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-A17032026
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 10 March 2026

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 17 March 2026** 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 (helen.durkin@banbury.gov.uk).

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 Meetings held on 27 January 2026 **(Enclosed).**

4 **Parks and Open Spaces - Monitoring Report**
To consider the report of the Director of Environment **(Enclosure 4)**

5 **Income & Expenditure Report**
To consider the report of the Town Clerk & RFO. **(Enclosure 5)**

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 27 January 2026** at the Town Hall, Banbury.

Present: Councillor Cherry (Chair), Councillor Biegel (Vice Chair)
Councillors: Elugwu.

Alternate: Councillor Stansfield for Councillor Richards

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Environment Director)
Helen Durkin (Executive Officer)

BTC.1/26 Apologies for Absence
Councillor Richards

BTC.2/26 Declarations of Interest
None.

BTC.3/26 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on the 16 December 2025 be approved as a correct record and signed by the Chair, seconded by Councillor Elugwu.

BTC.4/26 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.
Arboricultural Works.
Park Ranger Service / Play Areas.
Cleansing Service.
Christmas Lights.
CCTV.
Sports Facility – Hard Surfaces.
People's Park Café.
Hardwick Hill – Cemetery Extension..

Parks & Cemeteries Team

- In December the whole workforce undertook Equality, Diversity & Inclusion training.
- The cemetery team are busy undertaking burial duties in our cemeteries and continue to deliver the service in line with funeral bookings.
- The weekly marking out of football pitches continues as we move through the playing season. Pest and disease monitoring of fine turf facilities, at the bowling green and cricket square, during the closed season continues.
- The winter works pruning programme is currently underway.
- The team are currently preparing recently vacated plots at Sinclair Avenue Allotments vacant.

- Work will be untaken soon to start on the preparation of the allotment plots at the new site on the Bloxham Vale estate. This work will include:
- Rotavating and levelling,
- Levelling and compacting footpaths,
- Installing concrete plot dividers,
- Installing green waste compost bins and bases,
- Following these works, allotments will be offered plot holders who have registered an interest, in time for the new growing season,
- Allotment holder terms and conditions have been reviewed, please see attached in Appendix 1. Officers recommend that these updated Terms and Conditions be approved and adopted and applied to all new allotment tenancy agreements.

4th Corner Landscape Contract

- The contractor performance against the works schedule is all on track.
- The winter pruning works is currently underway.
- The Landscape & Arboricultural Manager is working with 4th Corner to deliver a pond re-lining and habitat enhancement scheme in Spiceball Park, following a successful grant application being made to Cherwell District Council.

Arboricultural Works and Tree Survey

- Further tree works packages have been issued for People's Park, Southam Road Cemetery and Hamilton Close.

Park Ranger Service / Play Area Update

- In December the Ranger team also undertook Equality, Diversity & Inclusion training.
- The Park Rangers continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.
- The team continue to undertake repair work on the findings made as a result of the inspection reports.
- The PlayZone maintenance, this work includes debris removal and carpet brushing is being undertaken by the ranger team weekly at both sites.
- The Contract for the installation of the new "Space for Girls" play facility at Princess Diana Park started on the 19th January 2026, and should be completed by the middle of February 2026.
- The rangers have been busy with the Winter Maintenance work, liaising with Oxfordshire County Council who have replaced Grit Bins on the highway where needed and carried out the initial filling with salt.
- All Snow wardens have been contacted, and those who renewed have received the supplies they asked for.
- There has been an influx of new snow warden applications, the rangers are working through the list and undertaking training sessions with the new applicants.
- We have ordered additional supplies, salt snow shovels and gloves to ensure we have enough stock to cover the rest of the winter period.

Cleansing Service Update

- Cleaning of public toilets is ongoing, no problems to report.
- The weekly cleaning of all sports pavilions is now underway in-line with 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.

Christmas Lights

- The Christmas Light scheme was removed by the 23rd January 2026.
- A review meeting is planned with the supplier to run through this year's
- performance to ensure lessons learnt are embedded in service delivery for next year's programme.

CCTV Update

- We have been informed that the repair to the CCTV camera that was not working in centre of People's Park was undertaken by Cherwell District Council on 22nd January 2026, the engineer changed the faulty RCD breaker and installed an isolator unit.

Sports Facility - Hard Surfaces Update

- The contract for the refurbishment of sports surfaces, following evaluation, was awarded to Sovereign Sports Ltd.
- The Contractor started on site 19th January 2026, the time table agreed for the works is:
    - January/February - Construction, resurfacing and cleaning of Tennis Courts at Horton View.
    - February - Construction, resurfacing and cleaning of the MUGA facilities at Moorfields and Bankside Parks.
    - February - The Cleaning of all the other MUGA facilities within the other parks across Banbury.
    - March/April repainting and marking of all facilities.
- The completion of the above programme is obviously based of suitable weather conditions to allow for painting and curing of the courts.

People's Park Café Update

- Following the viewing of the premises by the interested parties in the 18th of December 2025, they were invited to complete and submit a business plan by the 18th January 2026.
- Evaluations of submissions is now complete.
- Interviews with the shortlisted organisations will take place w/c 26th of January 2026.
- The successful operator will be offered a lease agreement, with a view to taking over the running of the café as soon as possible thereafter ensuring the café offer in People's Park is up and running before the spring.

Hardwick Hill Cemetery Extension Update

- The work on the planning application is almost complete, please see attached in Appendix 2, the proposed layout and landscape plan for the cemetery extension.
- The planning application will be ready to be submitted to Cherwell District Council by the end of January 2026.

