75	75	0			100.0%
Football Pitches :- Income	<u>7,719</u>	<u>6,988</u>	<u>(731)</u>			<u>110.5%</u>
4010 N N D Rates	896	1,096	200	200	200	81.8%
4011 Water Charges	0	200	200	200	200	0.0%
4013 Electricity	1,717	3,001	1,284	1,284	1,284	57.2%
4014 Gas	353	632	279	279	279	55.9%
4100 Purchase Materials	3,797	5,210	1,413	1,413	1,413	72.9%
4109 Cleansing Contract	4,730	9,600	4,870	4,870	4,870	49.3%
4120 Building M & R (Other Contract	5,614	8,691	3,077	3,077	3,077	64.6%
4124 Building M & R Peoples Park	490	0	(490)	(490)	(490)	0.0%
4520 Private Contractors	47,497	74,001	26,504	26,504	26,504	64.2%
Football Pitches :- Indirect Expenditure	<u>65,093</u>	<u>102,431</u>	<u>37,338</u>	<u>0</u>	<u>37,338</u>	<u>63.5%</u>
Net Income over Expenditure	<u>(57,374)</u>	<u>(95,443)</u>	<u>(38,069)</u>			
<u>121 Horton View</u>						
1020 Sports Hire	38	38	1			98.7%
1021 Licence and Premises Hire	7,135	10,440	3,305			68.3%
Horton View :- Income	<u>7,173</u>	<u>10,478</u>	<u>3,305</u>			<u>68.5%</u>
4010 N N D Rates	5,387	5,986	599	599	599	90.0%
4011 Water Charges	512	774	262	262	262	66.1%
4013 Electricity	1,007	1,940	933	933	933	51.9%
4014 Gas	77	702	625	625	625	11.0%
4017 Caretaking and Cleaning	350	525	175	175	175	66.6%
4100 Purchase Materials	124	2,400	2,276	2,276	2,276	5.2%
4107 Equipment General	0	1,000	1,000	1,000	1,000	0.0%
4109 Cleansing Contract	1,490	3,000	1,510	1,510	1,510	49.7%
4120 Building M & R (Other Contract	4,812	5,333	521	521	521	90.2%
4121 Ground Mtnce (Other Contractor	7,933	13,002	5,069	5,069	5,069	61.0%
4530 Bowling Green	5,555	12,161	6,606	6,606	6,606	45.7%
Horton View :- Indirect Expenditure	<u>27,246</u>	<u>46,823</u>	<u>19,577</u>	<u>0</u>	<u>19,577</u>	<u>58.2%</u>
Net Income over Expenditure	<u>(20,073)</u>	<u>(36,345)</u>	<u>(16,272)</u>			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>131 Banbury in Bloom</u>						
1000 Miscellaneous Income	2,000	0	(2,000)			0.0%
	<u>2,000</u>	<u>0</u>	<u>(2,000)</u>			
Banbury in Bloom :- Income						
4651 Floral Sponsorship	8,256	8,256	(0)		(0)	100.0%
4652 Planting Day in the Park	0	3,500	3,500		3,500	0.0%
4654 Hanging Basket Workshop	645	2,210	1,565		1,565	29.2%
	<u>8,902</u>	<u>13,966</u>	<u>5,064</u>	<u>0</u>	<u>5,064</u>	<u>63.7%</u>
Banbury in Bloom :- Indirect Expenditure						
	<u>(6,902)</u>	<u>(13,966)</u>	<u>(7,064)</u>			
Net Income over Expenditure						
<u>132 Banbury Cross& FineLady Statue</u>						
4025 Insurance	2,043	2,043	(0)		(0)	100.0%
4120 Building M & R (Other Contract	2,643	3,143	500		500	84.1%
	<u>4,686</u>	<u>5,186</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>90.4%</u>
Banbury Cross& FineLady Statue :- Indirect Expenditure						
	<u>(4,686)</u>	<u>(5,186)</u>	<u>(500)</u>			
Net Expenditure						
<u>150 Public Clocks</u>						
4000 Salaries	518	686	168		168	75.5%
4013 Electricity	146	178	32		32	82.1%
4120 Building M & R (Other Contract	0	600	600		600	0.0%
4521 Service of Public Clock	195	1,395	1,200		1,200	14.0%
	<u>859</u>	<u>2,859</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>30.0%</u>
Public Clocks :- Indirect Expenditure						
	<u>(859)</u>	<u>(2,859)</u>	<u>(2,000)</u>			
