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 A03062025
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 2 June 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 03 June 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 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 18 March 2025 **(Enclosed).**

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

5 Parks and Open Spaces - Monitoring Report
To consider the report of the Director of Environment **(Enclosure 5)**

6 Sports Facilities
To consider the report of the Director of Environment **(Enclosure 6)**

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 18 March 2025** at the Town Hall, Banbury.

Present: Councillor Richards (Chair)
Councillors: Okeke and Tohill-Martin

Alternate Members: Councillor Hussain for Councillor Elugwu

Officers: Mark Hassall (Town Clerk & RFO)

Members of Public: 1 member

GS.6/25 Apologies for Absence
Councillors Elugwu and Strangwood

GS.7/25 Declarations of Interest
None.

GS.8/25 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 28 January 2025 be approved as a correct record and signed by the Chair.

GS.9/25 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 10 March 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 Committee's expenditure was within forecast versus the projected budget.

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.
- Purchase of two new mowers (used within cemeteries & open spaces) has been undertaken and now operational, retaining two spares to support operational resilience.
- Replacement light columns have been installed in People Park, the beginning of a wider replacement programme across the estate, with trenchwork for electrical connections completed at PDP.
- All MUGAs and sports hardstanding have been assessed across the estate, with appraisal of refurbishment options to be funded from earmarked reserves to be subject of a separate report to elected members. Underspends in Playground Equipment is available to earmark to fund this work to sports and play hardstanding improvements.
- Building M&R underspends provide an earmarked fund to enable seasonal infrastructure opportunities in People's Park/St Marys.
- Eight new green roofed bus shelters are currently being installed by Clear Channel across a number of arterial entry roads into Banbury, with the project finalising in April.

- Capital expenditure on preplanning works to facilitate PlayZones at PDP and Chandos (which have now received planning permission) will be met by funding partners (Football Foundation 75% and CDC 25%). Meanwhile funding towards lighting at PDP and Banbury Cross has been received via CDC from UKSPF capital fund.

Underspends on Resources Committee, principally

- Corporate, Central Administration and Civic continue to be well controlled, with vacancies in central administration contributing £15k underspend, alongside timing of NALC subscription costs, offset by elevated legal costs.
- Town Council Events are likely to end the year marginally over budget parameters, however offset by savings within the Resources budget.
- Underspends on Christmas Lights may be earmarked for future seasonal lighting events.
- Other Costs & Income are in line with treasury management of reserve funds are projected to slightly exceed budget guidance.

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

GS.10/25 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.
Ranger Service / Play Areas.
Sports Surface
Cleansing Service.
Parks Lighting.
PlayZone Schemes.

<u>Parks & Cemeteries Team</u>

- The team are up to date with all scheduled work.

- 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.

- Burial duties in our Cemeteries has delivered in line with bookings.

- The team have started to undertake the winter prune of all shrubs.

- All servicing of plant and equipment has been undertaken readiness for the start of the season.

- 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.

4th Corner Landscape Contract

- 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

- 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.

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

- 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.

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

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

- 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.

- 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

Sports Surface Update

- The independent assessment report has now been received for Horton View Tennis Courts and the Multi-Use Games Area surfaces.

- Once recommendations have been analysed, options and estimated costs will be will be provided to the next meeting of this committee.

Cleansing Service Update

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

- Weekly cleaning of all sports pavilions continues on a weekly basis following fixtures.

- 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.

Parks Lighting Update

- Repairs to the timers at Moorfields Park MUGA have now been undertaken.

- MUGA Lighting at People's Park, Merton Street and bankside have been ordered.

- 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.

PlayZone Scheme Update

- 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.

IT WAS RESOLVED to receive and to note;

The Parks and Cemeteries Service Update.
The Ranger Service / Play Area Update.
The Sports Services Update.
The Cleansing Service Update.
The Lighting in Parks Update.
The PlayZone Scheme Update.
And to **approve** the recommendation to extend 4th Corner Landscape Contract.

