

Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



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Oxfordshire
OX16 5QB

Tel: 01295 250340
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Our Ref:
Your Ref:
Please ask for: Mark Hassall
Email: mark.hassall@banbury.gov.uk

Date: 28 March 2024

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, 09 April 2024 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 Mark Hassall (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 the 06 February 2024 (**Enclosed**).
4. **Communications**
None
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 | - 28 February 2024 (Enclosed) |
| | - 27 March 2024 (Enclosed) |
| b) General Services Committee | - 19 March 2024 (Enclosed) |
| c) Resources Committee | - 26 March 2024 (Enclosed) |

7. Resolutions Moved on Notice

Resolution No 67 to be moved by Councillor Kilsby

"The town of Banbury has many glorious natural assets and this Town Council stands as custodian for many of them. One which can easily be overlooked is a fabulous natural (it is believed) amphitheatre in Spiceball Park, on the south east bank of the river Cherwell, opposite the leisure centre.

As this would make a fabulous open-air performance space, and there is some interest in the town in developing it as such, officers are asked to investigate the viability of this, and to report back to the Council with details of the costs etc. involved in using this space in this way. It is believed that the space, being apparently natural, may not require big investment in order to be made suitable for performances.

It is thought that, initially, amateur summer musical performances could be put on there, but professional performances could follow once the space has proven viable."

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.*

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 draft approval of minutes by the chairman.*

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

BANBURY TOWN COUNCIL

Minutes of a meeting of Banbury Town Council held on Tuesday, 06 February 2024 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Ahmed (Town Mayor)
Councillors: Ayers, Beere, Biegel, Bunce, Cherry, Colegrave, Donaldson, Garrett, Hodgson, Hussain, Ilott, Kilsby, Mallon, Mears, Phillips, Richards, Strangwood and Tohill-Martin.

Officers: Mark Hassall (Town Clerk/RFO)
Paul Almond (Director of Environment)
Jackie Chacha (Marketing & Communications Manager)

Andrew Bowe (Cherwell District Council)
Philippa Tatham (Cherwell District Council)
James Wilson (Cherwell District Council)

Apologies for Absence: Cllr Bishop, Cllr Reeves

C.37/23 Declarations of Interest

None.

C.38/23 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 09 January 2024 be approved as a correct record and signed by the Town Mayor.

C.39/23 Communications

The Town Mayor on behalf of the Council took the opportunity to announce the retirement of Officer Alison Aydin and thank her for 22 years of dedicated service to Banbury Town Council, and wish her a very long and happy retirement.

C.40/23 Questions - Elected Members and Members of the Public

None

C.41/23 Planning Committee

It was proposed by Councillor Ilott, seconded by Councillor Ayers, and **RESOLVED** that the Minutes of the Planning Committee meeting held on 31 January 2024 be received.

C.42/23 General Services Committee

It was proposed by Councillor Phillips, seconded by Councillor Bunce, and **RESOLVED** that the Minutes of the General Services Committee meeting held on 16 January 2024 be received.

C.43/23 Resources Committee

It was proposed by Councillor Mallon, seconded by Councillor Phillips, and **RESOLVED** that the Minutes of the Resources Committee meeting held on 30 January 2024 be received.

C.44/23 Cherwell District Council Public Realm Strategy Framework

Members were invited to review a presentation on the Public Realm Strategy Framework by Officers from Cherwell District Council.

Members took the opportunity to ask several questions and provide feedback relating to the framework strategy as well as express any concerns.

It was RESOLVED to receive and note the Public Realm Strategy Framework presentation.

The Meeting ended at 7.51pm.

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
28 February 2024 at 6.30pm in the Town Hall, Banbury.

Present: Councillor Bunce (Vice-Chairman)
Councillors: Ahmed, Ayers, Beere, Hussain, Kilsby and
Richards.