The Committee is invited to **RESOLVE**

To note the Parks and Cemeteries Service Update.
To **Approve** the recommendation of 5.8 to adopt the updated Allotment Tenancy Terms and Conditions.
To note the 4th Corner Landscape Contract Update.
To note the Arboricultural Works Update.
To note the Ranger Service / Play Area Update.
To note the Cleansing Service Update.
To note the Christmas Light Update.
To note the CCTV Update.
To note the Sports Facility – Hard Surfaces Update.
To note the People's Park Café Update.
To note the Cemetery Extension Update.

IT WAS RESOLVED to receive and note the parks and cemeteries report.
IT WAS RESOLVED to **approve** the recommendation of 5.8 to adopt the updated Allotment Tenancy Terms and Conditions.

BTC.5/26 **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 20 January 2026.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. The main causes are addressed as follows:

General Services variances were principally:

- Cleaning contract costs with CDC will be invoiced in April for the previous, therefore accrued at year end.
- Staffing costs across the committee remains within budget, whilst insurance costs across the services have been renegotiated with a reduction of circa 15%.
- Timing of invoicing for grounds maintenance works impacted by timing of December invoice across Parks.
- Failed boundary wall works at People's Park require restoration, earmark reserves are held to enable funding, protecting revenue budgets to fund ongoing operational costs.
- Tree works address the appointment of an independent arboriculture inspections to undertake accelerated inspections of the entire estate tree stock.
- NNDR council tax adjustment backdated to reflect increased income at Hanwell Fields relating to increased sports use. Discussions are ongoing with the cricket club relating to lease renewal.

- Additional expenditure has been incurred to complete the upgrade of the lighting at the Banbury Cross and Fine Lady statues ahead of the darker evenings.
- Completion of Chandos PlayZone is followed by the installation of a PlayZone at Princess Diana park, with grant funding for the full costs incurred received from CDC (25%) and Football Foundation (75%).
- Space for Girls at PDP has started construction, funded in partnership with CDC.
- Work has commenced on the refurbishment of MUGA and Tennis hard landscaping, earmark reserves are held to enable funding.

Underspends on Resources Committee also principally:

- Corporate, Central Administration and Civic continue to be well controlled, incorporating staff wide corporate statutory training requirements.
- Town Council Events are currently within budget parameters, supported by a grant receipt for Armed Forces Day 2025.
- Town Hall – includes utility costs to be recharged to OCC under the lease of first floor, alongside additional ongoing hire of the interview room by CDC on Tuesdays and Thursdays every week for the next three months. Ongoing maintenance of plant and machinery in a Grade II listed building continue to utilise budget provision, e.g. lifts, air conditioning, fire and intruder alarm systems and waste pumps.
- Other services to the Public include timing of small grants (including Woodgreen Open Air pool subsidy to CDC), and finalisation of Christmas Lights costs. Crime prevention funds are targeted towards the improvement of CCTV provision, with the timing to be aligned with TVP and CDC finalising agreement on provision in Banbury.
- Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target which is anticipated to materially achieve budget.

The Committee is invited to **RESOLVE;**

To note the income and expenditure report.

10.1.1 – To authorise the release of earmarked reserves for the repair of boundary wall in People's Park up to £10k, with any additional requirement funded through existing revenue budgets.
10.1.2 – To authorise the release of earmarked reserves for the repair of Hard Landscaping - Sports & Play up to £110k.
10.1.3 – To authorise the creation of earmarked reserves for CCTV enhancement £5k.

IT WAS RESOLVED to receive and note the Income and Expenditure report.
IT WAS RESOLVED to authorise **10.1.1, 10.1.2** and **10.1.3** as set out above.

Date of next meeting – **Wednesday 17 March 2026 at 18:30pm**

The meeting ended at 7:18pm

GENERAL SERVICES COMMITTEE

17 MARCH 2026

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. Arboricultural Works.
1.1.4. Park Ranger Service / Play Areas.
1.1.5. Cleansing Service.
1.1.6. Bus Shelters.
1.1.7. CCTV.
1.1.8. Sports Facility – Hard Surfaces.
1.1.9. People's Park Café.
1.1.10. Hardwick Hill – Cemetery Extension.

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. All machinery and power tools have been serviced in readiness for the summer maintenance season.

5.2. The winter works programme, hedge/shrub pruning and grass edging, is now all complete.

5.3. Grass cutting operations have started.

5.4. The cemetery team are busy undertaking burial duties in our cemeteries and continue to deliver the service in line with funeral bookings.

5.5. The preparation of football pitches continues weekly in-line with fixtures. Unfortunately, due to extreme wet weather conditions play on pitches has had to be cancelled to avoid damage to playing surface over the last two months.

5.6. Work on the preparation of fine turf facilities, bowls and cricket, for the coming season have been undertaken, works completed include aeration, herbicide and fertiliser applications, verticutting and overseeding.

5.7. Work has started on the preparation of the allotment plots at the new site on the Bloxham Vale estate. This work includes:

- Rotavating and levelling
- Levelling and compacting footpaths
- Installing concrete plot dividers
- Installing green waste compost bins and bases

5.8. Following these works, allotments will be offered plot holders who have registered an interest, in time for the new growing season.

5.9. Following a resignation received at the end of February, we have a vacancy for a Parks & Cemeteries Operative, we have advertised to recruit a replacement.

