

Banbury Town Council

Mark Hassall ACMA MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: A04112025
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 27 October 2025

To: All Members of the Town Council.
Others, for information.

You are hereby summoned to attend a Meeting of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **Tuesday, 04 November 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 the Minutes of the Meeting held on the 23 September 2025 (**Enclosed**).

4. Communications

To receive communications from the Town Mayor and / or Leader of the Council.

5. Questions

- a. Any Town Councillor may ask the Town Mayor, or the relevant Committee Chairman or the Town Clerk any questions concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins, and a copy supplied to the Town Clerk.
- b. A period of up to 20 minutes is allocated, during which Members of the public may, at the discretion of the Town Mayor, ask questions of the relevant Committee Chairman on any matter relevant to some question over which the Council has power, or which affects Banbury.

[You are requested to state your name and address before asking your question.]

6. Minutes of Committees

To consider the Minutes of Committees:

- | | |
|-------------------------------|------------------------------|
| a) Planning Committee | - 15 October 2025 (Enclosed) |
| b) General Services Committee | - 07 October 2025 (Enclosed) |
| c) Resources Committee | - 21 October 2025 (Enclosed) |

7. Committee Changes

IT IS RECOMMENDED to Council to approve changes to the Committee memberships, whereby Councillor Vaitkus is removed from Resources Committee and replaced by Councillor Stansfield; Councillor Okeke is removed from General Services Committee and replaced by Councillor Richards; Councillor Okeke is also removed from the Appeals Panel and replaced by Councillor Mears; and that Councillors Okeke and Vaitkus be appointed to act as Alternate Members on any committee where the attendance of Alternate Members is permitted.

8. Internal Audit Report

To receive the report of the Internal Auditor first interim report 2025-26 **(enclosed)**.

[NOTE: there will be a meeting of the G V Ball Trust on rise of the Council Meeting].

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 the draft minutes by the committee chairman.