

Banbury Town Council

Mark Hassall ACMA
Town Clerk & RFO



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Our Ref: GS A17012023
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 12 January 2023

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, 17 JANUARY 2023** at 6.30 pm, for the transaction of the following business: -

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1 Apologies for absence

Contact Martyn Surfleet (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 13 December 2022 (previously circulated).

4 Income & Expenditure Report

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

5 Parks and Open Spaces - Monitoring Report

To consider the report of the Director of Environment **(Enclosure 5)**

6 CRM & Booking Software

To consider a verbal update of the Executive officer regarding the progress of the CRM and Booking software proposals.

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.

**GENERAL SERVICES COMMITTEE
17 JANUARY 2023**

**RESOURCES COMMITTEE
31 JANUARY 2023**

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 11 JANUARY 2023

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 11 January 2023. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

Banbury Town Council

6.2 General Services variances are principally

- ◆ Staffing vacancies contributing £12k, recruitment of cleaners has been completed, with the supervisor role within the grounds maintenance team ongoing. Current long term sick is currently being backfilled with agency staff which is offset against savings to-date.
- ◆ Planned cemetery works include arboriculture and memorial stability testing.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of December invoicing across Parks, seasonality of football pitch works and Horton View, however are broadly considered to be in line with full year projected expenditure.
- ◆ Expenditure is planned on computer software to support staff monitoring of play equipment and tree stock across the estate.
- ◆ Ongoing play area equipment being refurbished across the estate awaiting completion. Following an external ROSPA inspection, a programme of works has been identified, which officers will work through in the final quarter.
- ◆ Prior and current year utility charges for MUGA's from OCC £11k.
- ◆ Café build in People's Park opened, with Earmarked Reserves to be released (£179k)

6.3 Underspends on Resources Committee also principally

- ◆ Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- ◆ Town Council Events are currently within budget parameters.
- ◆ Town Hall utility costs are reduced whilst heating solutions are sourced, with provision for associated costs included within the projected budget.
- ◆ Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme (£5k saving). Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and BTC Councillors.
- ◆ Other Costs & Income includes increased interest income (projected £18k) in line with changes to Bank of England base rate.

