

Banbury Town Council

Mark Hassall ACMA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340
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Our Ref: A03012023
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 20 December 2022

To: All Members of the Resources Committee.

You are hereby summoned to attend a Meeting of the **RESOURCES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 03 JANUARY 2023 at 6.30pm**, 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 interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, 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 Last Meeting**
To approve as correct the Minutes of the Meeting held on 01 November 2022 (previously circulated).
- 4. Income & Expenditure Monitoring Report**
To consider the report of the Town Clerk & RFO. **(Enclosure 4)**
- 5. Grants & Budget Sub-Committee**
To receive and note the Minutes of the Grants & Budget Sub-Committee meeting held on 01 December 2022. **(Enclosure 5)**
- 6. Draft Revenue Estimates**
To consider the report of the Town Clerk & RFO. **(Enclosure 6)**
- 7. Events Update**
To consider the report of the Events Manager **(Enclosure 7)**

8. Calendar of Meetings for 2023/24

To consider the report of the Town Clerk & RFO (**Enclosure 8**)

9. Confidential Business Exclusion

That, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

10. Events Staffing 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
13 DECEMBER 2022**

**RESOURCES COMMITTEE
3 JANUARY 2023**

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 5 DECEMBER 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 5 December 2022. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

6.2 General Services variances are principally

- ◆ Staffing vacancies contributing £11k, 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 November invoicing across Parks, seasonality of football pitch works and Horton View. Savings are offset by increased end of season grass cutting schedule for Peoples Park to mitigate impact of staff vacancies.
- ◆ 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 next 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 (£150k)

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. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party early in the new year.
- ◆ Other Costs & Income includes increased interest income 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

General Services Committee101 Litter Control & Cleansing

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	3,791	154,876	151,085	0	151,085	2.4%
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Net Expenditure

(3,791)	(154,876)	(151,085)
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103 Southam Road Cemetery

1000 Miscellaneous Income	965	175	(790)		551.4%
1004 Burial Chambers	3,250	3,250	0		100.0%
1005 Burial Fees	18,735	40,353	21,618		46.4%
1007 Memorial Applications	12,880	13,610	730		94.6%
1008 Exclusive Rights of Burial	10,105	19,900	9,795		50.8%
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

	49,791	80,949	31,158		61.5%
4000 Salaries	121,035	186,340	65,305	65,305	65.0%
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	1,385	1,426	41	41	97.1%
4012 Sewerage Charges	0	500	500	500	0.0%
4013 Electricity	423	707	284	284	59.9%
4014 Gas	141	588	447	447	24.0%
4019 Cleaning Materials	376	601	225	225	62.5%
4020 Telephone	577	656	79	79	88.0%
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	97	2,500	2,403	2,403	3.9%
4100 Purchase Materials	1,880	3,901	2,021	2,021	48.2%
4109 Cleansing Contract	2,190	2,190	0	0	100.0%
4120 Building M & R (Other Contract	6,853	9,700	2,847	2,847	70.7%
4122 Landscaping (Other Contractors	8,080	18,000	9,920	9,920	44.9%
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	4,211	8,100	3,889		3,889	52.0%
4570 Lease Vehicle Charges	468	900	433		433	51.9%
4572 Fuel	2,486	2,999	513		513	82.9%
4850 Uniforms	858	754	(104)		(104)	113.8%
4870 Catering	(9)	0	9		9	0.0%
Southam Road Cemetery :- Indirect Expenditure	172,721	277,166	104,445	0	104,445	62.3%
Net Income over Expenditure	(122,931)	(196,217)	(73,286)			
<u>104 Hardwick Hill Cemetery</u>						
	0	0	0		0	0.0%
Net Expenditure	0	0	0			
<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	1,372	19,102	17,730			7.2%
4000 Salaries	116,270	193,845	77,575		77,575	60.0%
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	1,325	2,650	1,325		1,325	50.0%
4013 Electricity	(4,070)	7,000	11,070		11,070	(58.1%)
4019 Cleaning Materials	129	0	(129)		(129)	0.0%
4020 Telephone	656	916	260		260	71.6%
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	1,800	5,342	3,542		3,542	33.7%
4107 Equipment General	4,667	8,325	3,658		3,658	56.1%
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 Mtnc (Other Contractor	111,114	180,463	69,349		69,349	61.6%
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	750	1,300	550		550	57.7%
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	34,722	134,964	100,242		100,242	25.7%
4502 R & M Plant & Equipment	96	2,400	2,304		2,304	4.0%
4503 Purchase of Signs	388	6,303	5,915		5,915	6.2%
4510 Floral Bedding	7,443	13,824	6,381		6,381	53.8%
4511 Trees and Shrubs	6,712	22,352	15,640		15,640	30.0%
4512 Bulbs	2,615	5,965	3,350		3,350	43.8%
4514 Chemical Applications	6,445	6,445	(0)		(0)	100.0%
4515 Aviary Maintenance	1,448	1,393	(55)		(55)	103.9%
4570 Lease Vehicle Charges	225	0	(225)		(225)	0.0%
4572 Fuel	1,194	661	(533)		(533)	180.6%
4850 Uniforms	469	394	(75)		(75)	119.0%
Parks and Open Spaces :- Indirect Expenditure	355,306	724,846	369,540	0	369,540	49.0%
Net Income over Expenditure	(353,934)	(705,744)	(351,810)			
<u>113 Allotments</u>						
1010 Land Rents	3,428	5,268	1,841			65.1%
Allotments :- Income	3,428	5,268	1,841			65.1%
4011 Water Charges	355	404	49		49	87.8%
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	1,121	2,313	1,192		1,192	48.5%
4520 Private Contractors	1,375	5,287	3,912		3,912	26.0%
Allotments :- Indirect Expenditure	3,000	9,448	6,448	0	6,448	31.8%
Net Income over Expenditure	427	(4,180)	(4,607)			
<u>114 Park Rangers</u>						
4000 Salaries	82,929	117,498	34,569		34,569	70.6%
4006 Training	1,882	2,319	437		437	81.2%
4010 N N D Rates	4,302	6,144	1,842		1,842	70.0%
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	1,041	1,099	58		58	94.7%

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Detailed Income & Expenditure by Projected Budget Heading 05/12/2022

Month No: 9

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4107 Equipment General	1,065	1,896	831		831	56.2%
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%
4502 R & M Plant & Equipment	137	137	(0)		(0)	100.2%
4570 Lease Vehicle Charges	1,904	9,464	7,560		7,560	20.1%
4572 Fuel	2,719	4,472	1,753		1,753	60.8%
Park Rangers :- Indirect Expenditure	120,014	179,324	59,310	0	59,310	66.9%
Net Expenditure	(120,014)	(179,324)	(59,310)			
<u>115 CSGM</u>						
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			
<u>116 Town Fairs</u>						
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			
<u>120 Football Pitches</u>						
1020 Sports Hire	6,623	11,478	4,856			57.7%
1021 Licence and Premises Hire	10,666	10,893	227			97.9%
1051 Deposits	15	0	(15)			0.0%
Football Pitches :- Income	17,303	22,371	5,068			77.3%
4010 N N D Rates	4,889	7,685	2,796		2,796	63.6%
4011 Water Charges	1,316	1,997	681		681	65.9%
4013 Electricity	1,333	5,132	3,799		3,799	26.0%
4014 Gas	471	2,000	1,529		1,529	23.5%
4017 Caretaking and Cleaning	231	58	(173)		(173)	398.0%
4019 Cleaning Materials	1,127	1,904	777		777	59.2%
4100 Purchase Materials	2,816	6,450	3,634		3,634	43.7%
4107 Equipment General	532	2,490	1,958		1,958	21.4%
4109 Cleansing Contract	2,277	4,777	2,500		2,500	47.7%
4120 Building M & R (Other Contract	12,430	19,111	6,681		6,681	65.0%
4121 Ground Mtnce (Other Contractor	27,756	63,467	35,711		35,711	43.7%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4520 Private Contractors	7,153	0	(7,153)		(7,153)	0.0%
4530 Bowling Green	7,173	9,944	2,771		2,771	72.1%
Football Pitches :- Indirect Expenditure	69,504	125,015	55,511	0	55,511	55.6%
Net Income over Expenditure	(52,201)	(102,644)	(50,443)			
<u>121 Horton View</u>						
4011 Water Charges	126	0	(126)		(126)	0.0%
Horton View :- Indirect Expenditure	126	0	(126)	0	(126)	
Net Expenditure	(126)	0	126			
<u>131 Banbury in Bloom</u>						
4651 Floral Sponsorship	0	8,256	8,256		8,256	0.0%
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	832	10,919	10,087	0	10,087	7.6%
Net Expenditure	(832)	(10,919)	(10,087)			
<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	524	703	179		179	74.5%
4013 Electricity	111	206	95		95	54.1%
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	2,008	2,709	701	0	701	74.1%
Net Expenditure	(2,008)	(2,709)	(701)			
<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</u> <u>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	0	5,500	5,500		5,500	0.0%
Bus Shelters :- Indirect Expenditure	<u>2,785</u>	<u>14,840</u>	<u>12,055</u>	<u>0</u>	<u>12,055</u>	<u>18.8%</u>
Net Expenditure	<u>(2,785)</u>	<u>(14,840)</u>	<u>(12,055)</u>			
<u>202</u> <u>Salt Bins</u>						
4107 Equipment General	0	4,000	4,000		4,000	0.0%
Salt Bins :- Indirect Expenditure	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>			
General Services Committee :- Income	73,763	484,024	410,261			15.2%
Expenditure	908,969	1,860,022	951,053	0	951,053	48.9%
Movement to/(from) Gen Reserve	<u>(835,206)</u>					

