Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO

The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340

Our Ref: A25032025
Your Ref:
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 17 March 2025

To: All Members of the Resources Committee.

You are hereby summoned to attend a Meeting of the **RESOURCES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 25 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 interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

3. **Minutes of Last Meeting**
   To approve as correct the Minutes of the Meeting held on 04 February 2025 (**Enclosed**).

4. **Income & Expenditure Monitoring Report**
   To consider the report of the Town Clerk & RFO. **(Enclosure 4)**

5. **Members Allowances**
   To consider the report of the Town Clerk. **(Enclosure 5)**

6. **Parish Remuneration Panel (Enclosure 6)**
   To consider the report of the Parish Remuneration Panel

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.*

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at **6.30pm on Tuesday, 4th February 2025** in the Town Hall, Banbury.

Present: Councillor Hussain (Chair).
Councillors: Biegel, Eaton, Mears and Vaitkus.

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

R.9/25 Apologies for Absence
None

R.10/25 Declarations of Interest
None.

R.11/25 Minutes of the last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 07 January 2025 be approved as a correct record and signed by the Chairman.

R.12/25 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 Committees' expenditure was within forecast versus the projected budget.

General Services variances and points to note 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.
- Inspection of eleven MUGA hardstanding and six tennis courts at Horton View is currently being undertaken in order to inform a report by officers to members early in 2025.
- Assessment and purchase of mowers and fleet vehicles is currently underway.
- Eight new green roofed bus shelters will be installed by Clear Channel in the first half of February, across a number of arterial entry roads into Banbury.

Points of interest on Resources Committee related principally to:

- 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.

SUMMARY of items discussed during confidential session

R.13/25 Confidential Business Exclusion - Staff Update

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

IT WAS RESOLVED to receive and note the confidential update.

The meeting ended at 7.10pm

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

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
General Services Committee							
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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Detailed Income & Expenditure by Projected Budget Heading 10/03/2025

Month No: 12 Committee Report

	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)			

RESOURCES COMMITTEE

25 MARCH 2025

REPORT OF THE TOWN CLERK

THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003 (AS AMENDED)

1 Introduction and Purpose of Report

1.1 To consider the recommendations of the Parish Remuneration Panel, as appointed by Cherwell District Council, on the Review of Parish Members' Allowances for the 2024/25 Financial Year.

2 Wards Affected

2.1 All Wards.

3 Effect on Policy

3.1 None, unless the Committee resolve to adopt Members' Allowances.

4 Contact Officer

4.1 Mark Hassall (01295 250340).

5 Background

5.1 On 26 June 2003 (Minute R.7/03 refers) the Resources Committee resolved that Banbury Town Council should not adopt a Members' Allowance Scheme under the Local Authorities (Members Allowance) (England) Regulations 2003.

5.2 However, on 8 January 2004 (Minute R.53/03 refers) it accepted that the travelling and subsistence allowances, as set out in the Parish Remuneration Panel's Recommendations for that year, be adopted from 1 January 2004. The Council has since agreed to adopt the recommendations for travelling and subsistence allowances each year.

5.3 The Panel has recommended no change to the level of travel and subsistence allowances for 2024/25. The current rates are set out below:

Bicycles	*20p per mile*
Motorcycles	*24p per mile*
Motor Vehicles	*45p per mile*
Electric or Similar Specialised Vehicles	*45p per mile*
Breakfast Allowance	*£6.02 per meal*
Lunch Allowance	*£8.31 per meal*
Evening Meal Allowance	*£10.29 per meal*

5.4 Members are reminded that travel and subsistence allowances are not permitted for any meetings held within the parish of Banbury.

5.5 “Approved Duties” include Members attending training events or attending meetings as a representative of the Town Council and needs to be specifically approved by the appropriate Committee in advance. However, if an urgent decision is required the Town Clerk, in consultation with the Chairman, or Vice-Chairman of the relevant Committee, can authorise “Approved Duties”.

