Banbury Town Council

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

The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340

Our Ref: A07012025
Your Ref:
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 23 December 2024

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, 07 January 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 22 October 2024. **(Enclosure 3)**

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

5. **Draft Revenue Estimates**
   To consider the report of the Town Clerk & RFO. **(Enclosure 5)**

6. **Grants & Budget Sub-Committee**
   To receive and note the Minutes of the Grants & Budget Sub-Committee meeting held on 19 November 2024. **(Enclosure 6)**

7. **Calendar of Meetings for 2025/26**
   To consider the report of the Town Clerk & RFO **(Enclosure 7)**

8. **Calendar of Events 2025/26 Update**
   To consider the report of the Events Manager **(Enclosure 8)**

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, 22nd October 2024 in the Town Hall, Banbury.

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

Alternate Members: Councillor Beere for Councillor Eaton and Councillor Elugwu for Councillor Vaitkus.

Also in attendance: Councillor Brant.

Officers: Mark Hassall (Town Clerk & RFO) and Chris Green (Events Manager).

R.14/24 Apologies for Absence
Councillors Eaton and Vaitkus.

R.15/24 Declarations of Interest
None.

R.16/24 Minutes of the last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 03 September 2024 be approved as a correct record and signed by the Chairman.

R.17/24 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 30 September 2024.

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 phased YTD budget. The Town Clerk & RFO also highlighted that the Local Government pay award had now been settled at 2.5%, which was within the budget set.

General Services variances and points to note were principally:

- Staffing costs remained within budget, subject to central government annual salary increases agreed with trade unions.
- Planned roof repairs at Southam Road depot had been completed and fibreglass burial chambers purchased, offset by timing of headstone beam installation, annual BACS software license and tree works.
- Timing of invoicing for grounds maintenance works impacted by timing of September invoice across Parks. Replacement light columns had also been installed in People Park, the beginning of a wider replacement programme across the estate.
- Tree works orders had largely been completed, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- Hanwell View MUGA and Public Open Space (POS) had been transferred, along with S106 contribution, to be recognised over the next 15 years of maintenance.
- The two-year lease of cricket pitch facilities at Hanwell Fields was underway, and associated additional investment in machinery had been undertaken. Pre-season works had been completed across the sports facilities.

Points of interest on Resources Committee related principally to:

- Corporate, Central Administration and Civic continued to be well controlled, with vacancies in central administration contributing a £26k underspend.
- Town Council Events were currently broadly within acceptable budget parameters, given the progress currently being made through the annual events calendar.
- Town Hall – included prepayment of wedding license (£3k) offset by seasonality of utility costs. Works had been started on the adjustments to the Town Hall to host OCC Registrar service, including access control and limited redecoration to the reception area.
- Other services to the Public included timing of small grants (including Warm Welcome grant scheme), and the initiation of projections for Remembrance Sunday and Christmas onto the north elevation of the Town Hall.
- Other Costs & Income were in line with treasury management of reserve funds to achieve projected annual budgeted income.

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

R.18/24 Revised & Draft Revenue Estimates

The Committee considered a report of the Town Clerk & RFO seeking approval of the revised estimates for 2024/25 and consideration of the draft estimates for 2025/26. The estimates included income from fees and charges, which for 2025/26 currently remained unchanged from the current year, subject to receipt of guidance from Members. The estimates for 2025/26 had been set based on a 2% rise in precept, and a rise of 2% in households in the town due to general housing growth. A 4.0% inflation rise in salaries and contract costs had been assumed, or greater where specified.

The following comments on the estimates were materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing

Contractual costs linked to inflation had risen higher than anticipated in the 24/25 budget.

Cost Centre 103 Southam & Hardwick Cemetery

Light column replacements in People's Park, tennis court refurbishment and Increased capital costs associated with vehicle fleet replacement, funded through earmarked reserves in 24/25 and 25/26.

Cost Centre 110 Parks and Open Spaces

Grant funding of Tennis refurbishment in People's Park. Replacement of light columns in People's Park and Princess Diana Park across from 2024-2026. Replacement of ride on mowers and work on Longlandes retaining wall.

Cost Centre 114 Park Rangers

Vehicle fleet replacement from earmarked reserves in 25/26.

Cost Centre 120 Football Pitches & Horton View

Reduced cricket expenditure in 25/26 following the purchase of GM equipment in 24/25 aligned with Cricket pitch lease.

Cost Centre 160 Capital costs

Directing of play equipment replacement funds to revenue budget in line with General Services direction to focus on increasing play value across the estate.

RESOURCES

Cost Centre 305 Central Administration
Salary costs reduced in 24/25 due to vacancies, expansion of marketing function in 25/26, accompanied by CRM marketing provision.

Cost Centre 310 Town Council Events
Increase in 25/26 of salaries and cookery demo at Food Fair.

Cost Centre 311 & 315 Town Hall & Other Services to the Public
Increased investment in projection infrastructure (£12k) in 24/25, ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town in 25/26. Ongoing subsidy of operation costs for Woodgreen Outdoor Pool.

Cost Centre 320 Other Costs and Income
Interest income in 24/25 projected to reduce in 25/26, supported by increased precept income.

RESOLVED

(1) that the revised estimates for 2024/25, as now submitted, be approved and the draft estimates for 2025/26 be referred to the Grants and Budget Sub-Committee for further consideration; and

(2) that an inflationary increase of all fees and charges to the nearest practicable amount for 2025/26 be agreed, in the light of any fee changes over the last two years.

R.19/24 Review of Effectiveness of Internal Control Systems for the Financial Year 2024/25
Members considered the report of the Deputy Town Clerk/RFO indicating that the Council was required, under the Accounts & Audit Regulations (England) 2015 as amended, to carry out an annual review of the effectiveness of its internal audit procedures.

The Committee was asked to review the Council's records and control systems. Members' attention was drawn in particular to the need to consider whether the various internal audit measures in place were commensurate with the risks involved.

IT WAS RECOMMENDED to the Council that no changes be made to the Internal Controls programme (as set out in **Appendix A** to the Minutes).

R.20/24 Risk Management Policy
The Committee conducted an annual review of the Council's Risk Management Strategy/Policy on the recommendation of the Council's External Auditor.

The objectives of this strategy were reported as being the integration of risk management into the culture of the organisation.

IT WAS RECOMMENDED that no changes be made to the Risk Management Policy (as set out at **Appendix B** to the Minutes).

R.21/24 Treasury Management Review
Members were advised that under the Local Government Act 2003 the Council was required to determine an Annual Investment Strategy. It was suggested that the Council be invited to adopt the existing policy without amendment.

IT WAS RECOMMENDED that the Council formally adopt the Treasury Management policy as set out in **Appendix C** to the Minutes.

R.14/24 Events Update

The Committee considered the report of the Events Manager, updating Members on the events that had taken place from April 2024 to now, as well as providing updates on future events up to December 2024.

A discussion was held regarding the training needs of volunteer marshalls assisting with the road closures needed for some events, such as the Remembrance Sunday parade. It was acknowledged that the Town Council lacked sufficient staffing resource to undertake this task using directly employed staff. The Town Clerk advised that Chapter 8 training had taken place in the past for some Rotary Club volunteer stewards, but any skills gap could be investigated, and further training offered. An update could be given to the next Events Working Group.

IT WAS RESOLVED to:

(1) receive and note the Events update; and
(2) investigate training needs for volunteers working on event road closures, with a report back to the Events Working Group.

The meeting ended at 8.01pm

REVIEW OF INTERNAL AUDIT OF COUNCIL'S RECORDS AND CONTROL SYSTEMS FOR THE FINANCIAL YEAR 2024/25

Banbury Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions.

The Council carries out an annual review of the effectiveness of its internal control procedures. This paper sets out the processes employed at Banbury Town Council.

Banbury Town Council seeks to ensure that the financial management of the Authority is robust and, in particular, that the following financial management principles are incorporated within the system of internal control:

- Compliance with Standing Orders for Contracts
- Compliance with budgetary procedure requirements
- Segregation of financial responsibilities where practicable
- Management supervision
- Personal accountability of staff as budget holders
- Development and maintenance of systems by Managers
- Monitoring of budgets for over and underspends.
- Regular periodic reviews and financial reports
- Setting targets to measure financial performance
- Regular reports showing actual expenditure and income against forecasts for reporting on and reviewing financial performance
- Clearly defined budget setting and capital expenditure guidelines
- Regular monitoring of reserves/balances

The process agreed by the Council which is applied in maintaining and reviewing the effectiveness of governance arrangements, including the system of internal control includes:-

- Reporting on any issues relating to value for money, to ensure use of resources in an economical, effective and efficient way.
- Approval through the relevant Standing Committees of budget plans, the subsequent collation of comments for policy guidance at the Town Council meeting on the setting of the budget and any Precept requirements for the following year.
- Responsibility through the Resources Committee for receiving regular reports on work in progress and to be programmed for the future on internal audit and external audit functions.
- Where any recommendations are made either by the Internal or External Auditor suggesting improvements to the effectiveness of the systems of governance and internal control, a plan of action will be agreed with the relevant Officer within a reasonable period to address weaknesses and to ensure agreed action is undertaken.

Monthly checks
The Town Clerk checks the original bank statements against the figures shown in the monthly reconciliation print out. The reconciliation is initialled by the Clerk. All cheques and instructions to bank are signed by two Councillors and the Town Clerk & RFO.

A summary of invoices are available for inspection, with the originals available on request

The Clerk/RFO signs the monthly wages transfer created. He then prepares a bank transfer to move the money from the Council's main reserves into the Wages account. This transfer is checked and signed by two Councillors.

Meeting cycle checks
At each meeting cycle (approximately every 8 weeks), the Council receive a summary of expenditure against budget. Any significant variations are set out in a written report.

The Council also retains the services of an independent Internal Auditor who works to an agreed annual programme, which is regularly reported to the Resources Committee. The Internal Auditor has direct access to the Town Clerk. The Internal Auditor is Adrian Shepherd-Roberts of Auditing Solutions.

Annual checks
Adrian Shepherd-Roberts carries out a full audit of the Council's expenditure and receipts once a year. This audit is carried out at the Town Hall.

