Banbury Town Council

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

The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340

Our Ref: A02092025
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 27 August 2025

To: All Members of the Resources Committee.

You are hereby summoned to attend a Meeting of the **RESOURCES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 02 September 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 10 June 2025 (**Enclosed**).

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

5. **Pay Award 25/26**
   To receive and note the local Government Services Pay Agreement 2025/26. **(Enclosure 5)**

6. **Health & Safety**
   To receive and note the Health & Safety Policy Statement (**Enclosure 6)**

7. **Twinning Agreement**
   To receive and recommend to full council to reaffirm Banbury Town Council's commitment to the Twinning agreement between the two towns of Hennef and Banbury **(Enclosure 7)**

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 10th June 2025** in the Town Hall, Banbury.

Present: Councillor Eaton (Chair)
Councillors: Beere, Mallon and Vaitkus.

Alternate Members: Councillor Richards for Cllr Hussain

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)

Members of Public: The Hive – Bernadette Cummings and Mark Macaulay

R.20/25 Apologies for Absence
Cllr Hussain

R.21/25 Declarations of Interest
None.

R.22/25 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 25 March 2025 be approved as a correct record and signed by the Chairman.

R.23/25 Income & Expenditure Report
The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 23 May 2025.

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

General Services variances and points to note were principally:

- Staffing costs remain within budget, subject to central government annual salary increases agreed with trade unions.
- Timing of invoicing for grounds maintenance works impacted by timing of May invoice across Parks, including the first weed spray application to street edging. Building M&R includes funding of lampposts at PDP which has successfully attracted funding from CDC, and progress will now move to Chandos Park.
- Tree works orders have largely been completed and with the final few days currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- Park Ranger team is now fully staffed following a retirement and successful recruitment.
- Sports facilities works to get facilities reviewed ahead of the football season in September is currently being scheduled.

- Additional expenditure will be incurred to secure and upgrade the lighting of the Banbury Cross and Fine Lady statues, which will be secured within budget parameters following successful grant applications via CDC from central government UK SPF fund (Capital – Park Refurb).
- Improvements to bus shelters providing Green Roofs (in partnership with Bauer Media Outdoor (nee Clear Channel), and Real Time Info (in partnership with OCC).

Underspends on Resources Committee, principally:

- Corporate, Central Administration and Civic continue to be well controlled.
- Town Council Events are currently within acceptable budget parameters, including successful and well attended VE Day events, attracting partnership sponsorship resulting in no additional burden to taxpayers.
- Town Hall – includes utility costs to be recharged to OCC under the lease of first floor.
- Other services to the Public include timing of small grants (including Warm Welcome grant scheme).
- Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target.

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

R.24/25 Employee Policies
To consider the new policies for Disciplinary and Harassment & Bullying and an associated training programme, alongside recommendation for an Employee Assistance programme.

IT WAS RESOLVED to receive and note the Employee Policy report.
IT WAS RESOLVED to agree the policies with 1 abstention.

R.25/25 Annual Accounts for the year ending 31st March 2025 (Unaudited)
To receive and note the accounts for the twelve months to 31st March 2025.

IT WAS RESOLVED to receive and note the Annual Accounts.

R.26/25 Presentation by The Banbury Hive
To consider the presentation outlining the desire for accommodation/facilities within Castle Quay. Councillor Mallon undertook to take this to full council on 23 September 2025 in the form of a motion to be provided by councillors.

IT WAS RESOLVED to receive and note the Banbury Hive Presentation, the Resources Committee **resolved** to support and advocate the idea of the plan and to work in partnership where possible to achieve the objectives outlined by Banbury Hive.

R.27/25 Sports Facilities Report

<u>Tennis - People's Park</u>

- Following refurbishment of courts in 2024, delivered through the grant received from the Lawn Tennis Association (LTA) - Parks Investment Programme, there was an obligation to work with the LTA towards the delivery of "Free Park Tennis" sessions at the venue on Saturday mornings.

- To run these sessions it was necessary to attract volunteer Tennis Activators who would receive training through the LTA Activator Programme. As a possible route to recruit the activators the LTA suggested contacting other established tennis clubs, your District Council's sports development team and local colleges. Unfortunately, this did not result in anyone showing an interest, so we carried out some direct marketing to existing users and advertising at the venue which resulted in four people coming forward interested in undergoing the training to become activators at People's Park.

- Members were informed that following the completion of the training and receipt of the equipment from the LTA to run the sessions, our first "Free Tennis" session was held on Saturday 24th May 2025.

- The first session was well attended with 25 participants of mixed ages ranging from young children to adults.

Tennis – Horton View

- Background

2003 - Banbury Town Council took over a 99 year Lease for Horton View Sports Ground from Oxfordshire County Council, previously held by Cherwell District Council.

2008 - Banbury Town Council agreed the signing of a Sub-Lease for 21 years with Banbury Tennis Club.

2010 - Banbury Town Council made a grant to the club of £4,000, towards the installation of new flood lighting.

2011 - Banbury Town Council made a financial contribution of £1,000 (1 sixth of the total cost) to refurbish the public court only.