Alternate Members: Cllr Hussain for Cllr Hodgson
Officers: Robert Duxbury (Planning Officer)
Martyn Surfleet (Executive Officer)

PL.52/23**Apologies**

Councillor Bishop, Councillor Hodgson

PL.53/23**Declarations of Interest**

Councillor Beere declared personal interests as a member of the Cherwell District Council Planning Committee. Members indicated that any views expressed at the meeting would be based on the information currently available and a final decision, which in the light of further information, might differ from previous views, would be made at the Local Planning Authority Meeting.

Councillors Ahmed and Kilsby declared personal interests in application **24/00275/F** due to personal friendships with surrounding neighbours, both members expressed that they would refrain from commenting or voting on any matters relating to this application.

PL.54/23**Minutes of the Last Meeting**

IT WAS RESOLVED that the Minutes of the meeting held on the 31 January 2024 be amended and approved as a correct record and signed by Cllr Bunce.

PL.55/23**Planning Applications to be Considered**

The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.

Officers responded to a number of questions raised by Members.

IT WAS AGREED that the comments proposed by the Planning officer for application 24/00145/F be amended to include concerns regarding the limited parking availability on Albert Street as well as the current parking provision being time limited.

Members agreed that the proposals set out by the Planning officer regarding the observations included within **Appendix 1** be forwarded to the local planning authority for consideration.

IT WAS RESOLVED that the comments, as set out in **Appendix 1**, be forwarded to the Local Planning Authority.

PL.56/23**Planning Applications Delegated to the Town Clerk**

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.57/23

Decision Notices

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council. It was noted that there were two contrary determinations.

IT WAS RESOLVED that the report be noted.

The meeting ended at 19.19 pm

Planning Applications considered by the Planning Committee**Appendix 1**

Application Number	Applicant	Location	Proposal	Observations
24/00145/F	Mrs Kumar	7 Albert Street, Banbury	Conversion of house to two flats.	Banbury Town Council raise no objections to the specific details of the proposed conversion but the Town Council share the concerns of Oxfordshire County Council (as highway authority) about the lack of parking that can be provided in this street where the only parking is time limited and regularly at capacity.
24/00099/F	Mr Iklaq Karim	2 George Street, Banbury	Banbury Change of Use from Class E Use to include hot food takeaway (sui generis).	Banbury Town Council raise no objections.
24/00162/OUT	Shine Star Properties Ltd	Land to Rear Of 10 Bloxham Road, Banbury	Proposed 3-bedroom dwelling with associated off-street parking.	Banbury Town Council object to the proposal on the grounds that the scale and design of the dwelling proposed will be harmful to the character and appearance of the area and to the amenity of adjacent residential properties by overlooking. In addition, the Town Council considers that there appears to be a lack of car parking for the original house and the proposed house and that this is unacceptable in this location.

24/00182/F	Fretwell Investment Ltd	Car Motor Services, Southam Road, Banbury	Two 'drive-through' restaurants, alterations to existing access onto Southam Road; demolition of existing premises (resubmission of 23/00735/F).	Banbury Town Council continue to object on the grounds that these establishments will detract from the long term national and local policy of protecting the town centre by drawing trade that would otherwise use the town centre to this peripheral location. There has been no necessary sequential assessment of alternative locations and so our previous objections remain.
24/00275/F	Mr Riasat Ali	104 Causeway, Banbury	Single storey rear extension to form an additional flat (retrospective).	Banbury Town Council object to the proposal on the grounds of overdevelopment, with adverse impact upon the adjoining property by reason of over-dominance, and impact upon the living environment of the other flats in the building by the lack of external access/storage resulting in the likelihood of bins being left to the front of the building causing further. adverse impact upon the character and appearance of the Conservation Area.
24/00339/F and 24/00340/LB	Hycrest Limited	2 High Street, Banbury	Change of Use of upper floors to create 5 no residential units.	Banbury Town Council raise no objections subject to satisfactorily resolving the refuse storage arrangements and an acceptable fire escape strategy for all the proposed flats.

Please note that following the consideration of delegated planning by the Town Clerk and Chairman, there may be additional plans to consider in order to meet the deadlines of the Planning Authority.