6. 4th Corner Landscape Contract Update

6.1. The contractor performance against the works schedule is all on track.

6.2. The winter pruning works is now complete.

6.3. Grass cutting operations have started.

6.4. The Landscape & Arboricultural Manager is working with 4th Corner to deliver a pond re-lining and habitat enhancement scheme in Spiceball Park, following a successful grant application being made to Cherwell District Council.

6.5. Finally with the break in wet weather, 4th Corner have been able to undertake specialist aeration operations on the football pitches, works include: spiking, brushing, light rolling and Vertidraining is planned before the end of March.

7. Arboricultural Works / Tree Survey / Tree Planting Update

7.1. Tenders have been received from Arboricultural Consultants to undertake the surveying of the Councils Tree Stock. Following the evaluation a contract an award will be made for the survey to star in April.

7.2. Further tree works packages have been issued for health and safety works to be completed by the end of March.

7.3. The replacement tree planting programme for this year is taking place at People’s Park, Easington Recreation Ground, Hardwick Park and Horton View.

8. Park Ranger Service / Play Area Update

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

8.2. The annual inspection of all play facilities has been ordered and is currently being undertaken by an independent Registered Play Inspector International (RPII) consultant.

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

8.4. The PlayZone maintenance, this work includes debris removal and carpet brushing is being undertaken by the ranger team weekly at both sites.

8.5. A number of anti-social behaviour/vandalism issues have required the rangers attention:

- Damage to the PlayZone gates.
- Damage to boundary gate and fencing at Thornbury Rise Open Space.
- Attempted break in to buildings at People's Park.

8.6. The Contract for the installation of the new "Space for Girls" play equipment at Princess Diana Park has been completed, ready for wetpour safety surfacing to be installed. Works should be complete by the end of March 2026.

9. Cleansing Service Update

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

9.2. The weekly cleaning of all sports pavilions is now underway in-line with fixtures.

9.3. Toolbox refresher training for cleaners is planned for end of March.

9.4. 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.

10. Bus Shelter Update

10.1. Officers have received a number of requests for the installation of new bus shelters in locations that currently only have a bus stop post and sign.

10.2. Banbury Town Council has responsibility for 66 bus shelters across Banbury. We manage; 42 of them through a long-term agreement with Bauer Media and the remaining 24 of them in-house.

10.3. As members are aware The Town Council has a budget of £6000 for new shelters, which is sufficient funding for purchase and installation of one unit.

10.4. The budget agreed by members was set up originally to fund a "replacement" of one of our existing 24 shelters when it comes unviable to repair due to its poor condition.

10.5. This budget was not intended to fund installation of new shelters where currently there is not one or to change the decision of Oxfordshire County Council (OCC) who have installed a bus stop post and sign.

10.6. Bus stops and/or shelters are installed on the highway normally by Oxfordshire County Council, or by the developer as an obligation requested by OCC in the Section 106 agreement.

10.7. The bus routes and stops are agreed, located and provided by OCC and they decide whether it requires just a stop sign or it is appropriate to install a covered shelter. If they decide to install a shelter, the Town or Parish then take on the responsibility for its maintenance, repair and its eventual replacement.

10.8. Below is a link to the full Bus Service Improvement Plan:

https://www.oxfordshire.gov.uk/sites/default/files/file/roads-and-transport/OxfordshireBSIP.pdf

Please see APPENDIX 1 attached, Clause 3.2.4 details information about improvement proposals for bus stops and shelters.

10.9. The budget description of “New Shelters” may have led to some confusion, that it is there for brand new provision in locations that don’t currently have a covered shelter.

10.10. This financial year alone the Town Council has four requests for new bus shelters to replace the bus stop and sign provision provided by OCC. If these requests were to be actioned in addition to the replacement of one of our existing units this would result in £25,000 expenditure against an approved budget of £6000.

10.11. There is a risk, that by actioning these requests, the general public and/or elected members may believe that the statutory function of providing public transport infrastructure sits with the Town Council, instead of Oxfordshire County Council. This could lead to many more requests being made to Banbury Town Council for new bus shelters with expectation that the Town Council is the provider.

10.12. Without revisiting the approved budget and making a change to procedural policy in terms of public transport infrastructure provision, Officer’s recommend that the existing arrangements and responsibilities of both Oxfordshire County Council as provider / decision maker on bus stops v shelters, and the Town Council continuing to work in partnership by taking on the ongoing maintenance, repairs and replacement of shelters should remain the position.

11. CCTV Update

11.1. We have been informed that the repair to the CCTV camera is still not working in centre of People’s Park. The latest update received ids that Cherwell District Council are still pursuing the repair by their engineer to change the faulty RCD breaker and installed an isolator unit.

12. Sports Facility - Hard Surfaces Update

12.1. The contract for the refurbishment of sports surfaces by Sovereign Sports Ltd is well underway.

12.2. The Contractor started on site 19th January 2026, works completed so far are:

- Construction, resurfacing and cleaning of Tennis Courts at Horton View.
- Construction, resurfacing and cleaning of the MUGA facilities at Moorfields and Bankside Parks.
- February - The Cleaning of all the other MUGA facilities within the other parks across Banbury.

12.3. The only work outstanding is the final painting of all facilities when weather conditions allow, this is anticipated to be completed at the end of March/April.

13. People's Park Café Update

13.1. Following the evaluations of submissions shortlisting and interviews a lease agreement was signed by the successful company on the 1st March 2026.

13.2. The successful operator was "The Café Banbury Limited" and has taken the keys to the premises and plans to be open for business by the Easter Bank holiday.