2024 – Banbury Town Council, following a meeting with Banbury Tennis Club, received representations on a number of issues:

1. The Club would like to explore some security of tenure as the current lease expires on 1st March 2029. This short term period hinders the options for the club to assess funding options for development.
2. In the Clubs opinion the courts at Horton View were in poor condition, confirming that the club does not have sufficient funds to refurbish them and in their view this was the landlords responsibility to resurface them.
3. The club would like to replace the flood lighting heads to LED's from the current halogen lighting.
   The fencing surrounding the courts needed refurbishment or replacement.

- To assess the condition of the courts Officers commissioned an independent assessment of the court surfaces from a professional sports surfacing contractor.

The recommendations of the report and cost associated are:

1. Courts 1-4
   These courts are nearing the end of their usable life, however, the Council may want to consider localised resin and grit repairs and binding and colour spray would extend their safe and playable life for 2-3 more years.

   Budget cost repair £9,940 or Budget Cost to resurface & paint £60,000

2. Court 5
   The surface of this court has reached the end of its life cycle, binding and painting will not work on this court, therefore, a fully resurface and paint is required.

   Budget cost to resurface and paint £16,420

3. Court 6
   The surface of this court has reached the end of its life cycle, binding and painting will not work on this court, therefore, a fully resurface and paint is required, however, the edging also need replacing. In addition there is a major problem with roots under the court and would need to be addressed by others before undertaking refurbishment works.

Budget Cost to install new edges, resurface and paint £19,650

- Officers recommendations to the committee are:

1. Courts 1-4
   The recommendation for the repairs to extend the playing surface for 2-3 years be accepted, which would allow options for full resurfacing to be reviewed and negotiated alongside a new lease proposal.
2. Court 5 & 6
   The Council go out for formal tender as per the recommendation.
3. Court 6
   Banbury Town Council work with Sanctuary Housing to ensure they fell the tree which is causing damage to the court surface so there is no issues when resurfacing works are undertaken.
4. Tenders obtained to undertake necessary repairs to the court fencing where needed.
5. New lease be drawn up with longer term and costs identified for further discussions with Banbury Lawn Tennis Club.

Tennis Fees and Charges Proposal

- Following the refurbishment of Peoples' Park tennis courts the Council has experienced an increase in appropriate use of the facility by tennis players, however, we have received complaints from genuine bookers that there is still an element of inappropriate use of the courts.

- The Rangers have also had to challenge youths in the court playing ball games who have admitted they gain access by booking the court to get a code to enter the court to play football.

- The Lawn Tennis Association (LTA) recommended that there should be a charge for all tennis, not only to stop anti-social behaviour, but more importantly to ensure the sustainability of maintenance and upkeep of the court and gate entry system.

- The recommendation is to introduce a modest hourly booking fee for Banbury Town Council Courts in line with the fees charged on the leased courts at Banbury Lawn Tennis Club of £4.00 per hour.

PlayZone Fees and Charges Proposal

- In preparation for the completion of the PlayZones construction, agreeing slots for targeted community, youth and sports groups as well as general casual users and prior to going live with the online booking system a pricing structure is required to be approved.

- Officers have worked in partnership with the Football Foundation and Cherwell District Council to compare charges made by other Local Authority run PlayZones in areas of deprivation across the country.

The recommendation for charges are:

1. Formal Adult Group Hire (Sports Clubs etc) - £20.00 per hour.
2. Targeted Partner Community Group/Under 18 years of age - £10.00 per hour.
3. General Public Pay & Play - £2.50 per hour.

MUGA Refurbishment Costs

- Following the independent assessment of the hard surfaces within the Councils MUGA facilities the identified work requirements are:

1. Chandos Sports Ground – Power Wash/Repaint, – Budget Estimate £1,500
2. Easington Recreation Ground - Power Wash/Repaint Budget Estimate £2,000
3. Hanwell View – No Work Required
4. Hastings Park – Power Wash/Repaint Budget - Estimate £1,500
5. Hill View Park – Power Wash/Repaint Budget - Estimate £2,000
6. Ironstones Park - Power Wash/Repaint Budget - Estimate £2,000
7. People’s Park - Power Wash/Repaint - Budget Estimate £2,000
8. Merton Street - Power Wash/Repaint - Budget Estimate £2,000
9. Princess Diana Park - Power Wash/Repaint - Budget Estimate £2,000
10. Ruscote Park - Power Wash/Repaint - Budget Estimate £2,000
11. Standbridge Park - Power Wash/Repaint - Budget Estimate £2,000
12. Trinity Park - Power Wash/Repaint - Budget Estimate £1,500

Due to extensive tree root damage the following facilities require more substantial works:

13. Bankside Park
    Remove existing surface/Resurfacing/Repainting - Budget Estimate £15,000
14. Moorfields Recreation Ground
    Remove existing surface/Resurfacing/Repainting - Budget Estimate £15,000

- Total Project Budget Estimate to undertake all refurbishments is £50,500.
- The recommendation to the committee is that:
  1. The tree works are ordered to remove the offending trees causing the surface damage.
  2. Tenders are sort for works as identified by the independent professional sports surfacing contractor.