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
27 March 2024 at 6.30pm in the Town Hall, Banbury.

Present: Councillor Bunce (Vice-Chairman)
Councillors: Ahmed, Ayers, Beere, Bishop, Hodgson and
Kilsby.

Alternate Members:
Officers: Robert Duxbury (Planning Officer)
Martyn Surfleet (Executive Officer)

PL.58/23 **Apologies**
Cllr Richards

PL.59/23 **Declarations of Interest**
Councillor Beere declared personal interests as a member of the Cherwell District Council Planning Committee. Members indicated that any views expressed at the meeting would be based on the information currently available and a final decision, which in the light of further information, might differ from previous views, would be made at the Local Planning Authority Meeting.
Councillor Kilsby declared a personal interest in Application 24/00402/F
Councillor Hodgson also declared a personal interest in Application 24/0094/F

PL.60/23 **Minutes of the Last Meeting**
IT WAS RESOLVED that the Minutes of the meeting held on the 28 February 2024 be amended and approved as a correct record and signed by Cllr Bunce.

PL.61/23 **Alterations to Calendar of Meetings**
Due to local elections scheduled for 02 May the Chairman with the support of the committee **AGREED** to **CANCEL** the meeting of the Planning committee due to be held on 01 May and to move the meeting due for 05 June to the 12 June to allow for sufficient applications to be brought to the committee.
The chairman then confirmed that the next meeting of the committee will be on 15 May as planned. And requested that an updated calendar of meetings be issued.

PL.62/23 **Planning Applications to be Considered**
The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.
Officers responded to a number of questions raised by Members.

Members agreed that the proposals set out by the Planning officer regarding the observations included within **Appendix 1** be forwarded to the local planning authority for consideration.

IT WAS RESOLVED that the comments, as set out in **Appendix 1**, be forwarded to the Local Planning Authority.

PL.63/23 **Planning Applications Delegated to the Town Clerk**
The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.
IT WAS RESOLVED that the report be noted.

The meeting ended at 19.19 pm

Appendix 1**Planning Applications considered by the Planning Committee**

<i>Application Number</i>	<i>Applicant</i>	<i>Location</i>	<i>Proposal</i>	<i>Observations</i>
24/00423/F	B&M Retail Ltd	Former Homebase Southam Road Banbury	Change of use to permit the use of the premises within Class E(a)	Banbury Town Council raise no objections to this proposal provided that the intended new condition is applied to any permission granted.
24/00364/F	Mr Asif Ellahi	10 Cheney Road Banbury	Single storey rear extension to no. 10 and erection of new 3-bedroom end of terrace dwelling with associated parking.	Banbury Town Council object to the proposal on the grounds of overdevelopment. Whilst the Town Council consider that this is an improvement upon the scheme refused in 2019 we continue to believe that this development would be harmful to the character and appearance of the area and detrimental to the residential amenities of surrounding properties.

Please note that following the consideration of delegated planning by the Town Clerk and Chairman, there may be additional plans to consider in order to meet the deadlines of the Planning Authority.

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 19 March 2024 in the Town Hall, Banbury.

Present: Councillor Phillips (Chairman)
Councillors: Ayers, Biegel, Bishop, Bunce, Cherry, Hussain and Mears

Alternate Members: None

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

GS.51/23 Apologies for Absence

GS.52/23 Declarations of Interest
None.

GS.53/23 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 16 January 2024 be approved as a correct record and signed by the Chairman.

GS.54/23 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 12 March 2024.

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

General Services variances are principally

- Staffing remain within projected costs, recruitment of a cleaner is underway.
- Planned cemetery works include roof repairs at Southam Road depot and tree works on poplars at Southam and driveway footpath repairs.
- Timing of invoicing for grounds maintenance works impacted by timing of February invoicing across Parks, seasonality of football pitch works and Horton View. Timing of EzeeTrees software install into Q4 £10k. Electric lighting across parks (OCC £7k) and vehicle charging facilities at Southam Road timed for March (£10k).
- Play area equipment underspends are proposed to be earmarked for ongoing investment. Tree works orders have been placed and are currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- Contract has been completed for a two-year lease of cricket pitch facilities at Hanwell Fields, and investment in machinery purchase will now be undertaken, and funds earmarked for release upon receipt of equipment.

