

Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: GS A28012025

Your Ref:

Please ask for: Helen Durkin

Email: helen.durkin@banbury.gov.uk

Date: 21 January 2025

To: All Members of the General Services Committee.

You are hereby summoned to attend a Meeting of the **GENERAL SERVICES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 28 January 2025** at 6.30pm, for the transaction of the following business: -

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

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1 Apologies for absence

Contact Helen Durkin (01295 250340).

2 Declarations of Interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

3 Minutes of the last Meeting

To approve as correct the Minutes of the Meeting held on 17th December 2024 (**Enclosed**).

4 Income & Expenditure Report

To consider the report of the Town Clerk & RFO. (**Enclosure 4**)

5 Parks and Open Spaces - Monitoring Report

To consider the report of the Director of Environment (**Enclosure 5**)

Banbury Town Council

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

Recording of Meeting

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

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 17 December 2024 in the Town Hall, Banbury.

Present: Councillor Richards (Chair)
Councillors: Elugwu and Hodgson.

Alternate
Members: Councillor Harwood (for Councillor Strangwood)

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

GS.22/24 Apologies for Absence
Councillor Strangwood

GS.23/24 Declarations of Interest
None.

GS.24/24 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 08 October 2024 be approved as a correct record and signed by the Chair.

GS.25/24 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 05 December 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 Committee's expenditure was within forecast versus the phased YTD budget and are in a good position overall.

General Services variances were principally

- ◆ Cleansing charges to Cherwell District Council (CDC) are paid annually in full in March.
- ◆ Staffing costs remain within budget, in line with annual salary increases agreed with trade unions.
- ◆ Planned roof repairs at Southam Road depot completed and fibreglass burial chambers purchased. Offset by timing of headstone beam installation, annual BACS software license and tree works.
- ◆ Replacement light columns have been installed in People's 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.

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

GS.26/24 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 1.1% 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 as they related to this committee were materially relevant:

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 People's 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.

IT WAS RESOLVED

That the Committees refer the draft estimates for 2025/26 to the Full Council.

GS.27/24 Parks and Cemeteries Service

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

Parks & Cemeteries Team.
4th Corner Landscape Contract.
Wild Flower Creation.
Ranger Service / Play Areas.
Sports Surface
Cleansing Service.
Parks Lighting.
PlayZone Schemes.
Hardwick Hill Cemetery Extension

Parks & Cemeteries Team

The team are up to date with all scheduled work.

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

Leaf removal has been undertaken at all sites and is now complete.

All the spring bedding has now been planted.

Burial duties in our Cemeteries has delivered in line with bookings despite the problems experienced with the extreme inclement weather.

The team have completed all hedge works and are about to undertake the winter prune of all shrubs.

All existing Allotment tenants have now been invoiced for next year's rents.

4th Corner Landscape Contract

The initial term of the Grounds Maintenance Contract with 4th Corner Landscapes Ltd is due to end on 31st March 2025. There is provision within the contract conditions to extend the contract by a further period of up to five years. Initial meetings have taken place to discuss the options and to negotiate the period of any contract extension period. Areas being reviewed are:

- Staffing Levels
- Machinery & Equipment
- Routes Programmes and Reporting
- Training
- Environmental Improvements
- Green Waste Recycling (Composting/Mulching)
- Community Social Value
- Inflation costs and contract rates uplift
- Contract Performance Meetings

4th Corner, continue to experience some difficulties with staff resources, which has led to some of the scheduled work not been undertaken in-line with the programme.

Delays have been identified on the shrub and hedge works schedule.

4th Corner are focused on recovering the position on the shrub and hedge works.

The Council's Landscape Officer continues to closely monitor operations and work with the contractor to ensure services are delivered in line with the specification and programme of works.

Wild Flower Creation

Despite the inclement weather, the contractor managed to sow the yellow rattle seed at all sites by the end of October. Sites where seed has been sown are:

- Spiceball Park
- Princess Diana Park
- Crouch Hill
- Saffron Close

Ranger Service / Play Area Update

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

The independent annual Inspections report has now been completed, the rangers are now working through the findings and undertaking the identified repairs in priority order.

