

# Banbury Town Council

Mark Hassall ACMA  
Town Clerk & RFO



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Our Ref: GS A21032023  
Your Ref:  
Please ask for: Martyn Surfleet  
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Date: 14 March 2023

To: All Members of the General Services Committee.

You are hereby summoned to attend a Meeting of the **GENERAL SERVICES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 21 March 2023** at 6.30 pm, for the transaction of the following business: -

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

Mark Hassall  
Town Clerk & RFO

## **BUSINESS TO BE TRANSACTED**

- 1 Apologies for absence**  
Contact Martyn Surfleet (01295 250340).
- 2 Declarations of Interest**  
Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).
- 3 Minutes of the last Meeting**  
To approve as correct the Minutes of the Meeting held on 17 January 2023 (**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 CRM Software Update**  
To consider a verbal update and presentation from the Executive Officer regarding the progress of the CRM reporting software and Mobile App.

**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

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 17 January 2022 in the Town Hall, Banbury.

Present: Councillor Phillips (Chairman)  
Councillors: Biegel, Bunce, Cherry, Colegrave, Hussain, Mears, Powell.

Alternate Members: Cllr Biegel for Cllr Richards

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

**GS.29/22 Apologies for Absence**  
Cllr Ayers.

**GS.30/22 Declarations of Interest**  
None.

**GS.31/22 Minutes of the Last Meeting**  
**IT WAS RESOLVED** that the Minutes of the Meeting held on 17 December 2022 be approved as a correct record and signed by the Chairman.

**GS.32/22 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 11 January 2023.

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 phased YTD budget.

### **General Services variances are principally**

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

- Café build in People's Park opened, with Earmarked Reserves to be released (£179k)

**Underspends on Resources Committee also principally**

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

**Financial Effects & Risk Assessment**

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.

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

**GS.33/22 Parks and Cemeteries Monitoring Report**

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

**4th Corner Landscape Contract Update**

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

### **Tree Works & Planting Update**

The Councils Landscape Officer went out to tender for a number of packages of tree works, identified in the last tree survey, these have now been evaluated and issued to external contractors, these works will be completed by the end of March 2023.

The Tree Planting for the Queens Green Canopy is now complete:

- a) Crouch Hill - The circle of 24 trees, Acer Campestre "Queen Elizabeth".
- b) Hanwell View Park – The avenue of 20 trees, Quercus Robur.
- c) Peoples Park – Acer Campestre 'Queen Elizabeth'.
- d) Southam Road Cemetery – Acer Campestre 'Queen Elizabeth'.
- e) Hardwick Hill Cemetery – Acer Campestre 'Queen Elizabeth'.

The only outstanding items to complete the schemes are to install the tree cages and the memorial plaques, which we have now taken delivery of.

### **The Park Ranger Service Update**

Inspections

- a) The Senior Ranger is analysing the annual H & S Inspection report for our play areas. The works will be prioritised and undertaken based on the risk rating.
- b) Bus Shelters - Monthly Inspections ongoing.

### **Play Area refurbishment update is:**

- a) Lapsley Drive – Replacement Multi-play unit, round-about, benches and safety surfacing has now been completed.
- b) Princess Diana Park – Large climbing frame and net structure had to be removed on Health & Safety grounds, we are out to tender a replacement unit, we are still confident despite the predicted lead-in time, that the new unit will be installed by April/May 2023.
- c) Spiceball Park – Maintenance works identified and planned for March.
- d) Moorfields Roundabout – Supplier has inspected; we are awaiting a quote for repair.

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

### **Fencing Repairs Update**

Bridge Street Park – New galvanised metal knee rail fence has been manufactured, due to ground conditions, we are still waiting an installation date from the supplier.

Peoples Park – Timber fencing refurbishment, the Probation Service are still working with the Town Council to continue with further sanding and painting works identified throughout the park.

Chandos Close – 18m of the timber post and rail fence around the attenuation pond had to be repaired following vandalism.

### **Cleansing Service Update**

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

### **Christmas Light Contract Update**

Following a performance review meeting with Blachere Illuminations Ltd, the issues which resulted in the delay of some of the lights not coming on at 5:00pm on the switch-on night have been identified. A plan has been put into place to ensure that the mistakes are not repeated for 2023/24. A meeting will take place in February with Officers to start the process of planning the required programme of requirements detailing the actions along with time scales and sign off at each stage process. As a result of the performance failures, liquidated damages were deducted from the payments due to the supplier for 2022/23. Officers have made it clear that the performance needs to improve for this year's Christmas light switch-on, for the Town Council to continue with the contract for years 4, 5 and 6.

### **Peoples Park Café – Update**

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

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

It was then **RESOLVED** to:

- a) To note the Parks and Cemeteries Service Update.
- b) To note the 4<sup>th</sup> Corner Landscape Contract Update.
- c) To note the tree works and planting Update.
- d) To note the Park Ranger Service Update.
- e) To note the Fencing Repairs Update.
- f) To note the Cleansing Service Update.
- g) To note the Christmas Light Contract Update.
- h) To note the Peoples Park Café Update.

**GS.34/22 CRM & Booking Software update**

The Committee considered a verbal update presented by the Executive Officer detailing updates regarding the contracting of a Customer Relationship Management system as well as a facilities booking system.

The update covered the following:

Contracts for both the CRM software and Booking software had been requested and the details due to be finalised by the Town Clerk and Executive Officer.

Timelines were as follows –

Booking system phased roll out:

- Events - end of Jan 2023
- Town Hall - end of Feb 2023
- Sports pitches and facilities - beginning of April 2023 in time for new football season.

CRM system roll out:

- Due to go live for beginning of April 2023, with staff training booked for end of Feb.