- Timing of capital works at Easington link path moved to Q4, with Hillview play area refurb, walled garden and municipal compost bay works earmarked for 2024 delivery.

Underspend on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are currently within budget parameters.
- Town Hall – includes prepayment of wedding license (£3k), however overspend is principally driven by building maintenance costs.
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party in the new year.
- Other Costs & Income are anticipated to end the year in line with projected budget.

Financial Effects & Risk Assessment

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.

GS.55/23 **IT WAS RESOLVED** to receive and note the Income and Expenditure report.

GS.56/23 **Parks and Cemeteries Monitoring Report**

The team are up to date with the scheduled work, mowing has started where the ground conditions allow.

The new machines, equipment and materials have been delivered for cricket maintenance, we are ready for the spring preparation works to be undertaken once ground conditions allow.

The team have been busy with burial duties.

GS.57/23 **4th Corner Landscape Contract Update**

No problems to report, as we head into the new season, the schedules for work are being reviewed to be agreed at the next contract meeting.

The last cut of grass areas for 23/24 has been delayed due to wet weather, however, it is still hoped this can be completed by the end of March.

The aeration operations on sports pitches have not been undertaken, this is due to wet ground conditions.

There will be a change in local management of our contract as the Contract Supervisor has resigned. Details regarding 4th Corner's plans will be provided at the next contract meeting.

The Council's Landscape Officer continues to work closely with the contractor in addition to carrying out site inspections to monitor their performance.

GS.58/23 Tree Works/Banbury Urban Orchard Update

The Landscape Officer has issued the final packages of tree works as identified from the survey for 23/24, these are due to be completed by the end of March.

The planting of the “Banbury Urban Orchard” is now complete. It has been a great success. Thanks to a team effort through the participation of the local volunteers, schools, residents and members of Banbury Rotary Club. All coordinated by the Landscape Officer and assistance with the planting by the Rangers.

GS.59/23 Wild Flower Meadow Creation Update

Work is still on hold regarding sowing the seed due to extremely wet ground conditions. Work will commence as soon as the land dries out.

GS.60/23 Ranger Service / Play Area Update

The Park Ranger Team continue to keep up to date with the weekly Health & Safety inspections and carrying out any repairs resulting from those inspections.

Work has started on the repairs identified on the independent annual play inspection.

The new inspection software has been installed, this will go live from the first of April. The software will allow formal recording of all of our inspections to be held in one place. This will include Play Areas, Parks, Buildings, Allotments and Bus Shelters.

GS.61/23 Cleansing Service Update

We have successfully recruited to the vacant cleansing operative position.

The new member of staff started with us at the beginning of March and he has the primary responsibility for cleaning the council's sports pavilions.

The employee was identified and put forward through a recruitment agency.

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

GS.62/23 Facility Management Update

Following the motion on Period Poverty, approved at full Council:

“To combat period poverty, this Council resolves to provide free sanitary products in Banbury Town Council owned or managed female and gender-neutral toilet rooms or cubicles.”

All the dispensers and sanitary products are now installed in all facilities and are available free of charge for those need them.

Work Place EV Charging Point Installation

An order has been placed for the EV Charging Points to be installed at Southam Road depot, with completion due by the end of March.

Depot Roof Repairs

An order has been placed for the leaking roof at Southam Road depot to be replaced, with completion due by the end of March.

GS.63/23 Parks Lighting Update

We are still waiting for confirmation for an installation date for the six lighting columns to be replaced at People's Park. This should be any time now as the indicated 10-12 weeks to take delivery of the new columns is nearly up.