The team have assisted the events team in the preparation and attendance at the Autumn and Winter programme of events.

Sports Surface Update

An independent assessment of the MUGA surfaces has been commissioned, a detailed report will be brought to future committee once the reports are received.

An independent assessment of the Tennis Courts at Horton View has been commissioned, a detailed report will be brought to future committee once the reports are received.

Cleansing Service Update

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

Weekly cleaning of all Pavilions is now in place for the rest of the football season, weekly cleans following fixtures is now in place.

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

Parks Lighting Update

The replacement of all lighting columns at People's Park is now completed. Repairs to the MUGA Lighting at People's Park, Merton Street and Moorfields Park have been ordered.

The costs for the installation of an additional 5 lighting columns on the path at Princess Diana Park has been received and will be ordered for completion before the PlayZone is installed 2025.

PlayZone Scheme Update

The Council is still waiting for confirmation of the funding agreement from Cherwell District Council and confirmation of the Planning Application submission dates by the Football Foundations Consultants.

Hardwick Hill Cemetery Extension

The previous planning application approval for the cemetery extension expired before all conditions could be cleared. The two outstanding conditions were:

- a) Following the first phase of archaeological trenching works, the County Archaeologist required a further phase 2 investigation trenching works, before discharging the archaeological survey condition.
- b) Although a draft Layout and Landscape plan was developed, this condition could also not be not be discharged until the condition a) above had been cleared.

The recommendation on the way forward from the Council's Planning Officer is that:

- a) The County Archaeologist at Oxfordshire County Council be contacted and asked to confirm in writing that if the application came up for renewal, would the extent of phase 2 works recommended still be appropriate and required today to clear any required condition.
- b) If the archaeological phase 2 works are confirmed to be the same, only then should Banbury Town Council tender for those works.
- c) Running alongside the tender exercise, a renewal of the Planning Application could be undertaken.
- d) Following the findings of the phase 2 archaeological survey the Layout and landscape detail plan could then be developed.
- e) Completion of these strategic steps would then enable the Council to move forward and work to begin on the development of the site as an extension to Hardwick Hill Cemetery.

The Committee **RESOLVED** to note the report and to approve the recommendation for the Hardwick Hill Cemetery Extension Development as set out above.

The meeting ended at 7.15pm

**GENERAL SERVICES COMMITTEE
28 JANUARY 2025**

**RESOURCES COMMITTEE
4 FEBRUARY 2025**

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 21 JANUARY 2025

1 Introduction and Purpose of Report

- 1.1 To inform Members of income and expenditure compared with Forecast Budget for the for the financial year.

2 Wards Affected

- 2.1 All Wards.

3 Effect on Policy

- 3.1 Nil.

4 Contact Officer

- 4.1 Mark Hassall (01295 817313)

5 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 21 January 2025. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:
- 6.2 General Services variances are principally
- ◆ Cleansing charges to Cherwell District Council (CDC) are paid annually in full in March.
 - ◆ Staffing costs remain within budget, in line with annual salary increases agreed with trade unions.

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- ◆ Planned roof repairs at Southam Road depot completed and fibreglass burial chambers purchased.
- ◆ Replacement light columns have been installed in People Park, the beginning of a wider replacement programme across the estate, particularly PDP. Retaining wall works at Longelandes Way planned.
- ◆ All MUGAs and sports hardstanding have been assessed across the estate, with appraisal of refurbishment options to be funded from earmarked reserves to be subject of a separate report to elected members within the next couple of months.
- ◆ Assessment and purchase of mowers and fleet vehicles is currently underway.
- ◆ Eight new green roofed bus shelters will be installed by Clear Channel across a number of arterial entry roads into Banbury.