The meeting ended at 7:15pm

GENERAL SERVICES COMMITTEE
3 June 2025

RESOURCES COMMITTEE
10 June 2025

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 23 May 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 23 May 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, 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).

8. Underspends on Resources Committee also 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.

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.

10. Recommendations

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

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	0	0	5,000		5,000
4109	Cleansing Contract	(165,364)	0	165,364	171,979		337,343
	Litter Control & Cleansing :- Indirect Expenditure	(165,364)	0	165,364	176,979	0	342,343
	Net Expenditure	165,364	0	(165,364)	(176,979)		
103	Cemeteries						
1004	Burial Chambers	720	690	(30)	3,450		0
1005	Burial Fees	6,950	6,000	(950)	36,000		0
1007	Memorial Applications	2,470	2,334	(136)	14,000		0
1008	Exclusive Rights of Burial	3,315	1,950	(1,365)	11,000		0
1022	Premises Hire	0	0	0	4,297		0
1500	Contribution from Reserves	0	0	0	46,500		0
	Cemeteries :- Income	13,455	10,974	(2,481)	115,247		
4000	Salaries	43,084	43,836	752	263,017		219,933
4006	Training	4,990	750	(4,240)	5,000		10
4010	N N D Rates	1,345	1,416	72	7,080		5,736
4011	Water Charges	0	240	240	1,440		1,440
4012	Sewerage Charges	0	0	0	500		500

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4013	Electricity	(107)	160	267	960		1,067
4014	Gas	146	150	4	900		754
4019	Cleaning Materials	0	0	0	600		600
4020	Telephone	0	120	120	720		720
4023	Stationery/Office Supplies	0	0	0	200		200
4025	Insurance	3,000	0	(3,000)	6,484		3,484
4026	Subscriptions	110	100	(10)	310		200
4070	Computer Software	0	0	0	2,600		2,600
4071	Purchase Equipment	(108)	500	608	3,000		3,108
4072	Leasing Equipment	0	250	250	2,500		2,500
4100	Purchase Materials	210	600	390	3,900		3,690
4120	Building M & R (Other Contract	1,792	1,800	8	10,000		8,208
4122	Landscaping (Other Contractors	0	2,500	2,500	15,000		15,000
4123	Minor Alterations & Imp.	642	1,000	358	6,500		5,858
4132	Purchase Protective Clothing	30	416	386	2,500		2,470
4137	Burial Chamber costs	0	0	0	3,500		3,500
4502	R & M Plant & Equipment	747	1,050	303	6,550		5,803
4570	Fleet Purchases	0	0	0	46,500		46,500
4571	Service Charges	1,517	400	(1,117)	2,200		684
4572	Fuel	0	320	320	3,120		3,120
	Cemeteries :- Indirect Expenditure	57,396	55,608	(1,788)	395,081	0	337,685
	Net Income over Expenditure	(43,941)	(44,634)	(693)	(279,834)		

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
110	Parks and Open Spaces						
1010	Land Rents	0	5,185	5,185	5,185		0
1500	Contribution from Reserves	0	15,000	15,000	15,000		0
	Parks and Open Spaces :- Income	0	20,185	20,185	20,185		
4000	Salaries	35,574	39,780	4,206	238,679		203,105
4005	Professional Subscriptions	0	0	0	600		600
4006	Training	1,440	500	(940)	5,000		3,560
4008	Car Allowances-Employee	0	0	0	1,500		1,500
4011	Water Charges	0	440	440	2,640		2,640
4012	Sewerage Charges	0	84	84	500		500
4013	Electricity	1,155	1,280	125	7,680		6,525
4014	Gas	0	0	0	350		350
4019	Cleaning Materials	0	100	100	600		600
4020	Telephone	0	200	200	1,200		1,200
4023	Stationery/Office Supplies	0	50	50	200		200
4025	Insurance	0	0	0	17,051		17,051
4026	Subscriptions	736	180	(556)	760		24
4032	Advertising/Publicity	0	0	0	300		300
4061	Management Plans	0	0	0	7,500		7,500
4070	Computer Software	6,615	3,904	(2,711)	23,430		16,815
4071	Purchase Equipment	1,393	500	(893)	3,000		1,607
4100	Purchase Materials	0	600	600	6,000		6,000