Resources Committee301 Corporate Management

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4050 Bank Charges	1,646	2,031	385		385	81.0%
4056 Internal Audit	460	1,380	920		920	33.3%
4057 Audit Fees	2,880	2,500	(380)		(380)	115.2%
4058 Professional Fees	3,409	6,915	3,506		3,506	49.3%
4059 Legal Support	(1,500)	9,250	10,750		10,750	(16.2%)
Corporate Management :- Indirect Expenditure	6,895	22,076	15,181	0	15,181	31.2%
Net Expenditure	(6,895)	(22,076)	(15,181)			

302 Civic and Ceremonial

4000 Salaries	950	1,133	183		183	83.9%
4006 Training	0	350	350		350	0.0%
4022 Printing	0	975	975		975	0.0%
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	459	7,000	6,541		6,541	6.6%
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	3,095	13,848	10,753	0	10,753	22.3%
Net Expenditure	(3,095)	(13,848)	(10,753)			

305 Central Administration

4000 Salaries	125,574	194,331	68,757		68,757	64.6%
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	2,435	3,884	1,449		1,449	62.7%
4021 Postage	1,635	2,909	1,274		1,274	56.2%
4022 Printing	1,297	2,502	1,205		1,205	51.8%
4023 Stationery/Office Supplies	1,995	2,563	568		568	77.9%
4025 Insurance	8,730	8,730	0		0	100.0%
4026 Subscriptions	5,146	5,306	160		160	97.0%
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	10,534	17,694	7,160		7,160	59.5%
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	288	1,705	1,417		1,417	16.9%
4850 Uniforms	145	645	500		500	22.5%
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	162,491	258,292	95,801	0	95,801	62.9%
Net Expenditure	(162,491)	(258,292)	(95,801)			
<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	33,673	33,392	(281)			100.8%
4000 Salaries	53,619	77,297	23,678		23,678	69.4%
4074 Armed Forces Day	2,846	2,846	(0)		(0)	100.0%
4076 Christmas Lights Switch On	10,240	8,000	(2,240)		(2,240)	128.0%
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	3,412	5,125	1,713		1,713	66.6%
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	1,511	3,833	2,322		2,322	39.4%
Town Council Events :- Indirect Expenditure	136,781	162,564	25,783	0	25,783	84.1%
Net Income over Expenditure	(103,108)	(129,172)	(26,064)			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>311 Town Hall</u>						
1022 Premises Hire	5,010	6,208	1,198			80.7%
Town Hall :- Income	5,010	6,208	1,198			80.7%
4000 Salaries	12,553	18,982	6,429	6,429		66.1%
4010 N N D Rates	12,835	16,113	3,278	3,278		79.7%
4011 Water Charges	772	959	187	187		80.5%
4013 Electricity	1,764	6,588	4,824	4,824		26.8%
4014 Gas	452	1,843	1,391	1,391		24.5%
4015 Alarms	0	835	835	835		0.0%
4016 Window Cleaning	105	289	184	184		36.3%
4019 Cleaning Materials	1,303	1,427	124	124		91.3%
4023 Stationery/Office Supplies	38	98	60	60		39.3%
4025 Insurance	13,709	13,709	(0)	(0)		100.0%
4032 Advertising/Publicity	145	395	250	250		36.7%
4071 Purchase Equipment	4,205	4,341	136	136		96.9%
4120 Building M & R (Other Contract	4,392	3,257	(1,135)	(1,135)		134.8%
4502 R & M Plant & Equipment	1,857	2,805	948	948		66.2%
4850 Uniforms	0	84	84	84		0.0%
4870 Catering	811	260	(551)	(551)		311.9%
4871 Licences inc PRS Fees	145	530	385	385		27.4%
Town Hall :- Indirect Expenditure	55,089	72,515	17,426	0	17,426	76.0%
Net Income over Expenditure	(50,079)	(66,307)	(16,228)			
<u>315 Other Services to the Public</u>						
4503 Purchase of Signs	0	500	500	500		0.0%
4700 Christmas Lighting Scheme	2,162	59,000	56,838	56,838		3.7%
4724 Open Air Pool Subsidy	0	76,577	76,577	76,577		0.0%
4900 Grants	2,900	11,800	8,900	8,900		24.6%
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	8,824	157,939	149,115	0	149,115	5.6%
Net Expenditure	(8,824)	(157,939)	(149,115)			
<u>320 Other Costs and Income</u>						
1052 Sponsorship	(1,500)	0	1,500			0.0%
1062 Legal Fees-Income	(1,500)	0	1,500			0.0%
1176 Precept Received	2,017,911	2,017,911	0			100.0%
1190 Interest Received	26,057	43,765	17,708			59.5%
Other Costs and Income :- Income	2,040,968	2,061,676	20,708			99.0%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4951 Revenue Contribution to Capita	0	26,000	26,000		26,000	0.0%
Other Costs and Income :- Indirect Expenditure	0	26,000	26,000	0	26,000	0.0%
Net Income over Expenditure	<u>2,040,968</u>	<u>2,035,676</u>	<u>(5,292)</u>			
Resources Committee :- Income	2,079,651	2,101,276	21,625			99.0%
Expenditure	373,174	713,234	340,060	0	340,060	52.3%
Movement to/(from) Gen Reserve	<u>1,706,477</u>					
Grand Totals:- Income	2,153,414	2,585,300	431,886			83.3%
Expenditure	1,282,143	2,573,256	1,291,113	0	1,291,113	49.8%
Net Income over Expenditure	<u>871,271</u>	<u>12,044</u>	<u>(859,227)</u>			
Movement to/(from) Gen Reserve	<u>871,271</u>					

Grants and Budget Sub-Committee

Minutes of a Meeting of the Grants and Budget Sub-Committee held on Wednesday, 01 December 2022 at 4.00pm in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)

Councillors: Colegrave, Hussain Ilott, Phillips and Richards.

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Martyn Surfleet (Executive Officer)

GB.1/22

Apologies

None.

GB.2/22

Declarations of Interest

None.

GB.3/22

Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 24 November 2021 be approved as a correct record and signed by the Chairman.

GB.4/22

Draft Estimates for 2023/24

The Draft Estimates for 2023/24 had been prepared by Officers and given initial consideration at the November Council meeting, from where they were referred to the Sub Committee for further examination.

The estimates had been set based on a 2% rise in precept and households in the town due to general housing growth. A 5.0% inflation rise had also been assumed.

The following comments on the estimates were materially relevant:

GENERAL SERVICES

Cost Centre 103

Southam & Hardwick Cemetery

Increased salary costs relate to making a seasonal role full time across a flexible workforce, and are offset by reduced cleansing contract costs.

Cost Centre 110

Parks and Open Spaces

Investment in estate management software, with the installation funded from reserves £19k. Investment across the play estate maintenance, £200k over two years, with the second year funded from an earmarked reserve. Cleansing costs associated with expanded public toilet provision.

Cost Centre 120

Football Pitches & Horton View

Bring H&S, Legionella & Electrical testing into a contract system. Renovation works to Bowling Green.