14. Hardwick Hill Cemetery Extension Update

14.1. The planning application was submitted to Cherwell District Council on the 28th January 2026.

15. Financial Effects & Risk Assessment

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

16. Recommendations

The Committee is invited to **RESOLVE**

16.1. To note the Parks and Cemeteries Service Update.
16.2. To note the 4th Corner Landscape Contract Update.
16.3. To note the Arboricultural Works Update.
16.4. To note the Ranger Service / Play Area Update.
16.5. To note the Cleansing Service Update.
16.6. To **Approve** the recommendation in 10.12 regarding the bus shelter policy.
16.7. To note the CCTV Update.
16.8. To note the Sports Facility – Hard Surfaces Update.
16.9. To note the People's Park Café Update.
16.10. To note the Cemetery Extension Update.

Background Papers:

Nil

APPENDIX 1

OXFORDSHIRE
COUNTY COUNCIL

Oxfordshire Bus Service Improvement Plan

Updated June 2024

More information can be found at www.mi-link.uk/ including research papers.

3.2.4 Improvements to bus stops and shelters

The quality of each bus stop across Oxfordshire is of fundamental importance to the attractiveness of the public transport network to residents and visitors.

There was substantial investment in stops along the County's Premium Bus Routes between 10 and 20 years ago, but since then there has been some deterioration of quality. Since that time, stops have been provided on an ad-hoc basis for new development sites, but bus stops elsewhere on the same routes can be much older.

Due to restricted budgets and staffing levels, maintenance standards have declined in recent years with a drift away from the high standards achieved during the Premium Bus Routes programme. Staffing levels have now been addressed and visible progress is being made with both Council and S106 (developer) funds driving improvements – over the last year around 50 improvements have been carried out and new shelters delivered.

An audit of existing bus stop infrastructure, including accessibility elements, is being planned with the assistance of Parish Councils. This information will form a master database that will subsequently help to identify locations for upgrade and improvement.

In addition to this, the Council aims to establish minimum standards for its estate of bus stops, as the quality of these bus stops varies enormously. It is proposed that bus stops could be divided into three categories, as follows:

Standard	**Service specification**
Premium	Stops on routes with a turn-up-and-go bus service of at least four buses per hour, currently, or expected to be as a consequence of housing/commercial development in the near future, plus an evening and/or Sunday bus service
Standard	Stops on routes with at least an hourly bus service on weekday daytimes
Minor	Stops on routes with less-than-hourly service on weekday daytime

The Premium Route stops will attract the largest numbers of passengers so these are intended to have higher standards of accessibility (kerb heights, ramp access etc), higher standards of information (wayside displays and in many cases electronic information) and higher standards of comfort (shelter, seat etc).

The Council will also strive to improve second tier and minor bus stops to minimum standards of provision, including hard-standing areas and a distinctive pole/flag/information case unit, which will advertise the stop location for bus users and provide basic timetable information.

An annual capital budget of £500,000 for three years is required for a programme to catch up with arrears of maintenance, and to upgrade infrastructure to the proposed standards. This amount will also cover the procurement of some new shelters, where these cannot be included in the proposed new advertising shelter contract. Further information on this workstream is included as part of Section 4.

3.2.5 Making use of existing Section 106 funding

Now that appropriate staffing is in place as funded through the BSIP (see Section 3.5.13), the backlog of accrued S106 cases totalling around £4.1 million is being worked through.

**GENERAL SERVICES COMMITTEE
17 MARCH 2026**

**RESOURCES COMMITTEE
24 MARCH 2026**

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 10 MARCH 2026

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 10 March 2026. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

7. General Services variances are principally

- Cleaning contract costs with CDC will be invoiced in April for the previous year, therefore accrued at year end.
- Staffing costs across the committee remains within budget.
- Earmarked reserves to purchase a new digger and tractor is anticipated to be released in April/May 2026 upon receipt of machinery.

- Credits received for adjustments to Water meter readings year-to-date.
- Timing of invoicing for grounds maintenance works impacted by timing of February invoice across Parks.
- Quotes for works to boundary walls (incl. People's Park and Longlandes Way) and fencing (incl Bankside, Meadowsweet Way and Grimsbury Square) have been received, earmark reserves are held to enable funding of works following contractual agreement and completion, this protects revenue budgets to fund ongoing operational costs.
- Tree works address the appointment of an independent arboriculture inspections to undertake accelerated inspections of the entire estate,
- Funds to adopt software to improve Grounds Maintenance management and mapping will be placed in earmark reserves.
- Earmark reserves to complete improvements to Woodgreen Allotment access road will be retained to 2026/27.
- Commuted sums have now been received to reflect the adoption of Thenford Way play area and Bloxham Vale allotments, which will be recognised as revenue over the next 15 years on a straight line basis to offset operational costs associated with maintenance obligations of the sites contained in the S106 agreements with developers.
- Earmarked reserves to purchase a sports mower will be recognised in 2026/27 when delivery is anticipated.
- Earmark reserves are anticipated to be released 50% in March 26 and 50% in April 26 relating to Bankside and Moorfields MUGA resurfacing and resurfacing of sports hardstanding, whilst funding of Hillview play area refurbishment and Sports will be released in 26/27 upon contract completion.
- Release of Hardwick Hill cemetery extension funding relating to completion of planning requirements is anticipated in this financial year.