IT WAS RESOLVED to receive and to note the Sports Facilities report and;

The Resources Committee **RESOLVED**

11.1 To note the recommendations of the General Services committee and Approve the Recommendations for the Tennis – Horton View

11.2 To note the recommendations of the General Services committee and Approve the Recommendations for the Tennis – Fees and Charges

11.3 To note the recommendations of the General Services committee and Approve the Recommendations for the PlayZone – Fees and Charges

11.4 To note the recommendations of the General Services committee and Approve the Recommendations for the MUGA – Refurbishment Costs

Background Papers: Nil

The meeting ended at 8.13pm

GENERAL SERVICES COMMITTEE
26 August 2025

RESOURCES COMMITTEE
2 September 2025

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 22 August 2025

1. **Introduction and Purpose of Report**
   1.1 To inform Members of income and expenditure compared with Year to Date (YTD) Budget for the financial year.

2. **Wards Affected**
   2.1 All Wards.

3. **Effect on Policy**
   3.1 Nil.

4. **Contact Officer**
   4.1 Mark Hassall (01295 817313)

5. **Background**
   5.1 The Council's Financial Regulations require that the Resources Committee be provided with a statement of income and expenditure to date under each head of the approved year-to-date annual revenue and capital budgets. As the main spending Committee, it is considered appropriate for this information to also be presented to the General Services Committee.

   5.2 The Council's Accounting (RBS Omega) System provides reports that show Year-to Date (YTD) 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 22 August 2025. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

7. **General Services variances are principally**
   - Staffing costs remain within budget, and have now incorporated central government annual salary increases agreed with trade unions of 3.2% effective from 1st April 2025.
   - Timing of invoicing for grounds maintenance works impacted by timing of August invoice across Parks.
   - Tree works orders have largely been completed and with the final few days currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
   - Sports facilities works to get facilities reviewed ahead of the football season, whilst the dry and hard ground conditions have hampered goal mouth restoration, other

remedial works have been completed. NNDR council tax adjustment backdated to reflect increased income at Hanwell Fields relating to increased sports use.

- With the current licence for cricket use at Hanwell expiring in August 2025, officers are exploring the current clubs requirements for a longer term licence to support the ongoing development aspirations of the club. The recommendations of General Services G.S.25/25 to Resources Committee - 13.3 is the preparation of a licence for a cricket academy to operate at Hanwell Fields sports ground.
- Additional expenditure is being incurred to secure and upgrade the lighting of the Banbury Cross and Fine Lady statues, which is within budget parameters following successful grant applications via CDC from central government UK SPF fund (Capital – Park Refurb), this project is 70% complete ahead of the darker evenings.
- Completion of Chandos PlayZone is followed by the installation of a PlayZone at Princess Diana park, with grant funding for the full costs incurred due to be received from CDC (25%) and Football Foundation (75%).
- Improvements to bus shelters providing Green Roofs (in partnership with Bauer Media Outdoor (nee Clear Channel), and Real Time Info (in partnership with OCC).

8. Underspends on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled. Additional legal costs are being incurred to settle and resolve an outstanding past employee complaint, following receipt of Chairmans concurrence for expenditure to be committed. Elevated expenditure will be captured within the 6+6 budget review.
- Town Council Events are currently within acceptable budget parameters, with a confirmed grant of £3k remaining outstanding to be received.
- Town Hall – includes utility costs to be recharged to OCC under the lease of first floor, alongside additional ongoing hire of the interview room by CDC on Tuesdays and Thursdays every week for the next three months.
- Other services to the Public include timing of small grants (including Warm Welcome grant scheme).
- Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target which is anticipated to exceed income budget.

9. Financial Effects & Risk Assessment

9.1 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.

9.2 There remains a risk that long term cricket development on the Hanwell Fields site may restrict progress alternative sports provision. Options may include varying the term of the lease and introducing options to extend the terms.

10. Recommendations

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

10.2 The Council is invited to receive and note the annual salaries increases agreed between the trade unions and central government.

10.3 To **APPROVE** the Chairman of Resources entering a licence with representatives of Banbury Lions Cricket Club to operate at Hanwell Fields Sports Ground, and

10.4 to request officers to draw up an up to 10 year licence with appropriate no fault break clauses, in order to enable the Council to secure alternative strategic sports provision at the same site should the opportunity arise.

Background Papers: Nil

General Services Committee

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
101	Litter Control & Cleansing						
4107	Equipment General	0	2,000	2,000	5,000		5,000
4109	Cleansing Contract	215	0	(215)	171,979		171,764
	Litter Control & Cleansing :- Indirect Expenditure	215	2,000	1,785	176,979	0	176,764
	Net Expenditure	(215)	(2,000)	(1,785)	(176,979)		
103	Cemeteries						
1000	Miscellaneous Income	224	0	(224)	0		0
1004	Burial Chambers	2,160	1,380	(780)	3,450		0
1005	Burial Fees	15,785	15,000	(785)	36,000		0
1007	Memorial Applications	6,615	5,835	(780)	14,000		0
1008	Exclusive Rights of Burial	7,460	4,775	(2,685)	11,000		0
1022	Premises Hire	4,581	4,297	(284)	4,297		0
1500	Contribution from Reserves	0	0	0	46,500		0
	Cemeteries :- Income	36,825	31,287	(5,538)	115,247		
4000	Salaries	113,496	109,590	(3,906)	263,017		149,521
4006	Training	5,305	1,250	(4,055)	5,000		(305)
4010	N N D Rates	3,367	3,540	174	7,080		3,714
4011	Water Charges	0	600	600	1,440		1,440