In addition to auditing the cashbook, salaries and VAT, the auditor will check that Officers have complied with Financial Regulations (adequate insurance, competitive tendering, delegations etc) and that Councillors have fulfilled their role including their monthly checks and the annual risk assessment. The Internal Auditors report is submitted to the Resources Committee and any recommendations are acted upon in line with agreed resolutions.

The Annual Return is signed off by the full Council after the RFO has explained the significance of section 2 outlining governance responsibilities. The report of the external auditor following review of the Annual Return is then submitted to the Council for consideration as soon as practicable following its receipt. If any changes are required to the Annual Return following the auditor's review it is re-submitted to the Council.

The budget is set by the Resources Committee in November/December and agreed by full Council in January. The budget is reviewed for appropriateness six months into the year and re-apportioned to service areas in line with evolving priorities of the Council.

Our grounds maintenance and other significant contracts are competitively tendered. Work that is outside of the scope of these contracts are quoted for if more than £5k or tendered for if greater than £25k and members receive reports of tender exercises.

The Council is invited to consider whether the various internal audit measures that are in place are commensurate with the sums of money involved.

October 2024

BANBURY TOWN COUNCIL

RISK MANAGEMENT STRATEGY

1 Introduction

1.1 This document forms the Council's Risk Management Strategy. It sets out:

· What is risk management;
· Why does the Council need a risk management strategy;
· What is the Council's philosophy on risk management;
· What is the risk management process
· Roles and responsibilities;
· Future monitoring

1.2 The objectives of this strategy are to:

· Further develop risk management and raise its profile across the Council;
· Integrate risk management into the culture of the organisation;
· Embed risk management through the ownership and management of risk as part of all decision-making processes; and
· Manage risk in accordance with best practice.

2 What is Risk Management?

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety *but* applies to all aspects of the Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.
Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.
Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.
Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 Why does the Council need a Risk Management Strategy?

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 The Risk Management Strategy will help to ensure that all Committees/ service areas have an understanding of risk, and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.

3.4 There is a requirement under the Accounts and Audit Regulations to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Banbury Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;
Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring ;
Transfer – the financial impact is passed to others e.g. by revising contractual terms;
Sharing - the risk is shared with another party;
Insuring - insure against some or all of the risk to mitigate financial impact; and
Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix (See **Appendix A**). This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following scoring:
Low = 1 to 5; Medium = 6 to 11; High = 12 to 25
Where a residual risk is low further action will only be taken where it is viable to do so. Medium risks will be addressed within the next 3 to 6 months. High risks will require action as soon as possible. Strategic, Compliance and Financial risks are identified in

the Corporate Risk Register at **Appendix B** whilst Operational risks are identified in a suite of service specific risk assessments held by the Clerk and Service Managers.

6 Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the every day culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 **Elected Members** – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, including

(a) Approval of the Risk Management Strategy;
(b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
(c) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
(d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.

6.4 **Town Clerk** – will act as the Lead Officer on Risk Management, and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:

(a) provide advice as to the legality of policy and service delivery choices;
(b) provide advice on the implications for service areas of the Council's corporate aims and objectives;
(c) update the Council on the implications of new or revised legislation;
(d) assist in handling any litigation claims;
(e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
(e) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;

6.5 **Responsible Finance Officer** – as the Council's Section 151 Officer the Deputy Town Clerk & RFO will:

(a) assess and implement the Council's insurance requirements;
(b) assess the financial implications of strategic policy options;
(c) provide assistance and advice on budgetary planning and control;
(d) ensure that the Financial Information System allows effective budgetary control;
(e) maintain the Council's Risk Register;
(f) effectively manage the Council's investment and loan portfolio.

6.6 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

6.7 **Resources Committee** – Review and future development of the Risk Management Policy and Strategy will be overseen by the Resources Committee.

6.8 **Training –** Risk Management training will be provided to Elected Members and staff through a variety of mediums. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

6.9 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

7 Future Monitoring

7.1 **Review of Risk Management Strategy** - This Strategy will be reviewed annually.

8 Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

RISK / PRIORITY INDICATOR KEY

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX

LIKELIHOOD						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

BANBURY TOWN COUNCIL - CORPORATE RISK REGISTER

Risk No	Risk Title	Consequence	Risk Owner/s	Likelihood	Severity	Risk rating	Mitigation Actions	Progress	Status
	GOVERNANCE								
G1	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation of neighbourhoods Lack of member resource Possible meeting inquorate	Members Clerk	1	3	3	-actively publicise Council activities - publicise elections & vacancies on notice boards - publicise elections & vacancies on social media and website		G
G2	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	1	4	4	-issue annual meeting calendar to all members & website - issue meeting agendas promptly - record attendance - Alternate Member scheme in place - virtual meetings held when required during Covid 19		G
G3	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	3	2	6	-ensure meetings publicised on notice boards & website -use Annual Parish Meeting - place articles in newsletters - include public participation on all Council meeting agendas - ensure seating available at meeting for public - provide advice for members of the public attending -publish agendas and minutes on website -hold monthly Cllr surgery		A
G4	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non compliance	RFO	1	2	2	-RFO to advertise facility, and respond to requests		G

G5	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal risk	Members	2	3	6	- roles defined in Member/Officer Protocol -Info pack for new cllrs to include 'Good Councillor Guide' - members made aware to avoid making commitments on behalf of the council		A
G6	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	1	4	4	- Cttee Minutes considered at Council and next meeting; - Internal Auditor reviews action		G
G7	Inaccurate, untimely, improper minutes	Poor decisions in future Poor evidence for decisions	Clerk	1	3	3	-Minutes published to councillors and on website.		G
G8	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of lack of fairness or bias	Members Clerk	1	3	3	-Members to comply with Code of Conduct and SOs - Clerk to offer advice outside of meetings		G
G9	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	- interests to be registered with MO within 28 days of election and kept up to date - Forms published via Website		G
G10	Failure to complete/submit Annual Return on time	Auditors report qualified Public confidence suffers	Clerk/RFO	1	3	3	-RFO to maintain diary note		G
G11	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk/RFO/ Service Managers	1	2	2	-latest financial regulations to be enforced in all circumstances -use of Contract finder website for over £25K		G
G12	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss Information Commissioner sanctions	Clerk/DPO	1	4	4	-External hard-drive and UPS power supply installed - Daily on site back up - Daily Off site Cloud back up - Antivirus software in place		G
G13	Loss of services of Town Clerk	Interruption to effective administration	Members Clerk	2	2	4	- Deputy Town Clerk post in place. - Locum assistance available via SLCC		G
G15	Lack of professional advice	Poor decisions Costs and waste Possible non-compliance	Clerk	1	2	2	-Maintain membership of OALC and NALC - Clerk member of SLCC - budget for professional fees		G

	OBJECTIVES AND STRATEGY								
OS1	Lack of defined objectives or strategy	Resources not directed Poor performance management Risks not base lined	Members	1	3	3	-Council sets Vision, Corporate and Key Service Objectives at start of each new administration		G
OS2	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Members	2	3	6	-Ward Cllrs maintain close contact with local residents - use questionnaires to identify local wishes - publicise plans and invite comments - review local papers, especially correspondence sections - use events to seek views and feedback -hold Councillor surgeries		A
OS3	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Members	1	2	2	-ensure meetings publicised on notice board and website for year ahead; - include public participation on Council meeting agendas - ensure seating available at meeting for public - provide advice for members of the public attending -publish agendas and minutes on website		G
	REPUTATION								
R1	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Members	2	3	6	-Clerk to intervene at meetings -review all press releases or newsletter articles before release - review insurance cover - press protocol and social media policy in place		A
	FINANCE								
F1	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk/RFO	2	2	4	- Maintain insurance - Playground inspection regime established.		G

F2	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk/RFO	3	2	6	-Maintain inspection regime -Maintain insurance -Liaison with Police		A
F3	Loss to third parties	Possible litigation Costs/damages	Clerk/RFO	1	3	3	-Review health & safety -ensure adequate insurance -check contractors insurance		G
F4	Inadequate insurance	Balance of costs to be found	RFO	1	4	4	-Council to review annually or if circumstances change		G
F5	Loss or damage to moveable assets	Loss of heritage Replacement costs	Clerk	1	2	2	Maces held in Museum unless required for ceremonial purposes		G
F6	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk/RFO	1	3	3	- RFO to respond to CDC Council notices -Timetable agenda item for Members providing sufficient time for additional meetings if required		G
F7	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Clerk/RFO/ Members	1	4	4	- Members to build sound budget, using risk register and known commitments. -Members to consider Reserves Policy		G
F8	Failure to account for and recover VAT	Wasted resources	RFO	1	3	3	- RFO to review throughout year - Internal auditor to check		G
F9	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Members Clerk RFO Service Managers	1	2	2	-All committees to review at each meeting -Internal auditor to check - 6+6 exercise undertaken -Reserves Policy to mitigate short-term impact of loss.		G
F10	Holding excessive or inadequate reserves	Auditors report Poor use of resources Inability to meet commitments	Members Clerk RFO	1	3	3	-Clerk & RFO to review as part of budgeting -Reserves Policy to set percentage of precept. - Council to review size of Reserves		G

F11	Fraud by Clerk/RFO	Reputation Costs, Litigation	Clerk/RFO	1	3	3	-Adequate internal audit -Regular reporting to members -Control systems for managing expenditure - separation of roles		G
F12	Fraud by Members	Reputation Costs, Litigation	RFO	1	3	3	-Adequate internal audit -Regular reporting to members -Control systems for managing expenditure		G
F13	Illegal activity/payments	Intervention by auditor with possible surcharge	Clerk RFO Members	1	3	3	RFO involved in reports and advises on decisions Payments checked by internal auditor		G
	COMPLIANCE								
C1	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	-Maintain membership of OALC/NALC -Clerk to attend cttee meetings - SLCC training attended		A
C2	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	-Maintain membership of OALC/NALC -Clerk to attend SLCC training -Liaise with internal and external auditors		**A**
C3	Failure to maintain fixed assets register	Improper control Poor auditor's report	RFO	1	2	2	-Council to review -Internal audit to review		G
C4	Improper financial records	Potential for wasted resources	RFO	1	2	2	-Internal audit to review		G
C5	HMRC requirements not met	Costs Litigation	RFO	1	3	3	-RFO to liaise as necessary		G
C6	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	RFO	1	2	2	- RFO to liaise with internal and external audit and ensure deadlines adhered to.		G
C7	Non-compliance with data protection	Litigation Poor reputation	Members Clerk/DPO	1	3	3	-Clerk to monitor - DPO nominated		G

Treasury Management policy

Banbury Town Council has a policy to aim for six months costs included in the annual precept to be held in reserves. This means that we regularly have appropriate surplus funds available and it is important that such funds are invested prudently with due regard to the Council's fiduciary responsibility to the Council Tax payers and to the priority for security and liquidity of those investments.