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 Council is 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>General Services Committee</u>						
<u>101 Litter Control & Cleansing</u>						
4107 Equipment General	4,624	4,624	(0)		(0)	100.0%
4109 Cleansing Contract	(834)	150,252	151,086		151,086	(0.6%)
Litter Control & Cleansing :- Indirect Expenditure	<u>3,791</u>	<u>154,876</u>	<u>151,085</u>	<u>0</u>	<u>151,085</u>	<u>2.4%</u>
Net Expenditure	<u>(3,791)</u>	<u>(154,876)</u>	<u>(151,085)</u>			
<u>103 Southam Road Cemetery</u>						
1000 Miscellaneous Income	965	175	(790)			551.4%
1004 Burial Chambers	3,900	3,250	(650)			120.0%
1005 Burial Fees	20,610	40,353	19,743			51.1%
1007 Memorial Applications	13,400	13,610	210			98.5%
1008 Exclusive Rights of Burial	10,865	19,900	9,035			54.6%
1009 Out of Hours Burial Fees	135	0	(135)			0.0%
1010 Land Rents	200	0	(200)			0.0%
1022 Premises Hire	3,521	3,661	140			96.2%
Southam Road Cemetery :- Income	<u>53,596</u>	<u>80,949</u>	<u>27,353</u>			<u>66.2%</u>
4000 Salaries	138,291	186,340	48,049		48,049	74.2%
4006 Training	4,215	6,408	2,194		2,194	65.8%
4010 N N D Rates	6,587	8,738	2,151		2,151	75.4%
4011 Water Charges	1,634	1,426	(208)		(208)	114.6%
4012 Sewerage Charges	0	500	500		500	0.0%
4013 Electricity	536	707	171		171	75.8%
4014 Gas	294	588	294		294	50.1%
4019 Cleaning Materials	376	601	225		225	62.5%
4020 Telephone	632	656	24		24	96.3%
4023 Stationery/Office Supplies	0	150	150		150	0.0%
4026 Subscriptions	190	390	200		200	48.7%
4070 Computer Software	2,153	2,153	1		1	100.0%
4071 Purchase Equipment	1,684	3,504	1,820		1,820	48.1%
4072 Leasing Equipment	140	2,500	2,360		2,360	5.6%
4100 Purchase Materials	2,017	3,901	1,884		1,884	51.7%
4109 Cleansing Contract	2,190	2,190	0		0	100.0%
4120 Building M & R (Other Contract	7,743	9,700	1,957		1,957	79.8%
4122 Landscaping (Other Contractors	9,200	18,000	8,800		8,800	51.1%
4123 Minor Alterations & Imp.	919	9,280	8,361		8,361	9.9%
4132 Purchase Protective Clothing	635	1,392	757		757	45.6%
4137 Burial Chamber costs	5,289	5,289	0		0	100.0%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4502 R & M Plant & Equipment	4,361	8,100	3,739		3,739	53.8%
4570 Lease Vehicle Charges	468	900	433		433	51.9%
4572 Fuel	2,873	2,999	126		126	95.8%
4850 Uniforms	858	754	(104)		(104)	113.8%
4870 Catering	(9)	0	9		9	0.0%
Southam Road Cemetery :- Indirect Expenditure	<u>193,273</u>	<u>277,166</u>	<u>83,893</u>	<u>0</u>	<u>83,893</u>	<u>69.7%</u>
Net Income over Expenditure	<u>(139,677)</u>	<u>(196,217)</u>	<u>(56,540)</u>			
<u>104 Hardwick Hill Cemetery</u>						
	0	0	0		0	0.0%
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>			
<u>110 Parks and Open Spaces</u>						
1000 Miscellaneous Income	76	0	(76)			0.0%
1010 Land Rents	1,296	1,296	0			100.0%
1500 Contribution from Reserves	0	17,806	17,806			0.0%
Parks and Open Spaces :- Income	<u>1,372</u>	<u>19,102</u>	<u>17,730</u>			<u>7.2%</u>
4000 Salaries	129,768	193,845	64,077		64,077	66.9%
4006 Training	1,079	4,808	3,729		3,729	22.4%
4008 Car Allowances-Employee	0	1,500	1,500		1,500	0.0%
4010 N N D Rates	1,351	1,351	1		1	100.0%
4011 Water Charges	1,551	2,650	1,099		1,099	58.5%
4013 Electricity	(4,012)	7,000	11,012		11,012	(57.3%)
4019 Cleaning Materials	129	0	(129)		(129)	0.0%
4020 Telephone	738	916	178		178	80.5%
4023 Stationery/Office Supplies	50	238	188		188	21.0%
