Banbury Town Council

Mark Hassall **ACMA, MA**
Town Clerk & RFO

The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: GS A18032025
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 10 March 2025

To: All Members of the General Services Committee.

You are hereby summoned to attend a Meeting of the **GENERAL SERVICES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 18 March 2025** at 6.30pm, for the transaction of the following business:

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1 Apologies for absence
Contact Helen Durkin (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 28 January 2025 **(Enclosed).**

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 General Services Committee
To elect a new Vice-Chairman following the receipt of resignation from councillor Hodgson.

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.*

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at **6.30pm on Tuesday, 28 January 2025** at the Town Hall, Banbury.

Present:	Councillor Richards (Chair) Councillors: Elugwu, Strangwood, Tohill-Martin and Urwick
Alternate Members:	Councillor Hussain (for Councillor Hodgson)
Officers:	Mark Hassall (Town Clerk & RFO) Paul Almond (Director of Environment) Helen Durkin (Executive Officer)

GS.1/25 Apologies for Absence

Cllr Hodgson

It was proposed that a recommendation be put to full council for a membership change, from Councillor Urwick to Councillor Okeke. This was agreed unanimously by all members present.

GS.2/25 Declarations of Interest

None.

GS.3/25 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 17 December 2024 be approved as a correct record and signed by the Chair.

GS.4/25 Income & Expenditure Report

The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 21 January 2025.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast versus the projected budget.

General Services variances were principally

- Cleansing charges to Cherwell District Council (CDC) are paid annually in full in March.
- Staffing costs remain within budget, in line with annual salary increases agreed with trade unions.
- Planned roof repairs at Southam Road depot completed and fibreglass burial chambers purchased.
- Replacement light columns have been installed in People Park, the beginning of a wider replacement programme across the estate, particularly PDP. Retaining wall works at Longelandes Way planned.
- All MUGAs and sports hardstanding have been assessed across the estate, with appraisal of refurbishment options to be funded from earmarked reserves to be subject of a separate report to elected members within the next couple of months.
- Assessment and purchase of mowers and fleet vehicles is currently underway.
- Eight new green roofed bus shelters will be installed by Clear Channel across a number of arterial entry roads into Banbury.

Underspends on Resources Committee, principally

- Corporate, Central Administration and Civic continue to be well controlled, with vacancies in central administration contributing £18k underspend, alongside timing of NALC subscription costs, offset by elevated legal costs.
- Town Council Events are likely to end the year marginally over budget parameters, however offset by savings within the Resources budget.
- Works to the Town Hall to host OCC Registrar service is nearing completion, including access control, with redecoration to the reception area completed. Upgrade of alarm systems to complement digital connectivity have been completed.
- Other services to the Public include timing of small grants (including Warm Welcome grant scheme). Costs for demounting Christmas Lights across the town are anticipated to remain within budget. The contribution to Woodgreen Open Air Pool costs are paid in March.
- Other Costs & Income are in line with treasury management of reserve funds are projected to slightly exceed budget guidance.

IT WAS RESOLVED to receive and note the Income and Expenditure report.

GS.5/25 Parks and Cemeteries Service

The Committee considered a report of the Director of Environment providing an update for Members on:

Parks & Cemeteries Team.
4th Corner Landscape Contract.
Ranger Service / Play Areas.
Sports Surface
Cleansing Service.
Parks Lighting.
PlayZone Schemes.

<u>Parks & Cemeteries Team</u>

- The team are up to date with all scheduled work.
- The weekly preparation of the football pitches continues to be undertaken by the team, new line markers and paint should help improve the quality and efficiency of the operation, all team members have received training on the new equipment.
- Burial duties in our Cemeteries has delivered in line with bookings.
- The team have started to undertake the winter prune of all shrubs.
- All servicing of plant and equipment has been undertaken readiness for the start of the season.
- The two new ride-on mowers have been ordered and will be delivered prior to the need to start mowing in March. The new machines will be fitted with mulching decks, reducing the amount of green waste produced from cut and collect mowing as well as making the operation more efficient.