The Town Council is required by the Local Government Act 2003 to determine an annual Investment Strategy. This strategy must be approved by the full Council but may be varied from time to time as circumstances dictate. The Strategy will be a public document as defined by the Freedom of Information Act 2000.

Investment Strategy

All of the Town Council's investments will be Specified Investments which means that:

a) All investments will be made in sterling and any payments or repayments will also be made in sterling, with UK registered institutions only.
b) All investments will be short term investments not to exceed 36 month.
c) All investments will be made with a body or an investment scheme which has been awarded a high credit rating by a credit rating agency
d) A credit rating agency will be taken as one of the following

   Standard and Poor's
   Moody's Investors Services Ltd
   Fitch Ratings Ltd

e) Investments will remain in the UK mainland and will not invest in schemes that seek to avoid tax.

A high credit rating will be defined as 'A' 'High Credit Quality', referring to the Long Term grade issued in relation to an institution.

Credit ratings will be monitored regularly and if the rating falls consideration will be given at the next Council meeting of the appropriate action to be taken.

External Borrowing

No borrowing approval is required for temporary loans or borrowing by way of an overdraft. However, in order to borrow to fund capital expenditure approval must first be given by the Department for Communities and Local Government. The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming are detailed in the Guide to Parish and Town Council Borrowing in England jointly published by the Department and NALC

Current External Borrowing

The Council repaid all outstanding external loans within the year ending 31 March 2012. The Council does not anticipate any further external borrowing to be undertaken during 2024/25.

GENERAL SERVICES COMMITTEE
17 DECEMBER 2024

RESOURCES COMMITTEE
7 JANUARY 2025

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 5 DECEMBER 2024

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 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 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 5 December 2024. 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.
- Planned roof repairs at Southam Road depot completed and fibreglass burial

chambers purchased. Offset by timing of headstone beam installation, annual BACS software license and tree works.
- 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.
- Hanwell View MUGA and Public Open Space (POS) has been transferred, along with S106 contribution, to be recognised over the next 15 years of maintenance. Reflooring of Horton View Sports pavilion has been undertaken in showers and main hall.
- 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 during January 2025 across a number of arterial entry roads into Banbury.

6.3 Underspends on Resources Committee, principally

- Corporate, Central Administration and Civic continue to be well controlled, with vacancies in central administration contributing £17k underspend, alongside timing of NALC subscription costs, offset by elevated legal costs.
- Town Council Events are currently broadly within acceptable budget parameters.
- Town Hall works to the Town Hall to host OCC Registrar service is nearing completion, including access control, with redecoration to the reception area completed.
- Other services to the Public include timing of small grants (including Warm Welcome grant scheme). The projections for Christmas onto the north elevation of the Town Hall, alongside the Christmas Lights across the town are paid retrospectively. The contribution to Woodgreen Open Air Pool costs are paid in March.
- Other Costs & Income are in line with treasury management of reserve funds to achieve projected annual budgeted income.

7 Financial Effects & Risk Assessment

7.1 This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

8 Recommendations

8.1 The Council is invited to receive and note the Income & Expenditure report.

Background Papers: Nil

Detailed Income & Expenditure by Projected Budget Heading 05/12/2024

Month No: 9 Committee Report

General Services Committee

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Litter Control & Cleansing						
4107	Equipment General	2,159	5,159	3,000		3,000	41.9%
4109	Cleansing Contract	0	165,364	165,364		165,364	0.0%
	Litter Control & Cleansing :- Indirect Expenditure	2,159	170,523	168,364	0	168,364	1.3%
	Net Expenditure	(2,159)	(170,523)	(168,364)			
103	Cemeteries						
1000	Miscellaneous Income	200	200	0			100.0%
1004	Burial Chambers	2,070	3,450	1,380			60.0%
1005	Burial Fees	30,325	40,000	9,675			75.8%
1007	Memorial Applications	15,195	16,000	805			95.0%
1008	Exclusive Rights of Burial	15,065	13,720	(1,345)			109.8%
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	67,141	82,667	15,526			81.2%
4000	Salaries	163,136	245,901	82,765		82,765	66.3%
4006	Training	46	4,000	3,954		3,954	1.1%
4010	N N D Rates	5,389	6,737	1,349		1,349	80.0%
4011	Water Charges	106	876	770		770	12.1%
4012	Sewerage Charges	0	500	500		500	0.0%
4013	Electricity	0	630	630		630	0.0%
4014	Gas	664	959	295		295	69.2%
4019	Cleaning Materials	0	500	500		500	0.0%
4020	Telephone	375	597	222		222	62.8%
4023	Stationery/Office Supplies	0	200	200		200	0.0%
4025	Insurance	6,175	6,175	0		0	100.0%
4026	Subscriptions	195	305	110		110	63.9%
4070	Computer Software	2,452	2,452	(0)		(0)	100.0%
4071	Purchase Equipment	2,212	3,854	1,642		1,642	57.4%
4072	Leasing Equipment	104	1,557	1,453		1,453	6.7%
4100	Purchase Materials	2,243	3,899	1,656		1,656	57.5%
4120	Building M & R (Other Contract	13,628	16,938	3,310		3,310	80.5%
4122	Landscaping (Other Contractors	10,922	15,000	4,078		4,078	72.8%
4123	Minor Alterations & Imp.	17,872	18,502	630		630	96.6%
4132	Purchase Protective Clothing	333	2,292	1,959		1,959	14.5%
4137	Burial Chamber costs	3,606	3,606	0		0	100.0%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4502	R & M Plant & Equipment	7,147	6,550	(597)		(597)	109.1%
4570	Fleet Purchases	0	5,000	5,000		5,000	0.0%
4571	Service Charges	471	2,164	1,693		1,693	21.8%
4572	Fuel	2,344	3,119	775		775	75.2%
	Cemeteries :- Indirect Expenditure	239,420	352,313	112,893	0	112,893	68.0%
	Net Income over Expenditure	(172,280)	(269,646)	(97,366)			
110	Parks and Open Spaces						
1000	Miscellaneous Income	9,828	9,828	(0)			100.0%
1010	Land Rents	8,200	8,696	496			94.3%
1022	Premises Hire	900	0	(900)			0.0%
	Parks and Open Spaces :- Income	18,928	18,524	(404)			102.2%
4000	Salaries	147,727	222,499	74,772		74,772	66.4%
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	918	2,369	1,451		1,451	38.7%
4013	Electricity	1,611	5,702	4,091		4,091	28.3%
4019	Cleaning Materials	169	0	(169)		(169)	0.0%
4020	Telephone	598	910	312		312	65.7%
4023	Stationery/Office Supplies	0	550	550		550	0.0%
4025	Insurance	16,239	16,239	0		0	100.0%
4026	Subscriptions	845	1,295	450		450	65.3%
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	319	6,000	5,681		5,681	5.3%
4107	Equipment General	7,959	13,079	5,120		5,120	60.9%
4120	Building M & R (Other Contract	1,085	45,310	44,225		44,225	2.4%
4121	Ground Mtnce (Other Contractor	112,795	197,221	84,426		84,426	57.2%
4122	Landscaping (Other Contractors	30,370	30,071	(299)		(299)	101.0%
4124	Building M & R Peoples Park	55,063	69,308	14,245		14,245	79.4%
4132	Purchase Protective Clothing	408	1,299	891		891	31.4%
4500	Arboriculture	12	52,482	52,470		52,470	0.0%
4501	Playground Equipment R & M	32,746	75,017	42,271		42,271	43.7%
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%
4510	Floral Bedding	15,666	15,666	(0)		(0)	100.0%
4511	Trees and Shrubs	(412)	4,320	4,732		4,732	(9.5%)

