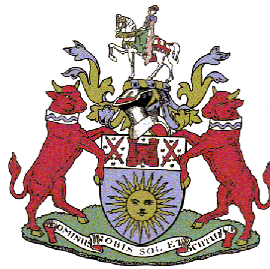


# Banbury Town Council

Mark Hassall ACMA  
Town Clerk/RFO



The Town Hall  
Bridge Street  
Banbury  
Oxfordshire  
OX16 5QB

Tel: 01295 250340

Our Ref: 01 A13052025 Annual

Please ask for: Helen Durkin  
Email: helen.durkin@banbury.gov.uk

Date: 6 May 2025

To: All Members of the Town Council.  
Others, for information.

You are hereby summoned to attend the **ANNUAL MEETING** of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 13 MAY 2025** 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. **Election of the Town Mayor**  
To elect a Town Mayor.
2. **Election of a Deputy Town Mayor**  
To elect a Deputy Town Mayor.
3. **To receive the Declaration of Acceptance of Office of the Town Mayor**  
The Town Mayor, when elected, to make a declaration.
4. **Apologies for absence**  
Contact Helen Durkin (01295 250340).
5. **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).
6. **Minutes of the last Meeting**  
To approve as correct the Minutes of the Meeting held on 01 April 2025 (**Enclosed**).
7. **Communications**  
To receive such communications as the Town Mayor may wish to lay before the Council.

## **Banbury Town Council**

### **8. Appointment of Standing Committees**

To agree the size of, and make appointments to, Standing Committees. **(Enclosed)**.

### **9. Appointment of Representatives to Outside Bodies**

To make appointments to Outside Bodies. **(Enclosed)**.

**At the conclusion of the foregoing business, the Standing Committees of the Town Council will meet to appoint their Chairmen and Vice-Chairmen and to conduct any other business as may be necessary. The Resources Committee will be called into session, and the Members appointed to it will be asked to stand, whilst it conducts its business. The same procedure will then be followed for meetings of the General Services Committee and the Planning Committee. The Agenda paper for these three meetings is attached.**

#### **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.*

#### **Recording of Meeting**

- (iii) Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first approval of minutes.*

**BANBURY TOWN COUNCIL**

Minutes of a meeting of Banbury Town Council held at **6:30pm on Tuesday 01 April 2025** at the Town Hall, Banbury.

Present: Councillors Cherry (Town Mayor) and Mallon (Deputy Town Mayor).  
Councillors: Beere, Biegel, Brant, Clarke, Eaton, Elugwu, Harwood, Hussain, Mears, Okeke, Richards, Urwick, Vaitkus and Woodward.

Officers: Mark Hassall (Town Clerk & RFO)  
Paul Almond (Director of Environment and Deputy Clerk)  
Helen Durkin (Executive Officer)

Apologies for Absence: Councillors Creed, Crichton, Strangwood, Thornhill and Tohill-Martin.

Members of the Public: 2

**BTC.18/25 Declarations of Interest**

None.

**BTC.19/25 Minutes of the Last Meeting**

**IT WAS RESOLVED** that the Minutes of the Meeting held on 11 February 2025 be approved as a correct record and signed by the Town Mayor.

**BTC.20/25 Communications**

A discussion was had in reference to Steve Berry retiring from the council after 17 years of service. (May 2007 - Mar 2025).

**IT WAS RESOLVED** that the discussion be noted and it was agreed that the council will write a letter thanking Steve for his service.

The Town Mayor's communication was circulated to those present.

**IT WAS RESOLVED** that the mayor's Communications be noted.

**BTC.21/25 Councillor Co-option Scheme**

A discussion was had in reference to the co-option scheme in light of a recent resignation.

**IT WAS RESOLVED** that the co-option scheme be adopted, this was proposed by Councillor Hussain and seconded by Councillor Richards.

**BTC.22/25 Questions – Elected Members and Members of the Public**

There were questions from members of the public.

Firstly, in reference to creating a community hub in Castle Quay, it was asked if the Town Council would support this scheme. Members listened and the Mayor invited them to bring the full information to the next Resources Committee to ascertain how the Town Council would be able to support the idea, but also noted that Cherwell District Council is the owner of Castle Quay.