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4107	Equipment General	600	1,500	900	8,500		7,900
4120	Building M & R (Other Contract	(4,091)	14,000	18,091	56,500		60,591
4121	Ground Mtnce (Other Contractor	11,486	33,894	22,408	205,363		193,877
4122	Landscaping (Other Contractors	0	4,334	4,334	26,000		26,000
4124	Building M & R Peoples Park	80	500	420	2,400		2,320
4132	Purchase Protective Clothing	0	250	250	1,300		1,300
4500	Arboriculture	(328)	8,584	8,912	51,500		51,828
4501	Playground Equipment R & M	702	13,000	12,298	75,000		74,298
4502	R & M Plant & Equipment	0	500	500	3,000		3,000
4503	Purchase of Signs	0	0	0	6,000		6,000
4510	Floral Bedding	0	0	0	16,260		16,260
4511	Trees and Shrubs	734	9,541	8,807	14,000		13,266
4512	Bulbs	0	0	0	6,000		6,000
4514	Chemical Applications	0	0	0	10,354		10,354
4515	Aviary Maintenance	198	400	202	2,900		2,702
4570	Fleet Purchases	0	0	0	15,000		15,000
4571	Service Charges	84	0	(84)	2,000		1,916
4572	Fuel	0	334	334	2,000		2,000
	Parks and Open Spaces :- Indirect Expenditure	56,377	134,455	78,078	821,067	0	764,690
	Net Income over Expenditure	(56,377)	(114,270)	(57,893)	(800,882)		

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
113	Allotments						
1010	Land Rents	24	1,550	1,527	4,250		0
	Allotments :- Income	24	1,550	1,527	4,250		
4011	Water Charges	0	100	100	600		600
4070	Computer Software	381	450	69	450		69
4100	Purchase Materials	0	0	0	800		800
4120	Building M & R (Other Contract	8	0	(8)	2,000		1,992
4121	Ground Mtnce (Other Contractor	278	406	128	2,940		2,662
4520	Private Contractors	180	0	(180)	3,000		2,820
	Allotments :- Indirect Expenditure	847	956	109	9,790	0	8,943
	Net Income over Expenditure	(823)	594	1,417	(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	15,975	24,310	8,335	145,859		129,884
4006	Training	238	800	562	5,000		4,762
4010	N N D Rates	1,610	1,686	76	8,432		6,822
4011	Water Charges	0	166	166	1,000		1,000
4012	Sewerage Charges	0	0	0	500		500

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4013	Electricity	0	200	200	1,200		1,200
4014	Gas	0	160	160	960		960
4020	Telephone	0	210	210	1,260		1,260
4025	Insurance	1,845	0	(1,845)	19,599		17,754
4100	Purchase Materials	172	200	28	1,200		1,028
4107	Equipment General	0	416	416	2,000		2,000
4120	Building M & R (Other Contract	0	850	850	4,800		4,800
4124	Building M & R Peoples Park	0	0	0	4,000		4,000
4131	Purchase Equipment	68	1,120	1,052	4,200		4,132
4132	Purchase Protective Clothing	0	250	250	2,000		2,000
4502	R & M Plant & Equipment	0	0	0	300		300
4570	Fleet Purchases	0	0	0	150,000		150,000
4571	Service Charges	0	2,614	2,614	9,000		9,000
4572	Fuel	0	368	368	2,200		2,200
	Park Rangers :- Indirect Expenditure	19,907	33,350	13,443	363,510	0	343,603
	Net Income over Expenditure	(19,907)	(33,350)	(13,443)	(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		