4025 Insurance	15,345	15,345	0		0	100.0%
4026 Subscriptions	271	571	300		300	47.5%
4032 Advertising/Publicity	0	300	300		300	0.0%
4070 Computer Software	1,048	18,854	17,806		17,806	5.6%
4100 Purchase Materials	2,124	5,342	3,218		3,218	39.8%
4107 Equipment General	5,285	8,325	3,040		3,040	63.5%
4109 Cleansing Contract	1,230	1,230	0		0	100.0%
4120 Building M & R (Other Contract	2,241	2,518	277		277	89.0%
4121 Ground Mtnce (Other Contractor	123,256	180,463	57,207		57,207	68.3%
4122 Landscaping (Other Contractors	20,194	27,355	7,161		7,161	73.8%
4124 Building M & R Peoples Park	3,776	4,734	958		958	79.8%
4132 Purchase Protective Clothing	882	1,300	418		418	67.8%
4500 Arboriculture	14,323	51,500	37,177		37,177	27.8%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4501 Playground Equipment R & M	45,690	134,964	89,274		89,274	33.9%
4502 R & M Plant & Equipment	171	2,400	2,229		2,229	7.1%
4503 Purchase of Signs	1,217	6,303	5,087		5,087	19.3%
4510 Floral Bedding	7,443	13,824	6,381		6,381	53.8%
4511 Trees and Shrubs	21,157	22,352	1,195		1,195	94.7%
4512 Bulbs	2,615	5,965	3,350		3,350	43.8%
4514 Chemical Applications	6,494	6,445	(49)		(49)	100.8%
4515 Aviary Maintenance	1,607	1,393	(214)		(214)	115.4%
4570 Lease Vehicle Charges	225	0	(225)		(225)	0.0%
4572 Fuel	1,447	661	(786)		(786)	218.9%
4850 Uniforms	469	394	(75)		(75)	119.0%
Parks and Open Spaces :- Indirect Expenditure	409,165	724,846	315,681	0	315,681	56.4%
Net Income over Expenditure	(407,794)	(705,744)	(297,950)			
113 Allotments						
1010 Land Rents	3,443	5,268	1,826			65.3%
Allotments :- Income	3,443	5,268	1,826			65.3%
4011 Water Charges	848	404	(444)		(444)	209.8%
4070 Computer Software	150	444	294		294	33.8%
4100 Purchase Materials	0	500	500		500	0.0%
4120 Building M & R (Other Contract	0	500	500		500	0.0%
4121 Ground Mtnce (Other Contractor	1,434	2,313	879		879	62.0%
4520 Private Contractors	1,375	5,287	3,912		3,912	26.0%
Allotments :- Indirect Expenditure	3,806	9,448	5,642	0	5,642	40.3%
Net Income over Expenditure	(363)	(4,180)	(3,817)			
114 Park Rangers						
4000 Salaries	93,235	117,498	24,263		24,263	79.4%
4006 Training	1,882	2,319	437		437	81.2%
4010 N N D Rates	5,530	6,144	614		614	90.0%
4011 Water Charges	614	1,228	614		614	50.0%
4012 Sewerage Charges	0	630	630		630	0.0%
4013 Electricity	499	2,132	1,633		1,633	23.4%
4014 Gas	129	600	471		471	21.6%
4015 Alarms	1,494	1,494	0		0	100.0%
4020 Telephone	1,058	902	(156)		(156)	117.3%
4025 Insurance	17,715	17,715	0		0	100.0%
4100 Purchase Materials	1,102	1,099	(3)		(3)	100.3%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4107 Equipment General	1,292	1,896	604		604	68.2%
4120 Building M & R (Other Contract	1,563	4,831	3,268		3,268	32.4%
4124 Building M & R Peoples Park	50	1,050	1,000		1,000	4.8%
4131 Purchase Equipment	775	3,812	3,037		3,037	20.3%
4132 Purchase Protective Clothing	137	1,901	1,764		1,764	7.2%
4134 Radio System	82	0	(82)		(82)	0.0%
4502 R & M Plant & Equipment	137	137	(0)		(0)	100.2%
4570 Lease Vehicle Charges	2,060	9,464	7,404		7,404	21.8%
4572 Fuel	3,866	4,472	606		606	86.5%
Park Rangers :- Indirect Expenditure	133,221	179,324	46,103	0	46,103	74.3%
Net Expenditure	(133,221)	(179,324)	(46,103)			
115 CSGM						
1500 Contribution from Reserves	0	104,464	104,464			0.0%
CSGM :- Income	0	104,464	104,464			0.0%
Net Income	0	104,464	104,464			