Officers responded to a several questions from members regarding the details of the contracts and the time frames for the launch of the software.

It was then **RESOLVED** receive and note the verbal update of the Executive Officer.

The meeting ended at 7.08pm

**GENERAL SERVICES COMMITTEE  
21 MARCH 2023**

**RESOURCES COMMITTEE  
28 MARCH 2023**

**REPORT OF THE TOWN CLERK & RFO  
INCOME & EXPENDITURE TO 14 MARCH 2023**

**1 Introduction and Purpose of Report**

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

**2 Wards Affected**

- 2.1 All Wards.

**3 Effect on Policy**

- 3.1 Nil.

**4 Contact Officer**

- 4.1 Mark Hassall (01295 817313)

**5 Background**

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

**6 Present Position**

- 6.1 The attached report shows all expenditure incurred up to 14 March 2023. 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 £10k. Applicant numbers for roles has increased, and recruitment within the grounds team has been completed, however ongoing long-term sick continues to stretch team resilience.
- ◆ Planned cemetery works include arboriculture and memorial stability testing is ongoing.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of February invoicing across Parks, seasonality of football pitch works and Horton View, overspends offset vacancy savings, and taken together are broadly in line with full year projected expenditure.
- ◆ Expenditure is planned on computer software to support staff monitoring of play equipment and tree stock across the estate.
- ◆ Ongoing play area equipment being refurbished across the estate awaiting completion. Following an external ROSPA inspection, a programme of works has been identified, which officers are working through in the final quarter.
- ◆ Prior and current year utility charges for MUGA's from OCC £11k.
- ◆ Café build in People's Park opened, with an associated Earmarked Reserves of (£201k). The related Earmark reserve will be transferred to alternative earmarked projects to reflect increased inflationary pressures, thereby supporting delivery of planned Council objectives.
- ◆ The timing of the expenditure planned for the landscaping of the Walled Garden in Peoples Park is planned to be completed in 23/24.

**6.3 Underspends on Resources Committee are 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 costs associated with plant maintenance and building repair, however are offset by savings across the committee
- ◆ Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme (£5k saving following anticipated utility and repair costs). Woodgreen Open Air Pool operating subsidy has been provided for, following a review meeting between CDC and BTC Officers an improvement of public swim availability and membership accessibility is being progressed and will be reported to elected members as schemes come forward.
- ◆ Other Costs & Income includes increased interest income (projected £19k) in line with changes to Bank of England base rate.
- ◆ Following successful receipt of three competitive quotes, planned decarbonisation of the heating systems at the Town Hall are due to be implemented ahead of year end, and are contained within the associated earmark reserve to be released.

**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.
- 8.2 To RESOLVE the release and alignment of Earmark Reserves as outlined in paragraphs 6.2 and 6.3.

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% |
|----------------------------------------------------|-------|---------|---------|---|---------|------|

## Net Expenditure

|         |           |           |
|---------|-----------|-----------|
| (3,791) | (154,876) | (151,085) |
|---------|-----------|-----------|

103 Southam Road Cemetery

|                                 |        |        |         |  |        |
|---------------------------------|--------|--------|---------|--|--------|
| 1000 Miscellaneous Income       | 1,025  | 175    | (850)   |  | 585.7% |
| 1004 Burial Chambers            | 3,900  | 3,250  | (650)   |  | 120.0% |
| 1005 Burial Fees                | 27,310 | 40,353 | 13,043  |  | 67.7%  |
| 1007 Memorial Applications      | 15,170 | 13,610 | (1,560) |  | 111.5% |
| 1008 Exclusive Rights of Burial | 14,575 | 19,900 | 5,325   |  | 73.2%  |
| 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