6.3 Underspends on Resources Committee, principally

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

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

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>General Services Committee</u>						
<u>101 Litter Control & Cleansing</u>						
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)			
<u>103 Cemeteries</u>						
1000 Miscellaneous Income	200	200	0			100.0%
1004 Burial Chambers	2,760	3,450	690			80.0%
1005 Burial Fees	37,770	40,000	2,230			94.4%
1007 Memorial Applications	16,090	16,000	(90)			100.6%
1008 Exclusive Rights of Burial	20,065	13,720	(6,345)			146.2%
1009 Out of Hours Burial Fees	360	0	(360)			0.0%
1010 Land Rents	(11)	0	11			0.0%
1022 Premises Hire	4,297	4,297	0			100.0%
1500 Contribution from Reserves	0	5,000	5,000			0.0%
Cemeteries :- Income	81,531	82,667	1,136			98.6%
4000 Salaries	202,756	245,901	43,145		43,145	82.5%
4006 Training	116	4,000	3,884		3,884	2.9%
4010 N N D Rates	6,737	6,737	1		1	100.0%
4011 Water Charges	122	876	754		754	14.0%
4012 Sewerage Charges	0	500	500		500	0.0%
4013 Electricity	(8)	630	638		638	(1.3%)
4014 Gas	664	959	295		295	69.2%
4019 Cleaning Materials	0	500	500		500	0.0%
4020 Telephone	428	597	169		169	71.7%
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	2,406	3,899	1,493		1,493	61.7%
4120 Building M & R (Other Contract	14,258	16,938	2,680		2,680	84.2%
4122 Landscaping (Other Contractors	11,541	15,000	3,459		3,459	76.9%
4123 Minor Alterations & Imp.	17,872	18,502	630		630	96.6%
4132 Purchase Protective Clothing	507	2,292	1,785		1,785	22.1%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4137 Burial Chamber costs	3,606	3,606	0		0	100.0%
4502 R & M Plant & Equipment	7,662	6,550	(1,112)		(1,112)	117.0%
4570 Fleet Purchases	0	5,000	5,000		5,000	0.0%
4571 Service Charges	628	2,164	1,536		1,536	29.0%
4572 Fuel	2,344	3,119	775		775	75.2%
Cemeteries :- Indirect Expenditure	282,777	352,313	69,536	0	69,536	80.3%
Net Income over Expenditure	(201,246)	(269,646)	(68,400)			
<u>110 Parks and Open Spaces</u>						
1000 Miscellaneous Income	9,828	9,828	(0)			100.0%
1010 Land Rents	8,200	8,696	496			94.3%
1022 Premises Hire	901	0	(901)			0.0%
Parks and Open Spaces :- Income	18,929	18,524	(405)			102.2%
4000 Salaries	179,877	222,499	42,622		42,622	80.8%
4005 Professional Subscriptions	436	0	(436)		(436)	0.0%
4006 Training	360	5,346	4,986		4,986	6.7%
4008 Car Allowances-Employee	0	1,500	1,500		1,500	0.0%
4011 Water Charges	1,031	2,369	1,338		1,338	43.5%
4013 Electricity	4,286	5,702	1,416		1,416	75.2%
4019 Cleaning Materials	544	0	(544)		(544)	0.0%
4020 Telephone	693	910	217		217	76.2%
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	366	6,000	5,634		5,634	6.1%
4107 Equipment General	10,680	13,079	2,399		2,399	81.7%
4120 Building M & R (Other Contract	2,373	45,310	42,937		42,937	5.2%
4121 Ground Mtnce (Other Contractor	121,565	197,221	75,656		75,656	61.6%
4122 Landscaping (Other Contractors	35,340	30,071	(5,269)		(5,269)	117.5%
4124 Building M & R Peoples Park	55,063	69,308	14,245		14,245	79.4%
4132 Purchase Protective Clothing	474	1,299	825		825	36.5%
4500 Arboriculture	8,175	52,482	44,307		44,307	15.6%
4501 Playground Equipment R & M	38,151	75,017	36,866		36,866	50.9%
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%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4511 Trees and Shrubs	1,500	4,320	2,820		2,820	34.7%
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	1,413	2,399	986		986	58.9%
4571 Service Charges	559	2,002	1,443		1,443	27.9%
4572 Fuel	1,631	1,973	342		342	82.7%
Parks and Open Spaces :- Indirect Expenditure	527,275	818,490	291,215	0	291,215	64.4%
Net Income over Expenditure	(508,345)	(799,966)	(291,621)			
<u>113 Allotments</u>						
1010 Land Rents	6,343	6,505	163			97.5%
Allotments :- Income	6,343	6,505	163			97.5%
4011 Water Charges	1,141	655	(486)		(486)	174.3%
4070 Computer Software	359	359	0		0	100.0%
4100 Purchase Materials	864	890	26		26	97.1%
4120 Building M & R (Other Contract	200	2,000	1,800		1,800	10.0%
4121 Ground Mtnce (Other Contractor	1,586	2,909	1,323		1,323	54.5%