Net Expenditure						
<u>160 Capital Costs</u>						
1500 Contribution from Reserves	0	515,000	515,000			0.0%
	<u>0</u>	<u>515,000</u>	<u>515,000</u>			<u>0.0%</u>
Capital Costs :- Income						
4552 Capital - Play Areas	102,095	219,167	117,072		117,072	46.6%
4554 Capital - Park Refurb	21,017	414,766	393,749		393,749	5.1%
	<u>123,111</u>	<u>633,933</u>	<u>510,822</u>	<u>0</u>	<u>510,822</u>	<u>19.4%</u>
Capital Costs :- Indirect Expenditure						
	<u>(123,111)</u>	<u>(118,933)</u>	<u>4,178</u>			
Net Income over Expenditure						
<u>201 Bus Shelters</u>						
4032 Advertising/Publicity	8,870	12,170	3,300		3,300	72.9%
4109 Cleansing Contract	805	1,610	805		805	50.0%
4800 New Shelters	0	5,500	5,500		5,500	0.0%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4801 Ground Rents	0	250	250		250	0.0%
4802 Maintenance	4,039	4,539	500		500	89.0%
Bus Shelters :- Indirect Expenditure	13,714	24,069	10,355	0	10,355	57.0%
Net Expenditure	(13,714)	(24,069)	(10,355)			
<u>202 Salt Bins</u>						
4107 Equipment General	950	4,000	3,050		3,050	23.7%
Salt Bins :- Indirect Expenditure	950	4,000	3,050	0	3,050	23.7%
Net Expenditure	(950)	(4,000)	(3,050)			
<u>301 Corporate Management</u>						
1190 Interest Received	1	0	(1)			0.0%
Corporate Management :- Income	1	0	(1)			
4050 Bank Charges	1,703	2,116	413		413	80.5%
4056 Internal Audit	905	1,335	430		430	67.8%
4057 Audit Fees	2,400	2,500	100		100	96.0%
4058 Professional Fees	5,931	7,388	1,457		1,457	80.3%
4059 Legal Support	2,097	9,767	7,671		7,671	21.5%
Corporate Management :- Indirect Expenditure	13,035	23,106	10,071	0	10,071	56.4%
Net Income over Expenditure	(13,035)	(23,106)	(10,071)			
<u>302 Civic and Ceremonial</u>						
4000 Salaries	943	1,042	99		99	90.5%
4006 Training	0	300	300		300	0.0%
4022 Printing	0	570	570		570	0.0%
4023 Stationery/Office Supplies	0	290	290		290	0.0%
4026 Subscriptions	0	320	320		320	0.0%
4850 Uniforms	42	222	181		181	18.7%
4851 Incoming Mayors Allowance	428	2,000	1,572		1,572	21.4%
4856 Photography	35	0	(35)		(35)	0.0%
Civic and Ceremonial :- Indirect Expenditure	1,448	4,744	3,296	0	3,296	30.5%
Net Expenditure	(1,448)	(4,744)	(3,296)			
<u>305 Central Administration</u>						
4000 Salaries	166,609	228,212	61,603		61,603	73.0%
4005 Professional Subscriptions	959	938	(21)		(21)	102.2%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4006 Training	6,869	9,869	3,000		3,000	69.6%
4007 Subsistence	0	1,850	1,850		1,850	0.0%
4009 Travel Allowances	0	125	125		125	0.0%
4020 Telephone	3,267	4,401	1,134		1,134	74.2%
4021 Postage	1,264	1,962	698		698	64.4%
4022 Printing	1,392	2,905	1,513		1,513	47.9%
4023 Stationery/Office Supplies	1,235	1,169	(66)		(66)	105.6%
4025 Insurance	3,295	3,295	(0)		(0)	100.0%
4026 Subscriptions	5,660	5,315	(345)		(345)	106.5%
4031 Staff Advertising	2,040	1,845	(195)		(195)	110.6%
4032 Advertising/Publicity	1,505	2,405	900		900	62.6%
4033 Tourism/Marketing	446	500	55		55	89.1%
4035 Books & Publications	0	200	200		200	0.0%
4070 Computer Software	11,453	19,743	8,290		8,290	58.0%
4073 Purchase Furniture	0	1,000	1,000		1,000	0.0%
4132 Purchase Protective Clothing	14	14	0		0	99.9%