116 Town Fairs						
1050 Hiring for events	1,870	1,870	0			100.0%
Town Fairs :- Income	1,870	1,870	0			100.0%
Net Income	1,870	1,870	0			
120 Football Pitches						
1020 Sports Hire	11,478	11,478	1			100.0%
1021 Licence and Premises Hire	10,666	10,893	227			97.9%
1051 Deposits	22	0	(22)			0.0%
Football Pitches :- Income	22,165	22,371	206			99.1%
4010 N N D Rates	6,287	7,685	1,398		1,398	81.8%
4011 Water Charges	1,539	1,997	458		458	77.1%
4013 Electricity	1,804	5,132	3,328		3,328	35.2%
4014 Gas	860	2,000	1,140		1,140	43.0%
4017 Caretaking and Cleaning	231	58	(173)		(173)	398.0%
4019 Cleaning Materials	1,174	1,904	730		730	61.7%
4100 Purchase Materials	2,948	6,450	3,502		3,502	45.7%
4107 Equipment General	615	2,490	1,875		1,875	24.7%
4109 Cleansing Contract	5,785	4,777	(1,008)		(1,008)	121.1%
4120 Building M & R (Other Contract	12,786	19,111	6,325		6,325	66.9%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4121 Ground Mtnc (Other Contractor	37,685	63,467	25,782		25,782	59.4%
4530 Bowling Green	7,173	9,944	2,771		2,771	72.1%
Football Pitches :- Indirect Expenditure	78,887	125,015	46,128	0	46,128	63.1%
Net Income over Expenditure	(56,722)	(102,644)	(45,922)			
<u>131 Banbury in Bloom</u>						
4651 Floral Sponsorship	8,256	8,256	(0)		(0)	100.0%
4652 Planting Day in the Park	832	813	(19)		(19)	102.3%
4654 Hanging Basket Workshop	0	1,850	1,850		1,850	0.0%
Banbury in Bloom :- Indirect Expenditure	9,088	10,919	1,831	0	1,831	83.2%
Net Expenditure	(9,088)	(10,919)	(1,831)			
<u>132 Banbury Cross& FineLady Statue</u>						
4025 Insurance	0	2,200	2,200		2,200	0.0%
4120 Building M & R (Other Contract	0	5,800	5,800		5,800	0.0%
Banbury Cross& FineLady Statue :- Indirect Expenditure	0	8,000	8,000	0	8,000	0.0%
Net Expenditure	0	(8,000)	(8,000)			
<u>150 Public Clocks</u>						
4000 Salaries	595	703	108		108	84.7%
4013 Electricity	156	206	50		50	75.9%
4120 Building M & R (Other Contract	0	600	600		600	0.0%
4521 Service of Public Clock	1,373	1,200	(173)		(173)	114.4%
Public Clocks :- Indirect Expenditure	2,125	2,709	585	0	585	78.4%
Net Expenditure	(2,125)	(2,709)	(585)			
<u>160 Capital Costs</u>						
1500 Contribution from Reserves	0	250,000	250,000			0.0%
Capital Costs :- Income	0	250,000	250,000			0.0%
4554 Capital - Park Refurb	178,881	348,879	169,998		169,998	51.3%
Capital Costs :- Indirect Expenditure	178,881	348,879	169,998	0	169,998	51.3%
Net Income over Expenditure	(178,881)	(98,879)	80,002			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>201 Bus Shelters</u>						
4032 Advertising/Publicity	1,980	1,980	0		0	100.0%
4109 Cleansing Contract	805	1,610	805		805	50.0%
4800 New Shelters	0	5,500	5,500		5,500	0.0%
4801 Ground Rents	0	250	250		250	0.0%
4802 Maintenance	240	5,500	5,260		5,260	4.4%
Bus Shelters :- Indirect Expenditure	<u>3,025</u>	<u>14,840</u>	<u>11,815</u>	<u>0</u>	<u>11,815</u>	<u>20.4%</u>
Net Expenditure	<u>(3,025)</u>	<u>(14,840)</u>	<u>(11,815)</u>			
<u>202 Salt Bins</u>						
4107 Equipment General	1,196	4,000	2,804		2,804	29.9%
Salt Bins :- Indirect Expenditure	<u>1,196</u>	<u>4,000</u>	<u>2,804</u>	<u>0</u>	<u>2,804</u>	<u>29.9%</u>
Net Expenditure	<u>(1,196)</u>	<u>(4,000)</u>	<u>(2,804)</u>			
General Services Committee :- Income	82,445	484,024	401,579			17.0%
Expenditure	1,016,457	1,860,022	843,565	0	843,565	54.6%
Movement to/(from) Gen Reserve	<u>(934,012)</u>					