A second member of public asked when the previously accepted People's Park edible garden scheme will be commenced, it was noted that there are still funds set aside for this project but a start date is to be determined.

**BTC.23/25 Planning Committee**

It was **RESOLVED** that the Minutes of the Planning Committee meeting held on 05 February 2025 and 26 February 2025, be received by Councillor Beere and seconded by Councillor Woodward.

**BTC.24/25 General Services Committee**

It was **RESOLVED** that the Minutes of the General Services Committee meeting held on 18 March 2025, be received by Councillor Richards and seconded by Councillor Okeke.

**BTC.25/25 Resources Committee**

It was **RESOLVED** that the Minutes of the Resources Committee meeting held on 25 March 2025, be received by Councillor Hussain and seconded by Councillor Biegel.

The Meeting ended at 6:46pm.

## Standing Committee Membership 2025 – 2026

### 1. Resources Committee

(Seats allocated: Conservative/LD 1, Labour 5)

#### Conservative/Lib Dem

1. Mallon

#### Labour

1. Hussain (Chair)
2. Eaton (Vice Chair)
3. Beere
4. Creed
5. Vaitkus

[Alternate Members]

#### Conservative

1. Strangwood
2. Harwood

#### Labour

1. Clarke
2. Beere
3. Crichton
4. Richards
5. Tohill-Martin
6. Urwick

#### Labour

7. Elugwu
8. Dhesi
9. Thornhill
10. Elugwu
11. Woodward
12. Cherry
13. Okeke

### 2. General Services Committee

(Seats allocated: Conservative/LD 1, Labour 5)

#### Conservative/Lib Dem

1. Strangwood

#### Labour

1. Cherry (Chair)
2. Biegel
3. Tohill-Martin
4. Okeke
5. Elugwu

[Alternate Members]

#### Conservative

1. Harwood
2. Mallon

#### Labour

1. Hussain
2. Biegel
3. Vaitkus
4. Eaton
5. Mears
6. Clarke
7. Beere

#### Labour

8. Crichton
9. Woodward
10. Dhesi
11. Thornhill
12. Cherry
13. Urwick

### 3. Planning Committee

(Seats Allocated: Conservative/LD 1, Labour 5)

#### Conservative/Lib Dem

1. Harwood

#### Labour

1. Beere (Chair)
2. Woodward (Vice Chair)
3. Dhesi
4. Thornhill
5. Tohill-Martin

## **Banbury Town Council**

[Alternate Members]

### **Conservative**

1. Strangwood
2. Mallon

### **Labour**

1. Hussain
2. Biegel
3. Vaitkus
4. Eaton
5. Mears
6. Clarke
7. Crichton

### **Labour**

8. Woodward
9. Richards
10. Tohill-Martin
11. Urwick
12. Cherry
13. Okeke

## **4. Appeals Panel**

(Seats Allocated: Conservative/LD 1, Labour 5)