Cost Centre 160

Capital costs

Planned delivery of earmarked landscaping projects in Peoples Park in 22/23 and finalisation of Café build. Hillview Play area refurbishment (earmark funding) in 23/24 alongside St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm, further play area development £124k.

RESOURCES

Cost Centre 305 Central Administration

Reduced salary costs following reduction of senior roles in 22/23, offset by increases in insurance costs from 22/23 and inflation and contractual incremental progression in 23/24.

Cost Centre 310 Town Council Events

Planning addition to town events with funding of Coronation event in 23/24, and specific resourcing of staffing costs at events.

Cost Centre 311 & 315 Town Hall & Other Services to the Public

Increased insurance from 22/23 and utility costs increases following the expiry of the current fixed priced energy contract in 23/24. Funding of alternative energy solutions funded through earmarked reserves to support energy efficiency at the Town Hall. Ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town, and subsidy of operation costs for Woodgreen Outdoor Pool.

Cost Centre 320 Other Costs and Income

Increased interest income in 22/23 projected to grow in 23/24, supported by increased precept income.

Members asked a number of detailed questions to which officers responded. These included questions about:

- Staff training costs.
- Chemical applications for weed control, to which it was requested that the Director of Environment bring a report to the General Services Committee detailing solutions for weed control within the wards.
- Additional Allotment sites and their potential handover from the District Council.
- Insurance and utility bill increases due the current cost of living crisis and war in Ukraine.
- The possibility to move to electric fleet vehicles.
- Utilisation of mayoral expenses.

Having considered the budget in depth, it was **RECOMMENDED** to the Council that the draft estimates for 2023/24 as submitted be approved, and that an inflationary increase be applied to fees and charges across the board.

The Meeting ended at 5.27pm

**GENERAL SERVICES COMMITTEE
13 DECEMBER 2022**

**RESOURCES COMMITTEE
3 JANUARY 2023**

REPORT OF THE TOWN CLERK & RFO

DRAFT ESTIMATES 2023/24

1. PURPOSE OF REPORT

- 1.1 To approve the draft budget for 2023/24.

2. WARDS AFFECTED

- 2.1 All Wards.

3. EFFECT ON POLICY

- 3.1 None directly. Provision of funding as per the estimates will facilitate programmes or policies currently being pursued.

4. CONTACT OFFICER

Mark Hassall (Tel: 01295 817313)

5. COMMENTARY ON THE ESTIMATES

- 5.1 Attached in **Appendix 1** is a full copy of the proposed budget for 2023/24.
- 5.2 The estimates include income from fees and charges, which for 2023/24 currently remain unchanged from this year, subject to receipt of guidance from Members.
- 5.3 The estimates for 2023/24 have been set based on a 2% rise in precept, and a rise of less than 3% in households in the town due to housing growth. A 5.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.
- 5.4 All fees and charges for 2023/24 are proposed to be held at 2022/23 levels with a 0% rise.
- 5.5 The following comments on the estimates are materially relevant:

GENERAL SERVICES

Cost Centre 103 Southam & Hardwick Cemetery

Increased salary costs relate to making cleansing roles in-house, and are offset by reduced cleansing contract costs. This is coupled with a planned reduction of agency reliance for cemetery operatives. Alterations include roadworks at works compound and levelling of sections.

Cost Centre 110 Parks and Open Spaces

Investment in estate management, including management plan for Peoples Park, landscaping software, with the installation funded from reserves £10k. Ongoing subsidy of highways grass verge maintenance to OCC of £40k. Tree management Investment across the play estate maintenance, £290k over two years, with the

second year of £155k, partially funded from an earmarked reserve. Cleansing costs associated with expanded public toilet provision, with additional signage in parks.

Cost Centre 120 Football Pitches & Horton View

Bring H&S, Legionella & Electrical testing into a contract system. Renovation works to Bowling Green. Purchase of backup pitch marking machine.

Cost Centre 160 Capital costs

Hillview Play area refurbishment (earmark funding) in 23/24 alongside St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm, further access development in open space and defibrillator provision £128k. Provision of circular paths within identified parks £34k.

RESOURCES

Cost Centre 305 Central Administration

Reduced salary costs following reduction of senior roles in 22/23, offset by increases in insurance costs from 22/23 and inflation and contractual incremental progression in 23/24.

Cost Centre 310 Town Council Events

Planning addition to town events with funding of Coronation event in 23/24. Specific resourcing of staffing costs at events, alongside resource allocation to reinforce delivery of civic events.

Cost Centre 311 & 315 Town Hall & Other Services to the Public

Utility costs increases following the expiry of the current fixed priced energy contract in 23/24. Funding of alternative energy solutions funded through earmarked reserves to support energy efficiency at the Town Hall. Ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town, and subsidy of operation costs for Woodgreen Outdoor Pool.

Cost Centre 320 Other Costs and Income

Increased interest income projected to grow in 23/24, supported by increased precept income.

6. FINANCIAL EFFECTS AND RISK ASSESSMENT

- 6.1 The overall proposals are felt to reflect a satisfactory basis for the Council to discharge its commitments for 2023/24. They include some key changes which will facilitate increased activity in certain service areas.
- 6.2 Consideration of this report falls within the provision of Section 106 of the Local Government Finance Act 1992 and Members affected by those provisions should declare accordingly and refrain from voting.

7. RECOMMENDATION

7.1 That the Committees:

- (1) To consider the Estimates as recommended by the Grants & Budget Sub Committee on 1 December 2022 **(enclosed)**.
- (2) To endorse the recommendations for Fees and Charges **(enclosed)**
- (3) To consider and recommend the Consolidated Budget for the Town Council, and to set the level of the precept for 2023/24 at £2,113,471.

Background Papers: none.

BANBURY TOWN COUNCIL

Estimates Summary 2022/23 and 2023/24

COMMITTEE DETAILS	Actual 2020/21	Actual 2021/22	Forecast 2022/23	Budget 2023/24
Service Committees:				
General Services Committee	1,180,240 71%	1,107,945 68%	1,375,997 69%	1,450,873 69%
Resources Committee	473,485 29%	532,525 32%	629,870 31%	661,731 31%
Net Expenditure of Committees:	1,653,725	1,640,470	2,005,868	2,112,604

COUNCIL TAX REQUIREMENT

Relevant Tax Base	15,799	15,844	16,200	16,635
% Rise	4.50%	0.28%	2.25%	2.68%
Council Tax	122.12	122.12	124.56	127.05
% Rise	0.00%	0.00%	2.00%	2.00%

WORKING BALANCE

Proceeds from Precept	1,929,374	1,934,869	2,017,872	2,113,471
Net Requirement (as above)	-1,653,725	-1,640,470	-2,005,868	-2,112,604
<i>Movement on year (incl movement in reserves)</i>	275,649	294,399	12,004	867

Reserves

General Fund	1,264,362	1,367,762	1,379,767	1,380,634
Months expenditure cover	9	10	8	8

Version set-up:
05/12/2022
2022_23 Budget Cover sheets

M Hassall
Town Clerk & RFO

BANBURY TOWN COUNCIL

General Services Committee Summary Estimates Summary 2022/23 and 2023/24					
A/C No.	Management Centre	Actual 2020/21	Actual 2021/22	Forecast 2022/23	Budget 2023/24
101	Litter Control & Cleansing	133,156	157,394	154,876	156,626
103	Southam Road & Hardwick Hill Cemetery	110,002	113,188	196,216	207,708
110	Parks & Open Spaces	503,975	486,254	705,744	633,899
113	Allotments	122	1,756	4,181	3,677
114	Park Rangers	175,036	166,314	179,324	193,805
115	CSGM	-393,005	-116,165	-104,464	-98,598
116	Town Fairs	0	-900	-1,870	-1,870
120	Football Pitches & Horton View	106,276	88,431	102,644	98,546
131	Banbury in Bloom	8,256	6,901	10,919	14,344
132	Banbury Cross and Fine Lady Statue	3,888	4,686	8,000	5,800
150	Public Clocks	2,851	189	2,708	2,076
160	Capital Costs	527,843	182,668	98,879	223,000
201	Bus Shelters	1,840	16,279	14,840	7,860
202	Salt Bins	0	950	4,000	4,000
	NET EXPENDITURE	1,180,240	1,107,945	1,375,997	1,450,873