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4012	Sewerage Charges	0	0	0	500		500
4013	Electricity	(107)	400	507	960		1,067
4014	Gas	229	450	221	900		671
4019	Cleaning Materials	17	100	83	600		583
4020	Telephone	216	300	84	720		504
4023	Stationery/Office Supplies	11	0	(11)	200		189
4025	Insurance	5,927	6,484	557	6,484		557
4026	Subscriptions	110	200	90	310		200
4070	Computer Software	0	2,600	2,600	2,600		2,600
4071	Purchase Equipment	1,890	1,250	(640)	3,000		1,110
4072	Leasing Equipment	750	750	0	2,500		1,750
4100	Purchase Materials	1,306	1,500	195	3,900		2,595
4120	Building M & R (Other Contract	3,415	4,200	785	10,000		6,585
4122	Landscaping (Other Contractors	657	6,250	5,593	15,000		14,343
4123	Minor Alterations & Imp.	1,067	2,500	1,433	6,500		5,433
4132	Purchase Protective Clothing	257	1,040	783	2,500		2,243
4137	Burial Chamber costs	0	3,500	3,500	3,500		3,500
4502	R & M Plant & Equipment	2,804	2,550	(254)	6,550		3,746
4570	Fleet Purchases	0	0	0	46,500		46,500
4571	Service Charges	1,684	1,000	(684)	2,200		516
4572	Fuel	974	1,400	426	3,120		2,146
	Cemeteries :- Indirect Expenditure	143,373	151,454	8,081	395,081	0	251,708
	Net Income over Expenditure	(106,549)	(120,167)	(13,618)	(279,834)		

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
110	Parks and Open Spaces						
1000	Miscellaneous Income	3,123	0	(3,123)	0		0
1010	Land Rents	4,723	5,185	463	5,185		0
1500	Contribution from Reserves	0	0	0	15,000		0
	Parks and Open Spaces :- Income	7,845	5,185	(2,660)	20,185		
4000	Salaries	94,678	99,450	4,772	238,679		144,001
4005	Professional Subscriptions	0	450	450	600		600
4006	Training	1,440	2,000	560	5,000		3,560
4008	Car Allowances-Employee	0	0	0	1,500		1,500
4011	Water Charges	0	1,100	1,100	2,640		2,640
4012	Sewerage Charges	0	210	210	500		500
4013	Electricity	2,644	3,200	556	7,680		5,036
4014	Gas	0	0	0	350		350
4019	Cleaning Materials	0	250	250	600		600
4020	Telephone	400	500	100	1,200		800
4023	Stationery/Office Supplies	0	50	50	200		200
4025	Insurance	14,320	17,051	2,731	17,051		2,731
4026	Subscriptions	1,187	180	(1,007)	760		(427)
4032	Advertising/Publicity	0	0	0	300		300
4061	Management Plans	0	0	0	7,500		7,500
4070	Computer Software	6,615	9,760	3,145	23,430		16,815
4071	Purchase Equipment	1,393	1,250	(143)	3,000		1,607

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4100	Purchase Materials	6,870	1,400	(5,470)	6,000		(870)
4107	Equipment General	3,018	3,750	732	8,500		5,482
4120	Building M & R (Other Contract	996	26,750	25,754	56,500		55,504
4121	Ground Mtnce (Other Contractor	55,767	84,735	28,968	205,363		149,596
4122	Landscaping (Other Contractors	115	10,835	10,720	26,000		25,885
4124	Building M & R Peoples Park	742	1,000	258	2,400		1,658
4132	Purchase Protective Clothing	612	500	(112)	1,300		688
4500	Arboriculture	7,417	21,460	14,043	51,500		44,083
4501	Playground Equipment R & M	12,075	32,500	20,425	75,000		62,925
4502	R & M Plant & Equipment	801	1,000	199	3,000		2,199
4503	Purchase of Signs	0	2,000	2,000	6,000		6,000
4510	Floral Bedding	8,566	9,760	1,194	16,260		7,694
4511	Trees and Shrubs	2,492	11,770	9,278	14,000		11,508
4512	Bulbs	0	0	0	6,000		6,000
4514	Chemical Applications	6,815	3,424	(3,391)	10,354		3,539
4515	Aviary Maintenance	693	1,000	307	2,900		2,207
4570	Fleet Purchases	0	0	0	15,000		15,000
4571	Service Charges	448	500	52	2,000		1,552
4572	Fuel	359	835	476	2,000		1,641
	Parks and Open Spaces :- Indirect Expenditure	230,463	348,670	118,207	821,067	0	590,604
	Net Income over Expenditure	(222,617)	(343,485)	(120,868)	(800,882)		

