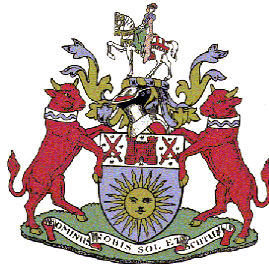


Banbury Town Council

Mark Hassall ACMA
Town Clerk/RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: A12052026 Annual

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

Date: 30 April 2026

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

You are hereby summoned to attend the **ANNUAL MEETING** of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 12 MAY 2026** 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. Election of the Town Mayor**
To elect a Town Mayor.
- 2. Election of a Deputy Town Mayor**
To elect a Deputy Town Mayor.
- 3. To receive the Declaration of Acceptance of Office of the Town Mayor**
The Town Mayor, when elected, to make a declaration.
- 4. Apologies for absence**
Contact Helen Durkin (helen.durkin@banbury.gov.uk).
- 5. 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).
- 6. Minutes of the last Meeting**
To approve as correct the Minutes of the Meeting held on 07 April 2026 (**Enclosed**).
- 7. Communications**
To receive such communications as the Town Mayor may wish to lay before the Council.

Banbury Town Council

8. Appointment of Standing Committees

To agree the size of, and make appointments to Standing Committees. **(Enclosed).**

9. Appointment of Representatives to Outside Bodies

To make appointments to Outside Bodies. **(Enclosed).**

At the conclusion of the foregoing business, the Standing Committees of the Town Council will meet to appoint their Chairmen and Vice-Chairmen and to conduct any other business as may be necessary. The Resources Committee will be called into session, and the Members appointed to it will be asked to stand, whilst it conducts its business. The same procedure will then be followed for meetings of the General Services Committee and the Planning Committee. The Agenda paper for these three meetings is attached.

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.*

BANBURY TOWN COUNCIL

Minutes of a meeting of Banbury Town Council held at **6:30pm on Tuesday 07 April 2026** at the Town Hall, Banbury.

Present: Councillor Mallon (Town Mayor)
Councillors: Beere, Biegel, Cherry, Dhesi, Eaton, Elugwu, Harwood, Hussain, Mears, Stansfield, Thornhill, Tohill-Martin and Woodward.

Officers: Paul Almond (Director of Environment and Deputy Town Clerk)

Members of the Public: None.

BTC.19/26 Apologies for Absence

Mark Hassall (Town Clerk & RFO)
Helen Durkin (Executive Officer)
Councillors Brant, Clarke, Okeke, Richards, Strangwood, Urwick and Vaitkus.

BTC.20/26 Declarations of Interest

None

BTC.21/26 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 10 February 2026 be approved as a correct record and signed by the Mayor.

BTC.22/26 Communications

IT WAS RESOLVED to receive and note communications.

BTC.23/26 Questions – Elected Members and Members of the Public

None.

BTC.24/26 Planning Committee

It was **RESOLVED** that the Minutes of the Planning Committee meeting held on 25 February 2026 & 25 March 2026 be received (moved by Councillor Beere and seconded by Councillor Woodward).

BTC.25/26 General Services Committee

It was **RESOLVED** that the Minutes of the General Services Committee meeting held on 17 March 2026, be received (moved by Councillor Cherry and seconded by Councillor Biegel).

BTC.26/26 Resources Committee

It was **RESOLVED** that the Minutes of the Resources Committee meeting held on 24 March 2026, be received (moved by Councillor Hussain and seconded by Councillor Eaton).

Date of next meeting – **Tuesday 16 June 2026 at 18:30pm**

The Meeting ended at 6.37pm

Standing Committee Membership 2026 – 2027

1. Resources Committee

(Seats allocated: Labour 5, Conservative/LD 1)

Labour

1. Hussain (Chair)
2. Eaton (Vice Chair)
3. Beere
4. Creed
5. Stansfield

Conservative/Lib Dem

1. Mallon

[Alternate Members]

Labour

1. Clarke
2. Crichton
3. Richards
4. Tohill-Martin
5. Urwick
6. Elugwu

Labour

7. Dhesi
8. Thornhill
9. Woodward
10. Cherry
11. Vaitkus

Conservative

1. Strangwood
2. Okeke

2. General Services Committee

(Seats allocated: Labour 5, Conservative/LD 1)

Labour

1. Cherry (Chair)
2. Biegel (Vice Chair)
3. Mears
4. Elugwu
5. Richards

Conservative/Lib Dem

1. Strangwood

[Alternate Members]