4th Corner Landscape Contract

- The formal review of the Grounds Maintenance Contract with 4th Corner Landscapes Ltd has now been completed, information has now been provided covering:
  - Staffing Levels
  - Machinery & Equipment
  - Routes Programmes and Reporting
  - Training
  - Environmental Improvements
  - Green Waste Recycling (Composting/Mulching)
  - Community Social Value
  - Inflation costs and contract rates uplift
  - Contract Performance Meetings
- Working through this review Officers have confidence that 4th Corner Ltd have demonstrated that they can continue to providing the Grounds Maintenance Service as specified in the contract. They also outlined a commitment and willingness to work in partnership with Banbury Town Council in terms of service improvements and bringing added value to the Council's landscape development initiatives.
- The contract terms and conditions allow for an extension for a further period of up to five years.
- Officers recommend to the committee, that Banbury Town Council take up the option to extend the contract with 4th Corner Ltd for a further two years from the 1st April 2025 until 31st March 2027, with a further review of performance towards the end of this period.

Ranger Service / Play Area Update

- The Park Ranger Team continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.
- The team continue to undertake work on the findings made in the independent annual Inspections report.
- Monthly inspections of Bus Shelters, Allotments, Parks and Building Facilities continue to be undertaken.
- The team have also been busy with the winter maintenance programme, topping up salt bins on street and equipping snow wardens with salt, PPE and shovels as required 4 new wardens have been recruited and trained.
- We will shortly need to advertise for the position of Senior Park Ranger as Steve Berry who will be retiring at the end of March after nearly 18 years' service for Banbury Town Council.

Sports Surface Update

- The independent assessment report has now been received for Horton View Tennis Courts and the Multi-Use Games Area surfaces.
- Once recommendations have been analysed, options and estimated costs will be will be provided to the next meeting of this committee.

Cleansing Service Update

- Cleaning of public toilets is ongoing, no problems to report.
- Weekly cleaning of all sports pavilions continues on a weekly basis following fixtures.
- Parks & Open Spaces Cleansing – The service provided by Cherwell District Council continues to be delivered in line with the Service Level agreement, no issues to report.

Parks Lighting Update

- Repairs to the timers at Moorfields Park MUGA have now been undertaken.
- MUGA Lighting at People's Park, Merton Street and bankside have been ordered.
- Quotations have now been received for the supply and installation of new lighting for Banbury Cross and the Fine Lady Statue, replacing the halogen bulbs with colour changing low energy LED's, orders will now be placed.

PlayZone Scheme Update

- The terms for the funding agreement with Cherwell District Council is now agreed, and the two planning applications have been submitted by the Football Foundations Consultants.

IT WAS RESOLVED to receive and to note;

The Parks and Cemeteries Service Update.
The Ranger Service / Play Area Update.
The Sports Services Update.
The Cleansing Service Update.
The Lighting in Parks Update.
The PlayZone Scheme Update.
And to **approve** the recommendation to extend the 4th Corner Landscape Contract.

The meeting ended at 6:54pm

GENERAL SERVICES COMMITTEE
18 MARCH 2025

RESOURCES COMMITTEE
25 MARCH 2025

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 10 MARCH 2025

1. Introduction and Purpose of Report

1.1. To inform Members of income and expenditure compared with Forecast Budget for the 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. Parks & Cemeteries Team Service Update

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 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 Forecast 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 10 March 2025. 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**

- Cleansing charges to Cherwell District Council (CDC) are paid annually in full in March.
- Staffing costs remain within budget, in line with annual salary increases agreed with trade unions.

- Purchase of two new mowers (used within cemeteries & open spaces) has been undertaken and now operational, retaining two spares to support operational resilience.
- Replacement light columns have been installed in People Park, the beginning of a wider replacement programme across the estate, with trenchwork for electrical connections completed at PDP.
- All MUGAs and sports hardstanding have been assessed across the estate, with appraisal of refurbishment options to be funded from earmarked reserves to be subject of a separate report to elected members. Underspends in Playground Equipment is available to earmark to fund this work to sports and play hardstanding improvements.
- Building M&R underspends provide an earmarked fund to enable seasonal infrastructure opportunities in Peoples Park/St Marys.
- Eight new green roofed bus shelters are currently being installed by Clear Channel across a number of arterial entry roads into Banbury, with the project finalising in April.
- Capital expenditure on preplanning works to facilitate PlayZones at PDP and Chandos (which have now received planning permission) will be met by funding partners (Football Foundation 75% and CDC 25%). Meanwhile funding towards lighting at PDP and Banbury Cross has been received via CDC from UKSPF capital fund.