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
113	Allotments						
1010	Land Rents	1,702	1,655	(47)	4,250		0
	Allotments :- Income	1,702	1,655	(47)	4,250		
4011	Water Charges	0	250	250	600		600
4070	Computer Software	381	450	69	450		69
4100	Purchase Materials	0	200	200	800		800
4120	Building M & R (Other Contract	8	500	492	2,000		1,992
4121	Ground Mtnce (Other Contractor	473	1,015	542	2,940		2,467
4520	Private Contractors	223	1,000	777	3,000		2,777
	Allotments :- Indirect Expenditure	1,085	3,415	2,330	9,790	0	8,705
	Net Income over Expenditure	616	(1,760)	(2,376)	(5,540)		
114	Park Rangers						
1500	Contribution from Reserves	0	0	0	150,000		0
	Park Rangers :- Income	0	0	0	150,000		
4000	Salaries	52,947	60,775	7,828	145,859		92,912
4006	Training	1,963	2,000	37	5,000		3,037
4010	N N D Rates	4,019	4,215	196	8,432		4,413
4011	Water Charges	0	415	415	1,000		1,000
4012	Sewerage Charges	0	140	140	500		500

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4013	Electricity	701	500	(201)	1,200		499
4014	Gas	104	400	296	960		856
4020	Telephone	550	525	(25)	1,260		710
4025	Insurance	16,758	19,599	2,841	19,599		2,841
4100	Purchase Materials	376	500	124	1,200		824
4107	Equipment General	409	1,040	631	2,000		1,591
4120	Building M & R (Other Contract	348	2,225	1,877	4,800		4,452
4124	Building M & R Peoples Park	0	4,000	4,000	4,000		4,000
4131	Purchase Equipment	154	1,720	1,566	4,200		4,046
4132	Purchase Protective Clothing	473	500	27	2,000		1,527
4502	R & M Plant & Equipment	255	0	(255)	300		45
4570	Fleet Purchases	0	0	0	150,000		150,000
4571	Service Charges	2,378	4,075	1,697	9,000		6,622
4572	Fuel	679	917	238	2,200		1,521
	Park Rangers :- Indirect Expenditure	82,113	103,546	21,433	363,510	0	281,397
	Net Income over Expenditure	(82,113)	(103,546)	(21,433)	(213,510)		
115	Commutted Sums						
1500	Contribution from Reserves	0	0	0	97,490		0
	Commutted Sums :- Income	0	0	0	97,490		
	Net Income	0	0	0	97,490		

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
120	Sports Facilities						
1020	Sports Hire	9,635	6,250	(3,385)	12,500		0
1021	Licence and Premises Hire	7,950	7,838	(112)	11,683		0
1051	Deposits	0	(25)	(25)	(25)		0
	Sports Facilities :- Income	17,585	14,063	(3,522)	24,158		
4000	Salaries	0	4,165	4,165	10,000		10,000
4010	N N D Rates	14,035	3,735	(10,300)	7,466		(6,569)
4011	Water Charges	11	750	739	1,800		1,789
4013	Electricity	3,248	2,500	(748)	6,500		3,252
4014	Gas	507	1,450	944	3,500		2,994
4017	Caretaking and Cleaning	4,131	0	(4,131)	0		(4,131)
4019	Cleaning Materials	236	500	264	1,200		964
4100	Purchase Materials	92	3,125	3,033	7,500		7,408
4107	Equipment General	0	2,300	2,300	4,000		4,000
4109	Cleansing Contract	100	0	(100)	0		(100)
4120	Building M & R (Other Contract	5,037	8,675	3,638	20,820		15,783
4121	Ground Mtnce (Other Contractor	25,098	47,339	22,241	84,832		59,734
4530	Bowling Green	1,034	4,302	3,268	8,550		7,516
	Sports Facilities :- Indirect Expenditure	53,529	78,841	25,312	156,168	0	102,639
	Net Income over Expenditure	(35,944)	(64,778)	(28,834)	(132,010)		

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
131	Banbury in Bloom						
4651	Floral Sponsorship	0	0	0	8,257		8,257
4652	Planting Day in the Park	1,342	3,350	2,008	5,225		3,883
	Banbury in Bloom :- Indirect Expenditure	1,342	3,350	2,008	13,482	0	12,140
	Net Expenditure	(1,342)	(3,350)	(2,008)	(13,482)		
132	Banbury Cross & FineLady						
4120	Building M & R (Other Contract	806	0	(806)	5,800		4,994
	Banbury Cross & FineLady :- Indirect Expenditure	806	0	(806)	5,800	0	4,994
	Net Expenditure	(806)	0	806	(5,800)		
150	Public Clocks						
4000	Salaries	391	390	(1)	937		546
4013	Electricity	64	150	86	360		296
4120	Building M & R (Other Contract	1,406	0	(1,406)	600		(806)
4521	Service of Public Clock	0	0	0	1,600		1,600
	Public Clocks :- Indirect Expenditure	1,861	540	(1,321)	3,497	0	1,636
	Net Expenditure	(1,861)	(540)	1,321	(3,497)		