8. Underspends on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled, incorporating staff wide corporate statutory training requirements. It may be prudent to consider the creation of an earmark reserve to reflect legal support costs.
- Town Council Events are currently within budget parameters, supported by a grant receipt for Armed Forces Day 2025.
- Town Hall – includes utility costs to be recharged to OCC under the lease of first floor, alongside additional ongoing hire of the interview room by Age UK. Ongoing maintenance of plant and machinery in a Grade II listed building continue to utilise budget provision, e.g. lifts, air conditioning, fire and intruder alarm systems and waste pumps.
- Other services to the Public include timing of small grants (including Woodgreen Open Air pool subsidy to CDC), and finalisation of Christmas Lights costs. Crime prevention funds are targeted towards the improvement of CCTV provision, with the timing to be aligned with TVP and CDC finalising agreement on provision in Banbury.
- Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target which is anticipated to finalise marginally below budget.

9. Financial Effects & Risk Assessment

9.1 This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

10. Recommendations

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

10.2 That underspends to current budgets be utilised and transferred to earmarked projects to reflect increased inflationary pressures, thereby supporting delivery of planned Council objectives.

10.3 To authorise the creation of an earmark reserve to reflect legal support costs £15k.

10.4 To authorise the creation of an earmark reserve to reflect improvements to CCTV provision £5k.

Background Papers: Nil

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
General Services Committee							
101	Litter Control & Cleansing						
4107	Equipment General	4,676	7,426	2,750		2,750	63.0%
4109	Cleansing Contract	215	171,979	171,764		171,764	0.1%
	Litter Control & Cleansing :- Indirect Expenditure	4,891	179,405	174,514	0	174,514	2.7%
	Net Expenditure	(4,891)	(179,405)	(174,514)			
103	Cemeteries						
1000	Miscellaneous Income	224	224	0			100.0%
1004	Burial Chambers	5,040	5,760	720			87.5%
1005	Burial Fees	39,155	40,090	935			97.7%
1007	Memorial Applications	12,414	14,005	1,591			88.6%
1008	Exclusive Rights of Burial	21,021	16,395	(4,626)			128.2%
1009	Out of Hours Burial Fees	525	0	(525)			0.0%
1022	Premises Hire	4,581	4,581	1			100.0%
1500	Contribution from Reserves	0	45,500	45,500			0.0%
	Cemeteries :- Income	82,959	126,555	43,596			65.6%
4000	Salaries	240,765	261,896	21,131		21,131	91.9%
4006	Training	5,305	5,305	(0)		(0)	100.0%
4010	N N D Rates	6,737	6,737	1		1	100.0%
4011	Water Charges	2,287	1,400	(887)		(887)	163.4%
4013	Electricity	984	963	(21)		(21)	102.2%
4014	Gas	795	899	104		104	88.4%
4019	Cleaning Materials	17	601	584		584	2.8%
4020	Telephone	689	690	1		1	99.9%
4023	Stationery/Office Supplies	24	200	176		176	12.0%
4025	Insurance	5,927	5,927	0		0	100.0%
4026	Subscriptions	451	110	(341)		(341)	410.0%
4071	Purchase Equipment	2,639	5,140	2,501		2,501	51.3%
4072	Leasing Equipment	1,143	2,416	1,273		1,273	47.3%
4100	Purchase Materials	3,305	3,901	596		596	84.7%
4120	Building M & R (Other Contract	10,640	10,520	(120)		(120)	101.1%
4122	Landscaping (Other Contractors	7,180	15,324	8,144		8,144	46.9%
4123	Minor Alterations & Imp.	2,470	6,501	4,031		4,031	38.0%
4132	Purchase Protective Clothing	333	2,037	1,704		1,704	16.3%
4502	R & M Plant & Equipment	8,843	7,654	(1,189)		(1,189)	115.5%
4570	Fleet Purchases	0	46,500	46,500		46,500	0.0%
4571	Service Charges	2,018	2,284	266		266	88.4%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4572	Fuel	1,838	3,120	1,282		1,282	58.9%
	Cemeteries :- Indirect Expenditure	304,390	390,125	85,735	0	85,735	78.0%
	Net Income over Expenditure	(221,431)	(263,570)	(42,139)			
110	Parks and Open Spaces						
1000	Miscellaneous Income	3,775	3,123	(652)			120.9%
1010	Land Rents	13,032	10,770	(2,262)			121.0%
1500	Contribution from Reserves	0	25,000	25,000			0.0%
	Parks and Open Spaces :- Income	16,807	38,893	22,086			43.2%
4000	Salaries	211,616	231,549	19,933		19,933	91.4%
4006	Training	4,176	5,150	974		974	81.1%
4008	Car Allowances-Employee	0	1,500	1,500		1,500	0.0%
4011	Water Charges	(4,437)	2,640	7,077		7,077	(168.1%)
4013	Electricity	6,882	8,034	1,152		1,152	85.7%
4019	Cleaning Materials	308	0	(308)		(308)	0.0%
4020	Telephone	1,167	1,200	33		33	97.3%
4023	Stationery/Office Supplies	0	750	750		750	0.0%
4025	Insurance	14,320	14,320	0		0	100.0%
4026	Subscriptions	1,716	2,267	551		551	75.7%
4032	Advertising/Publicity	0	300	300		300	0.0%
4070	Computer Software	10,261	19,442	9,181		9,181	52.8%
4100	Purchase Materials	6,944	7,620	676		676	91.1%
4107	Equipment General	9,435	11,518	2,083		2,083	81.9%
4120	Building M & R (Other Contract	20,446	70,863	50,417		50,417	28.9%
4121	Ground Mtnce (Other Contractor	175,204	210,564	35,360		35,360	83.2%
4122	Landscaping (Other Contractors	713	30,115	29,403		29,403	2.4%
4124	Building M & R Peoples Park	8,032	8,719	687		687	92.1%
4132	Purchase Protective Clothing	1,239	1,302	63		63	95.2%
4500	Arboriculture	45,815	92,589	46,774		46,774	49.5%
4501	Playground Equipment R & M	34,307	75,033	40,726		40,726	45.7%
4502	R & M Plant & Equipment	3,202	3,000	(202)		(202)	106.7%
4503	Purchase of Signs	352	6,000	5,648		5,648	5.9%
4510	Floral Bedding	14,918	14,918	(0)		(0)	100.0%
4511	Trees and Shrubs	3,078	14,000	10,922		10,922	22.0%