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	1,230	2,399	1,169		1,169	51.3%
4571	Service Charges	480	2,002	1,522		1,522	24.0%
4572	Fuel	1,631	1,973	342		342	82.7%
	Parks and Open Spaces :- Indirect Expenditure	458,262	818,490	360,228	0	360,228	56.0%
	Net Income over Expenditure	(439,333)	(799,966)	(360,633)			
113	Allotments						
1010	Land Rents	6,358	6,505	148			97.7%
	Allotments :- Income	6,358	6,505	148			97.7%
4011	Water Charges	573	655	82		82	87.4%
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	1,504	2,909	1,405		1,405	51.7%
4520	Private Contractors	1,796	3,002	1,206		1,206	59.8%
	Allotments :- Indirect Expenditure	5,296	9,815	4,519	0	4,519	54.0%
	Net Income over Expenditure	1,061	(3,310)	(4,371)			
114	Park Rangers						
4000	Salaries	92,858	139,249	46,391		46,391	66.7%
4006	Training	323	1,823	1,501		1,501	17.7%
4010	N N D Rates	6,428	8,034	1,606		1,606	80.0%
4011	Water Charges	918	927	9		9	99.0%
4012	Sewerage Charges	0	500	500		500	0.0%
4013	Electricity	397	1,197	800		800	33.1%
4014	Gas	264	964	700		700	27.4%
4020	Telephone	924	1,158	234		234	79.8%
4025	Insurance	18,665	18,665	0		0	100.0%
4100	Purchase Materials	1,705	1,923	218		218	88.7%
4107	Equipment General	911	2,004	1,093		1,093	45.5%
4120	Building M & R (Other Contract	2,597	5,099	2,502		2,502	50.9%
4124	Building M & R Peoples Park	0	7,500	7,500		7,500	0.0%
4131	Purchase Equipment	10	4,200	4,190		4,190	0.2%
4132	Purchase Protective Clothing	283	517	234		234	54.7%
4502	R & M Plant & Equipment	0	300	300		300	0.0%
4571	Service Charges	7,729	9,000	1,271		1,271	85.9%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4572	Fuel	2,241	3,670	1,429		1,429	61.1%
	Park Rangers :- Indirect Expenditure	136,252	206,730	70,478	0	70,478	65.9%
	Net Expenditure	(136,252)	(206,730)	(70,478)			
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	7,432	14,127	6,695			52.6%
1021	Licence and Premises Hire	26,450	26,053	(397)			101.5%
1051	Deposits	(25)	(25)	0			100.0%
1500	Contribution from Reserves	0	16,000	16,000			0.0%
	Sports Facilities :- Income	33,857	56,155	22,298			60.3%
4010	N N D Rates	5,689	7,111	1,422		1,422	80.0%
4011	Water Charges	300	1,299	999		999	23.1%
4012	Sewerage Charges	60	0	(60)		(60)	0.0%
4013	Electricity	5,513	7,049	1,536		1,536	78.2%
4014	Gas	1,754	3,510	1,756		1,756	50.0%
4017	Caretaking and Cleaning	8,450	10,804	2,354		2,354	78.2%
4019	Cleaning Materials	391	1,199	808		808	32.6%
4100	Purchase Materials	4,856	7,709	2,853		2,853	63.0%
4107	Equipment General	11,949	26,584	14,635		14,635	44.9%
4120	Building M & R (Other Contract	25,676	23,738	(1,938)		(1,938)	108.2%
4121	Ground Mtnce (Other Contractor	61,923	81,058	19,135		19,135	76.4%
4123	Minor Alterations & Imp.	160	0	(160)		(160)	0.0%
4124	Building M & R Peoples Park	83	0	(83)		(83)	0.0%
4530	Bowling Green	4,061	9,257	5,196		5,196	43.9%
4570	Fleet Purchases	0	16,000	16,000		16,000	0.0%
	Sports Facilities :- Indirect Expenditure	130,865	195,318	64,453	0	64,453	67.0%
	Net Income over Expenditure	(97,008)	(139,163)	(42,155)			
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%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4652	Planting Day in the Park	1,837	1,887	50		50	97.3%
4654	Hanging Basket Workshop	256	1,006	750		750	25.5%
	Banbury in Bloom :- Indirect Expenditure	10,674	11,150	476	0	476	95.7%
	Net Expenditure	(10,674)	(11,150)	(476)			
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	592	901	309		309	65.8%
4013	Electricity	173	387	214		214	44.8%
4120	Building M & R (Other Contract	0	600	600		600	0.0%
4521	Service of Public Clock	0	1,600	1,600		1,600	0.0%
	Public Clocks :- Indirect Expenditure	766	3,488	2,722	0	2,722	22.0%
	Net Expenditure	(766)	(3,488)	(2,722)			
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	6,405	60,405	54,000		54,000	10.6%
4554	Capital - Park Refurb	508	65,000	64,492		64,492	0.8%
	Capital Costs :- Indirect Expenditure	6,913	125,405	118,492	0	118,492	5.5%
	Net Income over Expenditure	(6,913)	(60,405)	(53,492)			
201	Bus Shelters						
4109	Cleansing Contract	0	1,655	1,655		1,655	0.0%
4800	New Shelters	0	5,500	5,500		5,500	0.0%
4802	Maintenance	695	2,620	1,925		1,925	26.5%
	Bus Shelters :- Indirect Expenditure	695	9,775	9,080	0	9,080	7.1%
	Net Expenditure	(695)	(9,775)	(9,080)			
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)			

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	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
General Services Committee :- Income	473,492	342,434	(131,058)			138.3%
Expenditure	991,302	1,912,307	921,005	0	921,005	51.8%
Movement to/(from) Gen Reserve	(517,810)	(1,569,873)	(1,052,063)			

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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	1,808	2,315	507		507	78.1%
4056	Internal Audit	1,010	1,500	490		490	67.3%
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	9,690	7,225	(2,465)		(2,465)	134.1%
	Corporate Management :- Indirect Expenditure	16,784	19,040	2,256	0	2,256	88.2%
	Net Expenditure	(16,784)	(19,040)	(2,256)			
302	Civic and Ceremonial						
4000	Salaries	754	1,385	631		631	54.4%
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	1,126	10,000	8,874		8,874	11.3%
4852	Outgoing Mayors Allowance	1,566	1,566	(0)		(0)	100.0%
4854	Civic Property Maintenance	349	799	450		450	43.7%
4855	Civic Insignia	1,511	1,961	450		450	77.1%
	Civic and Ceremonial :- Indirect Expenditure	5,369	17,808	12,439	0	12,439	30.2%
	Net Expenditure	(5,369)	(17,808)	(12,439)			
305	Central Administration						
4000	Salaries	143,435	243,820	100,385		100,385	58.8%
4005	Professional Subscriptions	1,277	1,482	205		205	86.2%
4006	Training	1,125	4,000	2,875		2,875	28.1%
4007	Subsistence	0	1,787	1,787		1,787	0.0%
4009	Travel Allowances	0	107	107		107	0.0%
4020	Telephone	3,131	4,560	1,429		1,429	68.7%
4021	Postage	1,440	2,790	1,350		1,350	51.6%
4022	Printing	1,525	2,414	889		889	63.2%
4023	Stationery/Office Supplies	1,567	2,500	933		933	62.7%
4025	Insurance	6,670	6,670	0		0	100.0%
4026	Subscriptions	584	5,817	5,233		5,233	10.0%
4031	Staff Advertising	6,358	5,302	(1,056)		(1,056)	119.9%
4032	Advertising/Publicity	1,780	2,540	760		760	70.1%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4033	Tourism/Marketing	650	1,525	875		875	42.6%
4035	Books & Publications	0	200	200		200	0.0%
4070	Computer Software	19,876	26,969	7,093		7,093	73.7%
4071	Purchase Equipment	52	100	48		48	51.9%
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	250	1,500	1,250		1,250	16.7%
4850	Uniforms	127	550	423		423	23.1%
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	190,586	320,967	130,381	0	130,381	59.4%
	Net Expenditure	(190,586)	(320,967)	(130,381)			
310	Town Council Events						
1000	Miscellaneous Income	2,823	6,260	3,437			45.1%
1055	Food Festivals	9,992	9,979	(13)			100.1%
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	26,429	29,601	3,172			89.3%
4000	Salaries	68,604	102,681	34,077		34,077	66.8%
4071	Purchase Equipment	315	0	(315)		(315)	0.0%
4074	Armed Forces Day	4,861	4,844	(17)		(17)	100.4%
4076	Christmas Lights Switch On	7,490	7,976	486		486	93.9%
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	5,117	4,914	(203)		(203)	104.1%
4320	Battle of Britain	1,692	158	(1,534)		(1,534)	1071.1%
4330	Remembrance Day	4,017	7,245	3,228		3,228	55.4%
4360	Canalside Festival	13,591	15,510	1,919		1,919	87.6%
4370	Banbury Music Mix	6,765	5,668	(1,097)		(1,097)	119.4%
4380	Banbury Show	15,209	16,209	1,000		1,000	93.8%
4390	Food Festivals	11,078	7,941	(3,137)		(3,137)	139.5%
5001	Seasonal Events	939	788	(151)		(151)	119.2%
	Town Council Events :- Indirect Expenditure	141,784	175,918	34,134	0	34,134	80.6%
	Net Income over Expenditure	(115,355)	(146,317)	(30,962)			

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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	0	16,000	16,000			0.0%
1022	Premises Hire	6,599	5,411	(1,188)			122.0%
	Town Hall :- Income	6,599	21,411	14,812			30.8%
4000	Salaries	19,972	29,761	9,789		9,789	67.1%
4010	N N D Rates	15,489	19,361	3,872		3,872	80.0%
4011	Water Charges	580	921	341		341	62.9%
4013	Electricity	4,958	8,023	3,065		3,065	61.8%
4014	Gas	(1,872)	(1,677)	195		195	111.6%
4015	Alarms	733	1,054	321		321	69.6%
4016	Window Cleaning	200	385	185		185	51.9%
4019	Cleaning Materials	752	926	174		174	81.2%
4023	Stationery/Office Supplies	19	290	271		271	6.6%
4025	Insurance	14,077	14,077	(0)		(0)	100.0%
4032	Advertising/Publicity	0	350	350		350	0.0%
4071	Purchase Equipment	1,117	1,546	429		429	72.3%
4120	Building M & R (Other Contract	8,595	9,430	835		835	91.1%
4136	Purchase IT Equpment	58	0	(58)		(58)	0.0%
4330	Remembrance Day	67	0	(67)		(67)	0.0%
4502	R & M Plant & Equipment	2,222	3,479	1,257		1,257	63.9%
4850	Uniforms	0	100	100		100	0.0%
4870	Catering	1,205	1,572	367		367	76.6%
4871	Licences inc PRS Fees	2,786	2,423	(363)		(363)	115.0%
	Town Hall :- Indirect Expenditure	70,958	92,021	21,063	0	21,063	77.1%
	Net Income over Expenditure	(64,359)	(70,610)	(6,251)			
315	**Other Services to the Public**						
4700	Christmas Lighting Scheme	24,073	144,412	120,339		120,339	16.7%
4724	Open Air Pool Subsidy	0	93,028	93,028		93,028	0.0%
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	77,314	303,707	226,393	0	226,393	25.5%
	Net Expenditure	(77,314)	(303,707)	(226,393)			
320	**Other Costs and Income**						
1176	Precept Received	2,230,520	2,230,520	0			100.0%

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	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1190 Interest Received	22,217	227,970	205,753			9.7%
Other Costs and Income :- Income	2,252,737	2,458,490	205,753			91.6%
4951 Revenue Contribution to Capita	6,185	10,000	3,815		3,815	61.9%
Other Costs and Income :- Indirect Expenditure	6,185	10,000	3,815	0	3,815	61.8%
Net Income over Expenditure	2,246,552	2,448,490	201,938			
Resources Committee :- Income	2,285,765	2,509,502	223,737			91.1%
Expenditure	508,980	939,461	430,481	0	430,481	54.2%
Movement to/(from) Gen Reserve	1,776,786	1,570,041	(206,745)			
Grand Totals:- Income	2,759,258	2,851,936	92,678			96.8%
Expenditure	1,500,282	2,851,768	1,351,486	0	1,351,486	52.6%
Net Income over Expenditure	1,258,975	168	(1,258,807)			
Movement to/(from) Gen Reserve	1,258,975	168	(1,258,807)			

GENERAL SERVICES COMMITTEE
17 DECEMBER 2024

RESOURCES COMMITTEE
7 JANUARY 2025

REPORT OF THE TOWN CLERK & RFO

DRAFT ESTIMATES 2025/26

1. PURPOSE OF REPORT
1.1 To review and consider the draft estimates for 2025/26.

2. WARDS AFFECTED
2.1 All Wards.

3. EFFECT ON POLICY
3.1 None directly. Provision of funding as per the estimates will facilitate programmes or policies currently being pursued.