4136 Purchase IT Equipment	0	1,500	1,500		1,500	0.0%
4850 Uniforms	0	250	250		250	0.0%
4856 Photography	115	500	385		385	23.0%
5000 Contingency Fund & Provision	0	5,000	5,000		5,000	0.0%
Central Administration :- Indirect Expenditure	206,122	292,998	86,876	0	86,876	70.3%
Net Expenditure	(206,122)	(292,998)	(86,876)			
<u>310 Town Council Events</u>						
1055 Food Fair and Produce Show	5,175	5,270	95			98.2%
1076 Christmas Lights Switch On	610	0	(610)			0.0%
Town Council Events :- Income	5,785	5,270	(515)			109.8%
4000 Salaries	48,920	74,631	25,711		25,711	65.5%
4074 Armed Forces Day	3,425	3,425	0		0	100.0%
4076 Christmas Lights Switch On	11,647	12,000	353		353	97.1%
4330 Remembrance Day	11,906	12,359	453		453	96.3%
5001 Seasonal Events	899	5,365	4,466		4,466	16.8%
Town Council Events :- Indirect Expenditure	76,798	107,780	30,982	0	30,982	71.3%
Net Income over Expenditure	(71,013)	(102,510)	(31,497)			
<u>311 Town Hall</u>						
1021 Licence and Premises Hire	167	0	(167)			0.0%
1022 Premises Hire	5,005	1,703	(3,302)			293.9%
Town Hall :- Income	5,171	1,703	(3,468)			303.7%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Salaries	4,500	3,051	(1,449)		(1,449)	147.5%
4010 N N D Rates	14,755	16,394	1,639		1,639	90.0%
4011 Water Charges	587	1,001	414		414	58.6%
4013 Electricity	3,027	5,666	2,639		2,639	53.4%
4014 Gas	1,703	3,131	1,428		1,428	54.4%
4015 Alarms	857	1,692	835		835	50.6%
4016 Window Cleaning	239	499	260		260	47.9%
4019 Cleaning Materials	1,606	1,236	(370)		(370)	129.9%
4023 Stationery/Office Supplies	0	80	80		80	0.0%
4025 Insurance	5,000	5,000	0		0	100.0%
4032 Advertising/Publicity	0	250	250		250	0.0%
4071 Purchase Equipment	316	500	184		184	63.2%
4120 Building M & R (Other Contract	4,434	3,083	(1,351)		(1,351)	143.8%
4502 R & M Plant & Equipment	2,231	2,716	485		485	82.2%
4520 Private Contractors	908	0	(908)		(908)	0.0%
4850 Uniforms	0	84	84		84	0.0%
4870 Catering	286	410	124		124	69.9%
4871 Licences inc PRS Fees	70	530	460		460	13.2%
Town Hall :- Indirect Expenditure	40,520	45,323	4,803	0	4,803	89.4%
Net Income over Expenditure	(35,348)	(43,620)	(8,272)			
<u>315 Other Services to the Public</u>						
4503 Purchase of Signs	0	500	500		500	0.0%
4700 Christmas Lighting Scheme	30,027	98,000	67,974		67,974	30.6%
4724 Open Air Pool Subsidy	0	71,500	71,500		71,500	0.0%
4900 Grants	6,049	7,475	1,426		1,426	80.9%
4901 Crime Prevention Support	(7,600)	8,300	15,900		15,900	(91.6%)
4902 Election Costs	19,483	19,483	0		0	100.0%
4903 Local Honors Scheme	0	2,500	2,500		2,500	0.0%
Other Services to the Public :- Indirect Expenditure	47,959	207,758	159,799	0	159,799	23.1%
Net Expenditure	(47,959)	(207,758)	(159,799)			
<u>320 Other Costs and Income</u>						
1080 Grant Received	110,000	110,000	0			100.0%
1176 Precept Received	1,934,869	1,934,869	0			100.0%
1190 Interest Received	12,772	17,183	4,412			74.3%
Other Costs and Income :- Income	2,057,641	2,062,052	4,412			99.8%
4951 Revenue Contribution to Capita	0	10,000	10,000		10,000	0.0%
Other Costs and Income :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%
Net Income over Expenditure	2,057,641	2,052,052	(5,589)			