GS.64/23 Tennis Courts – People's Park Update

The two contracts are in place for the refurbishment of People's Park tennis courts and due to start:

- a) Gate entry system installation – Start date 18/03/2024.
- b) Court Refurbishment - Cleaning and Painting when weather improves.

GS.65/23 Good Code of Practice – Dogs in Our Parks

Following members approval for the introduction of a "Good Code of Practice" for dog owners using our Parks and Open Spaces, I can update members that this has been introduced.

Eye catching posters have been produced and displayed at the entrances to our parks, which have generally been well received by both dog and non-dog owners.

The Council's Marketing and Communication Manager has also run a press and social media awareness campaign.

GS.66/23 PlayZone Grant Application – Football Foundation

Officers have been working with colleagues from Cherwell District Council regarding pursuing the opportunity of applying to the Football Foundation for grant funding to provide two new PlayZone facilities at Princess Diana Park and Chandos Recreation Ground.

Following initial enquires with the Football Foundation, they believe we have a strong case to make an application for two PlayZone facilities to be located in Ruscote and Grimsbury.

The new PlayZones are artificial surfaced facilities that aim to provide users with the opportunity to participate in sports all year round on a formal and informal basis.

To qualify for the funding, any application needs to demonstrate that extensive community engagement has been undertaken with local groups and individuals in areas of deprivation targeting lower socio-economic groups, women and girls, users with disabilities and ethnically diverse communities.

Cherwell District Council have undertaken this extensive public consultation with all the stake holders in each area. The overwhelming feedback is that there is high demand for the use of this type of facility and that the preferred access is for playing football on a 3G synthetic surface.

The Football Foundation has carried out initial surveys of both sites to identify and agree the best locations, undertake utility searches and look at electricity supply options for suitability. They will also submit and seek \planning approval for each facility.

Each PlayZone costs £225,000, the Football Foundation will fund 75%, Cherwell District Council have agreed to fund the remaining 25%.

Banbury Town Council as landowner would adopt the facility following construction and be responsible for the ongoing maintenance and management of each of the PlayZone facilities. The budget estimate of

maintaining the two facilities is anticipated at 8K-10K per annum per PlayZone.

The Officer recommendation to Members of the Committee is to approve the next stage of legally signing the agreement with the Football Foundation, alongside the Town Clerk signing a funding agreement with Cherwell District Council. This will facilitate the joint submission of the formal application in April 2024, with hopefully, a successful outcome and delivery of two PlayZone facilities later this year at Princess Diana Park and Chandos Recreation Ground.

GS.67/23 Adoption and Transfer of Land

Public Open Space – The Greenway off Winchester Close.

Cherwell District Council have finally received the transfer documentation for the remaining Public Open Space parcels either side of Winchester Close from David Wilson Homes Ltd, these were not transferred at the same time as the rest of the open space within this estate.

As Banbury Town Council already maintain this land, and the commuted sum for this land was received from the developer when the other areas of land transferred, the recommendation is that members approve the Town Clerk to adopt the remaining parcels of land.

GS.68/23 Financial Effects & Risk Assessment

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

GS.69/23 Recommendations

The Committee is invited to **RESOLVE**

- (1) To note the Parks and Cemeteries Service Update.
- (2) To note the 4th Corner Landscape Contract Update.
- (3) To note the Tree Works / Banbury Urban Orchard Update.
- (4) To note the Wild Flower Creation Scheme Update.
- (5) To note the Ranger Service / Play Area Update.
- (6) To note the Cleansing Service Update.
- (7) To note the Facility Management Update.
- (8) To note the Lighting in Parks Update.
- (9) To note the Tennis Courts – People's Park Update
- (10) To note the "Good Code of Practice" for Responsible Dog Owners Update.

It was AGREED to note the Parks and Open Spaces Monitoring Report

GS.70/23 **The Committee was also invited to RESOLVE** the following -

- (1) **It was RESOLVED** to approve the recommendation for the adoption of the Allotments, Car Park and Public Open Space at Warwick Road on the Miller Homes Development.
- (2) **It was RESOLVED** to approve the recommendation for the adoption of Public Open Space off Winchester Close from David Wilson Homes Ltd.