4. CONTACT OFFICER
Mark Hassall (Tel: 01295 817313)

5. COMMENTARY ON THE ESTIMATES
5.1 A Summary of the draft estimates 2025/26 is attached in **Appendix 1** together with a full copy of the Estimates (2025/26).

5.2 The estimates include income from fees and charges **Appendix 2**, subject to receipt of guidance from Members.

5.3 The estimates for 2025/26 have been set based on a 2% rise in precept, and a rise of 1.1% in households in the town due to general housing growth. A 4.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.

5.4 The following comments on the estimates are materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing
Contractual costs with Cherwell District Council linked to forecast inflation in 25/26.

Cost Centre 103 Southam & Hardwick Cemetery
Increased capital costs associated with purchase of new grounds maintenance machinery in 25/26. Memorial beams installed in prior year, and remedial fire protection measures undertaken.

Cost Centre 110 Parks and Open Spaces
Ongoing investment in wildflower meadow creation across Spiceball, PDP, Saffron Close and Hanwell View. Investment across the play estate maintenance as well as bridge, fence and bench repairs. Lighting column upgrade across Princess Diana Park in 25/26, following investment in Peoples Park during 24/25. Increased weed management and chemical application on streets in 25/26.

Cost Centre 114 Park Rangers
Salary increases, accompanied by £150k investment in zero emission electric vehicle replacement programme, funded by earmarked reserves.

Cost Centre 120 Football Pitches & Horton View
Refurbishment of Horton View flooring and showers undertaken in 24/25. Investment in grounds maintenance equipment undertaken in 24/25. Second of two year cricket lease at Hanwell Fields being completed in 25/26.

Cost Centre 160 Capital costs
Planned delivery of earmarked landscaping projects in St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm. Earmarked reserves to progress refurbishment of MUGAs and tennis courts subject to condition assessment undertaken early in 2025.

RESOURCES

Cost Centre 305 Central Administration
Salary costs reflect the expansion of marketing function in 23/24, accompanied by CRM marketing provision and consolidation of communications budgets in 25/26.

Cost Centre 310 Town Council Events
Planning town event in 24/25 to replace the Coronation event of 23/24. Specific resources reduced to match an anticipated fall in sponsorship income.

Cost Centre 311 & 315 Town Hall & Other Services to the Public
Ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town in 24/25, followed by ongoing maintenance and operation in 25/26. Ongoing subsidy of operation costs for Woodgreen Outdoor Pool, alongside reduced election costs following 2024 full election.

Cost Centre 320 Other Costs and Income
Increased interest income in 24/25 projected to marginally reduce in 25/26, reflecting wider inflationary trends, supported by increased precept income.

6. FINANCIAL EFFECTS AND RISK ASSESSMENT

6.1 The overall proposals are felt to reflect a satisfactory basis for the Council to discharge its commitments for 2025/26. They include some key changes which will facilitate increased activity in certain service areas.

6.2 Consideration of this report falls within the provision of Section 106 of the Local Government Finance Act 1992 and Members affected by those provisions should declare accordingly and refrain from voting.

7. RECOMMENDATION

7.1 That the Committees:

7.1.1 Refer the draft estimates for 2025/26, together with any comments, to the Full Council.

Background Papers: none.

APPENDIX 1

BANBURY TOWN COUNCIL

Estimates Summary 2024/25 and 2025/26

COMMITTEE DETAILS	Actual 2022/23	Actual 2023/24	Forecast 2024/25	Budget 2025/26
Service Committees:				
General Services Committee	1,351,298	1,316,010	1,569,873	1,620,341
	71%	**68%**	**70%**	**70%**
Resources Committee	554,532	623,956	660,480	678,623
	29%	**32%**	**30%**	**30%**
Net Expenditure of Committees:	1,905,830	1,939,966	2,230,353	2,298,964
COUNCIL TAX REQUIREMENT				
Relevant Tax Base	16,200	16,635	17,212	17,394
% Rise	**2.25%**	**2.69%**	**3.47%**	**1.06%**
Council Tax	124.56	127.05	129.59	132.18
% Rise	**2.00%**	**2.00%**	**2.00%**	**2.00%**
WORKING BALANCE				
Proceeds from Precept	2,017,872	2,113,477	2,230,503	2,299,215
Net Requirement (as above)	-1,905,830	-1,939,966	-2,230,353	-2,298,964
Movement on year (incl movement in reserves)	**112,042**	**173,511**	**150**	**251**
Reserves				
General Fund	1,479,844	1,498,352	1,498,502	1,498,752
Months expenditure cover	9	9	8	8