4520 Private Contractors	1,796	3,002	1,206		1,206	59.8%
Allotments :- Indirect Expenditure	5,947	9,815	3,868	0	3,868	60.6%
Net Income over Expenditure	395	(3,310)	(3,705)			
<u>114 Park Rangers</u>						
4000 Salaries	116,130	139,249	23,119		23,119	83.4%
4006 Training	323	1,823	1,501		1,501	17.7%
4010 N N D Rates	8,034	8,034	0		0	100.0%
4011 Water Charges	1,045	927	(118)		(118)	112.7%
4012 Sewerage Charges	0	500	500		500	0.0%
4013 Electricity	397	1,197	800		800	33.1%
4014 Gas	591	964	373		373	61.3%
4020 Telephone	1,056	1,158	102		102	91.2%
4025 Insurance	18,665	18,665	0		0	100.0%
4100 Purchase Materials	1,748	1,923	175		175	90.9%
4107 Equipment General	969	2,004	1,035		1,035	48.4%
4120 Building M & R (Other Contract	2,747	5,099	2,352		2,352	53.9%
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%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4571 Service Charges	11,223	9,000	(2,223)		(2,223)	124.7%
4572 Fuel	2,241	3,670	1,429		1,429	61.1%
Park Rangers :- Indirect Expenditure	165,461	206,730	41,269	0	41,269	80.0%
Net Expenditure	(165,461)	(206,730)	(41,269)			
<u>115 Commuted Sums</u>						
1500 Contribution from Reserves	347,209	113,583	(233,626)			305.7%
Commuted Sums :- Income	347,209	113,583	(233,626)			305.7%
Net Income	347,209	113,583	(233,626)			
<u>120 Sports Facilities</u>						
1020 Sports Hire	13,782	14,127	345			97.6%
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	40,207	56,155	15,948			71.6%
4010 N N D Rates	7,111	7,111	0		0	100.0%
4011 Water Charges	339	1,299	961		961	26.1%
4012 Sewerage Charges	60	0	(60)		(60)	0.0%
4013 Electricity	6,162	7,049	887		887	87.4%
4014 Gas	2,405	3,510	1,105		1,105	68.5%
4017 Caretaking and Cleaning	9,184	10,804	1,620		1,620	85.0%
4019 Cleaning Materials	391	1,199	808		808	32.6%
4100 Purchase Materials	5,616	7,709	2,093		2,093	72.8%
4107 Equipment General	11,949	26,584	14,635		14,635	44.9%
4120 Building M & R (Other Contract	27,309	23,738	(3,571)		(3,571)	115.0%
4121 Ground Mtnce (Other Contractor	64,377	81,058	16,681		16,681	79.4%
4123 Minor Alterations & Imp.	160	0	(160)		(160)	0.0%
4124 Building M & R Peoples Park	83	0	(83)		(83)	0.0%
4530 Bowling Green	4,289	9,257	4,968		4,968	46.3%
4570 Fleet Purchases	0	16,000	16,000		16,000	0.0%
Sports Facilities :- Indirect Expenditure	139,434	195,318	55,884	0	55,884	71.4%
Net Income over Expenditure	(99,227)	(139,163)	(39,936)			
<u>131 Banbury in Bloom</u>						
4121 Ground Mtnce (Other Contractor	250	0	(250)		(250)	0.0%
4520 Private Contractors	74	0	(74)		(74)	0.0%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4651 Floral Sponsorship	8,256	8,257	1		1	100.0%
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)			
<u>132 Banbury Cross & FineLady</u>						
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)			
<u>150 Public Clocks</u>						
4000 Salaries	744	901	157		157	82.5%
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	250	1,600	1,350		1,350	15.6%
Public Clocks :- Indirect Expenditure	1,167	3,488	2,321	0	2,321	33.5%
Net Expenditure	(1,167)	(3,488)	(2,321)			
<u>160 Capital Costs</u>						
1500 Contribution from Reserves	0	65,000	65,000			0.0%
Capital Costs :- Income	0	65,000	65,000			0.0%
4552 Capital - Play Areas	17,794	60,405	42,611		42,611	29.5%
4554 Capital - Park Refurb	508	65,000	64,492		64,492	0.8%
Capital Costs :- Indirect Expenditure	18,302	125,405	107,103	0	107,103	14.6%
Net Income over Expenditure	(18,302)	(60,405)	(42,103)			
<u>201 Bus Shelters</u>						
4109 Cleansing Contract	805	1,655	850		850	48.6%
4800 New Shelters	0	5,500	5,500		5,500	0.0%
4802 Maintenance	925	2,620	1,695		1,695	35.3%
Bus Shelters :- Indirect Expenditure	1,730	9,775	8,045	0	8,045	17.7%
Net Expenditure	(1,730)	(9,775)	(8,045)			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>202</u> <u>Salt Bins</u>						
4107 Equipment General	0	3,500	3,500		3,500	0.0%
Salt Bins :- Indirect Expenditure	0	3,500	3,500	0	3,500	0.0%
Net Expenditure	0	(3,500)	(3,500)			
General Services Committee :- Income	494,218	342,434	(151,784)			144.3%
Expenditure	1,154,926	1,912,307	757,381	0	757,381	60.4%
Movement to/(from) Gen Reserve	(660,708)	(1,569,873)	(909,165)			