4512	Bulbs	3,764	5,664	1,900		1,900	66.5%
4514	Chemical Applications	10,223	10,354	131		131	98.7%
4515	Aviary Maintenance	1,396	3,193	1,797		1,797	43.7%
4571	Service Charges	615	2,000	1,385		1,385	30.8%
4572	Fuel	2,487	2,000	(487)		(487)	124.4%
	Parks and Open Spaces :- Indirect Expenditure	588,181	856,604	268,423	0	268,423	68.7%
	Net Income over Expenditure	(571,374)	(817,711)	(246,337)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
113	Allotments						
1010	Land Rents	4,821	5,030	210			95.8%
1500	Contribution from Reserves	0	14,000	14,000			0.0%
	Allotments :- Income	4,821	19,030	14,210			25.3%
4011	Water Charges	762	600	(162)		(162)	127.1%
4070	Computer Software	381	451	70		70	84.5%
4100	Purchase Materials	2,183	1,915	(268)		(268)	114.0%
4120	Building M & R (Other Contract	191	8,324	8,133		8,133	2.3%
4121	Ground Mtnce (Other Contractor	4,858	4,551	(307)		(307)	106.7%
4520	Private Contractors	924	15,423	14,499		14,499	6.0%
	Allotments :- Indirect Expenditure	9,300	31,264	21,964	0	21,964	29.7%
	Net Income over Expenditure	(4,479)	(12,234)	(7,755)			
114	Park Rangers						
4000	Salaries	125,952	138,475	12,523		12,523	91.0%
4006	Training	4,200	5,008	808		808	83.9%
4010	N N D Rates	8,034	8,236	202		202	97.5%
4011	Water Charges	0	1,000	1,000		1,000	0.0%
4013	Electricity	1,771	1,401	(370)		(370)	126.4%
4014	Gas	326	964	638		638	33.8%
4020	Telephone	1,197	1,654	457		457	72.4%
4025	Insurance	16,758	16,758	0		0	100.0%
4100	Purchase Materials	1,227	1,200	(27)		(27)	102.2%
4107	Equipment General	703	2,000	1,297		1,297	35.2%
4120	Building M & R (Other Contract	660	5,098	4,438		4,438	12.9%
4131	Purchase Equipment	154	4,200	4,046		4,046	3.7%
4132	Purchase Protective Clothing	675	2,000	1,325		1,325	33.8%
4502	R & M Plant & Equipment	255	455	200		200	56.0%
4571	Service Charges	6,137	9,000	2,863		2,863	68.2%
4572	Fuel	2,192	2,200	8		8	99.6%
	Park Rangers :- Indirect Expenditure	170,240	199,649	29,409	0	29,409	85.3%
	Net Expenditure	(170,240)	(199,649)	(29,409)			
115	Commutted Sums						
1086	Commuted Sums Received	129,230	0	(129,230)			0.0%
1500	Contribution from Reserves	0	105,866	105,866			0.0%
	Commutted Sums :- Income	129,230	105,866	(23,364)			122.1%
	Net Income	129,230	105,866	(23,364)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
120	**Sports Facilities**						
1020	Sports Hire	27,594	18,250	(9,344)			151.2%
1021	Licence and Premises Hire	12,078	11,795	(283)			102.4%
1022	Premises Hire	70	0	(70)			0.0%
1500	Contribution from Reserves	0	16,000	16,000			0.0%
	Sports Facilities :- Income	39,742	46,045	6,303			86.3%
4010	N N D Rates	17,590	17,766	176		176	99.0%
4011	Water Charges	296	1,611	1,315		1,315	18.4%
4013	Electricity	5,262	7,880	2,618		2,618	66.8%
4014	Gas	1,837	3,501	1,664		1,664	52.5%
4017	Caretaking and Cleaning	11,575	12,688	1,113		1,113	91.2%
4019	Cleaning Materials	611	1,201	590		590	50.9%
4100	Purchase Materials	4,220	8,001	3,781		3,781	52.7%
4107	Equipment General	164	4,000	3,836		3,836	4.1%
4120	Building M & R (Other Contract	16,445	25,251	8,806		8,806	65.1%
4121	Ground Mtnce (Other Contractor	57,250	84,832	27,582		27,582	67.5%
4530	Bowling Green	5,622	8,729	3,107		3,107	64.4%
4570	Fleet Purchases	0	16,000	16,000		16,000	0.0%
	Sports Facilities :- Indirect Expenditure	120,872	191,460	70,588	0	70,588	63.1%
	Net Income over Expenditure	(81,131)	(145,415)	(64,285)			
131	**Banbury in Bloom**						
4651	Floral Sponsorship	8,256	8,257	1		1	100.0%
4652	Planting Day in the Park	1,342	1,642	300		300	81.8%
	Banbury in Bloom :- Indirect Expenditure	9,599	9,899	300	0	300	97.0%
	Net Expenditure	(9,599)	(9,899)	(300)			
132	**Banbury Cross & FineLady**						
4120	Building M & R (Other Contract	14,579	11,496	(3,083)		(3,083)	126.8%
	Banbury Cross & FineLady :- Indirect Expenditure	14,579	11,496	(3,083)	0	(3,083)	126.8%
	Net Expenditure	(14,579)	(11,496)	3,083			
150	**Public Clocks**						
4000	Salaries	859	986	127		127	87.2%
4013	Electricity	131	360	229		229	36.4%
4120	Building M & R (Other Contract	4,473	3,906	(567)		(567)	114.5%
4521	Service of Public Clock	0	1,600	1,600		1,600	0.0%
	Public Clocks :- Indirect Expenditure	5,463	6,852	1,389	0	1,389	79.7%
	Net Expenditure	(5,463)	(6,852)	(1,389)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
160	Capital Costs						
1080	Grant Received	575,715	617,694	41,979			93.2%
1500	Contribution from Reserves	0	94,100	94,100			0.0%
	Capital Costs :- Income	575,715	711,794	136,079			80.9%
4551	Capital - Hardwick Hill Cemeta	38,266	31,900	(6,366)		(6,366)	120.0%
4552	Capital - Play Areas	22,982	141,500	118,518		118,518	16.2%
4554	Capital - Park Refurb	546,884	632,325	85,441		85,441	86.5%
	Capital Costs :- Indirect Expenditure	608,132	805,725	197,593	0	197,593	75.5%
	Net Income over Expenditure	(32,416)	(93,931)	(61,515)			
201	Bus Shelters						
4109	Cleansing Contract	910	1,820	910		910	50.0%
4800	New Shelters	0	6,000	6,000		6,000	0.0%
4802	Maintenance	980	2,220	1,240		1,240	44.1%
	Bus Shelters :- Indirect Expenditure	1,890	10,040	8,150	0	8,150	18.8%
	Net Expenditure	(1,890)	(10,040)	(8,150)			
202	Salt Bins						
4107	Equipment General	1,001	4,000	2,999		2,999	25.0%
	Salt Bins :- Indirect Expenditure	1,001	4,000	2,999	0	2,999	25.0%
	Net Expenditure	(1,001)	(4,000)	(2,999)			
	General Services Committee :- Income	849,274	1,048,183	198,909			81.0%
	Expenditure	1,838,539	2,696,519	857,980	0	857,980	68.2%
	Movement to/(from) Gen Reserve	(989,265)	(1,648,336)	(659,071)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent

Resources Committee

		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301	**Corporate Management**						
4006	Training	274	0	(274)		(274)	0.0%
4050	Bank Charges	1,718	1,542	(176)		(176)	111.4%
4056	Internal Audit	1,560	1,510	(50)		(50)	103.3%
4057	Audit Fees	2,940	2,940	0		0	100.0%
4058	Professional Fees	5,724	6,050	326		326	94.6%
4059	Legal Support	6,578	21,098	14,521		14,521	31.2%
	Corporate Management :- Indirect Expenditure	18,793	33,140	14,347	0	14,347	56.7%
	Net Expenditure	(18,793)	(33,140)	(14,347)			
302	**Civic and Ceremonial**						
4000	Salaries	330	949	619		619	34.8%
4006	Training	204	350	146		146	58.3%
4022	Printing	30	1,005	975		975	3.0%
4023	Stationery/Office Supplies	398	288	(110)		(110)	138.3%
4026	Subscriptions	0	320	320		320	0.0%
4850	Uniforms	0	200	200		200	0.0%
4851	Incoming Mayors Allowance	894	10,000	9,106		9,106	8.9%
4852	Outgoing Mayors Allowance	(651)	(651)	(0)		(0)	100.0%
4854	Civic Property Maintenance	0	450	450		450	0.0%
4855	Civic Insignia	0	2,950	2,950		2,950	0.0%
4870	Catering	24	24	0		0	100.0%
	Civic and Ceremonial :- Indirect Expenditure	1,229	15,885	14,656	0	14,656	7.7%
	Net Expenditure	(1,229)	(15,885)	(14,656)			
305	**Central Administration**						
4000	Salaries	259,156	286,015	26,859		26,859	90.6%
4005	Professional Subscriptions	930	733	(197)		(197)	126.9%
4006	Training	3,622	5,700	2,078		2,078	63.5%
4007	Subsistence	2,022	2,724	702		702	74.2%
4010	N N D Rates	159	159	0		0	99.9%
4020	Telephone	4,714	5,770	1,056		1,056	81.7%
4021	Postage	1,429	1,329	(100)		(100)	107.5%
4022	Printing	2,958	3,574	616		616	82.8%
4023	Stationery/Office Supplies	1,377	1,805	428		428	76.3%
4025	Insurance	5,605	5,605	(0)		(0)	100.0%
4026	Subscriptions	8,091	7,211	(880)		(880)	112.2%