6.3. **Underspends on Resources Committee, principally**

- Corporate, Central Administration and Civic continue to be well controlled, with vacancies in central administration contributing £15k underspend, alongside timing of NALC subscription costs, offset by elevated legal costs.
- Town Council Events are likely to end the year marginally over budget parameters, however offset by savings within the Resources budget.
- Underspends on Christmas Lights may be earmarked for future seasonal lighting events.
- Other Costs & Income are in line with treasury management of reserve funds are projected to slightly exceed budget guidance.

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 and Expenditure report.
8.2. To authorise the above-mentioned earmarked reserves, in light of the financial profile of the completed financial year.

Background Papers: Nil

General Services Committee

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Litter Control & Cleansing						
4107	Equipment General	2,159	5,159	3,000		3,000	41.9%
4109	Cleansing Contract	0	165,364	165,364		165,364	0.0%
	Litter Control & Cleansing :- Indirect Expenditure	2,159	170,523	168,364	0	168,364	1.3%
	Net Expenditure	(2,159)	(170,523)	(168,364)			
103	Cemeteries						
1000	Miscellaneous Income	230	200	(30)			115.0%
1004	Burial Chambers	2,760	3,450	690			80.0%
1005	Burial Fees	44,180	40,000	(4,180)			110.5%
1007	Memorial Applications	18,730	16,000	(2,730)			117.1%
1008	Exclusive Rights of Burial	21,325	13,720	(7,605)			155.4%
1009	Out of Hours Burial Fees	360	0	(360)			0.0%
1010	Land Rents	(11)	0	11			0.0%
1022	Premises Hire	4,297	4,297	0			100.0%
1500	Contribution from Reserves	0	5,000	5,000			0.0%
	Cemeteries :- Income	91,871	82,667	(9,204)			111.1%
4000	Salaries	222,359	245,901	23,542		23,542	90.4%
4006	Training	216	4,000	3,784		3,784	5.4%
4010	N N D Rates	6,737	6,737	1		1	100.0%
4011	Water Charges	122	876	754		754	14.0%
4012	Sewerage Charges	0	500	500		500	0.0%
4013	Electricity	(8)	630	638		638	(1.3%)
4014	Gas	664	959	295		295	69.2%
4019	Cleaning Materials	0	500	500		500	0.0%
4020	Telephone	533	597	64		64	89.3%
4023	Stationery/Office Supplies	0	200	200		200	0.0%
4025	Insurance	6,175	6,175	0		0	100.0%
4026	Subscriptions	375	305	(70)		(70)	123.0%
4070	Computer Software	2,452	2,452	(0)		(0)	100.0%
4071	Purchase Equipment	2,370	3,854	1,484		1,484	61.5%
4072	Leasing Equipment	554	1,557	1,003		1,003	35.6%
4100	Purchase Materials	2,679	3,899	1,220		1,220	68.7%
4120	Building M & R (Other Contract	14,756	16,938	2,182		2,182	87.1%
4122	Landscaping (Other Contractors	11,541	15,000	3,459		3,459	76.9%
4123	Minor Alterations & Imp.	17,872	18,502	630		630	96.6%
4132	Purchase Protective Clothing	770	2,292	1,522		1,522	33.6%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4137	Burial Chamber costs	3,606	3,606	0		0	100.0%
4502	R & M Plant & Equipment	9,681	6,550	(3,131)		(3,131)	147.8%
4570	Fleet Purchases	13,161	5,000	(8,161)		(8,161)	263.2%
4571	Service Charges	628	2,164	1,536		1,536	29.0%
4572	Fuel	3,369	3,119	(250)		(250)	108.0%
	Cemeteries :- Indirect Expenditure	320,611	352,313	31,702	0	31,702	91.0%
	Net Income over Expenditure	(228,741)	(269,646)	(40,905)			
110	Parks and Open Spaces						
1000	Miscellaneous Income	9,851	9,828	(23)			100.2%
1010	Land Rents	8,215	8,696	481			94.5%
1022	Premises Hire	901	0	(901)			0.0%
	Parks and Open Spaces :- Income	18,967	18,524	(443)			102.4%
4000	Salaries	195,033	222,499	27,466		27,466	87.7%
4005	Professional Subscriptions	436	0	(436)		(436)	0.0%