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Resources Committee</u>						
<u>301 Corporate Management</u>						
4050 Bank Charges	1,900	2,031	131		131	93.5%
4056 Internal Audit	460	1,380	920		920	33.3%
4057 Audit Fees	2,880	2,500	(380)		(380)	115.2%
4058 Professional Fees	3,615	6,915	3,300		3,300	52.3%
4059 Legal Support	2,250	9,250	7,000		7,000	24.3%
Corporate Management :- Indirect Expenditure	<u>11,105</u>	<u>22,076</u>	<u>10,971</u>	<u>0</u>	<u>10,971</u>	<u>50.3%</u>
Net Expenditure	<u>(11,105)</u>	<u>(22,076)</u>	<u>(10,971)</u>			
<u>302 Civic and Ceremonial</u>						
4000 Salaries	1,026	1,133	107		107	90.6%
4006 Training	0	350	350		350	0.0%
4022 Printing	246	975	729		729	25.2%
4023 Stationery/Office Supplies	0	290	290		290	0.0%
4026 Subscriptions	0	320	320		320	0.0%
4850 Uniforms	71	180	109		109	39.3%
4851 Incoming Mayors Allowance	788	7,000	6,212		6,212	11.3%
4854 Civic Property Maintenance	0	450	450		450	0.0%
4855 Civic Insignia	1,515	3,150	1,635		1,635	48.1%
4856 Photography	100	0	(100)		(100)	0.0%
Civic and Ceremonial :- Indirect Expenditure	<u>3,746</u>	<u>13,848</u>	<u>10,102</u>	<u>0</u>	<u>10,102</u>	<u>27.0%</u>
Net Expenditure	<u>(3,746)</u>	<u>(13,848)</u>	<u>(10,102)</u>			
<u>305 Central Administration</u>						
4000 Salaries	142,658	194,331	51,673		51,673	73.4%
4005 Professional Subscriptions	798	1,038	240		240	76.9%
4006 Training	1,738	3,778	2,040		2,040	46.0%
4007 Subsistence	40	1,890	1,850		1,850	2.1%
4009 Travel Allowances	0	125	125		125	0.0%
4020 Telephone	3,461	3,884	423		423	89.1%
4021 Postage	1,735	2,909	1,174		1,174	59.6%
4022 Printing	1,297	2,502	1,205		1,205	51.8%
4023 Stationery/Office Supplies	2,223	2,563	340		340	86.7%
4025 Insurance	8,730	8,730	0		0	100.0%
4026 Subscriptions	5,279	5,306	27		27	99.5%
4031 Staff Advertising	0	1,845	1,845		1,845	0.0%
4032 Advertising/Publicity	1,660	1,300	(360)		(360)	127.7%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4033 Tourism/Marketing	0	1,000	1,000		1,000	0.0%
4035 Books & Publications	0	200	200		200	0.0%
4070 Computer Software	12,138	17,694	5,556		5,556	68.6%
4071 Purchase Equipment	101	86	(15)		(15)	117.8%
4073 Purchase Furniture	376	1,376	1,000		1,000	27.3%
4136 Purchase IT Equipment	393	1,705	1,312		1,312	23.1%
4850 Uniforms	271	645	374		374	42.0%
4856 Photography	0	385	385		385	0.0%
5000 Contingency Fund & Provision	0	5,000	5,000		5,000	0.0%
Central Administration :- Indirect Expenditure	<u>182,898</u>	<u>258,292</u>	<u>75,394</u>	<u>0</u>	<u>75,394</u>	<u>70.8%</u>
Net Expenditure	<u>(182,898)</u>	<u>(258,292)</u>	<u>(75,394)</u>			
<u>310 Town Council Events</u>						
1000 Miscellaneous Income	1,091	1,064	(27)			102.5%
1055 Food Festivals	9,384	9,391	7			99.9%
1070 Canalside Festival Income	15,664	15,603	(61)			100.4%
1073 Town Mayors Sunday	1,314	1,214	(100)			108.3%
1075 Banbury Show Income	620	620	0			100.0%
1076 Christmas Lights Switch On	1,100	1,000	(100)			110.0%
1080 Grant Received	4,500	4,500	0			100.0%
Town Council Events :- Income	<u>33,673</u>	<u>33,392</u>	<u>(281)</u>			<u>100.8%</u>
4000 Salaries	60,636	77,297	16,661		16,661	78.4%