Labour

1. Hussain
2. Stansfield
3. Vaitkus
4. Eaton
5. Tohill-Martin
6. Clarke
7. Beere

Labour

8. Crichton
9. Woodward
10. Dhesi
11. Thornhill
12. Urwick
13. Creed

Conservative

1. Mallon
2. Harwood

3. Planning Committee

(Seats Allocated: Labour 5, Conservative/LD 1)

Labour

1. Beere (Chair)
2. Woodward (Vice Chair)
3. Dhesi
4. Thornhill
5. Tohill-Martin

Conservative/Lib Dem

1. Harwood

Banbury Town Council

[Alternate Members]

Labour

1. Hussain
2. Biegel
3. Vaitkus
4. Eaton
5. Mears
6. Clarke
7. Crichton

Labour

8. Richards
9. Stansfield
10. Urwick
11. Cherry
12. Creed
13. Elugwu

Conservative

1. Mallon
2. Strangwood

4. Appeals Panel

(Seats Allocated: Labour 5, Conservative/LD 1)

Labour

1. Richards
2. Crichton
3. Tohill-Martin
4. Mears
5. Biegel

Conservative/Lib Dem

1. Harwood

[Note: Appeals Panel members cannot be members of Resources Committee]

Organisation	No'	Appointment 2025/2026	Nominations 2026/2027
Banbury & District Air Training Corps	1	Cllr Elugwu (L)	Cllr Elugwu (L)
Banbury & District Samaritans	1	<i>Cllr Crichton (L)</i>	Cllr Crichton (L)
Banbury & District Twinning Association	1	Cllr Woodward (L)	Cllr Woodward (L)
Banbury Bluecoat Foundation	1	-	Cllr Mallon (C)
Banbury Borough Bowling Club	1	-	VACANT
Banbury Canal Partnership	1	Cllr Mallon (C)	Cllr Mallon (C)
Banbury Citizen's Advice Bureau	1	Cllr Crichton (L)	Cllr Crichton (L)
Banbury Civic Society	1	Cllr Eaton (L)	Cllr Eaton (L)
Banbury Regeneration Area Oversight Group	6	Cllr Hussain Cllr Eaton Cllr Cherry Cllr Biegel Cllr Beere Cllr Woodward	Cllr Hussain (L) Cllr Mears (L) Cllr Biegel (L) Cllr Mallon (C) Cllr Harwood (C) Cllr Okeke (C)
Banbury Sea Cadets	1	Cllr Mallon (C)	Cllr Mallon (C)
Banbury Traffic Advisory Committee	3	Cllr Biegel (L) Cllr Tohill-Martin (L) Cllr Harwood (C)	Cllr Biegel (L) Cllr Tohill-Martin (L) Cllr Harwood (C)
BARKS	1	-	VACANT
Borough of Banbury Trust 2 (plus TM and DTM)	2	Cllr Hussain (L) Cllr Harwood (C)	Cllr Hussain (L) Cllr Mallon (C)
Chamber of Commerce	1	Cllr Thornhill (L)	Cllr Thornhill (L)
Cherwell Climate Change Partnership	1	Cllr Vaitkus (L)	Cllr Vaitkus (L)
Cherwell Community & Voluntary Service	1	Cllr Okeke (L)	Cllr Urwick (L)
Cherwell Crime Partnership: Banbury	1	Cllr Hussain (L) <i>Cllr Mallon (C) (sub)</i>	Cllr Cherry (L)
Community Partnership Network	1	Cllr Urwick (L)	Cllr Hussain (L) Cllr Mallon (C) (sub)
The Glebe Charity (Cricket Club)	1	Cllr Beere (L)	No Longer Required
The Hill	1	Cllr Cherry (L)	Cllr Cherry (L)
Sunshine Centre	1	Cllr Richards (L)	No Longer Required
Town Centre Partnership (3)	3	Cllr Hussain(L) Cllr Richards (L) Cllr Mallon (C)	Cllr Hussain(L) Cllr Richards (L) Cllr Mallon (C)

Banbury Town Council

Mark Hassall ACMA MA
Town Clerk/RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: Committees A12052026
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 30 April 2026

To: All Members.
All others for information only.