4006	Training	360	5,346	4,986		4,986	6.7%
4008	Car Allowances-Employee	0	1,500	1,500		1,500	0.0%
4011	Water Charges	1,031	2,369	1,338		1,338	43.5%
4013	Electricity	5,715	5,702	(13)		(13)	100.2%
4014	Gas	(1)	0	1		1	0.0%
4019	Cleaning Materials	687	0	(687)		(687)	0.0%
4020	Telephone	885	910	25		25	97.2%
4023	Stationery/Office Supplies	0	550	550		550	0.0%
4025	Insurance	16,239	16,239	0		0	100.0%
4026	Subscriptions	913	1,295	382		382	70.5%
4032	Advertising/Publicity	0	300	300		300	0.0%
4061	Management Plans	0	7,500	7,500		7,500	0.0%
4070	Computer Software	17,036	18,642	1,606		1,606	91.4%
4100	Purchase Materials	402	6,000	5,598		5,598	6.7%
4107	Equipment General	11,163	13,079	1,916		1,916	85.3%
4120	Building M & R (Other Contract	5,931	45,310	39,379		39,379	13.1%
4121	Ground Mtnce (Other Contractor	171,016	197,221	26,205		26,205	86.7%
4122	Landscaping (Other Contractors	35,340	30,071	(5,269)		(5,269)	117.5%
4124	Building M & R Peoples Park	55,587	69,308	13,721		13,721	80.2%
4132	Purchase Protective Clothing	573	1,299	726		726	44.1%
4500	Arboriculture	28,369	52,482	24,113		24,113	54.1%
4501	Playground Equipment R & M	40,092	75,017	34,925		34,925	53.4%
4502	R & M Plant & Equipment	2,628	2,983	355		355	88.1%
4503	Purchase of Signs	265	6,000	5,735		5,735	4.4%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4510	Floral Bedding	15,666	15,666	(0)		(0)	100.0%
4511	Trees and Shrubs	2,044	4,320	2,276		2,276	47.3%
4512	Bulbs	3,416	5,416	2,000		2,000	63.1%
4514	Chemical Applications	6,660	5,092	(1,568)		(1,568)	130.8%
4515	Aviary Maintenance	1,596	2,399	803		803	66.5%
4570	Fleet Purchases	13,161	0	(13,161)		(13,161)	0.0%
4571	Service Charges	559	2,002	1,443		1,443	27.9%
4572	Fuel	1,968	1,973	5		5	99.8%
	Parks and Open Spaces :- Indirect Expenditure	634,769	818,490	183,721	0	183,721	77.6%
	Net Income over Expenditure	(615,802)	(799,966)	(184,164)			
113	Allotments						
1010	Land Rents	6,332	6,505	173			97.3%
	Allotments :- Income	6,332	6,505	173			97.3%
4011	Water Charges	1,141	655	(486)		(486)	174.3%
4070	Computer Software	359	359	0		0	100.0%
4100	Purchase Materials	864	890	26		26	97.1%
4120	Building M & R (Other Contract	200	2,000	1,800		1,800	10.0%
4121	Ground Mtnce (Other Contractor	1,633	2,909	1,276		1,276	56.1%
4520	Private Contractors	4,793	3,002	(1,791)		(1,791)	159.7%
	Allotments :- Indirect Expenditure	8,991	9,815	824	0	824	91.6%
	Net Income over Expenditure	(2,659)	(3,310)	(651)			
114	Park Rangers						
4000	Salaries	127,766	139,249	11,483		11,483	91.8%
4006	Training	723	1,823	1,101		1,101	39.6%
4010	N N D Rates	8,034	8,034	0		0	100.0%
4011	Water Charges	1,045	927	(118)		(118)	112.7%
4012	Sewerage Charges	0	500	500		500	0.0%
4013	Electricity	397	1,197	800		800	33.1%
4014	Gas	802	964	162		162	83.2%
4020	Telephone	1,321	1,158	(163)		(163)	114.1%
4025	Insurance	18,665	18,665	0		0	100.0%
4100	Purchase Materials	1,853	1,923	70		70	96.4%
4107	Equipment General	1,050	2,004	954		954	52.4%
4120	Building M & R (Other Contract	2,747	5,099	2,352		2,352	53.9%
4124	Building M & R Peoples Park	156	7,500	7,344		7,344	2.1%
4131	Purchase Equipment	140	4,200	4,060		4,060	3.3%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4132	Purchase Protective Clothing	283	517	234		234	54.7%
4502	R & M Plant & Equipment	0	300	300		300	0.0%
4570	Fleet Purchases	125	0	(125)		(125)	0.0%
4571	Service Charges	12,034	9,000	(3,034)		(3,034)	133.7%
4572	Fuel	2,862	3,670	808		808	78.0%
	Park Rangers :- Indirect Expenditure	180,003	206,730	26,727	0	26,727	87.1%
	Net Expenditure	(180,003)	(206,730)	(26,727)			