Resources Committee301 Corporate Management

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4050 Bank Charges	1,946	2,315	369		369	84.1%
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	11,165	7,225	(3,940)		(3,940)	154.5%
Corporate Management :- Indirect Expenditure	18,397	19,040	643	0	643	96.6%

Net Expenditure

(18,397)	(19,040)	(643)
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302 Civic and Ceremonial

4000 Salaries	920	1,385	465		465	66.4%
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	1,144	10,000	8,856		8,856	11.4%
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	5,553	17,808	12,255	0	12,255	31.2%

Net Expenditure

(5,553)	(17,808)	(12,255)
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305 Central Administration

4000 Salaries	185,361	243,820	58,459		58,459	76.0%
4005 Professional Subscriptions	1,277	1,482	205		205	86.2%
4006 Training	1,175	4,000	2,825		2,825	29.4%
4007 Subsistence	0	1,787	1,787		1,787	0.0%
4009 Travel Allowances	0	107	107		107	0.0%
4020 Telephone	3,789	4,560	771		771	83.1%
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	1,648	2,500	852		852	65.9%
4025 Insurance	6,670	6,670	0		0	100.0%
4026 Subscriptions	692	5,817	5,125		5,125	11.9%
4031 Staff Advertising	6,358	5,302	(1,056)		(1,056)	119.9%
4032 Advertising/Publicity	1,780	2,540	760		760	70.1%