The meeting ended at 7.18pm

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at 6.30pm on Tuesday, 26 March 2024 in the Town Hall, Banbury.

Present: Councillor Mallon (Chairman)
Councillors: Ayers, Colegrave, Hussain, Kilsby, Mears, Phillips and Strangwood.

Alternate Members: Cllr Mears for Cllr Biegel

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

R.47/23 Apologies for Absence

Cllr Biegel

R.48/23 Communications

It was agreed by Councillor Mallon and seconded by Councillor Hussain to thank Officer Martyn Surfleet for his service to the role of Executive Officer, and to wish him all the best of luck in his new role with Cherwell District Council.

R.49/23 Declarations of Interest

None

R.50/23 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 30 January 2024 be approved as a correct record and signed by the Chairman.

R.51/23 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 12 March 2024.

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

General Services variances are principally

- Staffing remain within projected costs, recruitment of a cleaner is underway.
- Planned cemetery works include roof repairs at Southam Road depot and tree works on poplars at Southam and driveway footpath repairs.
- Timing of invoicing for grounds maintenance works impacted by timing of February invoicing across Parks, seasonality of football pitch works and Horton View. Timing of EzeeTrees software install into Q4 £10k. Electric lighting across parks (OCC £7k) and vehicle charging facilities at Southam Road timed for March (£10k).
- Play area equipment underspends are proposed to be earmarked for ongoing investment. Tree works orders have been placed and are currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- Contract has been completed for a two-year lease of cricket pitch facilities at Hanwell Fields, and investment in machinery purchase will now be undertaken, and funds earmarked for release upon receipt of equipment.

- Timing of capital works at Easington link path moved to Q4, with Hillview play area refurb, walled garden and municipal compost bay works earmarked for 2024 delivery.

Underspends on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are currently within budget parameters.
- Town Hall – includes prepayment of wedding license (£3k), however overspend is principally driven by building maintenance costs.
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme. Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and the Woodgreen Pool Working Party in the new year.
- Other Costs & Income are anticipated to end the year in line with projected budget.

Financial Effects & Risk Assessment

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.

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

IT WAS AGREED to Earmark of the following funds:

- Play area equipment (up to £100k)
- Cricket pitch machinery purchase (£24k)
- Easington Link Path (£35k)
- Peoples Park – fencing and café canopy (£20k)
- Retain earmarked reserves for Hill View Play area refurbishment (£110k)
- Retain earmarked reserves for Walled Garden refurbishment (£100k)
- Retain earmarked reserves for Municipal compost bay creation – Spital Farm (£60k)
- Retain earmarked reserves for St Marys Churchyard refurbishment (£65k)
- Specify earmark reserve for refurbishment of Playzones at Chandos and PDP (£100k)

R.52/23 Internal Audit Interim Report

Members were invited to receive a verbal update from the Town Clerk & RFO. Several questions were asked of the Town Clerk regarding details of the report.

It was RESOLVED to receive and note the Internal Audit Interim Report.

R.53/23 Local Government Pension Scheme Regulations

Members were invited to review the report of the Town Clerk & RFO.

It was RESOLVED to receive and note the Local Government Pension Scheme Regulations Update Report

R.54/23 Confidential Business Exclusion

IT WAS RESOLVED that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

SUMMARY of items discussed during confidential session

R.55/23 Town Hall Lease Agreement

Members considered the report of the Town Clerk regarding the hire and lease of the upstairs facilities of the Town Hall for usage by Oxfordshire County Council Registrar.

IT WAS RESOLVED to approve the long-term hire to be agreed by the Town Clerk in consultation with the chair of the resources committee, as outlined in the **Confidential Appendix**.

IT WAS ALSO RESOLVED to approve the Town Clerk in consultation with the chair of the resources committee to engage with staff based at the Town Hall to design appropriate service delivery models to be accompanied by appropriate building modification, subject to budget capacity.

The meeting ended at 19.04pm