115	Commutted Sums						
1500	Contribution from Reserves	347,209	113,583	(233,626)			305.7%
	Commutted Sums :- Income	347,209	113,583	(233,626)			305.7%
	Net Income	347,209	113,583	(233,626)			
120	Sports Facilities						
1020	Sports Hire	13,782	14,127	345			97.6%
1021	Licence and Premises Hire	26,471	26,053	(418)			101.6%
1051	Deposits	(25)	(25)	0			100.0%
1500	Contribution from Reserves	0	16,000	16,000			0.0%
	Sports Facilities :- Income	40,228	56,155	15,927			71.6%
4010	N N D Rates	7,111	7,111	0		0	100.0%
4011	Water Charges	408	1,299	891		891	31.4%
4012	Sewerage Charges	60	0	(60)		(60)	0.0%
4013	Electricity	6,424	7,049	625		625	91.1%
4014	Gas	3,062	3,510	448		448	87.2%
4017	Caretaking and Cleaning	10,788	10,804	16		16	99.9%
4019	Cleaning Materials	391	1,199	808		808	32.6%
4100	Purchase Materials	5,991	7,709	1,718		1,718	77.7%
4107	Equipment General	11,949	26,584	14,635		14,635	44.9%
4120	Building M & R (Other Contract	27,952	23,738	(4,214)		(4,214)	117.8%
4121	Ground Mtnce (Other Contractor	64,377	81,058	16,681		16,681	79.4%
4123	Minor Alterations & Imp.	160	0	(160)		(160)	0.0%
4124	Building M & R Peoples Park	83	0	(83)		(83)	0.0%
4521	Service of Public Clock	171	0	(171)		(171)	0.0%
4530	Bowling Green	4,289	9,257	4,968		4,968	46.3%
4570	Fleet Purchases	0	16,000	16,000		16,000	0.0%
	Sports Facilities :- Indirect Expenditure	143,216	195,318	52,102	0	52,102	73.3%
	Net Income over Expenditure	(102,988)	(139,163)	(36,175)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
131	Banbury in Bloom						
4121	Ground Mtnce (Other Contractor	250	0	(250)		(250)	0.0%
4520	Private Contractors	74	0	(74)		(74)	0.0%
4651	Floral Sponsorship	8,256	8,257	1		1	100.0%
4652	Planting Day in the Park	1,868	1,887	19		19	99.0%
4654	Hanging Basket Workshop	256	1,006	750		750	25.5%
	Banbury in Bloom :- Indirect Expenditure	10,705	11,150	445	0	445	96.0%
	Net Expenditure	(10,705)	(11,150)	(445)			
132	Banbury Cross & FineLady						
4120	Building M & R (Other Contract	0	5,800	5,800		5,800	0.0%
	Banbury Cross & FineLady :- Indirect Expenditure	0	5,800	5,800	0	5,800	0.0%
	Net Expenditure	0	(5,800)	(5,800)			
150	Public Clocks						
4000	Salaries	819	901	82		82	90.9%
4013	Electricity	232	387	155		155	59.9%
4120	Building M & R (Other Contract	0	600	600		600	0.0%
4521	Service of Public Clock	1,300	1,600	300		300	81.3%
	Public Clocks :- Indirect Expenditure	2,351	3,488	1,137	0	1,137	67.4%
	Net Expenditure	(2,351)	(3,488)	(1,137)			
160	Capital Costs						
1500	Contribution from Reserves	0	65,000	65,000			0.0%
	Capital Costs :- Income	0	65,000	65,000			0.0%
4552	Capital - Play Areas	17,794	60,405	42,611		42,611	29.5%
4554	Capital - Park Refurb	(45,775)	65,000	110,775		110,775	(70.4%)
	Capital Costs :- Indirect Expenditure	(27,981)	125,405	153,386	0	153,386	(22.3%)
	Net Income over Expenditure	27,981	(60,405)	(88,386)			
201	Bus Shelters						
4109	Cleansing Contract	805	1,655	850		850	48.6%
4800	New Shelters	0	5,500	5,500		5,500	0.0%
4802	Maintenance	925	2,620	1,695		1,695	35.3%
	Bus Shelters :- Indirect Expenditure	1,730	9,775	8,045	0	8,045	17.7%
	Net Expenditure	(1,730)	(9,775)	(8,045)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
202	Salt Bins						
4107	Equipment General	0	3,500	3,500		3,500	0.0%
	Salt Bins :- Indirect Expenditure	0	3,500	3,500	0	3,500	0.0%
	Net Expenditure	0	(3,500)	(3,500)			
	General Services Committee :- Income	504,606	342,434	(162,172)			147.4%
	Expenditure	1,276,554	1,912,307	635,753	0	635,753	66.8%
	Movement to/(from) Gen Reserve	(771,948)	(1,569,873)	(797,925)			