|                                     |         |         |        |        |        |
|-------------------------------------|---------|---------|--------|--------|--------|
|                                     | 65,836  | 80,949  | 15,113 |        | 81.3%  |
| 4000 Salaries                       | 171,098 | 186,340 | 15,242 | 15,242 | 91.8%  |
| 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                  | 1,635   | 1,426   | (209)  | (209)  | 114.6% |
| 4012 Sewerage Charges               | 0       | 500     | 500    | 500    | 0.0%   |
| 4013 Electricity                    | 664     | 707     | 43     | 43     | 94.0%  |
| 4014 Gas                            | 386     | 588     | 202    | 202    | 65.7%  |
| 4019 Cleaning Materials             | 376     | 601     | 225    | 225    | 62.5%  |
| 4020 Telephone                      | 741     | 656     | (85)   | (85)   | 113.0% |
| 4023 Stationery/Office Supplies     | 0       | 150     | 150    | 150    | 0.0%   |
| 4026 Subscriptions                  | 360     | 390     | 30     | 30     | 92.3%  |
| 4070 Computer Software              | 2,153   | 2,153   | 1      | 1      | 100.0% |
| 4071 Purchase Equipment             | 1,881   | 3,504   | 1,623  | 1,623  | 53.7%  |
| 4072 Leasing Equipment              | 196     | 2,500   | 2,304  | 2,304  | 7.8%   |
| 4100 Purchase Materials             | 2,694   | 3,901   | 1,207  | 1,207  | 69.0%  |
| 4109 Cleansing Contract             | 2,190   | 2,190   | 0      | 0      | 100.0% |
| 4120 Building M & R (Other Contract | 9,330   | 9,700   | 370    | 370    | 96.2%  |
| 4122 Landscaping (Other Contractors | 9,480   | 18,000  | 8,520  | 8,520  | 52.7%  |
| 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<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|-----------------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------|
| 4502 R & M Plant & Equipment                  | 7,892                  | 8,100                   | 208                      |                          | 208                | 97.4%   |
| 4570 Lease Vehicle Charges                    | 468                    | 900                     | 433                      |                          | 433                | 51.9%   |
| 4572 Fuel                                     | 3,645                  | 2,999                   | (646)                    |                          | (646)              | 121.5%  |
| 4850 Uniforms                                 | 858                    | 754                     | (104)                    |                          | (104)              | 113.8%  |
| 4870 Catering                                 | (9)                    | 0                       | 9                        |                          | 9                  | 0.0%    |
| Southam Road Cemetery :- Indirect Expenditure | 233,682                | 277,166                 | 43,484                   | 0                        | 43,484             | 84.3%   |
| Net Income over Expenditure                   | (167,846)              | (196,217)               | (28,371)                 |                          |                    |         |
| <u>110 Parks and Open Spaces</u>              |                        |                         |                          |                          |                    |         |
| 1000 Miscellaneous Income                     | 76                     | 0                       | (76)                     |                          |                    | 0.0%    |
| 1010 Land Rents                               | 4,521                  | 1,296                   | (3,225)                  |                          |                    | 348.8%  |
| 1500 Contribution from Reserves               | 0                      | 17,806                  | 17,806                   |                          |                    | 0.0%    |
| Parks and Open Spaces :- Income               | 4,597                  | 19,102                  | 14,505                   |                          |                    | 24.1%   |
| 4000 Salaries                                 | 161,193                | 193,845                 | 32,652                   |                          | 32,652             | 83.2%   |
| 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                            | 1,738                  | 2,650                   | 912                      |                          | 912                | 65.6%   |
| 4013 Electricity                              | (3,709)                | 7,000                   | 10,709                   |                          | 10,709             | (53.0%) |
| 4019 Cleaning Materials                       | 129                    | 0                       | (129)                    |                          | (129)              | 0.0%    |
| 4020 Telephone                                | 902                    | 916                     | 14                       |                          | 14                 | 98.4%   |
| 4023 Stationery/Office Supplies               | 50                     | 238                     | 188                      |                          | 188                | 21.0%   |
| 4025 Insurance                                | 15,345                 | 15,345                  | 0                        |                          | 0                  | 100.0%  |
| 4026 Subscriptions                            | 271                    | 571                     | 300                      |                          | 300                | 47.5%   |
| 4032 Advertising/Publicity                    | 0                      | 300                     | 300                      |                          | 300                | 0.0%    |
| 4070 Computer Software                        | 1,048                  | 18,854                  | 17,806                   |                          | 17,806             | 5.6%    |
| 4100 Purchase Materials                       | 2,472                  | 5,342                   | 2,870                    |                          | 2,870              | 46.3%   |
| 4107 Equipment General                        | 8,777                  | 8,325                   | (452)                    |                          | (452)              | 105.4%  |
| 4109 Cleansing Contract                       | 1,230                  | 1,230                   | 0                        |                          | 0                  | 100.0%  |
| 4120 Building M & R (Other Contract           | 2,627                  | 2,518                   | (109)                    |                          | (109)              | 104.3%  |
| 4121 Ground Mtnce (Other Contractor           | 182,664                | 180,463                 | (2,201)                  |                          | (2,201)            | 101.2%  |
| 4122 Landscaping (Other Contractors           | 26,899                 | 27,355                  | 456                      |                          | 456                | 98.3%   |
| 4124 Building M & R Peoples Park              | 3,776                  | 4,734                   | 958                      |                          | 958                | 79.8%   |
| 4132 Purchase Protective Clothing             | 882                    | 1,300                   | 418                      |                          | 418                | 67.8%   |
| 4500 Arboriculture                            | 21,835                 | 51,500                  | 29,665                   |                          | 29,665             | 42.4%   |
| 4501 Playground Equipment R & M               | 46,438                 | 134,964                 | 88,526                   |                          | 88,526             | 34.4%   |
| 4502 R & M Plant & Equipment                  | 2,731                  | 2,400                   | (331)                    |                          | (331)              | 113.8%  |
| 4503 Purchase of Signs                        | 1,562                  | 6,303                   | 4,742                    |                          | 4,742              | 24.8%   |
| 4510 Floral Bedding                           | 13,684                 | 13,824                  | 140                      |                          | 140                | 99.0%   |