Version set-up:
06/12/2024
2025_26 Budget Cover sheets

M Hassall
Town Clerk & RFO

BANBURY TOWN COUNCIL					
General Services Committee Summary Estimates Summary 2024/25 and 2025/26					
A/C No.	Management Centre	Actual 2022/23	Actual 2023/24	Forecast 2024/25	Budget 2025/26
101	Litter Control & Cleansing	144,941	160,236	170,523	176,979
103	Southam Road & Hardwick Hill Cemetery	199,846	222,475	269,647	279,834
110	Parks & Open Spaces	623,057	683,768	799,966	800,881
113	Allotments	2,007	3,234	3,310	5,540
114	Park Rangers	173,704	209,755	206,730	213,509
115	CSGM	-104,463	-98,598	-113,583	-97,490
116	Town Fairs	-1,870	-1,070	0	0
120	Football Pitches & Horton View	79,773	107,401	139,163	132,009
131	Banbury in Bloom	9,088	10,161	11,150	13,482
132	Banbury Cross and Fine Lady Statue	0	0	5,800	5,800
150	Public Clocks	2,380	1,265	3,488	3,497
160	Capital Costs	207,782	11,041	60,405	71,500
201	Bus Shelters	13,857	2,240	9,775	10,800
202	Salt Bins	1,196	4,102	3,500	4,000
	NET EXPENDITURE	**1,351,298**	**1,316,010**	**1,569,873**	**1,620,341**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
101 Litter Control & Cleansing				
4107 Equipment General	4,624	0	5,159	5,000
4109 Cleansing Contract	140,317	160,236	165,364	171,979
Total OverHead Expenditure	**144,941**	**160,236**	**170,523**	**176,979**
Net Expenditure	**144,941**	**160,236**	**170,523**	**176,979**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
103 Hardwick Hill & Southam Road Cemetery				
4000 Salaries	187,322	215,012	245,901	263,017
4006 Training	4,452	5,001	4,000	5,000
4010 NND Rates	6,587	6,737	6,737	7,080
4011 Water Charges	1,635	211	876	1,440
4012 Sewerage Charges	0	0	500	500
4013 Electricity	664	544	630	960
4014 Gas	386	127	959	900
4019 Cleaning Materials	376	435	500	600
4020 Telephone	796	811	597	720
4023 Stationery/Office Supplies	0	0	200	200
4025 Insurance	0	9,175	6,175	6,484
4026 Subscriptions	360	365	305	310
4070 Computer Software	2,153	2,260	2,452	2,600
4071 Purchase Equipment	2,313	2,270	3,854	3,000
4072 Leasing Equipment	196	224	1,557	2,500
4100 Purchase Materials	3,319	5,095	3,899	3,900
4109 Cleansing	2,190	0	0	0
4120 Building M&R (Other Contractors)	9,623	17,592	16,938	10,000
4122 Landscaping (Other Contractors)	16,723	5,222	15,000	15,000
4123 Minor Alterations & Improvements	7,259	6,545	18,502	6,500
4132 Purchase Protective Clothing	757	2,641	2,292	2,500
4137 Burial Chamber costs	5,289	3,780	3,606	3,500
4502 R & M Plant & Equipment	9,223	10,554	6,550	6,550
4570 Lease Vehicle Charges	618	0	5,000	46,500
4571 Service Charges	0	500	2,164	2,200
4572 Fuel	3,862	2,734	3,119	3,120
4850 Uniforms	1,179	0	0	0
Total OverHead Expenditure	**267,282**	**297,835**	**352,314**	**395,081**
1000 Miscellaneous Income	1,025	1,835	200	0
1004 Burial Chambers	3,900	3,900	3,450	3,450
1005 Burial Fees	28,280	39,255	40,000	36,000
1007 Memorial Applications	15,420	16,030	16,000	14,000
1008 Exclusive Rights of Burial	14,955	9,665	13,720	11,000
1009 Out of Hours Burial Fees	135	475	0	0
1022 Premises Hire	3,721	4,200	4,297	4,297
1500 Contribution from Reserves	0	0	5,000	46,500
Total Income	**67,436**	**75,360**	**82,667**	**115,247**
Net Expenditure	**199,846**	**222,475**	**269,647**	**279,834**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
110 Parks and Open Spaces				
4000 Salaries	179,938	212,815	222,499	238,679
4006 Training	1,229	1,068	5,346	5,600
4008 Car Allowance - Employee	0	1,200	1,500	1,500
4010 N N D Rates	1,351	144	0	0
4011 Water Charges	1,738	1,282	2,369	3,140
4013 Electricity	-3,563	232	5,702	8,030
4020 Telephone	1,113	1,249	910	1,200
4023 Stationery/Office Supplies	50	936	550	800
4025 Insurance	15,345	16,239	16,239	17,051
4026 Subscriptions	719	-188	1,295	760
4032 Advertising/Publicity	0	0	300	300
4061 Management Plans	0	0	7,500	7,500
4070 Computer Software	1,048	10,795	18,642	23,430
4100 Purchase Materials	2,963	2,068	6,000	6,000
4107 Equipment General	12,997	10,417	13,079	11,500
4109 Cleansing Contract	1,230	0	0	0
4120 Building M&R (Other Contractors)	2,627	4,360	45,310	56,500
4121 Grounds Maint. (Other Contractors)	192,041	201,142	197,221	205,363
4122 Landscaping (Other Contractors)	26,994	23,177	30,071	26,000
4124 Building M&R People's Park	3,776	8,320	69,308	2,400
4132 Purchase Protective Clothing	882	364	1,299	1,300
4500 Aboriculture	51,381	45,874	52,482	51,500
4501 Playground Equipment R&M	64,222	107,298	75,017	75,000
4502 Plant & Equipment R&M	3,453	3,323	2,983	3,000
4503 Purchase of Signs	7,477	600	6,000	6,000
4510 Floral Bedding	13,684	14,532	15,666	16,260
4511 Trees & Shrubs	30,470	14,552	4,320	14,000
4512 Bulbs	3,364	4,433	5,416	6,000
4514 Chemical Applications	6,494	6,477	5,092	10,354
4515 Aviary Maintenance	2,148	2,385	2,399	2,900
4570 Lease Vehicle Charges	300	0	0	15,000
4571 Service Charges	0	275	2,002	2,000
4572 Fuel	1,682	1,577	1,973	2,000
4850 Uniforms	501	0	0	0
Total OverHead Expenditure	**627,654**	**696,946**	**818,490**	**821,067**
1000 Miscellaneous Income	76	6,842	9,828	0
1010 Land Rents	4,521	6,336	8,696	5,186
1022 Premises Hire	0	0	0	0
1500 Contribution from Reserves	0	0	0	15,000
Total Income	**4,597**	**13,178**	**18,524**	**20,186**
Net Expenditure	**623,057**	**683,768**	**799,966**	**800,881**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
113 Allotments				
4011 Water Charges	1,073	327	655	600
4070 Computer Software	425	213	359	450
4100 Purchase Materials	0	245	890	800
4120 Building M&R (Other Contractors)	0	1,385	2,000	2,000
4121 Grounds Maint. (Other Contractors)	2,114	3,026	2,909	2,940
4520 Private Contractors	1,845	2,344	3,002	3,000
Total OverHead Expenditure	**5,457**	**7,540**	**9,815**	**9,790**
1010 Land Rents	3,450	4,306	6,505	4,250
Total Income	**3,450**	**4,306**	**6,505**	**4,250**
Net Expenditure	**2,007**	**3,234**	**3,310**	**5,540**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
114 Park Rangers				
4000 Salaries	124,154	133,050	139,249	145,859
4006 Training	2,032	3,428	1,823	5,000
4010 N N D Rates	6,144	7,738	8,034	8,432
4011 Water Charges	732	1,317	927	1,000
4012 Sewerage Charges	0	0	500	500
4013 Electricity	735	-57	1,197	1,200
4014 Gas	129	455	964	960
4015 Alarms	1,494	4,867	0	0
4020 Telephone	1,222	1,474	1,158	1,260
4025 Insurance	17,715	20,423	18,665	19,599
4100 Purchase Materials	1,295	1,000	1,923	1,200
4107 Equipment General	1,512	3,678	2,004	2,000
4120 Building M&R (Other Contractors)	6,216	1,531	5,099	4,800
4124 Building M&R Peoples Park	50	11,995	7,500	4,000
4131 Purchase Equipment	1,340	4,762	4,200	4,200
4132 Purchase Protective Equipment	149	1,615	517	2,000
4134 Radio System	166	0	0	0
4502 R & M Plant & Equipment	137	0	300	300
4570 Lease Vehicle Charges	4,128	0	0	150,000
4571 Service Charges	0	9,628	9,000	9,000
4572 Fuel	4,354	2,851	3,670	2,200
Total OverHead Expenditure	**173,704**	**209,755**	**206,730**	**363,509**
1500 Contribution from Reserves	0	0	0	150,000
Total Income	**0**	**0**	**0**	**150,000**
Net Expenditure	**173,704**	**209,755**	**206,730**	**213,509**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
115 CSGM				
1086 Commuted Sums Received	0	0	-347,209	0
1500 Contribution from Reserves	104,463	98,598	113,583	97,490
Total Income	**104,463**	**98,598**	**113,583**	**97,490**
Net Expenditure	**-104,463**	**-98,598**	**-113,583**	**-97,490**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
116 Town Fairs				
1050 Hiring for Events	1,870	1,070	0	0
Total Income	**1,870**	**1,070**	**0**	**0**
Net Expenditure	**-1,870**	**-1,070**	**0**	**0**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
120 Horton View & Football Pitches				
4000 Salaries	0	0	0	10,000
4010 NND Rates	6,986	7,111	7,111	7,466
4011 Water Charges	1,610	403	1,299	1,800
4013 Electricity	3,299	4,777	7,049	6,500
4014 Gas	1,142	1,823	3,510	3,500
4017 Caretaking & Cleaning	231	5,942	10,804	0
4019 Cleaning Materials	1,174	846	1,199	1,200
4100 Purchase Materials	4,758	6,765	7,709	7,500
4107 Equipment General	615	26,455	26,584	4,000
4109 Cleansing Contract	5,828	3,840	0	0
4120 Building M&R (Other Contractors)	22,988	19,691	23,738	20,820
4121 Grounds Maint. (Other Contractors)	44,979	60,508	81,058	84,832
4530 Private Contractors	8,694	8,166	9,257	8,550
4570 Vehicle Charges	0	0	16,000	0
Total OverHead Expenditure	**102,304**	**146,327**	**195,318**	**156,167**
1020 Sports Hire	11,843	12,937	14,127	12,500
1021 Licence & Premises Hire	10,666	25,969	26,053	11,683
1051 Deposits	22	20	-25	-25
1500 Contribution from Reserves	0	0	16,000	0
Total Income	**22,531**	**38,926**	**56,156**	**24,158**
Net Expenditure	**79,773**	**107,401**	**139,163**	**132,009**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
131 Banbury in Bloom				
4651 Floral Sponsorship	8,256	8,587	8,257	8,257
4652 Planting Day in the Park	832	1,243	1,887	5,225
4654 Hanging Basket Workshop	0	331	1,006	0
Total OverHead Expenditure	**9,088**	**10,161**	**11,150**	**13,482**
1000 Misc Income	0	0	0	0
Total Income	**0**	**0**	**0**	**0**
Net Expenditure	**9,088**	**10,161**	**11,150**	**13,482**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
132 Banbury Cross & Fine Lady Statue				
4120 Building M&R (Other Contractors)	0	0	5,800	5,800
Total OverHead Expenditure	**0**	**0**	**5,800**	**5,800**
Net Expenditure	**0**	**0**	**5,800**	**5,800**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
150 Public Clocks				
4000 Salaries	809	867	901	937
4013 Electricity	198	388	387	360
4120 Building M&R (Other Contractors)	0	10	600	600
4521 Service of Public Clock	1,373	0	1,600	1,600
Total OverHead Expenditure	**2,380**	**1,265**	**3,488**	**3,497**
Net Expenditure	**2,380**	**1,265**	**3,488**	**3,497**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
160 Capital Costs				
4552 Capital - Play Areas	0	6,141	60,405	71,500
4554 Capital - Park Improvements	207,782	4,900	65,000	0
Total OverHead Expenditure	**207,782**	**11,041**	**125,405**	**71,500**
1500 Contribution from Reserves	0	0	65,000	0
Total Income	**0**	**0**	**65,000**	**0**
Net Expenditure	**207,782**	**11,041**	**60,405**	**71,500**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
201 Bus Shelters				
4032 Advertising/Publicity	1,980	0	0	0
4109 Cleansing Contract	1,610	1,680	1,655	1,800
4800 New Shelters	5,040	0	5,500	6,000
4801 Ground Rents	4,345	0	0	0
4802 Maintenance	882	560	2,620	3,000
Total OverHead Expenditure	**13,857**	**2,240**	**9,775**	**10,800**
Net Expenditure	**13,857**	**2,240**	**9,775**	**10,800**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
General Services Committee				
202 Salt Bins				
4107 Equipment	1,196	4,102	3,500	4,000
Total OverHead Expenditure	**1,196**	**4,102**	**3,500**	**4,000**
Net Expenditure	**1,196**	**4,102**	**3,500**	**4,000**

BANBURY TOWN COUNCIL

Resources Committee Summary
Estimates Summary 2024/25 and 2025/26

A/C No.	Management Centre	Actual 2022/23	Actual 2023/24	Forecast 2024/25	Budget 2025/26
301	Corporate Management	13,961	14,682	19,040	20,765
302	Civic and Ceremonial	4,059	7,713	17,808	17,054
305	Central Administration	254,045	284,298	320,968	381,448
310	Town Council Events	136,753	165,843	146,316	157,255
311	Town Hall	71,265	104,684	70,610	76,510
315	Other Services to the Public	137,154	181,078	303,707	195,840
320	Other Costs and Income	-2,080,616	-2,247,813	-2,448,490	-2,469,482
	NET EXPENDITURE	**-1,463,379**	**-1,489,515**	**-1,570,040**	**-1,620,609**