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
101 Litter Control & Cleansing				
4107 Equipment General	3,156	5,850	4,624	4,600
4109 Cleansing Contract	130,000	151,544	150,252	152,026
Total OverHead Expenditure	133,156	157,394	154,876	156,626
Net Expenditure	133,156	157,394	154,876	156,626

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
103 Hardwick Hill & Southam Road Cemetery				
4000 Salaries	128,022	130,826	186,340	203,847
4006 Training	3,998	3,662	6,408	5,000
4010 NND Rates	5,361	5,726	8,738	9,000
4011 Water Charges	802	1,208	1,426	1,440
4012 Sewerage Charges	305	0	500	500
4013 Electricity	0	0	707	750
4014 Gas	0	0	588	600
4019 Cleaning Materials	0	0	601	600
4020 Telephone	656	1,130	656	656
4023 Stationery/Office Supplies	0	134	150	200
4026 Subscriptions	340	350	390	400
4070 Computer Software	1,600	2,050	2,153	2,400
4071 Purchase Equipment	879	2,719	3,504	3,000
4072 Leasing Equipment	470	0	2,500	2,500
4100 Purchase Materials	3,251	1,497	3,901	3,900
4109 Cleansing	0	21,930	2,190	0
4120 Building M&R (Other Contractors)	9,382	6,877	9,700	9,700
4121 Grounds Maint. (Other Contractors)	0	70	0	0
4122 Landscaping (Other Contractors)	12,829	10,332	18,000	18,000
4123 Minor Alterations & Improvements	13,217	4,838	9,280	9,300
4132 Purchase Protective Clothing	1,819	1,482	1,392	2,500
4137 Burial Chamber costs	7,378	3,512	5,289	4,000
4138 Grave Digging	1,600	0	0	0
4502 R & M Plant & Equipment	5,757	8,295	8,100	6,050
4570 Lease Vehicle Charges	0	450	900	0
4571 Service Charges	0	0	0	2,200
4572 Fuel	0	839	2,999	3,000
4850 Uniforms	750	1,227	754	0
Total OverHead Expenditure	208,558	209,154	277,165	289,543
1000 Miscellaneous Income	135	300	175	125
1004 Burial Chambers	6,065	5,755	3,250	3,250
1005 Burial Fees	51,735	45,110	40,353	41,000
1007 Memorial Applications	14,525	13,745	13,610	14,000
1008 Exclusive Rights of Burial	21,835	27,000	19,900	20,000
1009 Out of Hours Burial Fees	590	595	0	0
1022 Premises Hire	3,671	3,461	3,661	3,460
Total Income	98,556	95,966	80,949	81,835
Net Expenditure	110,002	113,188	196,216	207,708

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
110 Parks and Open Spaces				
4000 Salaries	160,257	170,471	193,845	214,623
4006 Training	1,371	1,588	4,808	5,000
4008 Car Allowance - Employee	1,200	0	1,500	1,500
4010 N N D Rates	0	2,225	1,351	1,351
4011 Water Charges	1,267	1,443	2,650	2,650
4013 Electricity	-1,913	5,889	7,000	7,600
4020 Telephone	1,061	1,681	916	1,008
4023 Stationery/Office Supplies	0	18	238	238
4025 Insurance	5,733	4,700	15,345	15,345
4026 Subscriptions	376	638	571	571
4032 Advertising/Publicity	0	0	300	300
4035 Books & Publications	0	0	0	0
4061 Management Plans	1,098	0	0	7,500
4070 Computer Software	3,048	1,466	18,854	20,400
4100 Purchase Materials	16,302	493	5,342	6,000
4107 Equipment General	16,327	27,967	8,325	8,400
4109 Cleansing Contract	340	10,260	1,230	0
4120 Building M&R (Other Contractors)	1,344	647	2,518	2,500
4121 Grounds Maint. (Other Contractors)	148,934	149,829	180,463	188,582
4122 Landscaping (Other Contractors)	730	12,205	27,355	3,000
4124 Building M&R People's Park	421	3,165	4,734	2,000
4132 Purchase Protective Clothing	910	237	1,300	1,300
4500 Aboriculture	49,686	37,299	51,500	51,500
4501 Playground Equipment R&M	68,720	20,008	134,964	155,000
4502 Plant & Equipment R&M	571	2,401	2,400	2,400
4503 Purchase of Signs	3,185	180	6,303	6,000
4510 Floral Bedding	13,745	11,409	13,824	14,000
4511 Trees & Shrubs	5,280	7,261	22,352	14,000
4512 Bulbs	2,529	7,160	5,965	6,000
4514 Chemical Applications	6,369	5,508	6,445	6,450
4515 Aviary Maintenance	771	1,109	1,393	1,400
4570 Lease Vehicle Charges	0	1,546	0	0
4571 Service Charges	0	0	0	2,020
4572 Fuel	0	0	661	661
4850 Uniforms	0	418	394	0
Total OverHead Expenditure	509,662	489,221	724,845	749,300
1000 Miscellaneous Income	3,598	634	0	0
1010 Premises Hire	2,089	2,333	1,296	0
1500 Contribution from Reserves	0	0	17,806	115,400
Total Income	5,687	2,967	19,102	115,400
Net Expenditure	503,975	486,254	705,744	633,899

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
113 Allotments				
4011 Water Charges	887	1,103	404	600
4070 Computer Software	322	397	444	444
4100 Purchase Materials	330	210	500	300
4120 Building M&R (Other Contractors)	0	1,059	500	2,000
4121 Grounds Maint. (Other Contractors)	2,031	2,123	2,313	2,600
4502 R & M Plant & Equipment	0	0	0	0
4520 Private Contractors	650	842	5,287	3,000
Total OverHead Expenditure	4,220	5,734	9,448	8,944
1010 Land Rents	4,098	3,978	5,268	5,268
Total Income	4,098	3,978	5,268	5,268
Net Expenditure	122	1,756	4,181	3,677

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
114 Park Rangers				
4000 Salaries	112,813	116,247	117,498	126,102
4006 Training	6,702	320	2,319	5,000
4010 N N D Rates	6,144	6,148	6,144	6,447
4011 Water Charges	210	0	1,228	1,228
4012 Sewerage Charges	0	0	630	630
4013 Electricity	2,186	1,320	2,132	2,200
4014 Gas	435	817	600	600
4015 Alarms	862	0	1,494	1,500
4017 Caretaking and Cleaning	1,912	298	0	0
4020 Telephone	0	1,196	902	984
4025 Insurance	8,105	8,216	17,715	17,715
4100 Purchase Materials	561	354	1,099	1,200
4107 Equipment General	1,573	1,880	1,896	2,000
4120 Building M&R (Other Contractors)	4,927	6,127	4,831	4,800
4124 Building M&R Peoples Park	1,581	484	1,050	2,000
4131 Purchase Equipment	7,146	11,684	3,812	4,200
4132 Purchase Protective Equipment	2,291	272	1,901	2,000
4134 Radio System	1,466	699	0	0
4502 R & M Plant & Equipment	0	38	137	300
4570 Lease Vehicle Charges	8,866	6,965	9,464	0
4571 Service Charges	0	0	0	9,500
4572 Fuel	5,145	3,171	4,472	5,400
4850 Uniforms	2,111	78	0	0
Total OverHead Expenditure	175,036	166,314	179,324	193,805
1000 Miscellaneous Income	0	0	0	0
Total Income	0	0	0	0
Net Expenditure	175,036	166,314	179,324	193,805

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

<u>Committee and Budget Description</u>	<u>2020/21 Actual</u>	<u>2021/22 Actual</u>	<u>2022/23 Forecast</u>	<u>2023/24 Budget</u>
<u>General Services Committee</u>				
115 CSGM				
1500 Contribution from Reserves	393,005	116,165	104,464	98,598
Total Income	<u>393,005</u>	<u>116,165</u>	<u>104,464</u>	<u>98,598</u>
Net Expenditure	<u>-393,005</u>	<u>-116,165</u>	<u>-104,464</u>	<u>-98,598</u>

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

<u>Committee and Budget Description</u>	<u>2020/21 Actual</u>	<u>2021/22 Actual</u>	<u>2022/23 Forecast</u>	<u>2023/24 Budget</u>
<u>General Services Committee</u>				
116 Town Fairs				
1050 Hiring for Events	0	900	1,870	1,870
Total Income	0	900	1,870	1,870
Net Expenditure	0	-900	-1,870	-1,870