	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	21,675	26,969	5,294		5,294	80.4%
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 Equipment	289	1,500	1,211		1,211	19.3%
4850 Uniforms	214	550	336		336	38.9%
4856 Photography	0	375	375		375	0.0%
5000 Contingency Fund & Provision	0	5,000	5,000		5,000	0.0%
Central Administration :- Indirect Expenditure	235,333	320,967	85,634	0	85,634	73.3%
Net Expenditure	(235,333)	(320,967)	(85,634)			
<u>310 Town Council Events</u>						
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	85,046	102,681	17,635		17,635	82.8%
4071 Purchase Equipment	315	0	(315)		(315)	0.0%
4074 Armed Forces Day	4,963	4,844	(119)		(119)	102.5%
4076 Christmas Lights Switch On	9,054	7,976	(1,078)		(1,078)	113.5%
4120 Building M & R (Other Contract	89	0	(89)		(89)	0.0%
4300 Town Mayor's Inauguration	2,017	1,984	(33)		(33)	101.7%
4310 Town Mayors Sunday	5,567	4,914	(653)		(653)	113.3%
4320 Battle of Britain	1,897	158	(1,739)		(1,739)	1200.6%
4330 Remembrance Day	4,017	7,245	3,228		3,228	55.4%
4360 Canalside Festival	13,693	15,510	1,817		1,817	88.3%
4370 Banbury Music Mix	7,093	5,668	(1,425)		(1,425)	125.1%
4380 Banbury Show	15,209	16,209	1,000		1,000	93.8%
4390 Food Festivals	13,142	7,941	(5,201)		(5,201)	165.5%
5001 Seasonal Events	1,153	788	(365)		(365)	146.3%
Town Council Events :- Indirect Expenditure	163,255	175,918	12,663	0	12,663	92.8%
Net Income over Expenditure	(136,826)	(146,317)	(9,491)			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>311 Town Hall</u>						
1021 Licence and Premises Hire	0	16,000	16,000			0.0%
1022 Premises Hire	6,979	5,411	(1,568)			129.0%
Town Hall :- Income	6,979	21,411	14,432			32.6%
4000 Salaries	24,891	29,761	4,870	4,870		83.6%
4010 N N D Rates	19,361	19,361	(0)	(0)		100.0%
4011 Water Charges	653	921	268	268		70.9%
4013 Electricity	8,310	8,023	(287)	(287)		103.6%
4014 Gas	(1,324)	(1,677)	(353)	(353)		78.9%
4015 Alarms	3,276	1,054	(2,222)	(2,222)		310.8%
4016 Window Cleaning	235	385	150	150		61.0%
4019 Cleaning Materials	814	926	112	112		87.9%
4023 Stationery/Office Supplies	168	290	122	122		57.8%
4025 Insurance	14,077	14,077	(0)	(0)		100.0%
4032 Advertising/Publicity	0	350	350	350		0.0%
4071 Purchase Equipment	1,154	1,546	392	392		74.6%
4120 Building M & R (Other Contract	9,851	9,430	(421)	(421)		104.5%
4136 Purchase IT Equipment	58	0	(58)	(58)		0.0%
4330 Remembrance Day	67	0	(67)	(67)		0.0%
4502 R & M Plant & Equipment	3,709	3,479	(230)	(230)		106.6%
4850 Uniforms	0	100	100	100		0.0%
4870 Catering	1,282	1,572	290	290		81.6%
4871 Licences inc PRS Fees	3,073	2,423	(650)	(650)		126.8%
Town Hall :- Indirect Expenditure	89,654	92,021	2,367	0	2,367	97.4%
Net Income over Expenditure	(82,676)	(70,610)	12,066			
<u>315 Other Services to the Public</u>						
4700 Christmas Lighting Scheme	109,946	144,412	34,466	34,466		76.1%
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	163,187	303,707	140,520	0	140,520	53.7%
Net Expenditure	(163,187)	(303,707)	(140,520)			
<u>320 Other Costs and Income</u>						
1176 Precept Received	2,230,520	2,230,520	0			100.0%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1190 Interest Received	32,151	227,970	195,819			14.1%
Other Costs and Income :- Income	2,262,671	2,458,490	195,819			92.0%
4951 Revenue Contribution to Capita	6,406	10,000	3,594		3,594	64.1%
Other Costs and Income :- Indirect Expenditure	6,406	10,000	3,594	0	3,594	64.1%
Net Income over Expenditure	2,256,265	2,448,490	192,225			
Resources Committee :- Income	2,296,079	2,509,502	213,423			91.5%
Expenditure	681,785	939,461	257,676	0	257,676	72.6%
Movement to/(from) Gen Reserve	1,614,294	1,570,041	(44,253)			
Grand Totals:- Income	2,790,297	2,851,936	61,639			97.8%
Expenditure	1,836,711	2,851,768	1,015,057	0	1,015,057	64.4%
Net Income over Expenditure	953,586	168	(953,418)			
Movement to/(from) Gen Reserve	953,586	168	(953,418)			