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Resources Committee

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301 Corporate Management						
4050 Bank Charges	2,206	2,315	109		109	95.3%
4056 Internal Audit	1,520	1,500	(20)		(20)	101.3%
4057 Audit Fees	2,520	2,500	(20)		(20)	100.8%
4058 Professional Fees	1,756	5,500	3,744		3,744	31.9%
4059 Legal Support	11,808	7,225	(4,583)		(4,583)	163.4%
Corporate Management :- Indirect Expenditure	19,810	19,040	(770)	0	(770)	104.0%
Net Expenditure	(19,810)	(19,040)	770			
302 Civic and Ceremonial						
4000 Salaries	1,003	1,385	382		382	72.4%
4006 Training	0	350	350		350	0.0%
4022 Printing	0	975	975		975	0.0%
4023 Stationery/Office Supplies	56	252	196		196	22.1%
4026 Subscriptions	0	320	320		320	0.0%
4850 Uniforms	7	200	193		193	3.3%
4851 Incoming Mayors Allowance	1,361	10,000	8,639		8,639	13.6%
4852 Outgoing Mayors Allowance	1,566	1,566	(0)		(0)	100.0%
4854 Civic Property Maintenance	355	799	444		444	44.4%
4855 Civic Insignia	1,511	1,961	450		450	77.1%
Civic and Ceremonial :- Indirect Expenditure	5,859	17,808	11,949	0	11,949	32.9%
Net Expenditure	(5,859)	(17,808)	(11,949)			
305 Central Administration						
4000 Salaries	208,064	243,820	35,756		35,756	85.3%
4005 Professional Subscriptions	1,277	1,482	205		205	86.2%
4006 Training	1,175	4,000	2,825		2,825	29.4%
4007 Subsistence	599	1,787	1,188		1,188	33.5%
4009 Travel Allowances	0	107	107		107	0.0%
4020 Telephone	3,924	4,560	636		636	86.1%
4021 Postage	1,447	2,790	1,343		1,343	51.9%
4022 Printing	1,860	2,414	554		554	77.1%
4023 Stationery/Office Supplies	2,076	2,500	424		424	83.1%
4025 Insurance	6,670	6,670	0		0	100.0%
4026 Subscriptions	6,738	5,817	(921)		(921)	115.8%
4031 Staff Advertising	6,358	5,302	(1,056)		(1,056)	119.9%
4032 Advertising/Publicity	2,201	2,540	339		339	86.7%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4033	Tourism/Marketing	1,445	1,525	80		80	94.7%
4035	Books & Publications	0	200	200		200	0.0%
4070	Computer Software	29,339	26,969	(2,370)		(2,370)	108.8%
4071	Purchase Equipment	60	100	40		40	59.9%
4073	Purchase Furniture	9	959	950		950	0.9%
4120	Building M & R (Other Contract	729	0	(729)		(729)	0.0%
4136	Purchase IT Equpment	289	1,500	1,211		1,211	19.3%
4850	Uniforms	214	550	336		336	38.9%
4856	Photography	0	375	375		375	0.0%
5000	Contingency Fund & Provision	0	5,000	5,000		5,000	0.0%
	Central Administration :- Indirect Expenditure	274,473	320,967	46,494	0	46,494	85.5%
	Net Expenditure	(274,473)	(320,967)	(46,494)			
310	Town Council Events						
1000	Miscellaneous Income	2,855	6,260	3,405			45.6%
1055	Food Festivals	10,175	9,979	(196)			102.0%
1070	Canalside Festival Income	7,696	7,390	(306)			104.1%
1073	Town Mayors Sunday	1,525	1,525	0			100.0%
1075	Banbury Show Income	3,227	3,227	(0)			100.0%
1076	Christmas Lights Switch On	1,165	1,220	55			95.5%
	Town Council Events :- Income	26,644	29,601	2,957			90.0%
4000	Salaries	93,041	102,681	9,640		9,640	90.6%
4071	Purchase Equipment	315	0	(315)		(315)	0.0%
4074	Armed Forces Day	4,963	4,844	(119)		(119)	102.5%
4076	Christmas Lights Switch On	9,054	7,976	(1,078)		(1,078)	113.5%
4120	Building M & R (Other Contract	89	0	(89)		(89)	0.0%
4300	Town Mayor's Inauguration	2,017	1,984	(33)		(33)	101.7%