### **Conservative/Lib Dem**

1. Strangwood

### **Labour**

1. Richards
2. Crichton
3. Tohill-Martin
4. Okeke
5. Biegel

**[Note:** Appeals Panel members cannot be members of Resources Cttee]

**APPOINTMENTS TO OUTSIDE BODIES**

| Organisation                                    | Category | No | Appointment 2024/2025                                   | Nominations 2025/2026                                                                   |
|-------------------------------------------------|----------|----|---------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Banbury & District Air Training Corps           | B        | 1  | Cllr Elugwu (L)                                         | Cllr Elugwu (L)                                                                         |
| Banbury & District Samaritans                   | A        | 1  | <i>Cllr Crichton (L)</i>                                | Cllr Crichton (L)                                                                       |
| Banbury & District Twinning Association         | A        | 1  | Cllr Woodward (L)                                       | Cllr Woodward (L)                                                                       |
| Banbury Canal Partnership                       | P        | 1  | Cllr Mallon (C)                                         | Cllr Mallon (C)                                                                         |
| Banbury Citizen's Advice Bureau                 | A        | 1  | Cllr Crichton (L)                                       | Cllr Crichton (L)                                                                       |
| Banbury Civic Society                           | B        | 1  | Cllr Eaton (L)                                          | Cllr Eaton (L)                                                                          |
| Banbury Regeneration Area Oversight Group       | P        | 6  | -                                                       | Cllr Hussain<br>Cllr Eaton<br>Cllr Cherry<br>Cllr Biegel<br>Cllr Beere<br>Cllr Woodward |
| Banbury Sea Cadets                              | B        | 1  | Cllr Mallon (C)                                         | Cllr Mallon (C)                                                                         |
| Banbury Traffic Advisory Committee              | P        | 3  | Cllr Biegel (L)<br>Cllr Mears (L)<br>Cllr Harwood (C)   | Cllr Biegel (L)<br>Cllr Tohill-Martin (L)<br>Cllr Harwood (C)                           |
| Borough of Banbury Trust<br>2 (plus TM and DTM) | P        | 2  | Cllr Hussain (L)<br>Cllr Harwood (C)                    | Cllr Hussain (L)<br>Cllr Harwood (C)                                                    |
| Chamber of Commerce                             | A        | 1  | Cllr Thornhill (L)                                      | Cllr Thornhill (L)                                                                      |
| Cherwell Climate Change Partnership             | P        | 1  | Cllr Vaitkus (L)                                        | Cllr Vaitkus (L)                                                                        |
| Cherwell Community & Voluntary Service          | A        | 1  | Cllr Urwick (L)                                         | Cllr Urwick (L)                                                                         |
| Cherwell Crime Partnership: Banbury             | P        | 1  | <i>Cllr Okeke (L)</i>                                   | Cllr Okeke (L)                                                                          |
| Community Partnership Network                   | P        | 1  | Cllr Hussain (L)<br>Cllr Mallon (C) (sub)               | Cllr Hussain (L)<br>Cllr Mallon (C) (sub)                                               |
| The Glebe Charity (Cricket Club)                | B        | 1  | Cllr Beere (L)                                          | Cllr Beere (L)                                                                          |
| The Hill                                        | A        | 1  | Cllr Cherry (L)                                         | Cllr Cherry (L)                                                                         |
| Sunshine Centre                                 | B        | 1  | Cllr Richards (L)                                       | Cllr Richards (L)                                                                       |
| Town Centre Partnership (3)                     | P        | 3  | Cllr Hussain(L)<br>Cllr Richards (L)<br>Cllr Mallon (C) | Cllr Hussain(L)<br>Cllr Richards (L)<br>Cllr Mallon (C)                                 |

# Banbury Town Council

Mark Hassall ACMA MA  
Town Clerk/RFO



The Town Hall  
Bridge Street  
Banbury  
Oxfordshire  
OX16 5QB

Tel: 01295 250340

Our Ref: Cttees A130525

Your Ref:

Please ask for: Helen Durkin

Email: [helen.durkin@banbury.gov.uk](mailto:helen.durkin@banbury.gov.uk)

Date: 6 May 2025

To: All Members.  
All others for information only.

You are hereby summoned to attend the **First Meetings of various Committees** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 13 MAY 2025** at the conclusion of the ANNUAL MEETING of the Town Council, for the transaction of the following business:

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

Mark Hassall  
Town Clerk

## **BUSINESS TO BE TRANSACTED**

### **1. Resources Committee**

- a) Election of a Chairman**  
To elect a Chairman for 2025/26
- b) Election of a Vice-Chairman**  
To elect a Vice-Chairman for 2025/26
- c) Appointment of Sub-Committees and Working Groups**
  - i) Grants & Budget Sub-Committee**  
To appoint six Members.
  - ii) Dispensations Sub Committee**  
To appoint six Members and six Alternate Members.
  - iii) Complaints Hearing Panel**  
To appoint six Members
  - iv) Local Honours Sub-Committee**  
To appoint four Members in addition to the Town Mayor and Deputy Town Mayor

## **Banbury Town Council**

- v) **Standing Orders Working Party**  
To appoint six Members
- vi) **Woodgreen Pool Working Party**  
To appoint six Members
- vii) **Events Working Party**  
To appoint six Members