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 23/05/2025

Month No: 2 Committee Report

		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	0	0	0	12,500		0
1021	Licence and Premises Hire	0	0	0	11,683		0
1051	Deposits	0	0	0	(25)		0
	Sports Facilities :- Income	0	0	0	24,158		
4000	Salaries	0	1,666	1,666	10,000		10,000
4010	N N D Rates	1,423	1,494	71	7,466		6,043
4011	Water Charges	6	300	294	1,800		1,794
4013	Electricity	2,282	1,000	(1,282)	6,500		4,218
4014	Gas	225	580	355	3,500		3,275
4017	Caretaking and Cleaning	1,074	0	(1,074)	0		(1,074)
4019	Cleaning Materials	236	200	(36)	1,200		964
4100	Purchase Materials	92	1,250	1,158	7,500		7,408
4107	Equipment General	0	500	500	4,000		4,000
4120	Building M & R (Other Contract	597	3,470	2,873	20,820		20,223
4121	Ground Mtnce (Other Contractor	4,734	7,470	2,736	84,832		80,098
4530	Bowling Green	(302)	3,250	3,552	8,550		8,852
	Sports Facilities :- Indirect Expenditure	10,367	21,180	10,813	156,168	0	145,801
	Net Income over Expenditure	(10,367)	(21,180)	(10,813)	(132,010)		

Continued over page

		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	0	300	300	5,225		5,225
	Banbury in Bloom :- Indirect Expenditure	0	300	300	13,482	0	13,482
	Net Expenditure	0	(300)	(300)	(13,482)		
132	Banbury Cross & FineLady						
4120	Building M & R (Other Contract	0	0	0	5,800		5,800
	Banbury Cross & FineLady :- Indirect Expenditure	0	0	0	5,800	0	5,800
	Net Expenditure	0	0	0	(5,800)		
150	Public Clocks						
4000	Salaries	151	156	5	937		786
4013	Electricity	0	60	60	360		360
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	1,557	216	(1,341)	3,497	0	1,940
	Net Expenditure	(1,557)	(216)	1,341	(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	0	0	0	65,000		0
	Capital Costs :- Income	0	0	0	65,000		
4552	Capital - Play Areas	0	71,500	71,500	71,500		71,500
4554	Capital - Park Refurb	(4,775)	0	4,775	65,000		69,775
	Capital Costs :- Indirect Expenditure	(4,775)	71,500	76,275	136,500	0	141,275
	Net Income over Expenditure	4,775	(71,500)	(76,275)	(71,500)		
201	Bus Shelters						
4109	Cleansing Contract	0	0	0	1,800		1,800
4800	New Shelters	0	0	0	6,000		6,000
4802	Maintenance	0	500	500	3,000		3,000
	Bus Shelters :- Indirect Expenditure	0	500	500	10,800	0	10,800
	Net Expenditure	0	(500)	(500)	(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	13,479	32,709	19,231	476,330		
	Expenditure	(23,688)	318,065	341,753	2,096,674	0	2,120,362
	Movement to/(from) Gen Reserve	37,166	(285,356)	(322,522)	(1,620,344)		

Continued over page

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	208	596	388	2,315		2,107
4056	Internal Audit	510	500	(10)	1,500		990
4057	Audit Fees	0	0	0	2,500		2,500
4058	Professional Fees	2,050	964	(1,086)	6,700		4,650
4059	Legal Support	0	1,873	1,873	7,750		7,750
	Corporate Management :- Indirect Expenditure	2,768	3,933	1,165	20,765	0	17,997
	Net Expenditure	(2,768)	(3,933)	(1,165)	(20,765)		
302	**Civic and Ceremonial**						
4000	Salaries	166	197	31	1,272		1,106
4006	Training	0	0	0	350		350
4022	Printing	0	0	0	975		975
4023	Stationery/Office Supplies	0	0	0	336		336
4026	Subscriptions	0	0	0	320		320
4850	Uniforms	0	0	0	200		200
4851	Incoming Mayors Allowance	135	998	863	10,000		9,865
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
	Civic and Ceremonial :- Indirect Expenditure	(350)	4,095	4,445	17,053	0	17,403
	Net Expenditure	350	(4,095)	(4,445)	(17,053)		