6 Financial Effects & Risk Assessment

6.1 None, unless the Committee resolve to adopt Members’ Allowances.

7 Recommendations

7.1 That the travelling and subsistence allowances as recommended by the Parish Remuneration Panel be adopted as recommended and introduced with effect from the beginning of the new financial year.

Background Papers - The Report of the Independent & Parish Remuneration Panel on the Review of Parish Members’ Allowances for the 2024/2025 Financial Year for Parish Councils in the Cherwell District – November 2024. **ANNEX 1**

REPORT OF THE PARISH REMUNERATION PANEL

Banbury Town Council has received a report by the Parish Remuneration Panel making recommendations regarding the levels of parish remuneration.

Whilst acknowledging parish populations were increasing; the Panel agreed that the banding levels were still appropriate. The Panel would continue to review population levels annually to ensure parishes were banded correctly.

The bandings for 2024/25:

- Band 1 – Banbury, Bicester and Kidlington
- Band 2 – Adderbury, Ambrosden, Bloxham, Bodicote, Caversfield, Deddington, Gosford and Water Eaton, Heyford Park, Hook Norton, Launton and Yarnton
- Band 3 – All remaining Parishes

The proposals of the Parish Remuneration Panel are as follows:

(a) The levels of allowance for the financial year 2024/2025 should continue to be based on a proportion of the District Council rates (in line with the regulations, only payable to elected Parish Councillors, whether or not that election was contested).

(b) It was agreed by Council on 24 February 2024 that Members' Allowances be increased in line with the 2024/2025 staff pay award, when agreed, rounded up, to give 12 equal payments and payment backdated to 1 April 2024. The staff pay award of 4% was agreed in November 2024. It has been applied to the CDC Members' Basic Allowance giving a Basic Allowance of £5040, and payment backdated to 1 April 2024.

The suggested parish allowance rates for 2024/2025 are therefore as follows:

Band 1 (20% of District Basic Allowance) - £1008 per annum
Band 2 (10% of District Basic Allowance) - £504 per annum
Band 3 (5% of District Basic Allowance) - £252 per annum

(c) If parish councils wish to pay an enhanced allowance to elected councillors who are parish chairmen/town mayors this should be based on a 50% increase in the recommended rates of the parish basic allowance so that the chairman/town mayor would receive a payment, according to the relevant band, as follows (in line with the regulations, only payable to elected Parish Councillors, whether or not that election was contested). :

Band 1 - £1512 per annum
Band 2 - £756 per annum
Band 3 - £378 per annum

(d) Travel allowances remain at the current level in line with HMRC approved mileage rates and if any adjustments are implemented by HMRC, then the revised rates should be applied to Parish Councillors' travel allowances (payable to elected and co-opted parish councillors).

Bicycles	20p per mile
Motorcycles	24p per mile
Motor Vehicles (including Electric)	45p per mile

(e) Subsistence allowances should remain at the current level payable up to the following maximum amount (payable to elected and co-opted parish councillors).

Breakfast Allowance	£6.02 per meal
Lunch Allowance	£8.31 per meal
Evening Meal Allowance	£10.29 per meal
Absence Overnight	£91.14
Absence Overnight in London or at a National Association of Local Council's Conference	£103.96

(f) It would be appropriate for the payment of tolls and other parking charges to continue to be included in parish allowance schemes (payable to elected and co-opted parish councillors).

(g) it would be appropriate for the occasions when parish members can travel by means other than by their own vehicle to continue to be defined in parish allowance schemes.

(h) It be noted that each parish council can determine the 'approved duties' for which it is legitimate to claim travel and subsistence allowances within the five categorises specified in the 2003 Regulations.

The Parish Council will consider the report at a future meeting and decide whether it wishes to use these recommendations, amend these recommendations to form a Members' Allowance Scheme or, alternatively, decide not to adopt a Members' Allowance Scheme.