Detailed Income & Expenditure by Projected Budget Heading 10/01/2022

Month No: 10

Cost Centre Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	2,167,857	2,799,745	631,888			77.4%
Expenditure	1,257,791	2,799,746	1,541,955	0	1,541,955	44.9%
Net Income over Expenditure	<u>910,065</u>	<u>(1)</u>	<u>(910,066)</u>			
Movement to/(from) Gen Reserve	<u>910,065</u>					

GENERAL SERVICES COMMITTEE

18 JANUARY 2022

REPORT OF THE OPERATIONS MANAGER

PARKS AND CEMETERIES SERVICE

1 Introduction and Purpose of Report

1.1 To provide an update for Members on:

- 1.1.1 Parks & Cemeteries Team.
- 1.1.2 4th Corner Landscape Contract.
- 1.1.3 Park Ranger Service.
- 1.1.4 Aviary Maintenance Operative.
- 1.1.5 Christmas Light Contract.

2 Wards Affected

2.1 All Banbury Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officer

4.1 Paul Almond (01295 817315).

5. Parks & Cemeteries Team Service Update

- 5.1. The team continue to be engaged with winter maintenance operations, which are well underway, i.e.: leaf clearance, hedge cutting and shrub pruning, salting paths etc.
- 5.2. Adverts are currently running to recruit to the remaining two vacancies within the Parks & Cemeteries, closing date 31st January 2022.

6. 4th Corner Landscape Contract Update

- 6.1 The contract schedule of operations is being delivered, winter maintenance is being undertaken, as well as sports pitch aeration operations.
- 6.2 Officers have no issues or concerns with the Contractor's performance, service delivery is generally very good and the work programme is being delivered as per the schedules.

7. The Park Ranger Service Update

- 7.1. The team continue to keep up to date with Health & Safety inspections and the resulting repairs to our children's play areas.

Banbury Town Council

7.2. The Snow Wardens have been contacted in December, the data base has been updated with their details and replacement provisions, where requested, have been delivered.

8. Aviary Maintenance Operative

8.1 Following the retirement of Jeannie O'Brien at Christmas, we ran an internal advert for the opportunity to take on the Aviary Maintenance Operative role. I am pleased to inform Members that we have filled the position, Pete Holly will now be taking on the role outside of his duties as a Park Ranger. He started the role on the 25th December 2021 following shadow training and handover from Jeannie.

9. Christmas Light Contract

9.1 Following the problems with the switch-on event, all lights were on installed and working within 48hrs following the event.

9.2 Following a meeting with the Company Director and Managers at Blachere Illuminations Ltd, the outcomes of that meeting were:

- A written apology from Blachere Illuminations Ltd for the poor performance.
- The Town Councils event costs have been credited via a deduction from the installation costs due as identified in the contract payments.
- Furthermore an enhanced scheme will be proposed for the rest of the contract term at no additional cost to the Town Council.

10. Financial Effects & Risk Assessment

10.1. There are no risks arising from these items and all financial effects can be contained within existing budgets.

11. Recommendations

The Committee is invited to **RESOLVE**

- 11.1. To note the Parks and Cemeteries Service Update.
- 11.2. To note the 4th Corner Landscape Contract Update.
- 11.3. To note the Park Ranger Service Update.
- 11.4. To note the new arrangements regarding the Aviary Maintenance Operative.
- 11.5. To note the Christmas Light Contract update.

Background Papers – nil