You are hereby summoned to attend the **First Meetings of various Committees** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY, 12 MAY 2026** at the conclusion of the ANNUAL MEETING of the Town Council, for the transaction of the following business:

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

Mark Hassall
Town Clerk

BUSINESS TO BE TRANSACTED

1. Resources Committee

- a) Election of a Chairman**
To elect a Chairman for 2026/27
- b) Election of a Vice-Chairman**
To elect a Vice-Chairman for 2026/27
- c) Appointment of Sub-Committees and Working Groups**
 - i) Grants & Budget Sub-Committee**
To appoint six Members.
 - ii) Dispensations Sub Committee**
To appoint six Members and six Alternate Members.
 - iii) Complaints Hearing Panel**
To appoint six Members
 - iv) Local Honours Sub-Committee**
To appoint four Members in addition to the Town Mayor and Deputy Town Mayor

Banbury Town Council

- v) **Standing Orders Working Party**
To appoint six Members
- vi) **Woodgreen Pool Working Party**
To appoint six Members
- vii) **Events Working Party**
To appoint six Members

2. General Services Committee

- a) **Election of a Chairman**
To elect a Chairman for 2026/27
- b) **Election of a Vice-Chairman**
To elect a Vice-Chairman for 2026/27
- c) **Appointment of Working Parties and Appeals Panel**
 - i) **Allotment Appeals Panel**
To appoint six Members
 - ii) **Grounds Maintenance Working Party**
To appoint six Members

3. Planning Committee

- a) **Election of a Chairman**
To elect a Chairman for 2026/27
- b) **Election of a Vice-Chairman**
To elect a Vice-Chairman for 2026/27
- c) **Appointment of Working Parties**
 - i) **Built Heritage Working Party**
To appoint six Members

Note: The Appeals Panel will appoint a Chairman at their first meeting, as and when they are required to meet.

Appointment of Sub-Committees and Working Groups 2026-27

1. c) Resources Committee

i) Grants & Budget Sub-Committee

(Seats Allocated: Labour 5; Con/Lib 1) (Chair of Resources, Planning and General Services Committees, plus 3 other Members)

Labour

1. Hussain
2. Cherry
3. Beere
4. Eaton
5. Vaitkus

Con/Lib

1. Mallon

ii) Dispensations Sub Committee

(Seats Allocated: Labour 5; Con/Lib 1) (Chair and Vice Chair of Resources Committee, Leader of Conservative Group, plus 3 Members)

Labour

1. Hussain
2. Biegel
3. Eaton
4. Richards
5. Vaitkus

Con/Lib

1. Mallon

iii) Hearings Panel

(Seats Allocated: Labour 5; Con/Lib 1) (Chairs of Resources and General Services Committees plus 4 Members)

Labour

1. Hussain
2. Eaton
3. Richards
4. Elugwu
5. Cherry

Con/Lib

1. Mallon

iv) Local Honours

(Seats Allocated: Labour 5; Con/Lib 1) (Town Mayor and Deputy Town Mayor plus 4 Members)

Labour

1. Cherry
2. Elugwu
3. Hussain
4. Dhesi
5. Richards

Con/Lib

1. Mallon

v) Standing Orders Working Party

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of Resources Committee, plus 4 Members)

Labour

1. Hussain
2. Eaton
3. Biegel
4. Beere
5. Richards

Con/Lib

1. Mallon

vi) Woodgreen Pool Working Party

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of Resources Committee, plus 4 Members)

Labour

1. Hussain
2. Eaton
3. Biegel
4. Woodward
5. Cherry

Con/Lib

1. Mallon

vii) Events Working Party

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of Resources Committee, plus 4 Members)

Labour

1. Eaton
2. Mears
3. Hussain
4. Biegel
5. Woodward

Con/Lib

1. Mallon

2. c) General Services Committee

i) Allotment Appeals Panel

(Seats Allocated: Labour 5, Con/Lib 1) (Chair & Vice Chair of General Services Committee, plus 4 Members)

Labour

1. Cherry
2. Richards
3. Creed
4. Crichton
5. Biegel

Con/Lib

1. Strangwood

ii) Grounds Maintenance Working Party

(Seats Allocated: Labour 5, Con/Lib 1) (Chair of Resources / General Services plus 4 Members)

Labour

1. Hussain
2. Eaton
3. Cherry
4. Biegel
5. Richards

Con/Lib

1. Strangwood

3. c) Planning Committee

i) Built Heritage Working Party

(Seats Allocated: Labour 2, Con/Lib 1) (Chair & Vice Chair of Planning Committee, plus 1 Member)

Labour

1. Beere
2. Woodward

Con/Lib

1. Harwood