4310	Town Mayors Sunday	5,567	4,914	(653)		(653)	113.3%
4320	Battle of Britain	1,897	158	(1,739)		(1,739)	1200.6%
4330	Remembrance Day	4,017	7,245	3,228		3,228	55.4%
4360	Canalside Festival	13,693	15,510	1,817		1,817	88.3%
4370	Banbury Music Mix	7,093	5,668	(1,425)		(1,425)	125.1%
4380	Banbury Show	15,209	16,209	1,000		1,000	93.8%
4390	Food Festivals	13,792	7,941	(5,851)		(5,851)	173.7%
5001	Seasonal Events	1,238	788	(450)		(450)	157.1%
	Town Council Events :- Indirect Expenditure	171,985	175,918	3,933	0	3,933	97.8%
	Net Income over Expenditure	(145,342)	(146,317)	(975)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311	Town Hall						
1021	Licence and Premises Hire	5,381	16,000	10,619			33.6%
1022	Premises Hire	7,139	5,411	(1,728)			131.9%
	Town Hall :- Income	12,520	21,411	8,891			58.5%
4000	Salaries	27,145	29,761	2,616		2,616	91.2%
4010	N N D Rates	19,361	19,361	(0)		(0)	100.0%
4011	Water Charges	653	921	268		268	70.9%
4013	Electricity	8,310	8,023	(287)		(287)	103.6%
4014	Gas	(426)	(1,677)	(1,251)		(1,251)	25.4%
4015	Alarms	3,768	1,054	(2,714)		(2,714)	357.5%
4016	Window Cleaning	305	385	80		80	79.2%
4019	Cleaning Materials	834	926	92		92	90.1%
4023	Stationery/Office Supplies	261	290	29		29	90.0%
4025	Insurance	14,077	14,077	(0)		(0)	100.0%
4032	Advertising/Publicity	0	350	350		350	0.0%
4071	Purchase Equipment	1,199	1,546	347		347	77.6%
4120	Building M & R (Other Contract	11,835	9,430	(2,405)		(2,405)	125.5%
4136	Purchase IT Equpment	58	0	(58)		(58)	0.0%
4330	Remembrance Day	67	0	(67)		(67)	0.0%
4502	R & M Plant & Equipment	4,871	3,479	(1,392)		(1,392)	140.0%
4850	Uniforms	20	100	80		80	20.0%
4870	Catering	1,309	1,572	263		263	83.2%
4871	Licences inc PRS Fees	3,240	2,423	(817)		(817)	133.7%
	Town Hall :- Indirect Expenditure	96,888	92,021	(4,867)	0	(4,867)	105.3%
	Net Income over Expenditure	(84,367)	(70,610)	13,757			
315	Other Services to the Public						
4700	Christmas Lighting Scheme	117,261	144,412	27,151		27,151	81.2%
4724	Open Air Pool Subsidy	91,164	93,028	1,864		1,864	98.0%
4900	Grants	8,274	15,000	6,726		6,726	55.2%
4901	Crime Prevention Support	3,000	8,300	5,300		5,300	36.1%
4902	Election Costs	41,967	41,967	0		0	100.0%
4903	Local Honors Scheme	0	1,000	1,000		1,000	0.0%
	Other Services to the Public :- Indirect Expenditure	261,666	303,707	42,041	0	42,041	86.2%
	Net Expenditure	(261,666)	(303,707)	(42,041)			
320	Other Costs and Income						
1176	Precept Received	2,230,520	2,230,520	0			100.0%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1190	Interest Received	230,949	227,970	(2,979)			101.3%
	Other Costs and Income :- Income	2,461,469	2,458,490	(2,979)			100.1%
4951	Revenue Contribution to Capita	6,406	10,000	3,594		3,594	64.1%
	Other Costs and Income :- Indirect Expenditure	6,406	10,000	3,594	0	3,594	64.1%
	Net Income over Expenditure	2,455,063	2,448,490	(6,573)			
	Resources Committee :- Income	2,500,633	2,509,502	8,869			99.6%
	Expenditure	837,088	939,461	102,373	0	102,373	89.1%
	Movement to/(from) Gen Reserve	1,663,545	1,570,041	(93,504)			
	Grand Totals:- Income	3,005,239	2,851,936	(153,303)			105.4%
	Expenditure	2,113,642	2,851,768	738,126	0	738,126	74.1%
	Net Income over Expenditure	891,597	168	(891,429)			
	Movement to/(from) Gen Reserve	891,597	168	(891,429)			