|                                               | Actual Year<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|-----------------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------|
| 4511 Trees and Shrubs                         | 22,499                 | 22,352                  | (147)                    |                          | (147)              | 100.7%  |
| 4512 Bulbs                                    | 2,615                  | 5,965                   | 3,350                    |                          | 3,350              | 43.8%   |
| 4514 Chemical Applications                    | 6,494                  | 6,445                   | (49)                     |                          | (49)               | 100.8%  |
| 4515 Aviary Maintenance                       | 1,988                  | 1,393                   | (595)                    |                          | (595)              | 142.7%  |
| 4570 Lease Vehicle Charges                    | 225                    | 0                       | (225)                    |                          | (225)              | 0.0%    |
| 4572 Fuel                                     | 1,447                  | 661                     | (786)                    |                          | (786)              | 218.9%  |
| 4850 Uniforms                                 | 469                    | 394                     | (75)                     |                          | (75)               | 119.0%  |
| Parks and Open Spaces :- Indirect Expenditure | 530,710                | 724,846                 | 194,136                  | 0                        | 194,136            | 73.2%   |
| Net Income over Expenditure                   | (526,113)              | (705,744)               | (179,631)                |                          |                    |         |
| <u>113 Allotments</u>                         |                        |                         |                          |                          |                    |         |
| 1010 Land Rents                               | 3,450                  | 5,268                   | 1,818                    |                          |                    | 65.5%   |
| Allotments :- Income                          | 3,450                  | 5,268                   | 1,818                    |                          |                    | 65.5%   |
| 4011 Water Charges                            | 1,073                  | 404                     | (669)                    |                          | (669)              | 265.7%  |
| 4070 Computer Software                        | 425                    | 444                     | 19                       |                          | 19                 | 95.7%   |
| 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           | 2,039                  | 2,313                   | 274                      |                          | 274                | 88.1%   |
| 4520 Private Contractors                      | 1,845                  | 5,287                   | 3,442                    |                          | 3,442              | 34.9%   |
| Allotments :- Indirect Expenditure            | 5,382                  | 9,448                   | 4,066                    | 0                        | 4,066              | 57.0%   |
| Net Income over Expenditure                   | (1,932)                | (4,180)                 | (2,248)                  |                          |                    |         |
| <u>114 Park Rangers</u>                       |                        |                         |                          |                          |                    |         |
| 4000 Salaries                                 | 113,848                | 117,498                 | 3,650                    |                          | 3,650              | 96.9%   |
| 4006 Training                                 | 1,882                  | 2,319                   | 437                      |                          | 437                | 81.2%   |
| 4010 N N D Rates                              | 6,144                  | 6,144                   | 0                        |                          | 0                  | 100.0%  |
| 4011 Water Charges                            | 732                    | 1,228                   | 496                      |                          | 496                | 59.6%   |
| 4012 Sewerage Charges                         | 0                      | 630                     | 630                      |                          | 630                | 0.0%    |
| 4013 Electricity                              | 626                    | 2,132                   | 1,507                    |                          | 1,507              | 29.3%   |
| 4014 Gas                                      | 129                    | 600                     | 471                      |                          | 471                | 21.6%   |
| 4015 Alarms                                   | 1,494                  | 1,494                   | 0                        |                          | 0                  | 100.0%  |
| 4020 Telephone                                | 1,222                  | 902                     | (320)                    |                          | (320)              | 135.5%  |
| 4025 Insurance                                | 17,715                 | 17,715                  | 0                        |                          | 0                  | 100.0%  |
| 4100 Purchase Materials                       | 1,285                  | 1,099                   | (186)                    |                          | (186)              | 116.9%  |
| 4107 Equipment General                        | 1,475                  | 1,896                   | 421                      |                          | 421                | 77.8%   |
| 4120 Building M & R (Other Contract           | 2,144                  | 4,831                   | 2,687                    |                          | 2,687              | 44.4%   |
| 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%   |

|                                          | Actual Year<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|------------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------|
| 4132 Purchase Protective Clothing        | 137                    | 1,901                   | 1,764                    |                          | 1,764              | 7.2%    |
| 4134 Radio System                        | 82                     | 0                       | (82)                     |                          | (82)               | 0.0%    |
| 4502 R & M Plant & Equipment             | 137                    | 137                     | (0)                      |                          | (0)                | 100.2%  |
| 4570 Lease Vehicle Charges               | 4,016                  | 9,464                   | 5,448                    |                          | 5,448              | 42.4%   |
| 4572 Fuel                                | 3,866                  | 4,472                   | 606                      |                          | 606                | 86.5%   |
| Park Rangers :- Indirect Expenditure     | 157,758                | 179,324                 | 21,566                   | 0                        | 21,566             | 88.0%   |
| Net Expenditure                          | (157,758)              | (179,324)               | (21,566)                 |                          |                    |         |
| <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                         | 11,843                 | 11,478                  | (365)                    |                          |                    | 103.2%  |
| 1021 Licence and Premises Hire           | 10,666                 | 10,893                  | 227                      |                          |                    | 97.9%   |
| 1051 Deposits                            | 22                     | 0                       | (22)                     |                          |                    | 0.0%    |
| Football Pitches :- Income               | 22,530                 | 22,371                  | (159)                    |                          |                    | 100.7%  |
| 4010 N N D Rates                         | 6,986                  | 7,685                   | 699                      |                          | 699                | 90.9%   |
| 4011 Water Charges                       | 1,610                  | 1,997                   | 387                      |                          | 387                | 80.6%   |
| 4013 Electricity                         | 2,781                  | 5,132                   | 2,351                    |                          | 2,351              | 54.2%   |
| 4014 Gas                                 | 1,142                  | 2,000                   | 858                      |                          | 858                | 57.1%   |
| 4017 Caretaking and Cleaning             | 231                    | 58                      | (173)                    |                          | (173)              | 398.0%  |
| 4019 Cleaning Materials                  | 1,174                  | 1,904                   | 730                      |                          | 730                | 61.7%   |
| 4100 Purchase Materials                  | 4,644                  | 6,450                   | 1,806                    |                          | 1,806              | 72.0%   |
| 4107 Equipment General                   | 615                    | 2,490                   | 1,875                    |                          | 1,875              | 24.7%   |
| 4109 Cleansing Contract                  | 5,828                  | 4,777                   | (1,051)                  |                          | (1,051)            | 122.0%  |
| 4120 Building M & R (Other Contract      | 14,628                 | 19,111                  | 4,483                    |                          | 4,483              | 76.5%   |
| 4121 Ground Mtnc (Other Contractor       | 39,444                 | 63,467                  | 24,023                   |                          | 24,023             | 62.1%   |
| 4530 Bowling Green                       | 8,369                  | 9,944                   | 1,575                    |                          | 1,575              | 84.2%   |
| Football Pitches :- Indirect Expenditure | 87,451                 | 125,015                 | 37,564                   | 0                        | 37,564             | 70.0%   |
| Net Income over Expenditure              | (64,921)               | (102,644)               | (37,723)                 |                          |                    |         |