Note on Summary Resources Expenditure				
Net expenditure for Resources	-1,463,379	-1,489,515	-1,570,040	-1,620,609
less: Council Tax due to be received	2,017,911	2,113,471	2,230,520	2,299,232
Total Resources expenditure excluding Council Tax received	**554,532**	**623,956**	**660,480**	**678,623**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
Resources Committee				
301 Corporate Management				
4050 Bank Charges	2,411	2,384	2,315	2,315
4056 Internal Audit	940	1,480	1,500	1,500
4057 Audit Fees	2,880	2,520	2,500	2,500
4058 Professional Fees	4,230	7,088	5,500	6,700
4059 Legal Support	3,500	1,210	7,225	7,750
Total OverHead Expenditure	**13,961**	**14,682**	**19,040**	**20,765**
Net Expenditure	**13,961**	**14,682**	**19,040**	**20,765**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
Resources Committee				
302 Civic and Ceremonial				
4000 Salaries	1,254	1,120	1,385	1,273
4006 Training	0	0	350	350
4022 Printing	246	80	975	975
4023 Stationery/Office Supplies	0	86	252	336
4026 Subscriptions	0	0	320	320
4850 Uniforms	71	120	200	200
4851 Incoming Mayor's Allowance	1,753	2,915	10,000	10,000
4852 Outgoing Mayor's Allowance	0	1,120	1,566	1,000
4854 Civic Property Maintenance	0	36	799	450
4855 Civic Insignia	1,515	2,431	1,961	2,150
4856 Photography	100	0	0	0
Total OverHead Expenditure	**4,939**	**7,908**	**17,808**	**17,054**
1000 Miscellaneous Income	880	195	0	0
Total Income	**880**	**195**	**0**	**0**
Net Expenditure	**4,059**	**7,713**	**17,808**	**17,054**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
Resources Committee				
305 Central Administration				
4000 Salaries	193,105	231,032	243,820	283,445
4005 Professional Subscriptions	798	1,602	1,482	1,482
4006 Training	2,093	1,858	4,000	5,700
4007 Subsistence	40	1,263	1,787	1,850
4009 Travel Allowances	0	18	107	125
4020 Telèphone	4,019	4,341	4,560	3,600
4021 Postage	2,145	1,560	2,790	3,300
4022 Printing	1,768	1,908	2,414	2,520
4023 Stationery/Office Supplies	3,096	2,853	2,500	2,520
4025 Insurance	8,730	6,064	6,670	6,670
4026 Subscriptions	10,685	5,532	5,817	5,409
4031 Staff Advertising	0	0	5,302	2,000
4032 Advertising/Publicity	1,660	2,355	2,540	2,500
4033 Tourism/Marketing	0	1,966	1,525	19,212
4035 Books & Publications	0	0	200	200
4070 Computer Software	24,251	19,221	26,969	32,340
4071 Purchase Equipment	101	41	100	100
4073 Purchase Furniture	865	123	959	1,000
4136 Purchase IT Equipment	418	2,130	1,500	1,500
4850 Uniforms	271	306	550	600
4856 Photography	0	125	375	375
5000 Contingency Fund & Provision	0	0	5,000	5,000
Total OverHead Expenditure	**254,045**	**284,298**	**320,968**	**381,448**
Net Expenditure	**254,045**	**284,298**	**320,968**	**381,448**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
Resources Committee				
310 Town Council Events				
4000 Salaries	81,179	98,870	102,681	108,869
4074 Armed Forces Day Expense	2,898	2,956	4,844	3,700
4076 Christmas Lights Switch On	10,605	12,062	7,976	9,020
4300 Town Mayor's Inauguration	1,868	1,986	1,984	3,725
4310 Town Mayors Sunday	3,020	6,535	4,914	5,631
4320 Battle of Britain	489	1,936	158	2,088
4330 Remembrance Day	4,389	3,836	7,245	7,578
4360 Canalside Festival	21,010	18,886	15,510	13,885
4370 Banbury Music Mix	4,818	4,865	5,668	6,350
4380 Banbury Show	0	-63	16,209	14,280
4390 Food Festivals	16,383	22,492	7,941	13,750
4860 National Celebrations	16,726	37,720	0	0
5001 Seasonal Events	6,801	3,903	788	2,200
Total OverHead Expenditure	**170,186**	**215,984**	**175,917**	**191,075**
1000 Miscellaneous Income	1,079	4,768	6,260	5,700
1055 Food Festivals	9,384	12,310	9,979	12,800
1070 Canalside Festival Income	15,664	15,274	7,390	8,170
1073 Town Mayor's Sunday	1,314	3,484	1,525	1,400
1075 Banbury Show Income	620	0	3,227	4,400
1076 Christmas Lights Switch On	1,100	4,050	1,220	1,350
1080 Grants	4,500	0	0	0
1860 National Celebrations	-228	10,255	0	0
Total Income	**33,433**	**50,141**	**29,602**	**33,820**
Net Expenditure	**136,753**	**165,843**	**146,316**	**157,255**

Net Costs				
Food Festivals	6,999	10,182	-2,038	950
Canalside Festival Income	5,346	3,612	8,120	5,715
Town Mayor's Sunday	1,706	3,051	3,389	4,231
Banbury Show/National Celebrations	16,334	27,402	12,981	9,880
Christmas Lights	9,505	8,012	6,756	7,670
Civic Events	9,644	10,714	14,230	17,091
Total	**49,534**	**62,973**	**43,439**	**45,537**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
Resources Committee				
311 Town Hall				
4000 Salaries	20,445	28,446	29,761	31,472
4010 NND Rates	15,295	19,027	19,361	20,328
4011 Water Charges	1,062	732	921	960
4013 Electricity	3,765	13,323	8,023	8,400
4014 Gas	730	4,640	-1,677	1,200
4015 Alarms	0	1,200	1,054	1,000
4016 Window Cleaning	210	245	385	500
4019 Cleaning Materials	1,470	1,643	926	1,450
4023 Stationery/Office Supplies	261	309	290	500
4025 Insurance	13,709	15,234	14,077	15,996
4032 Advertising/Publicity	145	479	350	600
4071 Purchase Equipment	6,309	1,318	1,546	2,500
4120 Building M&R (Other Contractors)	10,120	16,767	9,430	4,180
4502 Plant & Equipment R&M	6,264	5,537	3,479	4,775
4850 Uniforms	0	237	100	200
4870 Catering	1,588	2,193	1,572	1,380
4871 Licences, incl PFS Fees	145	949	2,423	550
Total OverHead Expenditure	**81,518**	**112,279**	**92,021**	**95,990**
1021 Licence & Premises Hire	0	0	16,000	16,480
1022 Premises Hire	10,253	7,595	5,411	3,000
Total Income	**10,253**	**7,595**	**21,411**	**19,480**
Net Expenditure	**71,265**	**104,684**	**70,610**	**76,510**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
Resources Committee				
315 Other Services to the Public				
4700 Lighting Scheme	44,362	78,666	144,412	70,860
4724 Woodgreen Pool Subsidy	80,035	88,598	93,028	97,680
4900 Grants	8,995	7,000	15,000	15,000
4901 Crime Prevention Support	3,000	3,000	8,300	8,300
4902 Election Costs	0	3,814	41,967	3,000
4903 Local Honors Scheme	762	0	1,000	1,000
Total OverHead Expenditure	**137,154**	**181,078**	**303,707**	**195,840**
Net Expenditure	**137,154**	**181,078**	**303,707**	**195,840**

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

	Committee and Budget Description	2021/22 Actual	2022/23 Actual	2023/24 Actual	2024/25 Forecast	2025/26 Budget
Resources Committee						
320	**Other Costs and Income**					
4951	Revenue Contribution to Capital Projects	3,615	0	21,572	10,000	10,000
	Total OverHead Expenditure	**3,615**	**0**	**21,572**	**10,000**	**10,000**
1080	Grant Received	110,384	0	0	0	0
1176	Precept Received	1,934,869	2,017,911	2,113,471	2,230,520	2,299,232
1190	Interest Received	16,883	62,705	155,914	227,970	180,250
1500	Contribution from Reserves	0	0	0	0	0
	Total Income	**2,062,136**	**2,080,616**	**2,269,385**	**2,458,490**	**2,479,482**
	Net Expenditure	**-2,058,521**	**-2,080,616**	**-2,247,813**	**-2,448,490**	**-2,469,482**

BANBURY TOWN COUNCIL SOUTHAM ROAD AND HARDWICK HILL CEMETERIES	2024/25	2025/26
(a) INTERMENT		
Child – NVF/Stillbirth to 1 month	£50.00	£50.00
Child over 1 month – 4 years	£70.00	£70.00
Child aged 5 years – 11 years	£95.00	£100.00
Child Ashes	£45.00	£45.00
Lawn Section		
Over 12 years (Single)	£450.00	£470.00
(Double)	£380.00	£395.00
(Treble)	£490.00	£510.00
(Re-open Single)	£370.00	£385.00
General Section – Hardwick Hill Only		
Over 12 years (Single)	£610.00	£635.00
(Double)	£575.00	£590.00
(Treble)	£645.00	£670.00
(Re-open Single)	£550.00	£570.00
Urn of Ashes only	£135.00	£140.00
(All these charges are VAT exempt)		
Burial charges will be waived for resident within Banbury Town aged under 18 years.		

(b) EXCLUSIVE RIGHT OF BURIAL (75 year lease)		
12 years and under	£200.00	£210.00
Over 12 years : Lawned Section	£400.00	£415.00
General Section – Hardwick Hill Only	£440.00	£460.00
Cremated Remains Section	£220.00	£230.00
Columbarium	£750.00	£780.00
(75 year lease – commence from date of purchase)		
(All of these charges are VAT exempt)		
All above fees in (a) and (b) will be tripled where the person to be interred was not resident within Banbury Town.		