### **2. General Services Committee**

- a) **Election of a Chairman**  
To elect a Chairman for 2025/26
- b) **Election of a Vice-Chairman**  
To elect a Vice-Chairman for 2025/26
- c) **Appointment of Working Parties and Appeals Panel**
  - i) **Allotment Appeals Panel**  
To appoint six Members
  - ii) **Grounds Maintenance Working Party**  
To appoint six Members

### **3. Planning Committee**

- a) **Election of a Chairman**  
To elect a Chairman for 2025/26
- b) **Election of a Vice-Chairman**  
To elect a Vice-Chairman for 2025/26
- c) **Appointment of Working Parties**
  - i) **Built Heritage Working Party**  
To appoint six Members

**Note: The Appeals Panel will appoint a Chairman at their first meeting, as and when they are required to meet.**

**Appointment of Sub-Committees and Working Groups 2025-26**

**1. c) Resources Committee**

**i) Grants & Budget Sub-Committee**

(Seats Allocated: Labour 5; Con/Lib 1) (Chair Res, Plan and GS Cttees, and 3 other Members)

**Labour**

1. Hussain
2. Cherry
3. Beere
4. Eaton
5. Vaitkus

**Con/Lib**

1. Mallon

**ii) Dispensations Sub Committee**

(Seats Allocated: Labour 5; Con/Lib 1) (Chair and Vice Chair Res Cttee, Leader of Con Group plus 3 Members)

**Labour**

1. Hussain
2. Eaton
3. Cherry
4. Okeke
5. Biegel

**Con/Lib**

1. Mallon

**iii) Hearings Panel**

(Seats Allocated: Labour 5; Con/Lib 1) (Chairs of Resources and GS Cttees plus 4 Members)

**Labour**

1. Hussain
2. Cherry
3. Biegel
4. Mears
5. Okeke

**Con/Lib**

1. Mallon

**iv) Local Honours**

(Seats Allocated: Labour 5; Con/Lib 1) (Town Mayor and Deputy Town Mayor, plus 4 Members)

**Labour**

1. Okeke
2. Cherry
3. Hussain
4. Urwick
5. Dhesi

**Con/Lib**

1. Mallon

**v) Standing Orders Working Party**

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of Resources, and 4 Members)

**Labour**

1. Hussain
2. Eaton
3. Biegel
4. Beere
5. Woodward

**Con/Lib**

1. Mallon

## **Banbury Town Council**

### **vi) Woodgreen Pool Working Party**

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of Resources, and 4 Members)

#### **Labour**

1. Hussain
2. Eaton
3. Biegel
4. Woodward
5. Mears

#### **Con/Lib**

1. Mallon

### **vii) Events Working Party**

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of Resources, and 4 Members)

#### **Labour**

1. Eaton
2. Mears
3. Hussain
4. Biegel
5. Woodward

#### **Con/Lib**

1. Mallon

## **2. c) General Services Committee**

### **i) Allotment Appeals Panel**

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of GS Cttee, and 4 Members)

#### **Labour**

1. Cherry
2. Biegel
3. Hussain
4. Vaitkus
5. Woodward

#### **Con/Lib**

1. Strangwood

### **ii) Grounds Maintenance Working Party**

(Seats Allocated: Labour 5, Con/Lib 1) (Chairs Res/GS + 4 Members)

#### **Labour**

1. Hussain
2. Cherry
3. Biegel
4. Vaitkus
5. Mears

#### **Con/Lib**

1. Strangwood

## **3. c) Planning Committee**

### **i) Built Heritage Working Party**

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of Planning Cttee, plus 4 Members)

#### **Labour**

1. Beere
2. Woodward
3. Hussain
4. Clarke
5. Thornhill

#### **Con/Lib**

1. Harwood

## ***Banbury Town Council***

### **ii) Hearings Panel**

(Seats Allocated: Labour 5; Con/Lib 1) (Chairs of Resources and GS Cttees plus 4 Members)

#### **Labour**

1. Richards
2. Crichton
3. Tohill-Martin
4. Okeke
5. Biegel

#### **Con/Lib**

1. Mallon