GENERAL SERVICES COMMITTEE

18 MARCH 2025

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. Ranger Service / Play Areas.
1.1.4. Sports Surface.
1.1.5. Cleansing Service.
1.1.6. Parks Lighting.
1.1.7. PlayZone Schemes.

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 are up to date with all scheduled work.

5.2. The weekly preparation of the football pitches continues to be undertaken by the team, new line markers and paint should help improve the quality and efficiency of the operation, all team members have received training on the new equipment.

5.3. Burial duties in our Cemeteries has delivered in line with bookings.

5.4. The team have started to undertake the winter prune of all shrubs.

5.5. All servicing of plant and equipment has been undertaken readiness for the start of the season.

5.6. The two new ride-on mowers with mulching decks have now been delivered.

6. 4th Corner Landscape Contract Update

6.1. Following the committee decision, on 28th January 2025, the grounds maintenance contract extension has now been signed and sealed with 4th Corner Ltd for a further two years from the 1st April 2025 until 31st March 2027.

6.2. All contract documentation has been updated and issued within the articles of agreement:

- Contract Condition amendments
- Technical Specification amendments
- Inventory of Sites amendments
- Updated Bill of Quantities and Schedule of Rates

7. Ranger Service / Play Area Update

7.1. The Park Ranger Team continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.

7.2. The team continue to undertake work on the findings made in the independent annual Inspections report.

7.3. Monthly inspections of Bus Shelters, Allotments, Parks and Building Facilities continue to be undertaken.

7.4. Recruitment for the position of Senior Park Ranger is underway and interviews will take place on the 25th March 2025.

8. Cleansing Service Update

8.1. Cleaning of public toilets is ongoing, no problems to report.

8.2. Weekly cleaning of all sports pavilions continues on a weekly basis following fixtures.

8.3. Parks & Open Spaces Cleansing – The service provided by Cherwell District Council continues to be delivered in line with the Service Level agreement, no issues to report.

9. Lighting Update

9.1. Orders have been placed for the supply and installation of new lighting for Banbury Cross and the Fine Lady Statue for the colour changing low energy LED's, installation is expected by the end of March 2025.

9.2. Orders have been placed for the replacement of the lighting columns in Princess Diana Park and the new run of lights to serve the PlayZone. Installation is expected to be complete by the end of March 2025.

9.3. Cherwell District Council approached Banbury Town Council inviting applications for projects under the Governments UK Shared Prosperity Fund. Both of the above mentioned schemes were put forward, and both were successful.

10. PlayZone Scheme Update

10.1. Planning permission has been granted by Cherwell District Council for both PlayZones subject to the clearance of a condition, which requires a Biodiversity Net Gain Plan to be submitted and approved before work can start on either site.

10.2. The Football Foundations Consultants and Installation Contractors are confident that the condition can be met quickly and work can commence in the next few weeks.

11. Financial Effects & Risk Assessment

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

12. Recommendations

The Committee is invited to **RESOLVE**

12.1. To note the Parks and Cemeteries Service Update.
12.2. To note the 4th Corner Landscape Contract Update.
12.3. To note the Ranger Service / Play Area Update.
12.4. To note the Cleansing Service Update.
12.5. To note the Lighting Update.
12.6. To note the PlayZone Scheme Update

Background Papers: Nil