|                                                        | Actual Year<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|--------------------------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------|
| <u>131 Banbury in Bloom</u>                            |                        |                         |                          |                          |                    |         |
| 4651 Floral Sponsorship                                | 8,256                  | 8,256                   | (0)                      |                          | (0)                | 100.0%  |
| 4652 Planting Day in the Park                          | 832                    | 813                     | (19)                     |                          | (19)               | 102.3%  |
| 4654 Hanging Basket Workshop                           | 0                      | 1,850                   | 1,850                    |                          | 1,850              | 0.0%    |
| Banbury in Bloom :- Indirect Expenditure               | 9,088                  | 10,919                  | 1,831                    | 0                        | 1,831              | 83.2%   |
| Net Expenditure                                        | (9,088)                | (10,919)                | (1,831)                  |                          |                    |         |
| <u>132 Banbury Cross&amp; 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                                          | 737                    | 703                     | (34)                     |                          | (34)               | 104.9%  |
| 4013 Electricity                                       | 176                    | 206                     | 30                       |                          | 30                 | 85.5%   |
| 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                  | 2,287                  | 2,709                   | 422                      | 0                        | 422                | 84.4%   |
| Net Expenditure                                        | (2,287)                | (2,709)                 | (422)                    |                          |                    |         |
| <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                             | 200,516                | 348,879                 | 148,363                  |                          | 148,363            | 57.5%   |
| Capital Costs :- Indirect Expenditure                  | 200,516                | 348,879                 | 148,363                  | 0                        | 148,363            | 57.5%   |
| Net Income over Expenditure                            | (200,516)              | (98,879)                | 101,637                  |                          |                    |         |
| <u>201 Bus Shelters</u>                                |                        |                         |                          |                          |                    |         |
| 4032 Advertising/Publicity                             | 1,980                  | 1,980                   | 0                        |                          | 0                  | 100.0%  |
| 4109 Cleansing Contract                                | 805                    | 1,610                   | 805                      |                          | 805                | 50.0%   |
| 4800 New Shelters                                      | 0                      | 5,500                   | 5,500                    |                          | 5,500              | 0.0%    |
| 4801 Ground Rents                                      | 0                      | 250                     | 250                      |                          | 250                | 0.0%    |
| 4802 Maintenance                                       | 240                    | 5,500                   | 5,260                    |                          | 5,260              | 4.4%    |
| Bus Shelters :- Indirect Expenditure                   | 3,025                  | 14,840                  | 11,815                   | 0                        | 11,815             | 20.4%   |
| Net Expenditure                                        | (3,025)                | (14,840)                | (11,815)                 |                          |                    |         |

|                                      | Actual Year<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|--------------|
| <u>202</u> <u>Salt Bins</u>          |                        |                         |                          |                          |                    |              |
| 4107 Equipment General               | 1,196                  | 4,000                   | 2,804                    |                          | 2,804              | 29.9%        |
| Salt Bins :- Indirect Expenditure    | <u>1,196</u>           | <u>4,000</u>            | <u>2,804</u>             | <u>0</u>                 | <u>2,804</u>       | <u>29.9%</u> |
| Net Expenditure                      | <u>(1,196)</u>         | <u>(4,000)</u>          | <u>(2,804)</u>           |                          |                    |              |
| General Services Committee :- Income | 98,283                 | 484,024                 | 385,741                  |                          |                    | 20.3%        |
| Expenditure                          | 1,234,884              | 1,860,022               | 625,138                  | 0                        | 625,138            | 66.4%        |
| Movement to/(from) Gen Reserve       | <u>(1,136,602)</u>     |                         |                          |                          |                    |              |

Resources Committee301 Corporate Management

|                                              | Actual Year<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|----------------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------|
| 4050 Bank Charges                            | 2,251                  | 2,031                   | (220)                    |                          | (220)              | 110.8%  |
| 4056 Internal Audit                          | 940                    | 1,380                   | 440                      |                          | 440                | 68.1%   |
| 4057 Audit Fees                              | 2,880                  | 2,500                   | (380)                    |                          | (380)              | 115.2%  |
| 4058 Professional Fees                       | 4,025                  | 6,915                   | 2,890                    |                          | 2,890              | 58.2%   |
| 4059 Legal Support                           | 3,500                  | 9,250                   | 5,750                    |                          | 5,750              | 37.8%   |
| Corporate Management :- Indirect Expenditure | 13,596                 | 22,076                  | 8,480                    | 0                        | 8,480              | 61.6%   |

## Net Expenditure

|          |          |         |
|----------|----------|---------|
| (13,596) | (22,076) | (8,480) |
|----------|----------|---------|

302 Civic and Ceremonial

|                                              |       |        |       |   |       |        |
|----------------------------------------------|-------|--------|-------|---|-------|--------|
| 1000 Miscellaneous Income                    | 440   | 0      | (440) |   |       | 0.0%   |
| Civic and Ceremonial :- Income               | 440   | 0      | (440) |   |       |        |
| 4000 Salaries                                | 1,178 | 1,133  | (45)  |   | (45)  | 104.0% |
| 4006 Training                                | 0     | 350    | 350   |   | 350   | 0.0%   |
| 4022 Printing                                | 246   | 975    | 729   |   | 729   | 25.2%  |
| 4023 Stationery/Office Supplies              | 0     | 290    | 290   |   | 290   | 0.0%   |
| 4026 Subscriptions                           | 0     | 320    | 320   |   | 320   | 0.0%   |
| 4850 Uniforms                                | 71    | 180    | 109   |   | 109   | 39.3%  |
| 4851 Incoming Mayors Allowance               | 1,753 | 7,000  | 5,247 |   | 5,247 | 25.0%  |
| 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 | 4,863 | 13,848 | 8,985 | 0 | 8,985 | 35.1%  |

## Net Income over Expenditure

|         |          |         |
|---------|----------|---------|
| (4,423) | (13,848) | (9,425) |
|---------|----------|---------|