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
305	Central Administration						
4000	Salaries	45,368	46,990	1,622	283,445		238,077
4005	Professional Subscriptions	160	0	(160)	1,482		1,322
4006	Training	0	950	950	5,700		5,700
4007	Subsistence	418	0	(418)	1,850		1,432
4009	Travel Allowances	0	0	0	125		125
4010	N N D Rates	159	0	(159)	0		(159)
4020	Telephone	215	600	385	3,600		3,385
4021	Postage	0	550	550	3,300		3,300
4022	Printing	225	420	195	2,520		2,295
4023	Stationery/Office Supplies	274	420	146	2,520		2,246
4025	Insurance	10	0	(10)	6,670		6,660
4026	Subscriptions	0	151	151	5,409		5,409
4031	Staff Advertising	0	0	0	2,000		2,000
4032	Advertising/Publicity	0	0	0	2,500		2,500
4033	Tourism/Marketing	4,697	3,202	(1,495)	19,212		14,515
4035	Books & Publications	0	0	0	200		200
4070	Computer Software	9,419	4,306	(5,113)	32,340		22,921
4071	Purchase Equipment	0	0	0	100		100
4073	Purchase Furniture	0	166	166	1,000		1,000
4136	Purchase IT Equpment	17	0	(17)	1,500		1,483
4850	Uniforms	0	100	100	600		600
4856	Photography	0	0	0	375		375

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5000	Contingency Fund & Provision	0	0	0	5,000		5,000
	Central Administration :- Indirect Expenditure	60,963	57,855	(3,108)	381,448	0	320,485
	Net Expenditure	(60,963)	(57,855)	3,108	(381,448)		
310	Town Council Events						
1000	Miscellaneous Income	1,080	0	(1,080)	5,700		0
1055	Food Festivals	5,789	4,800	(989)	12,800		0
1070	Canalside Festival Income	0	0	0	8,170		0
1073	Town Mayors Sunday	0	0	0	1,400		0
1075	Banbury Show Income	0	0	0	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	10,661	4,800	(5,861)	33,820		
4000	Salaries	17,354	18,144	790	108,869		91,515
4074	Armed Forces Day	62	0	(62)	3,700		3,638
4076	Christmas Lights Switch On	0	0	0	9,020		9,020
4300	Town Mayor's Inauguration	1,104	1,863	759	3,725		2,621
4310	Town Mayors Sunday	0	0	0	5,631		5,631
4320	Battle of Britain	0	0	0	2,088		2,088
4330	Remembrance Day	0	0	0	7,578		7,578
4360	Canalside Festival	347	0	(347)	13,885		13,538

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4370	Banbury Music Mix	0	0	0	6,350		6,350
4380	Banbury Show	458	0	(458)	14,280		13,822
4390	Food Festivals	2,343	3,770	1,427	13,750		11,407
4860	Diamond Jubilee	20	0	(20)	0		(20)
5001	Seasonal Events	2,311	0	(2,311)	2,200		(111)
	Town Council Events :- Indirect Expenditure	23,999	23,777	(222)	191,076	0	167,077
	Net Income over Expenditure	(13,337)	(18,977)	(5,640)	(157,256)		
311	Town Hall						
1021	Licence and Premises Hire	0	0	0	16,480		0
1022	Premises Hire	327	500	173	3,000		0
	Town Hall :- Income	327	500	173	19,480		
4000	Salaries	4,695	5,246	551	31,472		26,777
4010	N N D Rates	3,873	4,066	193	20,328		16,455
4011	Water Charges	0	160	160	960		960
4013	Electricity	3,815	1,400	(2,415)	8,400		4,585
4014	Gas	519	200	(319)	1,200		681
4015	Alarms	0	0	0	1,000		1,000
4016	Window Cleaning	0	84	84	500		500
4019	Cleaning Materials	136	240	104	1,450		1,314
4023	Stationery/Office Supplies	50	84	34	500		450