4074 Armed Forces Day	2,846	2,846	(0)		(0)	100.0%
4076 Christmas Lights Switch On	10,605	8,000	(2,605)		(2,605)	132.6%
4300 Town Mayor's Inauguration	1,654	1,654	1		1	100.0%
4310 Town Mayors Sunday	3,091	3,091	(0)		(0)	100.0%
4320 Battle of Britain	489	0	(489)		(489)	0.0%
4330 Remembrance Day	4,239	5,125	886		886	82.7%
4345 Social Evening - Hennef Guests	0	1,000	1,000		1,000	0.0%
4360 Canalside Festival	20,985	20,485	(500)		(500)	102.4%
4370 Banbury Music Mix	4,818	5,206	388		388	92.6%
4390 Food Festivals	16,302	16,213	(89)		(89)	100.5%
4860 Diamond Jubilee	17,814	17,814	0		0	100.0%
5001 Seasonal Events	2,048	3,833	1,785		1,785	53.4%
Town Council Events :- Indirect Expenditure	<u>145,526</u>	<u>162,564</u>	<u>17,038</u>	<u>0</u>	<u>17,038</u>	<u>89.5%</u>
Net Income over Expenditure	<u>(111,853)</u>	<u>(129,172)</u>	<u>(17,319)</u>			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>311 Town Hall</u>						
1022 Premises Hire	5,557	6,208	651			89.5%
Town Hall :- Income	<u>5,557</u>	<u>6,208</u>	<u>651</u>			<u>89.5%</u>
4000 Salaries	14,774	18,982	4,208		4,208	77.8%
4010 N N D Rates	16,113	16,113	(0)		(0)	100.0%
4011 Water Charges	941	959	18		18	98.2%
4013 Electricity	2,763	6,588	3,825		3,825	41.9%
4014 Gas	669	1,843	1,174		1,174	36.3%
4015 Alarms	0	835	835		835	0.0%
4016 Window Cleaning	140	289	149		149	48.4%
4019 Cleaning Materials	1,363	1,427	64		64	95.5%
4023 Stationery/Office Supplies	55	98	43		43	56.2%
4025 Insurance	13,709	13,709	(0)		(0)	100.0%
4032 Advertising/Publicity	145	395	250		250	36.7%
4071 Purchase Equipment	4,724	4,341	(383)		(383)	108.8%
4120 Building M & R (Other Contract	5,308	3,257	(2,051)		(2,051)	163.0%
4502 R & M Plant & Equipment	1,940	2,805	865		865	69.2%
4850 Uniforms	0	84	84		84	0.0%
4870 Catering	960	260	(700)		(700)	369.3%
4871 Licences inc PRS Fees	145	530	385		385	27.4%
Town Hall :- Indirect Expenditure	<u>63,750</u>	<u>72,515</u>	<u>8,765</u>	<u>0</u>	<u>8,765</u>	<u>87.9%</u>
Net Income over Expenditure	<u>(58,193)</u>	<u>(66,307)</u>	<u>(8,114)</u>			
<u>315 Other Services to the Public</u>						
4503 Purchase of Signs	0	500	500		500	0.0%
4700 Christmas Lighting Scheme	36,823	59,000	22,177		22,177	62.4%
4724 Open Air Pool Subsidy	0	76,577	76,577		76,577	0.0%
4900 Grants	4,700	11,800	7,100		7,100	39.8%
4901 Crime Prevention Support	3,000	8,300	5,300		5,300	36.1%
4903 Local Honors Scheme	762	1,762	1,000		1,000	43.2%
Other Services to the Public :- Indirect Expenditure	<u>45,285</u>	<u>157,939</u>	<u>112,654</u>	<u>0</u>	<u>112,654</u>	<u>28.7%</u>
Net Expenditure	<u>(45,285)</u>	<u>(157,939)</u>	<u>(112,654)</u>			
<u>320 Other Costs and Income</u>						
1176 Precept Received	2,017,911	2,017,911	0			100.0%
1190 Interest Received	42,978	43,765	787			98.2%
Other Costs and Income :- Income	<u>2,060,889</u>	<u>2,061,676</u>	<u>787</u>			<u>100.0%</u>
4951 Revenue Contribution to Capita	0	26,000	26,000		26,000	0.0%
Other Costs and Income :- Indirect Expenditure	<u>0</u>	<u>26,000</u>	<u>26,000</u>	<u>0</u>	<u>26,000</u>	<u>0.0%</u>
Net Income over Expenditure	<u>2,060,889</u>	<u>2,035,676</u>	<u>(25,213)</u>			