305 Central Administration

|                                 |         |         |        |  |        |        |
|---------------------------------|---------|---------|--------|--|--------|--------|
| 4000 Salaries                   | 173,977 | 194,331 | 20,354 |  | 20,354 | 89.5%  |
| 4005 Professional Subscriptions | 798     | 1,038   | 240    |  | 240    | 76.9%  |
| 4006 Training                   | 2,093   | 3,778   | 1,685  |  | 1,685  | 55.4%  |
| 4007 Subsistence                | 40      | 1,890   | 1,850  |  | 1,850  | 2.1%   |
| 4009 Travel Allowances          | 0       | 125     | 125    |  | 125    | 0.0%   |
| 4020 Telephone                  | 3,937   | 3,884   | (53)   |  | (53)   | 101.4% |
| 4021 Postage                    | 2,145   | 2,909   | 764    |  | 764    | 73.7%  |
| 4022 Printing                   | 1,555   | 2,502   | 947    |  | 947    | 62.1%  |
| 4023 Stationery/Office Supplies | 2,936   | 2,563   | (373)  |  | (373)  | 114.6% |
| 4025 Insurance                  | 8,730   | 8,730   | 0      |  | 0      | 100.0% |



|                                                | Actual Year<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent |
|------------------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------|
| 4026 Subscriptions                             | 11,147                 | 5,306                   | (5,841)                  |                          | (5,841)            | 210.1%  |
| 4031 Staff Advertising                         | 0                      | 1,845                   | 1,845                    |                          | 1,845              | 0.0%    |
| 4032 Advertising/Publicity                     | 1,660                  | 1,300                   | (360)                    |                          | (360)              | 127.7%  |
| 4033 Tourism/Marketing                         | 0                      | 1,000                   | 1,000                    |                          | 1,000              | 0.0%    |
| 4035 Books & Publications                      | 0                      | 200                     | 200                      |                          | 200                | 0.0%    |
| 4070 Computer Software                         | 23,877                 | 17,694                  | (6,183)                  |                          | (6,183)            | 134.9%  |
| 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                     | 418                    | 1,705                   | 1,287                    |                          | 1,287              | 24.5%   |
| 4850 Uniforms                                  | 271                    | 645                     | 374                      |                          | 374                | 42.0%   |
| 4856 Photography                               | 0                      | 385                     | 385                      |                          | 385                | 0.0%    |
| 5000 Contingency Fund & Provision              | 0                      | 5,000                   | 5,000                    |                          | 5,000              | 0.0%    |
| Central Administration :- Indirect Expenditure | 234,061                | 258,292                 | 24,231                   | 0                        | 24,231             | 90.6%   |
| Net Expenditure                                | (234,061)              | (258,292)               | (24,231)                 |                          |                    |         |
| <u>310 Town Council Events</u>                 |                        |                         |                          |                          |                    |         |
| 1000 Miscellaneous Income                      | 1,079                  | 1,064                   | (15)                     |                          |                    | 101.4%  |
| 1055 Food Festivals                            | 12,389                 | 9,391                   | (2,998)                  |                          |                    | 131.9%  |
| 1070 Canalside Festival Income                 | 15,664                 | 15,603                  | (61)                     |                          |                    | 100.4%  |
| 1073 Town Mayors Sunday                        | 1,456                  | 1,214                   | (242)                    |                          |                    | 119.9%  |
| 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%  |
| 1860 Diamond Jubilee Income                    | 920                    | 0                       | (920)                    |                          |                    | 0.0%    |
| Town Council Events :- Income                  | 37,728                 | 33,392                  | (4,336)                  |                          |                    | 113.0%  |
| 4000 Salaries                                  | 73,900                 | 77,297                  | 3,397                    |                          | 3,397              | 95.6%   |
| 4074 Armed Forces Day                          | 2,816                  | 2,846                   | 30                       |                          | 30                 | 99.0%   |
| 4076 Christmas Lights Switch On                | 10,605                 | 8,000                   | (2,605)                  |                          | (2,605)            | 132.6%  |
| 4300 Town Mayor's Inauguration                 | 1,654                  | 1,654                   | 1                        |                          | 1                  | 100.0%  |
| 4310 Town Mayors Sunday                        | 3,020                  | 3,091                   | 71                       |                          | 71                 | 97.7%   |
| 4320 Battle of Britain                         | 489                    | 0                       | (489)                    |                          | (489)              | 0.0%    |
| 4330 Remembrance Day                           | 4,389                  | 5,125                   | 736                      |                          | 736                | 85.6%   |
| 4345 Social Evening - Hennef Guests            | 0                      | 1,000                   | 1,000                    |                          | 1,000              | 0.0%    |
| 4360 Canalside Festival                        | 21,010                 | 20,485                  | (525)                    |                          | (525)              | 102.6%  |
| 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                           | 4,067                  | 3,833                   | (234)                    |                          | (234)              | 106.1%  |
| Town Council Events :- Indirect Expenditure    | 160,884                | 162,564                 | 1,680                    | 0                        | 1,680              | 99.0%   |
| Net Income over Expenditure                    | (123,157)              | (129,172)               | (6,015)                  |                          |                    |         |