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
160	Capital Costs						
1500	Contribution from Reserves	151,807	0	(151,807)	65,000		0
	Capital Costs :- Income	151,807	0	(151,807)	65,000		
4551	Capital - Hardwick Hill Cemeta	2,950	0	(2,950)	0		(2,950)
4552	Capital - Play Areas	0	0	0	71,500		71,500
4554	Capital - Park Refurb	144,438	0	(144,438)	65,000		(79,438)
	Capital Costs :- Indirect Expenditure	147,388	0	(147,388)	136,500	0	(10,888)
	Net Income over Expenditure	4,420	0	(4,420)	(71,500)		
201	Bus Shelters						
4109	Cleansing Contract	910	900	(10)	1,800		890
4800	New Shelters	0	0	0	6,000		6,000
4802	Maintenance	0	780	780	3,000		3,000
	Bus Shelters :- Indirect Expenditure	910	1,680	770	10,800	0	9,890
	Net Expenditure	(910)	(1,680)	(770)	(10,800)		
202	Salt Bins						
4107	Equipment General	0	0	0	4,000		4,000
	Salt Bins :- Indirect Expenditure	0	0	0	4,000	0	4,000
	Net Expenditure	0	0	0	(4,000)		
	General Services Committee :- Income	215,764	52,190	(163,574)	476,330		
	Expenditure	663,085	693,496	30,411	2,096,674	0	1,433,589
	Movement to/(from) Gen Reserve	(447,321)	(641,306)	(193,985)	(1,620,344)		

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Resources Committee

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
301	Corporate Management						
4050	Bank Charges	571	1,030	459	2,315		1,744
4056	Internal Audit	510	500	(10)	1,500		990
4057	Audit Fees	0	0	0	2,500		2,500
4058	Professional Fees	2,277	2,927	650	6,700		4,423
4059	Legal Support	5,898	1,898	(4,000)	7,750		1,853
	Corporate Management :- Indirect Expenditure	9,255	6,355	(2,900)	20,765	0	11,510
	Net Expenditure	(9,255)	(6,355)	2,900	(20,765)		
302	Civic and Ceremonial						
4000	Salaries	249	512	263	1,272		1,023
4006	Training	0	0	0	350		350
4022	Printing	30	0	(30)	975		945
4023	Stationery/Office Supplies	8	56	48	336		328
4026	Subscriptions	0	0	0	320		320
4850	Uniforms	0	0	0	200		200
4851	Incoming Mayors Allowance	722	998	276	10,000		9,278
4852	Outgoing Mayors Allowance	(651)	1,000	1,651	1,000		1,651
4854	Civic Property Maintenance	0	0	0	450		450
4855	Civic Insignia	0	1,900	1,900	2,150		2,150

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4870	Catering	24	0	(24)	0		(24)
	Civic and Ceremonial :- Indirect Expenditure	382	4,466	4,084	17,053	0	16,671
	Net Expenditure	(382)	(4,466)	(4,084)	(17,053)		
305	Central Administration						
4000	Salaries	119,365	117,475	(1,890)	283,445		164,080
4005	Professional Subscriptions	160	909	749	1,482		1,322
4006	Training	0	2,375	2,375	5,700		5,700
4007	Subsistence	938	0	(938)	1,850		912
4009	Travel Allowances	0	0	0	125		125
4010	N N D Rates	159	0	(159)	0		(159)
4020	Telephone	2,962	1,500	(1,462)	3,600		638
4021	Postage	729	1,375	646	3,300		2,571
4022	Printing	2,077	1,050	(1,027)	2,520		443
4023	Stationery/Office Supplies	752	1,050	298	2,520		1,768
4025	Insurance	5,605	6,670	1,065	6,670		1,065
4026	Subscriptions	1,101	585	(516)	5,409		4,308
4031	Staff Advertising	0	0	0	2,000		2,000
4032	Advertising/Publicity	0	0	0	2,500		2,500
4033	Tourism/Marketing	14,405	8,005	(6,400)	19,212		4,807
4035	Books & Publications	829	0	(829)	200		(629)
4070	Computer Software	16,117	10,765	(5,352)	32,340		16,223

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4071	Purchase Equipment	10	30	20	100		90
4073	Purchase Furniture	0	415	415	1,000		1,000
4136	Purchase IT Equpment	17	250	233	1,500		1,483
4850	Uniforms	0	200	200	600		600
4856	Photography	0	0	0	375		375
5000	Contingency Fund & Provision	0	0	0	5,000		5,000
	Central Administration :- Indirect Expenditure	165,224	152,654	(12,570)	381,448	0	216,224
	Net Expenditure	(165,224)	(152,654)	12,570	(381,448)		
310	Town Council Events						
1000	Miscellaneous Income	3,048	1,700	(1,348)	5,700		0
1055	Food Festivals	5,789	8,800	3,011	12,800		0
1070	Canalside Festival Income	0	0	0	8,170		0
1073	Town Mayors Sunday	2,092	1,400	(692)	1,400		0
1074	Armed Forces Day Income	700	0	(700)	0		0
1075	Banbury Show Income	3,468	4,400	932	4,400		0
1076	Christmas Lights Switch On	0	0	0	1,350		0
1860	Diamond Jubilee Income	3,793	0	(3,793)	0		0
	Town Council Events :- Income	18,889	16,300	(2,589)	33,820		
4000	Salaries	45,216	45,360	144	108,869		63,653
4074	Armed Forces Day	7,568	3,700	(3,868)	3,700		(3,868)