(c) ADDITIONAL CHARGES*		
Saturday Burials (pre-arranged only)		
Must be booked by Thursday 3pm		
Burial	£360.00	£375.00
Ashes Interment	£145.00	£150.00
(These charges are VAT exempt)		

BANBURY TOWN COUNCIL SOUTHAM ROAD AND HARDWICK HILL CEMETERIES	2024/25	2025/26
(d) MONUMENTS (including first inscription) **For the right to erect a memorial on a grave which ERB has been purchased** (A Memorial Deed will be issued for 25 years for new headstones)		
Headstones not exceeding 91.5cm (or 36 inches in height) (30 inches) in width and 10cm (4") in thickness	£160.00	£165.00
Miniature headstones and Tablets (up to grave width & by 60cm (or 24 inches) in height, 60 cms (24 inches) wide and 10cms (4") thick.	£120.00	£125.00
Hardwick Hill G, H, J, K Lawns – Installed on the beams		
Headstones not exceeding 91.5cm (or 36 inches in height) (30 inches) in width and 10cm (4") in thickness	£225.00	£235.00
Miniature headstones and Tablets (up to grave width & by 60cm (or 24 inches) in height, 60 cms (24 inches) wide and 10cms (4") thick	£185.00	£195.00
Adult Kerbstones (excl. headstone)	£200.00	£205.00
- General Sections of Southam Road & Hardwick Hill 12 years & under – Kerbstones (overall length 3' 8" including headstone)	£110.00	£115.00
Adult Slab and Chippings (inside kerbstones)	£160.00	£165.00
- General Sections of Southam Road & Hardwick Hill 12 years & under Slab and Chippings (inside kerbstones) (overall length 3' 8" including headstone)	£85.00	£90.00
Vases	£65.00	£70.00
Additional Inscriptions	£65.00	£70.00
Columbarium – per inscription	£50.00	£50.00

(e) DEDICATION MEMORIALS		
Bench – 10 year lease Foundation base, wooden bench & Plaque provided	£1,600.00	£1,665.00
Renewal of Bench lease for 10 years	£800.00	£832.00
Plaque on Communal Bench – 10 years	£390.00	£416.00
Memorial Tree planted	-	£550.00
Temporary Wooden Marker (inscription name only)	£60.00	£65.00
(All of these charges include VAT)		

(f) ADDITIONAL		
New deed of grant	£10.00	£12.00
Family History Search - charged per name	£10.00	£10.00
(All of these charges are VAT exempt)		

BANBURY TOWN COUNCIL SOUTHAM ROAD AND HARDWICK HILL CEMETERIES	2024/25	2025/26

MUSLIM BURIALS - New Muslim Area		
(g) **CHAMBER**		
Chamber – Age 5 and under	£350.00	£365.00
Chamber – Age 6 and over	£690.00	£720.00

(h) INTERMENT		
Child – NVF/Stillbirth to 1 month	£50.00	£50.00
Child over 1 month – 4 years	£70.00	£70.00
Child aged 5 years – 11 years	£95.00	£100.00
Over 12 years - Single Interment	£250.00	£470.00
Pre-purchase Re-open of chamber	£240.00	£250.00
All above fees will be tripled where the person to be interred was not resident within Banbury Town.		
Burial charges will be waived for resident within Banbury Town aged under 18 years		

(i) ADDITIONAL CHARGES FOR WEEKEND AND BANK HOLIDAY SERVICES*		
Saturday Burials (pre-arranged only) **Must be booked by Thursday 3pm**	£360.00	£375.00
Short Notice Burials Sat/Sun/Bank Hols **(These charges are VAT exempt)**	£360.00	£375.00

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

(j) EXCLUSIVE RIGHT OF BURIAL (75 year lease)		
12 years and under Over 12 years : Lawned Section	£200.00	£210.00
Over 12 years	£440.00	£460.00
(75 year lease – commence from date of purchase)		
All above fees (h) and (j) will be tripled where the person to be interred was not resident within Banbury Town.		
(All of these charges are VAT exempt)		

(k) GRAVE MAINTENANCE		
Top up with soil and re-seed/turf Charges payable in advance (incl.VAT)	£30.00	£35.00

FEES AND CHARGES	**2024/25**	**2025/26**
Football Pitches Per season (maximum 21 matches) With changing accommodation Without changing accommodation	 £740.00 £520.00	 £770.00 £540.00
Per match with changing accommodation (inc VAT) With changing accommodation Without changing accommodation	 £80.00 £50.00	 £85.00 £50.00
Notes: **1.** 50% Reduction is allowed for teams under 18 years of age		
Mini-Soccer Pitch (**Under 16s only without changing accommodation)** Per match (inc VAT) Per season (max 21 matches)	 £25.00 £290.00	 £25.00 £300.00

CRICKET		
Cricket Club (10 Matches)	£780.00	£810.00
Cricket Pitch (per match)	£110.00	£115.00
Cricket Pitch (Mon-Fri evening only match)	50% of above	50% of above

TENNIS COURT FACILITY HIRE		
Tennis Court – Public use	£0.00	£0.00
Tennis Court – Private hire	POA	POA
MUGA – Public Use	£0.00	£0.00
MUGA – Private hire	POA	POA

COMMUNITY FACILITY HIRE		
Horton View Hall (per hour)	£25.00	£25.00
Peoples Park Community Building (per hour)	£25.00	£25.00
Sports Pavilions (per hour)	£25.00	£25.00
Weekly Hire of sports ground and pavilion for organised sports training/camps	£270.00	£280.00
(VAT is incorporated at the standard rate ONLY where applicable)		

TOWN HALL - FEES AND CHARGES DETAILS OF CHARGES PER HOUR	2024/25	2025/26
	Monday – Sunday 08.00 - 23.00	**Monday – Sunday 08.00 - 23.00**
Main Hall	£50.00	£55.00
Committee Room	£25.00	£30.00
Ground Floor Function Room	£35.00	£40.00
Interview Room	£20.00	£20.00
Discounts for more than one Room		
Main Hall and Committee Room	£70.00	£75.00
Main Hall and Ground Floor Function Room	£80.00	£85.00
Main Hall, Ground Floor Function Room and Committee Room	£100.00	£105.00
Additional Charges per hire		
Overnight Charge	**Discretionary**	**Discretionary**
Dinner hire package price (5pm-1am) (maximum applicable discount 40%)	£450.00	£500.00
Staging - per section **£25.00** Table Hire – each (48 hr period) **£5.00** Chair cover hire – each (24 hr period) **£2.00**		

VAT is incorporated at the standard rate.

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

OTHER FEES AND CHARGES

Fees and Charges	2024/25	2025/26
Allotments		
All BTC sites in Banbury per half chain	£30.00	£30.00
Quarter Plot	£7.50	£8.00
Half Plot	£15.00	£16.00
Full Plot	£30.00	£32.00
Memorial Benches For Parks		
Bench - 10 Year Lease Foundation base, metal bench and plaque provided		£2,200.00
Renewal of Bench Lease for 10 years		£1,100.00
Plaque on Communal Bench for 10 years		£416.00
Memorial Tree Planted (For the life of the tree)		£550.00
Charges to HIRE Use of Parks		
(Fair holders/other hirers)		
Spiceball Park – Per field		
Per Operational Day	£270.00	£280.00
Per Non-Operational Day	£135.00	£140.00
Spiceball Park – Additional field		
Per Operational Day	£135.00	£140.00
Per Non-Operational Day	£80.00	£85.00
All Other Parks		
Per Operational Day	£180.00	£185.00
Per Non-Operational Day	£90.00	£95.00

Grants and Budget Sub-Committee

6

Minutes of a Meeting of the Grants and Budget Sub-Committee held on Tuesday, 19 November 2024 at 4.00pm in the Town Hall, Banbury.

Present: Councillor Hussain (Chair)

Councillors: Councillor Richards in replacement of Councillor Biegel.

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

GB.1/24 Apologies
Cllr Mallon, Cllr Biegel, Cllr Beere

GB.2/24 Declarations of Interest
None.

GB.3/24 Minutes of the last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 18 November 2023 be approved as a correct record and signed by the Chairman.

GB.4/24 Draft Estimates for 2025/26
The Draft Estimates for 2025/26 had been prepared by Officers and given initial consideration at the October Resources meeting, from where they were referred to the Sub Committee for further examination.

The estimates for 2025/26 have been set based on a 2% rise in precept, and a rise of 2% in households in the town due to general housing growth. A 4.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.

The following comments on the estimates were materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing
Contractual costs linked to inflation have risen higher than anticipated in the 24/25 budget.

Cost Centre 103 Southam & Hardwick Cemetery
Light column replacements in People's Park, tennis court refurbishment and Increased capital costs associated with vehicle fleet replacement, funded through earmarked reserves in 24/25 and 25/26.
It was discussed about the extension of Hardwick Hill Cemetery and what the situation is.

Cost Centre 110 Parks and Open Spaces
Grant funding of Tennis refurbishment in People's Park. Replacement of light columns in People's Park and Princess Diana Park across from 2024-2026. Replacement of ride on mowers and work on Longlandes retaining wall.

Cost Centre 114 Park Rangers
Vehicle fleet replacement from earmarked reserves in 25/26.

Cost Centre 120 Football Pitches & Horton View

Reduced cricket expenditure in 25/26 following the purchase of GM equipment in 24/25 aligned with Cricket pitch lease.

Cost Centre 160 Capital costs

Directing of play equipment replacement funds to revenue budget in line with General Services direction to focus on increasing play value across the estate.

RESOURCES

Cost Centre 305 Central Administration

Salary costs reduced in 24/25 due to vacancies, expansion of marketing function in 25/26, accompanied by CRM marketing provision.

Cost Centre 310 Town Council Events

Increase in 25/26 of salaries and cookery demo at Food Fair.

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

Increased investment in projection infrastructure (£12k) in 24/25, ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town in 25/26. Ongoing subsidy of operation costs for Woodgreen Outdoor Pool.

Cost Centre 320 Other Costs and Income

Interest income in 24/25 projected to reduce in 25/26, supported by increased precept income.

Having considered the budget in depth, it was **RECOMMENDED** that the draft estimates for 2025/26 as submitted be approved, and that an inflationary increase be applied to fees and charges across the board, including a Parks memorial bench.

The Meeting ended at 17:30pm

Banbury Town Council

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Mark Hassall ACMA, MA

Town Clerk & RFO

The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340

Calendar of Meetings 2025 – 2026

	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE (BUDGET) 4	CYCLE 5	CYCLE 6
COUNCIL (Tuesday)	13 May **Annual Meeting**	17 June	23 Sept	04 Nov	13 Jan	10 Feb
PLANNING (Wednesday)	14 May	11 June 16 July	13 Aug 10 Sept	15 Oct 05 Nov	10 Dec 14 Jan	25 Feb 25 Mar
GENERAL SERVICES (Tuesday)	3 June	26 August	07 Oct	16 Dec	27 Jan	17 March
RESOURCES (Tuesday)	10 June	02 Sept	21 Oct	06 Jan	03 Feb	24 March
TRAFFIC ADVISORY (Wednesday @ 2.00 pm.)	21 May	27 August	-	26 Nov	25 Feb	-
COUNCIL	17 June	23 Sept	04 Nov	13 Jan	10 Feb	1 April

Notes:
1. All Meetings are held at the Town Hall, Bridge Street, Banbury and commence at 6.30pm unless otherwise stated.
2. The 2026 Annual Meeting will be held on **Tuesday,** 12 May.
3. Annual Town Meeting – **Monday**, 2 March 2026.