|                                                             | Actual Year<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|-------------------------------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------------|
| <u>311 Town Hall</u>                                        |                        |                         |                          |                          |                    |               |
| 1008 Exclusive Rights of Burial                             | 190                    | 0                       | (190)                    |                          |                    | 0.0%          |
| 1021 Licence and Premises Hire                              | 375                    | 0                       | (375)                    |                          |                    | 0.0%          |
| 1022 Premises Hire                                          | 7,925                  | 6,208                   | (1,717)                  |                          |                    | 127.7%        |
| <b>Town Hall :- Income</b>                                  | <b>8,490</b>           | <b>6,208</b>            | <b>(2,282)</b>           |                          |                    | <b>136.8%</b> |
| 4000 Salaries                                               | 18,461                 | 18,982                  | 521                      |                          | 521                | 97.3%         |
| 4010 N N D Rates                                            | 14,800                 | 16,113                  | 1,313                    |                          | 1,313              | 91.9%         |
| 4011 Water Charges                                          | 1,062                  | 959                     | (103)                    |                          | (103)              | 110.8%        |
| 4013 Electricity                                            | 3,135                  | 6,588                   | 3,453                    |                          | 3,453              | 47.6%         |
| 4014 Gas                                                    | 730                    | 1,843                   | 1,113                    |                          | 1,113              | 39.6%         |
| 4015 Alarms                                                 | 0                      | 835                     | 835                      |                          | 835                | 0.0%          |
| 4016 Window Cleaning                                        | 210                    | 289                     | 79                       |                          | 79                 | 72.7%         |
| 4019 Cleaning Materials                                     | 1,457                  | 1,427                   | (30)                     |                          | (30)               | 102.1%        |
| 4020 Telephone                                              | 98                     | 0                       | (98)                     |                          | (98)               | 0.0%          |
| 4023 Stationery/Office Supplies                             | 163                    | 98                      | (65)                     |                          | (65)               | 165.9%        |
| 4025 Insurance                                              | 13,709                 | 13,709                  | (0)                      |                          | (0)                | 100.0%        |
| 4032 Advertising/Publicity                                  | 145                    | 395                     | 250                      |                          | 250                | 36.7%         |
| 4071 Purchase Equipment                                     | 5,927                  | 4,341                   | (1,586)                  |                          | (1,586)            | 136.5%        |
| 4120 Building M & R (Other Contract                         | 10,120                 | 3,257                   | (6,863)                  |                          | (6,863)            | 310.7%        |
| 4502 R & M Plant & Equipment                                | 5,824                  | 2,805                   | (3,019)                  |                          | (3,019)            | 207.6%        |
| 4850 Uniforms                                               | 0                      | 84                      | 84                       |                          | 84                 | 0.0%          |
| 4870 Catering                                               | 1,532                  | 260                     | (1,272)                  |                          | (1,272)            | 589.1%        |
| 4871 Licences inc PRS Fees                                  | 145                    | 530                     | 385                      |                          | 385                | 27.4%         |
| <b>Town Hall :- Indirect Expenditure</b>                    | <b>77,519</b>          | <b>72,515</b>           | <b>(5,004)</b>           | <b>0</b>                 | <b>(5,004)</b>     | <b>106.9%</b> |
| <b>Net Income over Expenditure</b>                          | <b>(69,030)</b>        | <b>(66,307)</b>         | <b>2,723</b>             |                          |                    |               |
| <u>315 Other Services to the Public</u>                     |                        |                         |                          |                          |                    |               |
| 4503 Purchase of Signs                                      | 0                      | 500                     | 500                      |                          | 500                | 0.0%          |
| 4700 Christmas Lighting Scheme                              | 43,607                 | 59,000                  | 15,393                   |                          | 15,393             | 73.9%         |
| 4724 Open Air Pool Subsidy                                  | 80,035                 | 76,577                  | (3,458)                  |                          | (3,458)            | 104.5%        |
| 4900 Grants                                                 | 8,695                  | 11,800                  | 3,105                    |                          | 3,105              | 73.7%         |
| 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%         |
| <b>Other Services to the Public :- Indirect Expenditure</b> | <b>136,098</b>         | <b>157,939</b>          | <b>21,841</b>            | <b>0</b>                 | <b>21,841</b>      | <b>86.2%</b>  |
| <b>Net Expenditure</b>                                      | <b>(136,098)</b>       | <b>(157,939)</b>        | <b>(21,841)</b>          |                          |                    |               |
| <u>320 Other Costs and Income</u>                           |                        |                         |                          |                          |                    |               |
| 1176 Precept Received                                       | 2,017,911              | 2,017,911               | 0                        |                          |                    | 100.0%        |

|                                                | Actual Year<br>To Date | Projected<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent       |
|------------------------------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------------|
| 1190 Interest Received                         | 53,352                 | 43,765                  | (9,587)                  |                          |                    | 121.9%        |
| Other Costs and Income :- Income               | <u>2,071,263</u>       | <u>2,061,676</u>        | <u>(9,587)</u>           |                          |                    | <u>100.5%</u> |
| 4951 Revenue Contribution to Capita            | 0                      | 26,000                  | 26,000                   |                          | 26,000             | 0.0%          |
| Other Costs and Income :- Indirect Expenditure | <u>0</u>               | <u>26,000</u>           | <u>26,000</u>            | <u>0</u>                 | <u>26,000</u>      | <u>0.0%</u>   |
| Net Income over Expenditure                    | <u>2,071,263</u>       | <u>2,035,676</u>        | <u>(35,587)</u>          |                          |                    |               |
| Resources Committee :- Income                  | 2,117,921              | 2,101,276               | (16,645)                 |                          |                    | 100.8%        |
| Expenditure                                    | 627,021                | 713,234                 | 86,213                   | 0                        | 86,213             | 87.9%         |
| Movement to/(from) Gen Reserve                 | <u>1,490,899</u>       |                         |                          |                          |                    |               |
| Grand Totals:- Income                          | 2,216,203              | 2,585,300               | 369,097                  |                          |                    | 85.7%         |
| Expenditure                                    | 1,861,906              | 2,573,256               | 711,350                  | 0                        | 711,350            | 72.4%         |
| Net Income over Expenditure                    | <u>354,297</u>         | <u>12,044</u>           | <u>(342,253)</u>         |                          |                    |               |
| Movement to/(from) Gen Reserve                 | <u>354,297</u>         |                         |                          |                          |                    |               |

**GENERAL SERVICES COMMITTEE**

**21 MARCH 2023**

**REPORT OF THE DIRECTOR OF ENVIRONMENT**

**PARKS AND CEMETERIES SERVICE**

**1 Introduction and Purpose of Report**

1.1 To provide an update for Members on:

- 1.1.1 Parks & Cemeteries Team.
- 1.1.2 4th Corner Landscape Contract.
- 1.1.3 Tree Works & Planting.
- 1.1.4 Play Areas.
- 1.1.5 Winter Maintenance.
- 1.1.6 Fencing Repairs.
- 1.1.7 Cleansing Service.
- 1.1.8 Christmas Lights contract.
- 1.1.9 Bus Shelters.