A copy of the Panel's report is available for inspection on request from the Clerk or Chairman of the Parish Council or from Democratic Services at Cherwell District Council (democracy@cherwell-dc.gov.uk 01295 221534).

Report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2024/2025 Financial Year

For

Parish Councils in the Cherwell District

November 2024 (agreed February 2024, updated November 2024 following agreement of increase applied to district council allowances)

Report of the Independent and Parish Remuneration Panel
Review of Parish Members' Allowances for the 2024/2025 Financial Year

1.0 Introduction

1.1 The Local Authorities (Members' Allowances)(England) Regulations 2003 (as amended) provide all parish councils with the discretion to introduce allowances schemes whereby a parish basic allowance and travelling and subsistence allowances can be paid to their elected members whether or not that election was contested. Travelling and subsistence allowances, but not a parish basic allowance, can be paid to co-opted members of parish councils.

1.2 The setting of the levels of the allowances is open to parish councils to determine after first considering the recommendations of the Parish Remuneration Panel. This is in line with the Government's view that the allowances system provides for clear and transparent local accountability as parish councils, like other local authorities, will be both accountable and answerable to their local communities in terms of the allowance payments made to their members.

1.3 The Panel has completed its work on the review of allowance matters which fall to it under the 2003 Regulations. This report sets out the recommendations of the Panel which must be considered by parish councils when they determine whether to continue to pay allowances or introduce allowance schemes for the first time and, where appropriate, the levels of the allowances to be paid.

2.0 The Parish Remuneration Panel

2.1 The Parish Remuneration Panel was established by Cherwell District Council pursuant to Regulation 27 of the 2003 Regulations.

2.2 The current membership of the Panel is:
Ms Jeanette Baker
Mr Andrew Hodges
Mr David Shelmerdine
Mr Christopher White

2.3 The Panel met on 4 December 2023 to consider its recommendations for the 2024/2025 municipal year.

2.4 Mr Andrew Hodges was appointed as Chairman for the meeting.

2.5 Matt Swinford (Democratic and Elections Officer) and Tash Clark (Governance and Elections Manager) provided the Panel with administrative advice and support.

2.6 The Committee thanked Democratic Services for their contribution in providing information to assist the Panels work.

2.7 The Panel's findings are set out in this report, together with recommendations for consideration by Parish Councils.

3.0 Terms of Reference of the Panel

3.1 The Terms of Reference of the Panel remain as originally agreed when it was first constituted in 2003.

3.2 These Terms of Reference accord with the provision of Regulations 28 which provide that the Panel must produce a report and recommendation on:

(a) the amount of parish basic allowance payable to the elected members of parish councils

(b) the amount of travel and subsistence allowance payable to members of parish councils

(c) whether the parish basic allowance should be payable only to the chairman of the parish council or to all its elected members

(d) whether, if a parish basic allowance is to be made to both the chairman and other elected members, the allowance payable to the chairman should be set at a higher level than that of the other elected members and if so, the higher amount which should be payable

(e) the responsibilities and duties in respect of which members of parish councils should receive travel and subsistence allowances.

4.0 Basic Allowance

4.1 The 2003 Guidance allows for the Panel to recommend the same levels of parish basic allowance for all parish councils or different levels for different Parish Councils.

4.2 In considering allowances for parish councils, the approach previously adopted by the Panel has been to express the parish basic allowance as a percentage of the basic allowance paid by Cherwell District Council (CDC) to its elected Members.

4.3 In undertaking the review of allowances for CDC elected Members, the Panel acknowledged that the CDC Members' Allowances were low in comparison to other similar councils.

4.4 When considering its recommendations for 2024/2025, the Panel agreed to recommend that Members' Allowances be increased in line with the staff pay award, when agreed rounded up, to give 12 equal payments, and backdated to 1 April 2024.