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
120 Horton View & Football Pitches				
4010 NND Rates	7,285	6,982	7,685	7,750
4011 Water Charges	-1,574	699	1,997	1,800
4013 Electricity	4,564	3,905	5,132	5,400
4014 Gas	965	1,262	2,000	2,400
4017 Caretaking & Cleaning	0	390	58	0
4019 Cleaning Materials	0	0	1,904	1,200
4100 Purchase Materials	3,374	4,932	6,450	6,450
4107 Equipment General	0	24	2,490	2,200
4109 Cleansing Contract	0	8,310	4,777	0
4120 Building M&R (Other Contractors)	33,683	10,956	19,111	14,900
4121 Grounds Maint. (Other Contractors)	70,329	61,745	63,467	72,300
4530 Bowling Green	1,600	7,216	9,944	5,450
Total OverHead Expenditure	120,226	106,421	125,014	119,850
1020 Sports Hire	6,450	7,515	11,478	10,495
1021 Licence & Premises Hire	7,485	10,415	10,893	10,809
1051 Deposits	15	60	0	0
Total Income	13,950	17,990	22,371	21,304
Net Expenditure	106,276	88,431	102,644	98,546

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
131 Banbury in Bloom				
4651 Floral Sponsorship	8,256	8,256	8,256	8,994
4652 Planting Day in the Park	0	0	813	3,500
4654 Hanging Basket Workshop	0	645	1,850	1,850
Total OverHead Expenditure	8,256	8,901	10,919	14,344
1000 Misc Income	0	2,000	0	0
Total Income	0	2,000	0	0
Net Expenditure	8,256	6,901	10,919	14,344

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
132 Banbury Cross & Fine Lady Statue				
4025 Insurance	1,300	2,043	2,200	0
4120 Building M&R (Other Contractors)	2,588	2,643	5,800	5,800
Total OverHead Expenditure	3,888	4,686	8,000	5,800
Net Expenditure	3,888	4,686	8,000	5,800

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
150 Public Clocks				
4000 Salaries	683	693	703	0
4013 Electricity	416	209	206	276
4120 Building M&R (Other Contractors)	0	0	600	600
4521 Service of Public Clock	1,752	-713	1,200	1,200
Total OverHead Expenditure	2,851	189	2,708	2,076
Net Expenditure	2,851	189	2,708	2,076

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
160 Capital Costs				
4551 Capital - Cemeteries	23,328	0	0	0
4552 Capital - Play Areas	85,315	102,095	0	273,000
4553 Capital - Allotments	0	0	0	60,000
4554 Capital - Park Improvements	419,200	80,573	348,879	65,000
Total OverHead Expenditure	527,843	182,668	348,879	398,000
1500 Contribution from Reserves	0	0	250,000	175,000
Total Income	0	0	250,000	175,000
Net Expenditure	527,843	182,668	98,879	223,000

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
201 Bus Shelters				
4032 Advertising/Publicity	0	10,630	1,980	0
4109 Cleansing Contract	1,610	1,610	1,610	1,610
4800 New Shelters	0	0	5,500	5,500
4801 Ground Rents	0	0	250	250
4802 Maintenance	230	4,039	5,500	500
Total OverHead Expenditure	1,840	16,279	14,840	7,860
1080 Grant Received	0	0	0	0
Total Income	0	0	0	0
Net Expenditure	1,840	16,279	14,840	7,860

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
General Services Committee				
202 Salt Bins				
4107 Equipment	0	950	4,000	4,000
Total OverHead Expenditure	0	950	4,000	4,000
Net Expenditure	0	950	4,000	4,000

BANBURY TOWN COUNCIL

Resources Committee Summary					
Estimates Summary 2022/23 and 2023/24					
A/C No.	Management Centre	Actual	Actual	Forecast	Budget
		2020/21	2021/22	2022/23	2023/24
301	Corporate Management	12,765	20,529	22,076	21,254
302	Civic and Ceremonial	4,587	1,963	13,848	17,724
305	Central Administration	284,546	307,824	258,292	284,914
310	Town Council Events	118,239	99,707	129,173	163,395
311	Town Hall	49,645	53,895	66,308	75,738
315	Other Services to the Public	137,552	172,259	157,938	168,705
320	Other Costs and Income	-2,063,260	-2,058,521	-2,035,676	-2,183,471
	NET EXPENDITURE	-1,455,926	-1,402,344	-1,388,041	-1,451,740

Note on Summary Resources Expenditure

Net expenditure for Resources	-1,455,926	-1,402,344	-1,388,041	-1,451,740
less: Council Tax due to be received	1,929,411	1,934,869	2,017,911	2,113,471
Total Resources expenditure excluding Council Tax received	473,485	532,525	629,870	661,731

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
Resources Committee				
301 Corporate Management				
4050 Bank Charges	2,112	2,253	2,031	2,116
4051 Computer Support	0	0	0	0
4056 Internal Audit	1,335	1,365	1,380	1,500
4057 Audit Fees	2,400	2,400	2,500	2,500
4058 Professional Fees	7,082	10,564	6,915	5,888
4059 Legal Support	-164	3,947	9,250	9,250
Total OverHead Expenditure	12,765	20,529	22,076	21,254
Net Expenditure	12,765	20,529	22,076	21,254

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
Resources Committee				
302 Civic and Ceremonial				
4000 Salaries	796	1,077	1,133	1,358
4006 Training	0	0	350	350
4022 Printing	0	0	975	975
4023 Stationery/Office Supplies	0	130	290	500
4026 Subscriptions	0	0	320	320
4850 Uniforms	0	42	180	222
4851 Incoming Mayor's Allowance	-20	679	7,000	10,000
4852 Outgoing Mayor's Allowance	0	0	0	1,000
4854 Civic Property Maintenance	50	0	450	850
4855 Civic Insignia	3,761	0	3,150	2,150
4856 Photography	0	35	0	0
Total OverHead Expenditure	4,587	1,963	13,848	17,724
1000 Miscellaneous Income	0	0	0	0
Total Income	0	0	0	0
Net Expenditure	4,587	1,963	13,848	17,724

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
Resources Committee				
305 Central Administration				
4000 Salaries	237,114	263,566	194,331	214,813
4005 Professional Subscriptions	940	959	1,038	1,040
4006 Training	175	6,869	3,778	5,700
4007 Subsistence	8	3	1,890	1,850
4009 Travel Allowances	0	0	125	125
4020 Telephone	3,609	4,296	3,884	4,114
4021 Postage	1,038	1,370	2,909	3,800
4022 Printing	525	1,468	2,502	2,542
4023 Stationery/Office Supplies	2,952	1,896	2,563	2,520
4025 Insurance	3,340	3,295	8,730	8,730
4026 Subscriptions	4,879	5,891	5,306	5,415
4031 Staff Advertising	64	2,040	1,845	2,000
4032 Advertising/Publicity	800	1,650	1,300	2,500
4033 Tourism/Marketing	0	446	1,000	1,000
4035 Books & Publications	0	0	200	200
4070 Computer Software	23,646	13,719	17,694	19,965
4071 Purchase Equipment	0	0	86	100
4073 Purchase Furniture	259	0	1,376	1,000
4132 Purchase Protective Clothing	949	31	0	0
4136 Purchase IT Equipment	4,192	210	1,705	1,500
4850 Uniforms	56	0	645	500
4856 Photography	0	115	385	500
5000 Contingency Fund & Provision	0	0	5,000	5,000
Total OverHead Expenditure	284,546	307,824	258,292	284,914
1000 Miscellaneous Income	0	0	0	0
Total Income	0	0	0	0
Net Expenditure	284,546	307,824	258,292	284,914