**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 the scheduled work.
- 5.2. The team continue to over mark the football pitches and are carrying out condition inspections each week.
- 5.3. Staff have been busy with burial duties and grave topping up.
- 5.4. All machinery and equipment have now been serviced in preparation for the new season.
- 5.5. We have successfully recruited to the vacant positions within the Parks and Cemeteries team, they should in post by the 1<sup>st</sup> of April.

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### **6. 4th Corner Landscape Contract Update**

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

### **7. Tree Works & Planting Update**

- 7.1 The contractor engaged to undertake the tree work packages has been working through the programme and is on track to be completed by the end of March.
- 7.2 The Tree Planting for the Queen's Green Canopy is now complete:
  - a) Crouch Hill - The circle of 24 trees, Acer Campestre "Queen Elizabeth".
  - b) Hanwell View Park – The avenue of 20 trees, Quercus Robur.
  - c) Peoples Park – Acer Campestre 'Queen Elizabeth'.
  - d) Southam Road Cemetery – Acer Campestre 'Queen Elizabeth'.
  - e) Hardwick Hill Cemetery – Acer Campestre 'Queen Elizabeth'.
- 7.3 The memorial plaques have now been installed and all five schemes are now registered on the official website.

### **8. Play Area Update**

- 8.1. The Senior Ranger is analysing the annual H & S Inspection report for our play areas. The works will be prioritised and undertaken based on the risk rating.
- 8.2. Play Area refurbishment update is:
  - a) Princess Diana Park – Tendering for the replacement of the large teenage item of play equipment is now complete. We had five schemes returned, following evaluation of tenders, the winning tenderer was Kompan UK Ltd. The new unit will significantly improve the play value at this park, providing interest, excitement and interactive play for teenage children.
    - The Contract has now been awarded.
    - Contract start-up meeting is set for 23/03/2023.
    - Installation will be complete by June, in time for the school Summer Holidays.

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- b) Spiceball Park - A repair had to be undertaken to the skatepark on the 10/03/23 due to vandalism on a section of the ramp.
- c) Moorfields Park – Unfortunately, the roundabout cannot be repaired as it is now an obsolete design, we need to replace the whole unit. We are seeking three quotations to install a new roundabout at this park. The aim is to have this complete by the Summer School Holidays.
- d) Howard Road Play Area – The surfacing underneath the aerial runway needs replacing. We are currently seeking three quotations to undertake removal of the grass matting and to install a wet pour safer surface pad.

- 8.3. The Park Ranger Team continue to keep up to date with the weekly Health & Safety inspections and carrying out any repairs resulting from those inspections.

### **9. Winter Maintenance Update**

- 9.1 Snow wardens were contacted on the 08/03/23 following the out of season snowfall.
- 9.2 The Rangers have continued to top up our on-street grit bins with salt as required.

### **10. Fencing Repairs Update**

- 10.1 Bridge Street Park – New galvanised metal knee rail fence has now been installed. The rangers will be removing the old rotten wooden fence when ground conditions improve.
- 10.2 Peoples Park – Timber fencing refurbishment continues, with the Probation Service still working with the Town Council to continue with further sanding and painting works identified throughout the park.
- 10.3 Stanbridge Park – The broken fence and gate post on the Mascord Road entrance has now all been repaired.

### **11. Cleansing Service Update**

- 11.1 Facility Cleaning – In-house cleaning staff are performing well.
- 11.2 Parks & Open Spaces Cleansing – The service provided by Cherwell District Council is being delivered in line with the Service Level agreement.

### **12. Christmas Lights Contract Update**

- 12.1 I have set up a project planning meeting for the Christmas lights installation and switch-on event 2023 on the 22<sup>nd</sup> March 2023 with Blachere Illuminations Ltd. Purpose of the meeting is to ensure that the previous performance failures are not repeated 2023/24.

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### **13. Bus Shelter – Update**

- 13.1 A brand new bus shelter has been installed on Woodgreen Avenue near to Penrose Drive, the old one was in a very poor condition and beyond economical repair.
- 13.2 An order has been placed for a panel repair to the other bus shelter on the other side of Woodgreen Avenue near to Broughton Road.
- 13.3 The Ranger Team continue to monitor our Bus Shelters through the monthly Inspections.

### **14 Financial Effects & Risk Assessment**

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

### **15 Recommendations**

The Committee is invited to **RESOLVE**

- 15.1 To note the Parks and Cemeteries Service Update.
- 15.2 To note the 4<sup>th</sup> Corner Landscape Contract Update.
- 15.3 To note the Tree Works and Planting Update.
- 15.4 To note the Play Area Update.
- 15.5 To note the Winter Maintenance Update.
- 15.6 To note the Fencing Repairs Update.
- 15.7 To note the Cleansing Service Update.
- 15.8 To note the Christmas Lights Contract Update.
- 15.9 To note the Bus Shelter Update.

Background Papers – Nil