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4076	Christmas Lights Switch On	0	0	0	9,020		9,020
4300	Town Mayor's Inauguration	1,710	3,725	2,015	3,725		2,015
4310	Town Mayors Sunday	3,340	5,631	2,291	5,631		2,291
4320	Battle of Britain	300	1,044	744	2,088		1,788
4330	Remembrance Day	300	0	(300)	7,578		7,278
4360	Canalside Festival	478	0	(478)	13,885		13,407
4370	Banbury Music Mix	2,034	3,175	1,141	6,350		4,316
4380	Banbury Show	14,402	14,280	(122)	14,280		(122)
4390	Food Festivals	7,213	8,760	1,547	13,750		6,537
4860	Diamond Jubilee	20	0	(20)	0		(20)
5001	Seasonal Events	3,369	2,200	(1,169)	2,200		(1,169)
	Town Council Events :- Indirect Expenditure	85,949	87,875	1,926	191,076	0	105,127
	Net Income over Expenditure	(67,059)	(71,575)	(4,516)	(157,256)		
311	Town Hall						
1021	Licence and Premises Hire	4,036	4,120	84	16,480		0
1022	Premises Hire	2,426	1,250	(1,176)	3,000		0
	Town Hall :- Income	6,462	5,370	(1,092)	19,480		
4000	Salaries	12,098	13,115	1,017	31,472		19,374
4010	N N D Rates	9,681	10,165	484	20,328		10,647
4011	Water Charges	0	400	400	960		960

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4013	Electricity	6,070	3,500	(2,570)	8,400		2,330
4014	Gas	1,097	500	(597)	1,200		103
4015	Alarms	420	0	(420)	1,000		580
4016	Window Cleaning	0	210	210	500		500
4019	Cleaning Materials	148	600	452	1,450		1,302
4023	Stationery/Office Supplies	100	210	110	500		400
4025	Insurance	13,563	15,996	2,433	15,996		2,433
4032	Advertising/Publicity	0	250	250	600		600
4071	Purchase Equipment	6	2,250	2,244	2,500		2,494
4120	Building M & R (Other Contract	2,832	1,750	(1,082)	4,180		1,348
4502	R & M Plant & Equipment	196	2,000	1,804	4,775		4,579
4850	Uniforms	0	75	75	200		200
4870	Catering	27	575	548	1,380		1,353
4871	Licences inc PRS Fees	98	230	133	550		453
	Town Hall :- Indirect Expenditure	46,335	51,826	5,491	95,991	0	49,656
	Net Income over Expenditure	(39,874)	(46,456)	(6,582)	(76,511)		
315	Other Services to the Public						
4700	Christmas Lighting Scheme	2,807	0	(2,807)	70,860		68,053
4724	Open Air Pool Subsidy	0	0	0	97,680		97,680
4900	Grants	4,340	4,290	(50)	15,000		10,660
4901	Crime Prevention Support	0	3,000	3,000	8,300		8,300

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4902	Election Costs	0	3,000	3,000	3,000		3,000
4903	Local Honors Scheme	0	0	0	1,000		1,000
	Other Services to the Public :- Indirect Expenditure	7,147	10,290	3,143	195,840	0	188,693
	Net Expenditure	(7,147)	(10,290)	(3,143)	(195,840)		
320	Other Costs and Income						
1176	Precept Received	2,299,215	2,299,232	17	2,299,232		0
1190	Interest Received	20,976	14,000	(6,976)	180,250		0
	Other Costs and Income :- Income	2,320,191	2,313,232	(6,959)	2,479,482		
4951	Revenue Contribution to Capita	0	0	0	10,000		10,000
5001	Seasonal Events	10	0	(10)	0		(10)
	Other Costs and Income :- Indirect Expenditure	10	0	(10)	10,000	0	9,990
	Net Income over Expenditure	2,320,182	2,313,232	(6,950)	2,469,482		
	Resources Committee :- Income	2,345,542	2,334,902	(10,640)	2,532,782		
	Expenditure	314,302	313,466	(836)	912,173	0	597,871
	Movement to/(from) Gen Reserve	2,031,241	2,021,436	(9,805)	1,620,609		

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	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	2,561,306	2,387,092	(174,214)	3,009,112		
Expenditure	977,387	1,006,962	29,575	3,008,847	0	2,031,460
Net Income over Expenditure	1,583,919	1,380,130	(203,789)	265		
Movement to/(from) Gen Reserve	1,583,919	1,380,130	(203,789)	265		

SLCC
For Local Council Professionals ®

Local Government Services Pay Agreement 2025/26

	01-Apr-24		01-Apr-25		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	
4	£24,404	£12.65	£25,185	£13.05	
5	£24,790	£12.85	£25,583	£13.26	
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	
9	£26,409	£13.69	£27,254	£14.13	
10	£26,835	£13.91	£27,694	£14.35	
11	£27,269	£14.13	£28,142	£14.59	
12	£27,711	£14.36	£28,598	£14.82	
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	
15	£29,093	£15.08	£30,024	£15.56	
16	£29,572	£15.33	£30,518	£15.82	
17	£30,060	£15.58	£31,022	£16.08	
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	