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4025	Insurance	0	0	0	15,996		15,996
4032	Advertising/Publicity	0	100	100	600		600
4071	Purchase Equipment	6	2,000	1,994	2,500		2,494
4120	Building M & R (Other Contract	810	700	(110)	4,180		3,370
4502	R & M Plant & Equipment	19	800	781	4,775		4,756
4850	Uniforms	0	30	30	200		200
4870	Catering	27	230	203	1,380		1,353
4871	Licences inc PRS Fees	0	92	92	550		550
	Town Hall :- Indirect Expenditure	13,949	15,432	1,483	95,991	0	82,042
	Net Income over Expenditure	(13,622)	(14,932)	(1,310)	(76,511)		
315	Other Services to the Public						
4700	Christmas Lighting Scheme	0	0	0	70,860		70,860
4724	Open Air Pool Subsidy	0	0	0	97,680		97,680
4900	Grants	1,340	2,000	660	15,000		13,660
4901	Crime Prevention Support	0	0	0	8,300		8,300
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	1,340	5,000	3,660	195,840	0	194,500
	Net Expenditure	(1,340)	(5,000)	(3,660)	(195,840)		

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
320	Other Costs and Income						
1176	Precept Received	2,299,215	2,299,232	17	2,299,232		0
1190	Interest Received	13,098	30,042	16,944	180,250		0
	Other Costs and Income :- Income	2,312,313	2,329,274	16,961	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	2,312,303	2,329,274	16,971	2,469,482		
	Resources Committee :- Income	2,323,301	2,334,574	11,273	2,532,782		
	Expenditure	102,679	110,092	7,413	912,173	0	809,494
	Movement to/(from) Gen Reserve	2,220,622	2,224,482	3,860	1,620,609		
	Grand Totals:- Income	2,336,779	2,367,283	30,504	3,009,112		
	Expenditure	78,991	428,157	349,166	3,008,847	0	2,929,856
	Net Income over Expenditure	2,257,789	1,939,126	(318,663)	265		
	Movement to/(from) Gen Reserve	2,257,788	1,939,126	(318,662)	265		

GENERAL SERVICES COMMITTEE

03 JUNE 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. Park Ranger Service / Play Areas.
1.1.4. Cleansing Service.
1.1.5. Parks Lighting.
1.1.6. 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. Following the end of the football season, the grounds team have transferred their efforts to the preparation and maintenance of the cricket and bowls facilities.

5.3. The spring bedding has been removed and the ground prepared, from People's Park and the two Cemeteries, in preparation for the bedding delivery and the planting day in the park with the schools on the 18th of June 2025.

5.4. The Team have been busy undertaking burial duties in our cemeteries and have delivered the service in line with funeral bookings.

5.5. The start of the mowing season has gone well, the new mowers have helped the team stay on top of the grass growth.

6. 4th Corner Landscape Contract Update

6.1. The start of the contract extension with 4th Corner has started well.

6.2. Graeme Makin's role has changed and has been introduced as a permanent manager based on the Banbury Contract, to help support the team on a full time basis.

6.3. 4th Corner have also started the mowing season well, maintaining standards in line with the contract specification.

6.4. Following the end of the football fixtures post season renovations are underway.

6.5. The street weed control treatment of roadside kerbs has been undertaken and was complete by the end of May.

7. Park Ranger Service / Play Area Update

7.1. The new Senior Park Ranger, Simon Millward, has joined the team and started work for the Council on the 06th May 2025. He is settling into the role well.

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

7.3. The team continue to undertake repair work on the findings made as a result of the inspection reports.

7.4. Unfortunately, the trim trail unit at People's Park had to be removed due to structural failures in the timbers. Three quotations were obtained for a replacement unit. Following evaluation a the replacement equipment has been ordered and will be installed before the School Summer Holidays.

7.5. A picnic bench will be installed next to Merton Street MUGA, following a request from users last summer after the Rangers removed some domestic sofas that were brought onto site by the teenagers. To be installed by the Rangers before the Summer Holidays.

8. Cleansing Service Update

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

8.2. The monthly cleaning of all sports pavilions continues, with the exception of the weekly cleaning at the Cricket Pavilion at Hanwell Fields following fixtures.

8.3. 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.