GENERAL SERVICES COMMITTEE

28 JANUARY 2025

REPORT OF THE DIRECTOR OF ENVIRONMENT

PARKS AND CEMETERIES SERVICE

1 Introduction and Purpose of Report

1.1 To provide an update for Members on:

- 1.1.1 Parks & Cemeteries Team.
- 1.1.2 4th Corner Landscape Contract.
- 1.1.3 Ranger Service / Play Areas.
- 1.1.4 Sports Surface.
- 1.1.5 Cleansing Service.
- 1.1.6 Parks Lighting.
- 1.1.7 PlayZone Schemes.

2 Wards Affected

2.1 All Banbury Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officer

4.1 Paul Almond (01295 817315).

5. Parks & Cemeteries Team Service Update

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

6. 4th Corner Landscape Contract Update

6.1 The formal review of the Grounds Maintenance Contract with 4th Corner Landscapes Ltd has now been completed, information has now been provided covering:

- Staffing Levels
- Machinery & Equipment
- Routes Programmes and Reporting
- Training
- Environmental Improvements
- Green Waste Recycling (Composting/Mulching)
- Community Social Value
- Inflation costs and contract rates uplift
- Contract Performance Meetings

6.2 Working through this review Officers have confidence that 4th Corner Ltd have demonstrated that they can continue to providing the Grounds Maintenance Service as specified in the contract. They also outlined a commitment and willingness to work in partnership with Banbury Town Council in terms of service improvements and bringing added value to the Council's landscape development initiatives.

6.3 The contract terms and conditions allow for an extension for a further period of up to five years.

6.4 Officers recommend to the committee, that Banbury Town Council take up the option to extend the contract with 4th Corner Ltd for a further two years from the 1st April 2025 until 31st March 2027, with a further review of performance towards the end of this period.

7. Ranger Service / Play Area Update

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

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

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

7.4 The team have also been busy with the winter maintenance programme, topping up salt bins on street and equipping snow wardens with salt, PPE and shovels as required 4 new wardens have been recruited and trained.

7.5 We will shortly need to advertise for the position of Senior Park Ranger as Steve Berry who will be retiring at the end of March after nearly 18 years' service for Banbury Town Council.

Banbury Town Council

8. Sports Surface Update

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

9. Cleansing Service Update

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

10. Lighting Update

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

11. PlayZone Scheme Update

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

12. Financial Effects & Risk Assessment

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

13. Recommendations

The Committee is invited to **RESOLVE**

- 13.1 To note the Parks and Cemeteries Service Update.
- 13.2 To note the Ranger Service / Play Area Update.
- 13.3 To note the Sports Services Update.
- 13.4 To note the Cleansing Service Update.
- 13.5 To note the Lighting in Parks Update.
- 13.6 To note the PlayZone Scheme Update
- 13.6.1 And to **approve** the recommendation in 6.4 to extend the 4th Corner Landscape Contract

Background Papers: Nil