20	£31,586	£16.37	£32,597	£16.90	
21	£32,115	£16.65	£33,143	£17.18	
22	£32,654	£16.93	£33,699	£17.47	
23	£33,366	£17.29	£34,434	£17.85	
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	
26	£36,124	£18.72	£37,280	£19.32	
27	£37,035	£19.20	£38,220	£19.81	
28	£37,938	£19.66	£39,152	£20.29	
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	
31	£40,476	£20.98	£41,771	£21.65	
32	£41,511	£21.52	£42,839	£22.20	
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	
35	£44,711	£23.17	£46,142	£23.92	
36	£45,718	£23.70	£47,181	£24.46	
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	
39	£48,710	£25.25	£50,269	£26.06	
40	£49,764	£25.79	£51,356	£26.62	
41	£50,788	£26.32	£52,413	£27.17	
42	£51,802	£26.85	£53,460	£27.71	

43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	
45	£55,367	£28.70	£57,139	£29.62	
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	
48	£59,300	£30.74	£61,198	£31.72	
49	£60,903	£31.57	£62,852	£32.58	
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	
52	£65,943	£34.18	£68,053	£35.27	
53	£68,000	£35.25	£70,176	£36.37	
54	£70,065	£36.32	£72,307	£37.48	
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	
57	£76,277	£39.54	£78,718	£40.80	
58	£78,315	£40.59	£80,821	£41.89	
59	£80,247	£41.59	£82,815	£42.93	
60	£82,221	£42.62	£84,852	£43.98	
61	£84,243	£43.67	£86,939	£45.06	
62	£86,319	£44.74	£89,081	£46.17	

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

Banbury Town Council

ENVIRONMENTAL, HEALTH AND SAFETY POLICY STATEMENT

The management of Banbury Town Council operates an integrated environmental, health and safety management system, which is geared towards the identification and control of key processes in our organisation. It is also our intention to encompass environmental, health and safety best practice into our business activities and decisions and to:

- Bring this Policy Statement to the attention of all stakeholders.
- Carry out regular audits of our environmental, health and safety management systems.
- Comply with legislation, guidance and approved codes of practice issued at International, National and Local levels.
- Eliminate risks to the environment, health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes.
- Ensure that emergency procedures are in place at all locations for dealing with foreseeable environmental, health and safety incidents.
- Establish meaningful, measurable targets and goals for environmental, health and safety performance.
- Maintain an open and constructive dialogue on environmental, health and safety issues with our employees, contractors, suppliers, customers and regulatory authorities.
- Maintain our premises, provide and maintain safe plant and equipment.
- Minimise waste and increase recycling within the framework of our waste management procedures.
- Only engage contractors who are able to demonstrate due regard to environmental, health and safety law.
- Prevent pollution to land, air and water.
- Promote environmentally responsible purchasing.
- Provide adequate resources to control the environmental, health and safety risks arising from our work activities.
- Raise awareness, encourage participation and train employees in environmental, health and safety matters.
- Reduce the use of water, energy and any other natural resources.
- Seek opportunities to continuously improve our ability to identify measure and control the environmental, health and safety impacts of our activities.
- Where risks cannot be eliminated they will be minimised by substitution, use of physical controls or, as a last resort, through safe systems of work.

This Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed: **Dated:**

Position: **Town Clerk**

Freundschaftserklärung

Der Rat der Stadt Banbury und der Rat der Stadt Hennef (Sieg) unterstützen die Bemühungen der Banbury & District Twinning Association und des Vereins für Europäische Städte-Partnerschaft Hennef e.V., die sich ihrerseits seit 1981 / 45 Jahren dafür einsetzen, dauerhafte Freundschaft und Verständnis zwischen den Bürgerinnen und Bürgern ihrer Städte zu entwickeln und zu pflegen.

Der Rat der Stadt Banbury und der Rat der Stadt Hennef (Sieg) erklären ihre Bereitschaft, die gemeinsamen Ziele der Banbury & District Twinning Association und des Vereins für Europäische Städtepartnerschaft Hennef e.V. zu fördern.

Wir, die Bürgermeister und die Bürgerinnen und Bürger beider Städte sind überzeugt, dass eine freundschaftliche Beziehung beider Städte zur Förderung des gegenseitigen Verständnisses und zur Stärkung des Friedens und des kulturellen Austausches beitragen wird.

Unterschrift BM

Declaration of Friendship

The Banbury Town Council and the Hennef Town Council express their common interest in encouraging and supporting the endeavours made since 1981 / for 45 years of the Banbury & District Twinning Association and the Verein für Europäische Städte-Partnerschaft Hennef e.V. in seeking to promote and foster lasting friendship and understanding between the citizens of their respective communities.

The Banbury Town Council and the Hennef Town Council affirm their support of the united purpose of the Banbury & District Twinning Association and the Verein für Europäische Städte-Partnerschaft Hennef.

We, the Mayors and the citizens people of both towns, are convinced that a friendly relationship between the two towns will help to promote mutual understanding and strengthen peace and cultural exchange.