- *The pay award for staff of 4% was agreed in November 2024. It was subsequently applied to District Members' Allowances and backdated to 1 April 2024. The amounts in this report reflect the 4% increase.*

4.5 The Panel had previously agreed an electorate-based banding criterion for calculating the levels of the parish basic allowances whereby the parishes were divided into Band 1, Band 2 and Band 3 (from the largest to the smallest).

4.6 The Panel believed that the banding approach was the most appropriate and logical method and provided a link in terms of assessing payment levels for future reviews by the Panel. The Panel reaffirmed that the banding of parish councils according to electorate remained appropriate.

4.7 The agreed electorate bands remain:

Band 1 – electorate above 5001
Band 2 – electorate between 901 and 5000
Band 3 – electorate below 900

4.8 The agreed bandings are:
Band 1 – Banbury, Bicester and Kidlington
Band 2 – Adderbury, Ambrosden, Bloxham, Bodicote, Caversfield, Deddington, Gosford and Water Eaton, Heyford Park, Hook Norton, Launton and Yarnton.
Band 3 - All remaining parishes

4.9 By this criterion, the Parish Basic Allowance (only payable to elected Parish Councilors, whether that election was contested or not) expressed as a percentage of the Basic Allowance of Cherwell District Council would be 20% for Band 1 Parish Councils, 10% for Band 2 Parish Councils and 5% for Band 3 Parish Councils.

4.10 Whilst acknowledging parish populations are increasing, the Panel agreed that the banding levels were still appropriate. The Panel further agreed that population levels should continue to be reviewed annually to ensure parishes were banded correctly.

5.0 Enhanced Payment to Elected Parish Chairmen and Town Mayors

5.1 The Panel reaffirmed its previous position that Parish Chairmen and Town Mayors often have significant additional responsibilities above their duties as an ordinary Town/Parish Councillor, this responsibility should continue to be reflected in an enhanced allowance.

5.2 The Panel reaffirmed that enhanced payments to Parish Chairmen and Town Mayors (only payable to elected Parish Councilors, whether that election was contested or not) should be based on a 50% increase to the parish basic allowance.

6.0 Travel and Subsistence Allowances

6.1 The Panel noted that under the 2003 Regulations, the categories of duty that qualify for the payment of a travel and subsistence allowance are:

(a) for attending a meeting of the parish council or any of its committees or sub-committees or meeting of a body to which appointments or nominations are made (including committees or sub-committees of those bodies).

(b) for attending meetings of any association of authorities of which the parish council is a member

(c) for performing any duty under the parish councils Standing Orders made under Section 135 of the Local Government Act 1972 requiring a member or members to be present when tender documents are opened

(d) for the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises; and

(e) for carrying out any other approved duty by the Council, or any other duty of a class so approved for the purpose, or in connection with, the discharge of the functions of the Council or any of its committees or sub-committees.

6.2 The Panel noted that the setting of travel and subsistence allowances was a matter for each parish council to determine. However, the Panel reaffirmed that the levels recommended to parishes should mirror those agreed by the District Council highlighting that travel rates were in line with HMRC rates and subsistence allowances based on Local Government Association Rates.

6.3 The Panel reaffirmed its view that parish councils were best placed to determine which of the duties in paragraph 6.1 should be included in their allowances scheme.

6.4 The Panel also noted that under previous arrangements various other matters relating to the payment of travel allowances were specified by the Secretary of State to cover those occasions when members were required to travel on official Council business by means other than their own vehicle, specifically:

(a) travel by public transport (the rate payable not to exceed the amount of any ordinary or other cheap fare (if available) and where there is more than one class of fare travel should be by second class fare unless it is decided that first class fare should be substituted).

(b) supplementary allowances (the rates/fares referred to above to be increased by any supplementary allowances but not exceeding the expenditure incurred).

(c) travel by taxi (and public transport) (in cases of urgency, and where no other public transport is available, the reimbursement of the actual taxi fare and, in any other case, where travel is by public transport, the payment not to exceed the amount of the fare).