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
Resources Committee				
310 Town Council Events				
4000 Salaries	76,936	65,361	77,297	93,670
4074 Armed Forces Day Expense	0	3,604	2,846	3,351
4076 Christmas Lights Switch On	7,569	12,169	8,000	8,352
4300 Town Mayor's Inauguration	2,682	0	1,654	2,060
4310 Town Mayors Sunday	156	21	3,091	2,431
4320 Battle of Britain	0	0	0	2,321
4330 Remembrance Day	7,699	12,139	5,125	5,057
4345 Social Evening - Hennef Guests	0	0	1,000	1,000
4360 Canalside Festival	1,450	0	20,485	19,131
4365 Town Criers' Competition	0	0	0	0
4370 Banbury Music Mix	0	0	5,206	6,602
4380 Banbury Show	783	1,433	0	0
4390 Food Festivals	17,103	915	16,213	19,873
4860 National Celebrations	5,000	1,073	17,814	28,363
5001 Seasonal Events	0	4,508	3,833	4,000
Total OverHead Expenditure	119,378	101,223	162,564	196,209
1000 Miscellaneous Income	1,400	0	1,064	600
1055 Food Festivals	-2,708	906	9,391	9,386
1070 Canalside Festival Income	0	0	15,603	15,603
1073 Town Mayor's Sunday	2,000	0	1,214	1,225
1075 Banbury Show Income	447	0	620	0
1076 Christmas Lights Switch On	0	610	1,000	1,000
1080 Grants	0	0	4,500	0
1860 National Celebrations	0	0	0	5,000
Total Income	1,139	1,516	33,392	32,814
Net Expenditure	118,239	99,707	129,173	163,395
Net Costs				
Food Festivals	19,811	9	6,822	10,487
Canalside Festival Income	1,450	0	4,882	3,528
Town Mayor's Sunday	-1,844	21	1,877	1,206
Banbury Show/National Celebrations	336	1,433	17,194	23,363
Christmas Lights	7,569	11,559	7,000	7,352
Civic Events	10,381	15,743	9,625	12,788
Total	37,703	28,765	47,400	58,724

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
Resources Committee				
311 Town Hall				
4000 Salaries	7,805	8,000	18,982	18,380
4010 NND Rates	16,742	16,887	16,113	17,210
4011 Water Charges	625	799	959	959
4013 Electricity	4,392	4,761	6,588	13,571
4014 Gas	1,965	3,386	1,843	3,194
4015 Alarms	1,716	857	835	1,430
4016 Window Cleaning	420	239	289	499
4019 Cleaning Materials	921	2,256	1,427	1,200
4023 Stationery/Office Supplies	60	113	98	140
4025 Insurance	5,868	5,000	13,709	14,395
4032 Advertising/Publicity	165	145	395	1,750
4071 Purchase Equipment	0	622	4,341	2,000
4120 Building M&R (Other Contractors)	3,550	6,569	3,257	3,810
4502 Plant & Equipment R&M	4,749	8,937	2,805	2,577
4850 Uniforms	0	0	84	84
4870 Catering	497	524	260	410
4871 Licences, incl PFS Fees	170	138	530	530
Total OverHead Expenditure	49,645	59,233	72,516	82,138
1022 Premises Hire	0	5,338	6,208	6,400
Total Income	0	5,338	6,208	6,400
Net Expenditure	49,645	53,895	66,308	75,738

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
Resources Committee				
315 Other Services to the Public				
4503 Purchase of Signs	0	0	500	0
4700 Lighting Scheme	46,006	82,150	59,000	59,000
4724 Woodgreen Pool Subsidy	69,013	71,677	76,577	80,405
4900 Grants	14,233	6,049	11,800	15,000
4901 Crime Prevention Support	8,300	-7,600	8,300	8,300
4902 Election Costs	0	19,483	0	5,000
4903 Local Honors Scheme	0	500	1,762	1,000
Total OverHead Expenditure	137,552	172,259	157,938	168,705
Net Expenditure	137,552	172,259	157,938	168,705

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Forecast	2023/24 Budget
Resources Committee				
320 Other Costs and Income				
4951 Revenue Contribution to Capital Projects	0	3,615	26,000	10,000
Total OverHead Expenditure	0	3,615	26,000	10,000
1000 Miscellaneous Income	0	0	0	0
1052 Sponsorship	0	0	0	0
1062 Legal Fees - Income	0	0	0	0
1080 Grant Received	111,698	110,384	0	0
1176 Precept Received	1,929,411	1,934,869	2,017,911	2,113,471
1190 Interest Received	22,151	16,883	43,765	80,000
Total Income	2,063,260	2,062,136	2,061,676	2,193,471
Net Expenditure	-2,063,260	-2,058,521	-2,035,676	-2,183,471

BANBURY TOWN COUNCIL SOUTHAM ROAD AND HARDWICK HILL CEMETERIES	<u>2022/23</u>	<u>2023/24</u>
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Banbury Town Council

(a) <u>INTERMENT</u>		
Child – NVF/Stillbirth to 1 month	£ 40	£ 40
Child over 1 month – 4 years	£ 60	£ 60
Child aged 5 years – 11 years	£ 85	£ 85
Child Ashes	£ 40	£ 40
<u>Lawn Section</u>		
Over 12 years (Single)	£430	£430
(Double)	£360	£360
(Treble)	£470	£470
(Re-open Single)	£350	£350
<u>General Section – Hardwick Hill Only</u>		
Over 12 years (Single)	£580	£580
(Double)	£545	£545
(Treble)	£615	£615
(Re-open Single)	£525	£525
Urn of Ashes only (All these charges are VAT exempt)	£125	£125
Burial charges will be waived for resident within Banbury Town aged under 18 years		

(b) <u>EXCLUSIVE RIGHT OF BURIAL (75 year lease)</u>		
12 years and under	£190	£190
Over 12 years : Lawned Section	£380	£380
General Section – Hardwick Hill Only	£420	£420
Cremated Remains Section	£205	£205
Columbarium	£715	£715
(75 year lease – commence from date of purchase)		
(All of these charges are VAT exempt)		
All above fees in (a) and (b) will be tripled where the person to be interred was not resident within Banbury Town.		

(c) <u>ADDITIONAL CHARGES*</u>		
<u>Saturday Burials (pre-arranged only)</u>		
Must be booked by Thursday 3pm		
Burial	£340	£340
Ashes Interment	£135	£135
(These charges are VAT exempt)		

* Subject to availability (Excludes Christmas and Boxing Day, Good Friday and Easter Sunday)

BANBURY TOWN COUNCIL
SOUTHAM ROAD AND HARDWICK HILL CEMETERIES

2022/23

2023/24



Banbury Town Council

(d) <u>MONUMENTS</u> (including first inscription) For the right to erect a memorial on a grave which ERB has been purchased (A Memorial Deed will be issued for 25 years for new headstones)		
Headstones not exceeding 91.5cm (or 36 inches in height) (30 inches) in width and 10cm (4") in thickness	£150	£150
Miniature headstones and Tablets (up to grave width & by 60cm (or 24 inches) in height, 60 cms (24 inches) wide and 10cms (4") thick.	£110	£110
<u>Hardwick Hill G, H, J, K Lawns – Installed on the beams</u>		
Headstones not exceeding 91.5cm (or 36 inches in height) (30 inches) in width and 10cm (4") in thickness	£215	£215
Miniature headstones and Tablets (up to grave width & by 60cm (or 24 inches) in height, 60 cms (24 inches) wide and 10cms (4") thick	£175	£175
Adult Kerbstones (excl. headstone) - General Sections of Southam Road & Hardwick Hill 12 years & under – Kerbstones (overall length 3' 8" including headstone)	£190 £105	£190 £105
Adult Slab and Chippings (inside kerbstones) - General Sections of Southam Road & Hardwick Hill 12 years & under Slab and Chippings (inside kerbstones) (overall length 3' 8" including headstone)	£150 £80	£150 £80
Vases	£60	£60
Additional Inscriptions	£60	£60
Columbarium – per inscription	£45	£45

(e) <u>DEDICATION MEMORIALS</u>		
Bench – 10 year lease Foundation base, wooden bench & Plaque provided	£1500	£1500
Renewal of Bench lease for 10 years	£750	£750
Plaque on Communal Bench/Tree – 10 year	£370	£370
Temporary Wooden Marker (inscription name only)	£50	£50
(All of these charges include VAT)		

(f) <u>ADDITIONAL</u>		
New deed of grant Family History Search - charged per name	£10 £10	£10 £10
(All of these charges are VAT exempt)		

BANBURY TOWN COUNCIL SOUTHAM ROAD AND HARDWICK HILL CEMETERIES	<u>2022/23</u>	<u>2023/24</u>
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MUSLIM BURIALS - New Muslim Area

(g) <u>CHAMBER</u>		
Chamber – Age 5 and under	£330	£330
Chamber – Age 6 and over	£650	£650