Detailed Income & Expenditure by Projected Budget Heading 12/01/2023

Month No: 10

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Resources Committee :- Income	2,100,118	2,101,276	1,158			99.9%
Expenditure	452,310	713,234	260,924	0	260,924	63.4%
Movement to/(from) Gen Reserve	<u>1,647,809</u>					
Grand Totals:- Income	2,182,563	2,585,300	402,737			84.4%
Expenditure	1,468,767	2,573,256	1,104,489	0	1,104,489	57.1%
Net Income over Expenditure	<u>713,796</u>	<u>12,044</u>	<u>(701,752)</u>			
Movement to/(from) Gen Reserve	<u>713,796</u>					

GENERAL SERVICES COMMITTEE

17 JANUARY 2023

REPORT OF THE DIRECTOR OF ENVIRONMENT

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 Tree Works & Planting.
- 1.1.4 Park Ranger Service.
- 1.1.5 Fencing Repairs.
- 1.1.6 Cleansing Service.
- 1.1.7 Christmas light contract.
- 1.1.8 Peoples Park Café.

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 have been undertaking planting of trees.
- 5.2. The team continue to over mark the football pitches and are carrying out condition inspections each week.
- 5.3. The team are up to date with the scheduled work, and have been undertaking leaf clearance throughout November.
- 5.4. Staff have been busy with burial duties and grave topping up.
- 5.5. All machinery and equipment servicing has been booked in preparation for the new season.
- 5.6. We have started the recruitment process for a replacement Parks Supervisor.
- 5.7. The operative who was on long term sick, has returned to work on a phased basis for the next four weeks.

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- 5.8. We have received the resignation of another Parks & Cemeteries Operative, which we will need to go out to recruitment for.

6. 4th Corner Landscape Contract Update

- 6.1 The contractor is delivering the programmed work to schedule.
- 6.2 Sports pitch aeration operations have not been undertaken yet this playing season due to the adverse weather conditions.
- 6.3 Winter shrub border maintenance, weeding and pruning operations, are nearly complete.
- 6.4 The Contract Supervisor is still off work long term sick. The area manager continues to cover the role and oversee operations until the supervisor returns.
- 6.5 The Councils Landscape Officer continues work closely with the contractor along with site inspections to monitor their performance.