8.4. The Big Litter Pick took place on the 17th May 2025. The event was a great success with 40 volunteers taking part who cleaned four routes in and around the Town. The assistance of Cherwell District Council to help with staff and equipment on the day was much appreciated.

9. Lighting Update

9.1. The replacement of the lighting columns in Princess Diana Park and the new run of lights to serve the PlayZone is now all complete.

9.2. The new lighting for Banbury Cross and the Fine Lady Statue has been delivered, however, the installation has been delayed due to the requirement for additional infrastructure. This was identified as a result of electrical safety testing at a pre-contract meeting with the engineers.

10. PlayZone Scheme Update

10.1. Contracts for the installation of Chandos Close Play Zone have been agreed and signed work is to commence on the 02 June 2025 and be completed by the 22nd August 2025. Affected local residents have been informed of the project by means of letter drop.

10.2. Planning permission has been granted by Cherwell District Council for the Princess Diana Park subject to the clearance of a condition, which requires a Biodiversity Net Gain Plan to be submitted and approved before work can start on site.

10.3. The Football Foundations Consultants have submitted the proposal and are awaiting the response from Cherwell District Council Planning Officers. Once the condition clearance is achieved a start date can be set.

11. Financial Effects & Risk Assessment

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

12. Recommendations

The Committee is invited to **RESOLVE**

12.1. To note the Parks and Cemeteries Service Update.
12.2. To note the 4th Corner Landscape Contract Update.
12.3. To note the Ranger Service / Play Area Update.
12.4. To note the Cleansing Service Update.
12.5. To note the Lighting Update.
12.6. To note the PlayZone Scheme Update

Background Papers: Nil

GENERAL SERVICES COMMITTEE
03 JUNE 2025

RESOURCES COMMITTEE
10 JUNE 2025

REPORT OF THE DIRECTOR OF ENVIRONMENT

SPORTS FACILITIES

1. Introduction and Purpose of Report

1.1. To provide Members an update on:

1.1.1. Tennis - People's Park.
1.1.2. Tennis - Horton View.
1.1.3. Tennis - Fees and Charges.
1.1.4. PlayZone – Fees and Charges
1.1.5. MUGA's - Hard Surfaces.

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. Tennis - People's Park

5.1. 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.

5.2. 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.

5.3. I am pleased to inform members following the completion of the training and receipt of the equipment form the LTA to run the sessions, we held our first "Free Tennis" session on Saturday 24th May 2025.

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

6. Tennis – Horton View

6.1. 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.
4. The fencing surrounding the courts needed refurbishment or replacement.

6.2. 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

6.3 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.

7. **Tennis Fees and Charges Proposal**

7.1 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.

7.2 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.

7.3 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.

7.4 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.

8. PlayZone Fees and Charges Proposal

8.1 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.

8.2 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.

8.3 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.

9. MUGA Refurbishment Costs

9.1 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

9.2 Total Project Budget Estimate to undertake all refurbishments is £50,500.

9.3 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.

10. Financial Effects & Risk Assessment

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

11. Recommendations

The General Services Committee is invited to **RESOLVE**

11.1 To note the update report on Tennis - People's Park

The General Services Committee is invited to **RECOMMEND**

11.2 To recommend to Resources committee the Recommendations to 6.3 Tennis – Horton View

11.3 To recommend to Resources committee the Recommendations in 7.3 Tennis – Fees and Charges
11.4 To recommend to Resources committee the Recommendations in 8.3 PlayZone – Fees and Charges
11.5 To recommend to Resources committee the Recommendations in 9.3 MUGA – Refurbushment Costs

The Resources Committee is invited to **RESOLVE**

11.6 To note the recommendations of the General Services committee and Approve the Recommendations to 6.3 Tennis – Horton View
11.7 To note the recommendations of the General Services committee and Approve the Recommendations in 7.3 Tennis – Fees and Charges
11.8 To note the recommendations of the General Services committee and Approve the Recommendations in 8.3 PlayZone – Fees and Charges
11.9 To note the recommendations of the General Services committee and Approve the Recommendations in 9.3 MUGA – Refurbushment Costs

Background Papers: Nil