(d) travel by hired vehicle (the usual allowance rates applicable to the cc of the hired vehicle in accordance with the allowance rates specified by the relevant council excluding the hire costs).

6.5 The Panel reaffirmed its view that it would be appropriate to make additional payments to cover tolls and other miscellaneous type parking charges.

6.6 The Panel also reaffirmed its view that the various matters outlined in paragraph 6.4 above should continue to be included in parish allowance schemes.

7.0 Dependents' Carers' and Childcare Allowance

7.1 The National Association of Local Councils (NALC) continues to seek an amendment to the Local Authorities (Members Allowances) (England) Regulations 2003 to allow the provisions of paragraph 7 to apply equally to local councils (parish/town) as well as principal authorities (district/county/unitary).

7.2 This would give councillors on local councils the same right as councillors on principal authorities to be able to claim the dependents' carers' and childcare allowances. Currently this is unavailable to Parish Councils in England.

8.0 Review of Parish Members' Allowance Scheme and Indexation

8.1 Each local authority may determine that allowances should be increased in accordance with a specified index and can identify the index and set the number of years (not exceeding four) for which it should apply.

8.2 CDC does not have an indexed scheme, rather the Panel meets annually and makes recommendations to Council for consideration as part of the following years scheme. The Panel agreed that this approach should continue.

9.0 Recommendations to Parish Councils

9.1 Having given due consideration to the information provided to the Panel, it recommends that:

(a) Parish allowance rates should continue to be based on a proportion of the District Councillor basic allowance rates (in line with the regulations payable only to elected parish councillors, whether or not that election was contested).

(b) The Parish Basic Allowance should be based on the 2024/2025 Cherwell District Council Basic Allowance (£5040) and paid based on Band rounded up to as close to 20% (Band 1), 10% (Band 2) and 5% (Band 3) of the District Councillor basic allowance to give 12 equal payments (in line with the regulations payable only to elected parish councillors, whether or not that election was contested):

Band 1 Basic Allowance (20% of District Basic Allowance)	£1008 pa
Band 2 Basic Allowance (10% of District Basic Allowance)	£504 pa
Band 3 Basic Allowance (5% of District Basic Allowance	£252 pa

(c) The allowance for Elected Councillors who are Parish Chairmen/Town Mayors should be 150% of the Basic Allowance for each band rounded up to give 12 equal payments (in line with the regulations payable only to elected parish councillors, whether or not that election was contested):

Band 1 Parish Chairmen/Town Mayors Allowance	£1512 pa
Band 2 Parish Chairmen/Town Mayors Allowance	£756 pa
Band 3 Parish Chairmen/Town Mayors Allowance	£378 pa

(d) Travel allowances remain at the current level in line with HMRC approved mileage rates and if any adjustments are implemented by HMRC, then the revised rates should be applied to Parish Councillors' travel allowances (payable to elected and co-opted parish councillors).

Bicycles	20p per mile
Motorcycles	24p per mile
Motor Vehicles	45p per mile
Electric Vehicles	45p per mile

(e) Subsistence allowances should remain at the current level payable up to the following maximum amount (payable to elected and co-opted parish councillors).

Breakfast Allowance	£6.02
Lunch Allowance	£8.31
Evening Meal Allowance	£10.29
Absence overnight	£91.14
Absence overnight in London or at the National Association of Local Council's National Conference	£103.96

(f) It would be appropriate for the payment of tolls and other parking charges to continue to be included in parish allowance schemes (payable to elected and co-opted parish councillors).

(g) It would be appropriate for the occasions when parish councillors can travel by means other than by their own vehicle to continue to be defined in parish allowance schemes.

(h) It be noted that each Parish Council can determine the 'approved duties' for which it is legitimate to claim travel and subsistence allowances within the five categories specified in the 2003 regulations.

Mr. Andrew Hodges (Chairman)
Parish Remuneration Panel
December 2023