7. Tree Works & Planting Update

- 7.1 The Councils Landscape Officer went out to tender for a number of packages of tree works, identified in the last tree survey, these have now been evaluated and issued to external contractors, these works will be completed by the end of March 2023.
- 7.2 The Tree Planting for the Queens Green Canopy is now complete:
- a) Crouch Hill - The circle of 24 trees, Acer Campestre "Queen Elizabeth".
 - b) Hanwell View Park – The avenue of 20 trees, Quercus Robur.
 - c) Peoples Park – Acer Campestre 'Queen Elizabeth'.
 - d) Southam Road Cemetery – Acer Campestre 'Queen Elizabeth'.
 - e) Hardwick Hill Cemetery – Acer Campestre 'Queen Elizabeth'.
- 7.3 The only outstanding items to complete the schemes are to install the tree cages and the memorial plaques, which we have now taken delivery of.

8. The Park Ranger Service Update

- 8.1. Inspections
- a) The Senior Ranger is analysing the annual H & S Inspection report for our play areas. The works will be prioritised and undertaken based on the risk rating.
 - b) Bus Shelters - Monthly Inspections ongoing.
- 8.2. Play Area refurbishment update is:
- a) Lapsley Drive – Replacement Multi-play unit, round-about, benches and safety surfacing has now been completed.

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- b) Princess Diana Park – Large climbing frame and net structure had to be removed on Health & Safety grounds, we are out to tender a replacement unit, we are still confident despite the predicted lead-in time, that the new unit will be installed by April/May 2023.
 - c) Spiceball Park – Maintenance works identified and planned for March.
 - d) Moorfields Roundabout – Supplier has inspected; we are awaiting a quote for repair.
- 8.3. The team continue to keep up to date with the weekly Health & Safety inspections and the resulting repairs to our children's play areas.
- 8.4. Winter Maintenance Provision
- a) Snow wardens were contacted regarding their continued support, and supply needs.
 - b) Deliveries of salt and equipment have been delivered to snow wardens where required.
 - c) The Rangers are continuing to go round and top up our on-street grit bins with salt.

9. Fencing Repairs Update

- 9.1 Bridge Street Park – New galvanised metal knee rail fence has been manufactured, due to ground conditions, we are still waiting an installation date from the supplier.
- 9.2 Peoples Park – Timber fencing refurbishment, the Probation Service are still working with the Town Council to continue with further sanding and painting works identified throughout the park.
- 9.3 Chandos Close – 18m of the timber post and rail fence around the attenuation pond had to be repaired following vandalism.

10. Cleansing Service Update

- 10.1 Unfortunately, the newly appointed cleaner fell seriously ill with Covid in December, and has only recently returned to work.

11. Christmas Light Contract Update

- 11.1 Following a performance review meeting with Blachere Illuminations Ltd, the issues which resulted in the delay of some of the lights not coming on at 5:00pm on the switch-on night have been identified.
- 11.2 A plan has been put into place to ensure that the mistakes are not repeated for 2023/24.
- 11.3 A meeting will take place in February with Officers to start the process of planning the required programme of requirements detailing the actions along with time scales and sign off at each stage process.

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11.4 As a result of the performance failures, liquidated damages were deducted from the payments due to the supplier for 2022/23.

11.5 Officers have made it clear that the performance needs to improve for this year's Christmas light switch-on, for the Town Council to continue with the contract for years 4, 5 and 6.

12. Peoples Park Café – Update

12.1 The only outstanding item from the construction contract is the installation of the outside canopy, although it arrived in the UK from France, additional support brackets were identified to support the weight and these were recommended to be fitted inside the roof space, these have now been ordered and the canopy will be fitted within the next two weeks.

12.2 The signage for the front the café above the new canopy will be fitted at the same time.

13. Financial Effects & Risk Assessment

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

14. Recommendations

The Committee is invited to **RESOLVE**

14.1 To note the Parks and Cemeteries Service Update.

14.2 To note the 4th Corner Landscape Contract Update.

14.3 To note the tree works and planting Update.

14.4 To note the Park Ranger Service Update.

14.5 To note the Fencing Repairs Update.

14.6 To note the Cleansing Service Update.

14.7 To note the Christmas Light Contract Update.

14.8 To note the Peoples Park Café Update.

Background Papers – nil