(h) <u>INTERMENT</u>		
Child – NVF/Stillbirth to 1 month	£ 40	£ 40
Child over 1 month – 4 years	£ 60	£ 60
Child aged 5 years – 11 years	£ 85	£ 85
Over 12 years - Single Interment	£430	£430
Pre-purchase Re-open of chamber	£225	£225
All above fees will be tripled where the person to be interred was not resident within Banbury Town.		
Burial charges will be waived for resident within Banbury Town aged under 18 years		

(i) <u>ADDITIONAL CHARGES FOR WEEKEND AND BANK HOLIDAY SERVICES*</u>		
<u>Saturday Burials</u> (pre-arranged only) Must be booked by Thursday 3pm	£340	£340
<u>Short Notice Burials</u> Sat/Sun/Bank Hols (These charges are VAT exempt)	£340	£340

* Subject to availability (Excludes Christmas and Boxing Day, Good Friday and Easter Sunday)

(j) <u>EXCLUSIVE RIGHT OF BURIAL (75 year lease)</u>		
12 years and under	£190	£190
Over 12 years	£420	£420
(75 year lease – commence from date of purchase)		
All above fees (h) and (j) will be tripled where the person to be interred was not resident within Banbury Town.		
(All of these charges are VAT exempt)		

(k) <u>GRAVE MAINTENANCE</u>		
Top up with soil and re-seed/turf	£30	£30
Charges payable in advance (incl.VAT)		



<u>FEES AND CHARGES</u>	<u>2022/23</u>	<u>2023/24</u>
<u>FOOTBALL PITCHES</u>		
Per season (maximum 21 matches)		
With changing accommodation	£700	£700
Without changing accommodation	£495	£495
Per match with changing accommodation (inc VAT)		
With changing accommodation	£70	£70
Without changing accommodation	£45	£45
<u>Notes:</u> 1. 50% reduction is allowed for teams under 18 years of age		
<u>Mini-Soccer Pitch – Horton View & Hanwell Fields only</u> <u>(Under 18s only without changing accommodation)</u>		
Per match (inc VAT)	£20	£20
Per season (max 21 matches)	£260	£260
Cricket Club (10 Matches)	£740	£740
Cricket Pitch (per match)	£100	£100
Cricket Pitch (Mon-Fri evening only match)	50% of above	50% of above
Use of Green Area & Sports Pavilions for weekly courses	£250	£250
<u>Community Facility Hire</u>		
Horton View Hall (per hour)	£25	£25
Peoples Park Community Building (per hour)	£25	£25
Sports Pavilions (per hour)	£25	£25

(VAT is incorporated at the standard rate ONLY where applicable)

TOWN HALL - FEES AND CHARGES



DETAILS OF CHARGES PER HOUR	2023/24
	Monday – Sunday 08.00 - 23.00
Main Hall	£50
Committee Room	£25
Ground Floor Function Room	£35
Interview Room	£20
Discounts for more than one Room	
Main Hall and Committee Room	£70
Main Hall and Ground Floor Function Room	£80
Main Hall, Ground Floor Function Room and Committee Room	£100
Additional Charges per hire	
Overnight Charge	Discretionary
Dinner hire package price (5pm-1am) (maximum applicable discount 40%)	£405
Staging - per section	£20
Table Hire – each (48 hr period)	£3
Chair cover hire – each (24 hr period)	£1.50

VAT is incorporated at the standard rate.

For Dinner and Wedding packages please contact the Town Hall direct for a quote on 01295 250340

OTHER FEES AND CHARGES

<u>Fees and Charges</u>	<u>2022/23</u>	<u>2023/24</u>
<u>ALLOTMENTS</u>	£	£
All BTC sites in Banbury per half chain	£ 30	£ 30
<u>CHARGES TO HIRE USE OF PARKS</u>		
(Fair holders/other hirers)		
Spiceball Park – per field		
Per Operational Day	£250	£250
Per Non-Operational Day	£125	£125
Spiceball Park – additional field		
Per Operational Day	£125	£125
Per Non-Operational Day	£ 75	£ 75
All other Parks		
Per Operational Day	£170	£170
Per Non-Operational Day	£85	£85

RESOURCES COMMITTEE

03 JANUARY 2023

REPORT OF THE EVENTS MANAGER

BANBURY TOWN COUNCIL EVENTS UPDATE

1 Introduction and Purpose of Report

- 1.1 To update Members with a review of the events that have taken place from April 22 to December 22

2 Wards Affected

- 2.1 All Banbury Wards.

3 Effect on Policy

- 3.1 Nil.

4 Contact Officers

- 4.1 Toby Russell (01295 250340).

5 Updates

5.1 *A Taste of Spring – 10 April 2022*

This event was the first 'normal' event following the end of pandemic COVID restrictions and the first 'big' event delivered by the new events manager. 55 food and drink traders filled the Market Place, with an updated layout to previous years. Feedback from traders involved was positive, and members of the public were pleased to see that the events schedule had been resurrected. Seating areas were created, with live music to keep attendees at the event.

5.2 *Inauguration – 17 May 2022*

The outgoing Mayor Cllr. Shaida Hussain formally handed over to Cllr. Jayne Strangwood, at the annual Inauguration.

Banbury's Jubilee Celebrations – 2, 4 & 5 June 2022

- 5.3 Beacon Lighting, Spiceball Park. This event proved very popular, with around 2,500 visitors descending on the Park for an evening of vintage singing, fire eating performances followed with the beacon lighting and a jubilee themed fireworks display. The bars & food vendors saw long queues - based upon 2012, the estimate was for around 500 visitors, not x5 that! Radio Horton hosted the entertainment with their PA and entertained the crowds.

Banbury Town Council

Party in the Park, Spiceball Park. The park was transformed with a huge festival stage and live music entertained the crowds for the duration of the day, as well as fairground attractions and children's activities including crown making workshops. Crazy Golf, Climbing Wall, Laser Quest and Rodeo bull activities were free for families to enjoy. Afternoon Tea could be pre-booked and enjoyed within the 'Tea Tent', with other street food vendors, bars and a pop up 'Pub in the Park' also available - around 13 different food cuisines in total could be found across the park, meaning something for everyone. The evening saw 'Platinum Party at the Palace' streamed live from the BBC onto a large TV screen, and some residents made good use of the new BBQ stations in the park.

Street Party & Civic Service, Market Place & St Marys Church. Over 700 school children aged 4-11 sat down at Hogwarts style tables all set up in the Market Place and were served a packed lunch by civic dignitaries, councillors and volunteers. St Mary's Church hosted a special civic service as part of the celebrations.

The jubilee events received significant sponsorship and marketing support from Banbury BID.

5.4 *Armed Forces Day – 25 June 2022*

A parade around the old town, followed by drumhead service in the Market Place and a small reception at the Town Hall.

5.5 *Town Mayor's Sunday – 10 July 2022*

TMS grew in size for 2022, taking on elements of the district show including ferret racing, crazy golf and emergency service vehicles. Go Karts, Fun fair and street food filled the park too, alongside local organisations and charity stands. The hot weather deterred some visitors and the dog show element was poorly attended with many keeping their dogs at home in cooler spaces! For next year, we propose pushing back the official opening ceremony for this event, to allow for bigger crowds to gather.

5.6 *Music Mix – 22 July 2022*

5 hours of live performances from local bands, entertained thousands in the Market Place. Local pubs operated bars and street food vendors kept everyone well fed.

5.7 *Food & Drink Festival – 20 August 2022*

A variety of over 90 Food & Drink traders joined the festival with a new layout making use of the roundabout outside of the Town Hall, providing a large seating area with live musical performances to encourage visitors to stay longer, spending more at the festival. Live Cookery shows were moved outside with a mobile cookery theatre allowing more visitors to participate (previously this was offered in the Town Hall, but was restricted by capacity due to fire regulations).

5.8 *Battle of Britain – 18 September 2022*

This event was cancelled due to the death of HRH Queen Elizabeth II. Instead efforts were focused on Proclamation and Memorial activities. Operation London Bridge was delivered respectfully as per the plan.

5.9 Canal Festival – 1 & 2 October 2022

For 2022, not only was a well-loved 'Canal Day' revived, but instead was extended for an entire weekend. The Oxford Canal Towpath saw thousands visit the moored canal boat traders – who for some quoted it was their best trading event of the year! The CQ2 development, meant that new spaces needed to be utilised, one of which was the ground floor level of the North Car Park 2 (below LIDL). This provided the perfect covered and weatherproofed space, with rows of market traders selling craft, clothing and food items. Bridge St Park was established as a music venue, with lots of visitors remarking that they didn't previously know of its existence.