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4031	Staff Advertising	0	2,000	2,000		2,000	0.0%
4032	Advertising/Publicity	1,457	2,840	1,383		1,383	51.3%
4033	Tourism/Marketing	19,215	19,212	(3)		(3)	100.0%
4035	Books & Publications	829	1,029	200		200	80.5%
4070	Computer Software	29,681	33,588	3,907		3,907	88.4%
4071	Purchase Equipment	21	80	59		59	26.0%
4073	Purchase Furniture	199	959	760		760	20.8%
4136	Purchase IT Equpment	17	1,467	1,450		1,450	1.1%
4850	Uniforms	0	500	500		500	0.0%
4856	Photography	0	375	375		375	0.0%
	Central Administration :- Indirect Expenditure	341,482	382,675	41,193	0	41,193	89.2%
	Net Expenditure	(341,482)	(382,675)	(41,193)			
310	Town Council Events						
1000	Miscellaneous Income	3,548	3,348	(200)			106.0%
1055	Food Festivals	12,251	12,251	(0)			100.0%
1070	Canalside Festival Income	9,918	8,987	(931)			110.4%
1073	Town Mayors Sunday	2,102	2,092	(10)			100.5%
1074	Armed Forces Day Income	5,373	700	(4,673)			767.6%
1075	Banbury Show Income	3,918	3,918	0			100.0%
1076	Christmas Lights Switch On	634	0	(634)			0.0%
1860	Diamond Jubilee Income	3,793	3,793	1			100.0%
	Town Council Events :- Income	41,536	35,089	(6,447)			118.4%
4000	Salaries	96,288	105,830	9,542		9,542	91.0%
4074	Armed Forces Day	8,029	7,568	(461)		(461)	106.1%
4076	Christmas Lights Switch On	7,901	9,922	2,021		2,021	79.6%
4120	Building M & R (Other Contract	432	0	(432)		(432)	0.0%
4300	Town Mayor's Inauguration	1,710	1,710	0		0	100.0%
4310	Town Mayors Sunday	5,099	4,649	(450)		(450)	109.7%
4320	Battle of Britain	2,433	1,275	(1,158)		(1,158)	190.8%
4330	Remembrance Day	5,598	7,545	1,947		1,947	74.2%
4360	Canalside Festival	13,866	14,454	588		588	95.9%
4370	Banbury Music Mix	3,487	4,971	1,484		1,484	70.1%
4380	Banbury Show	14,402	14,402	(0)		(0)	100.0%
4390	Food Festivals	12,685	13,228	543		543	95.9%
4860	Diamond Jubilee	20	20	0		0	98.9%
5001	Seasonal Events	4,363	3,369	(994)		(994)	129.5%
	Town Council Events :- Indirect Expenditure	176,314	188,943	12,629	0	12,629	93.3%
	Net Income over Expenditure	(134,778)	(153,854)	(19,076)			

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		Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
311	Town Hall						
1021	Licence and Premises Hire	12,108	16,144	4,036			75.0%
1022	Premises Hire	6,576	3,691	(2,885)			178.2%
	Town Hall :- Income	18,684	19,835	1,151			94.2%
4000	Salaries	26,006	26,651	645		645	97.6%
4010	N N D Rates	19,361	19,360	(1)		(1)	100.0%
4011	Water Charges	403	560	157		157	71.9%
4013	Electricity	9,378	10,970	1,592		1,592	85.5%
4014	Gas	2,325	1,797	(528)		(528)	129.4%
4015	Alarms	2,294	1,420	(874)		(874)	161.6%
4016	Window Cleaning	0	490	490		490	0.0%
4019	Cleaning Materials	491	638	147		147	76.9%
4023	Stationery/Office Supplies	209	415	206		206	50.4%
4025	Insurance	13,563	13,563	0		0	100.0%
4032	Advertising/Publicity	0	350	350		350	0.0%
4071	Purchase Equipment	45	506	461		461	9.0%
4120	Building M & R (Other Contract	8,315	5,746	(2,569)		(2,569)	144.7%
4502	R & M Plant & Equipment	1,214	5,946	4,732		4,732	20.4%
4850	Uniforms	0	100	100		100	0.0%
4870	Catering	156	27	(129)		(129)	577.7%
4871	Licences inc PRS Fees	778	588	(190)		(190)	132.3%
	Town Hall :- Indirect Expenditure	84,538	89,127	4,589	0	4,589	94.9%
	Net Income over Expenditure	(65,854)	(69,292)	(3,438)			
315	Other Services to the Public						
4700	Christmas Lighting Scheme	71,149	70,667	(482)		(482)	100.7%
4724	Open Air Pool Subsidy	95,212	95,722	510		510	99.5%
4900	Grants	8,990	15,000	6,010		6,010	59.9%
4901	Crime Prevention Support	3,000	8,300	5,300		5,300	36.1%
	Other Services to the Public :- Indirect Expenditure	178,351	189,689	11,338	0	11,338	94.0%
	Net Expenditure	(178,351)	(189,689)	(11,338)			
320	Other Costs and Income						
1176	Precept Received	2,299,215	2,299,215	0			100.0%
1190	Interest Received	25,956	197,817	171,861			13.1%
	Other Costs and Income :- Income	2,325,171	2,497,032	171,861			93.1%
	Net Income	2,325,171	2,497,032	171,861			
	Resources Committee :- Income	2,385,391	2,551,956	166,565			93.5%
	Expenditure	800,706	899,459	98,753	0	98,753	89.0%
	Movement to/(from) Gen Reserve	1,584,685	1,652,497	67,812			

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	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	3,234,664	3,600,139	365,475			89.8%
Expenditure	2,639,245	3,595,978	956,733	0	956,733	73.4%
Net Income over Expenditure	595,419	4,161	(591,258)			
Movement to/(from) Gen Reserve	595,419	4,161	(591,258)			