5.10 Remembrance Sunday – 13 November 2022

A successful event took place to mark Remembrance Sunday. All elements of the normal event took place, including a parade, leaving from the Town Hall; a Church service at St Mary's Church and a wreath laying ceremony at the War Memorial in People's Park; along with a reception for invited guests at the Town Hall afterwards. Feedback was received from the Military that they may prefer to be at the War Memorial for 11, rather than in the church, but this was later withdrawn at a review meeting.

5.11 Christmas Lights Switch On – 27 November 2022

The icing on the cake, closing out a successful 3-day festive market, the Christmas Lights Switch On saw the biggest crowd in over 20 years turn out to in anticipation for the updated and improved lighting scheme to illuminate for the first time of the festive season. Hatwell's Fairgrounds provided fairground rides for youngsters and a range of festive food vendors and a balloon artist were also on hand. A stage was erected to in a new location and well received entertainers, including a live music performance from pupils of NOA, dance performances from local groups, festive carol singing by the Rock Choir and a number of local band performances.

The event was capped off with Banbury United and the Town Mayor jointly switching on the lights, accompanied by a short firework finale.

5.12 Events Working Group meeting

Following on from a busy, successful year of events, consideration needed to be given to the draft programme for 2023. As such, the Events Working Group met on 10 November to review and discuss an outline programme taking into consideration the Coronation of King Charles III.

The Working Group made a number of observations/suggestions on the draft programme for next year:

- Taking a 'Lessons Learnt' approach from 2022, repeat elements of the Jubilee programme as part of the Coronation celebration. This would include rebranding the 'District Show' and bringing it forward by 1 month to May 2023 to host some form of 'Party in the Park' in Spiceball Park. This is the same approach that was taken for the Jubilee events in 2022.
- Repeat all other 2022 events in 2023, and prioritise improving operational challenges rather than adding additional new events into the programme.

- The working party will meet again in January 2023 to discuss some of the operational challenges identified by the Event Manager.

5.13 Events Manager Actions

Since arriving at Banbury Town Council, the Events Manager has taken the following actions to improve service delivery:

- Removal of paper booking forms replacing with an online information gathering form, removing the need to manually input data into a database.
- Invested in the new equipment, providing the right tools to enable the supporting team to effectively and safely support the delivery of events.
- Invested in new road signage, providing residents and visitors to Banbury with accurate road closure information.
- Gathered feedback via an online feedback forms, providing an opportunity to learn from mistakes to further improve events.
- Focused on building and developing relationships with key stakeholders across the town, to realise and capitalise on economies of scale and benefit from other stakeholder specialisms.
- Moved away from paper advertisements and focused on scaling up digital advertising.

5.14 Events Manager Ambitions

After being in role for over 15 months, the Event Manager has now delivered all of the traditional BTC events and will discuss the following at the next Events Working Group meeting:

- Marketing and brand awareness at events is poor and needs urgent attention.
- Waste generated at events and the current process is operationally inefficient, and does not allow for recycling.
- Lots of single use plastic cups are used – there are many re-usable cup schemes available on the market, designed to completely eliminate the use of plastic disposable cups.
- Opportunities to grow sponsorship of events, without losing the overall brand identity of 'Banbury Town Council Events'. Invest in footfall counters to accurately capture visitor numbers to assist with engaging new supporters.

Opportunities to review the pricing strategy and structure, supporting local businesses over those from further afield.

6 Financial Effects & Risk Assessment

- 6.1 For 2022-2023 the total budget within the events cost code of 310 (minus salaries) was £93,397. At present £89,692 has been spent, with no further events left to deliver. The remaining money will be used for updating and maintaining events equipment, as per the budget 2022-2023.
- 6.2 Financial effects for events to be delivered in 2023 are all outlined in proposed budgets for 2023-2024, as part of the budget setting process.

7 Recommendations

- 7.1 The Committee is invited to note the update report and support the recommendations arising from the Events Working Group meeting.

Background Papers: nil

RESOURCES COMMITTEE

03 JANUARY 2023

REPORT OF THE TOWN CLERK & RFO

CALENDAR OF MEETINGS 2023/24

1 Introduction and Purpose of Report

- 1.1 The purpose of this report is to submit for Member approval the 2023/24 Calendar of Meetings (**Annex 1**).

2 Wards Affected

- 2.1 All Wards.

3 Effect on Policy

- 3.1 None.

4 Contact Officer

- 4.1 Mark Hassall (Banbury 250340).

5 Background

- 5.1 Each year during the January cycle of meetings the Council normally agrees its Calendar of Meetings for the coming Municipal Year.
- 5.2 At the September 2017 Council Meeting Members considered a Notice of Motion in the following terms, which was passed by a unanimous vote in agreement:

b) Resolutions Moved on Notice – Resolution No. 41

It was proposed by Councillor Richards, and seconded by Councillor Mallon, that:

“This Town Council calls upon the Town Clerk to ensure that when drawing up the calendar of meeting for the Town Council and its committees that these do not clash with the pre-arranged meetings scheduled by the County Council and Cherwell District Council.”

- 5.3 OCC meetings are now generally held during the day, and no clashes are envisaged if Town Council meetings remain at 6.30pm.
- 5.4 As a result of the changes made in previous years (by taking individual meetings out of their normal slot in the cycle and moving them forward or back a week or so) there are now less clashes occurring within the Calendar. Most importantly (because Members cannot send Alternates to a Full Council meeting) there are no clashes occurring for full Council.

Banbury Town Council

- 5.6 With regard to main service Committee Meetings, there are some clashes. However, every effort has been made to minimise these and it was Members' feeling last year that the Alternate Member scheme could be used by those Members with meeting clashes at Committee level. The Table at Annex 1 shows the proposed Calendar for May 2023 onwards, and highlights the clashes with CDC meetings and which Members are currently affected. Of course, committee memberships at both CDC and BTC could change after May 2023.

6 Financial Effects & Risk Assessment

- 6.1 There are no financial effects arising from agreeing the new Calendar. Any risks are associated with disruption to the political balance and achieving a quorum for meetings. These are largely offset by the Alternate Member scheme in relation to Committee meetings.

7 Recommendations

- 7.1 The Council is asked to approve the Calendar of Meetings as appended at **Annex 1** and accept the meeting clashes highlighted.

Background Papers: none

Banbury Town Council

Mark Hassall ACMA

Town Clerk & RFO



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Calendar of Meetings 2023 – 2024

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE (BUDGET) 4	CYCLE 5	CYCLE 6
COUNCIL	Tues 16 May Annual Meeting	20 June	19 Sept	14 Nov	9 Jan	6 Feb
PLANNING (Wednesday)	3 May 24 May	21 June 19 July 16 Aug	13 Sept 11 Oct	8 Nov 13 Dec	3 Jan 31 Jan	28 th Feb 27 Mar
GENERAL SERVICES	6 June	29 August	17 Oct	12 Dec	16 Jan	19 March
RESOURCES	13 June	5 Sept	31 Oct	2 Jan	30 Jan	26 March
TRAFFIC ADVISORY (Wednesday @ 2.00 p.m.)	24 May	30 August	-	29 Nov	21 Feb	-
COUNCIL	20 June	19 Sept	14 Nov	9 Jan	6 Feb	9 April

Commented [MS1]: Clash with CDC O/S Cttee – Cllr Hodgson

Commented [MS2]: Clash with CDC Licencing Cttee – Cllr Beere, (Cllr Bishop, Cllr Reeves – Not currently on Planning Cttee)

Commented [MS3]: Clash with CDC Parish Liaison Cttee – No members affected

Commented [MS4]: Clash with CDC Standards Cttee – Cllr Donaldson (Not currently on Planning Cttee)

Commented [MS5]: Clash with CDC Personnel Cttee – Cllr Beere (Not currently on Resources Cttee)

Commented [MS6]: Clash with CDC Budget Planning Cttee – Cllr Donaldson, Cllr Hodgson (Neither currently on Resources Cttee)

Notes:

1. All Meetings are held at the Town Hall, Bridge Street, Banbury and commence at 6.30pm unless otherwise stated.
2. The 2024 Annual Meeting will be held on **Tuesday**, 14 May.
3. Annual Town Meeting – **Monday**, 4 March 2024.