

Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
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Banbury
Oxfordshire
OX16 5QB

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Our Ref: GS A17102023
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 11 October 2023

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 October 2023** at 6.30 pm, 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 Martyn Surfleet (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 Meetings held on 29 August 2023 (**Attached**).
- 4 Income & Expenditure Report**
To consider the report of the Town Clerk & RFO. (**Enclosure 4**)
- 5 Revised & Draft Revenue Estimates**
To consider the report of the Town Clerk & RFO. (**Enclosure 5**)

6 Parks and Open Spaces - Monitoring Report

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

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

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

**GENERAL SERVICES COMMITTEE
17 OCTOBER 2023**

**RESOURCES COMMITTEE
31 OCTOBER 2023**

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 6 OCTOBER 2023

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 Phased Budget YTD 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 6 October 2023. Overall the Committees expenditure is within forecast versus the phased YTD budget. The main causes are addressed as follows:

6.2 General Services variances are principally

- ◆ Income across cemeteries contains seasonal impact, including a trend of reduced Exclusive Right of Burial uptake. Rental terms of buildings at Hardwick Hill remain outstanding.
- ◆ Whilst staffing costs are currently below budget across the committee, mainly due to timing and vacancies, when including the impact of YTD anticipated nationally agreed pay rises, they are estimated as £7k over budget YTD.
- ◆ Computer software to support play equipment and grounds maintenance monitoring.
- ◆ In partnership with CDC, landscaping and install of round benches at Moorfields and Hill View parks.
- ◆ Underspend in arboriculture is anticipated to be timing related only.
- ◆ Timing of playground and landscape software monitoring programmes offset by unspent earmark reserve release.
- ◆ Timing of invoicing for grounds maintenance works impacted by seasonality.
- ◆ Chemical application retreat is currently being finalised and accompanied by spot strimming as required.
- ◆ Floral sponsorship paid to CDC is awaiting invoice following retirement of displays.

6.3 Underspends on Resources Committee also principally

- ◆ Reduced Central Admin costs including salaries YTD.
- ◆ Staffing costs are currently over budget £2k across the committee, mainly due to recruitment, when including the impact of YTD anticipated nationally agreed pay rises, they estimated as £10k over budget, excluding the impact of the expanded marketing role currently being advertised.
- ◆ Town Council Events income includes sponsorship across events and are ahead of budget, with costs managed within planned budgets.
- ◆ Other Costs & Income includes increased interest income, timing of which is delayed due to transfer from Santander of interest earned to-date (£40k). Costs associated with improvements the heating efficiency at the town hall will be met from earmarked reserves. Increased Town Hall maintenance costs relate to roof repairs undertaken ahead of the onset of winter.

7 Financial Effects & Risk Assessment

- 7.1 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.

8 Recommendations

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

Background Papers: Nil

General Services Committee101 Litter Control & Cleansing

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4107 Equipment General	0	4,600	4,600	4,600		4,600	0.0%
4109 Cleansing Contract	0	0	0	152,026		152,026	0.0%
Litter Control & Cleansing :- Indirect Expenditure	0	4,600	4,600	156,626	0	156,626	0.0%
Net Expenditure	0	(4,600)	(4,600)	(156,626)			

103 Southam Road Cemetery

1000 Miscellaneous Income	1,625	125	(1,500)	125			1300.0%
1004 Burial Chambers	2,600	1,950	(650)	3,250			80.0%
1005 Burial Fees	21,145	23,919	2,774	41,000			51.6%
1007 Memorial Applications	10,190	8,169	(2,021)	14,000			72.8%
1008 Exclusive Rights of Burial	3,770	11,669	7,899	20,000			18.9%
1009 Out of Hours Burial Fees	135	0	(135)	0			0.0%
1010 Land Rents	200	0	(200)	0			0.0%
1022 Premises Hire	0	3,460	3,460	3,460			0.0%
Southam Road Cemetery :- Income	39,665	49,292	9,627	81,835			48.5%
4000 Salaries	95,828	118,909	23,081	203,847		108,019	47.0%
4006 Training	2,898	2,250	(648)	5,000		2,102	58.0%
4010 N N D Rates	4,715	6,300	1,586	9,000		4,286	52.4%
4011 Water Charges	123	840	717	1,440		1,317	8.5%

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4012 Sewerage Charges	0	250	250	500		500	0.0%
4013 Electricity	483	450	(33)	750		267	64.4%
4014 Gas	128	300	172	600		472	21.4%
4019 Cleaning Materials	0	300	300	600		600	0.0%
4020 Telephone	377	385	8	656		279	57.4%
4023 Stationery/Office Supplies	0	100	100	200		200	0.0%
4025 Insurance	6,175	0	(6,175)	0		(6,175)	0.0%
4026 Subscriptions	190	200	10	400		210	47.5%
4070 Computer Software	2,260	2,400	140	2,400		140	94.2%
4071 Purchase Equipment	964	1,750	786	3,000		2,036	32.1%
4072 Leasing Equipment	57	1,250	1,193	2,500		2,443	2.3%
4100 Purchase Materials	2,021	2,100	79	3,900		1,879	51.8%
4120 Building M & R (Other Contract	3,570	5,700	2,130	9,700		6,130	36.8%
4122 Landscaping (Other Contractors	922	8,100	7,178	18,000		17,078	5.1%
4123 Minor Alterations & Imp.	1,709	5,600	3,891	9,300		7,591	18.4%
4132 Purchase Protective Clothing	847	1,456	609	2,500		1,653	33.9%
4137 Burial Chamber costs	3,780	4,000	220	4,000		220	94.5%
4502 R & M Plant & Equipment	4,277	4,000	(277)	6,050		1,773	70.7%
4571 Service Charges	200	600	400	2,200		2,000	9.1%
4572 Fuel	1,365	1,630	265	3,000		1,635	45.5%
Southam Road Cemetery :- Indirect Expenditure	132,888	168,870	35,982	289,543	0	156,655	45.9%
Net Income over Expenditure	(93,223)	(119,578)	(26,355)	(207,708)			

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>110 Parks and Open Spaces</u>							
1000 Miscellaneous Income	5,342	0	(5,342)	0			0.0%
1010 Land Rents	5,468	0	(5,468)	0			0.0%
1022 Premises Hire	525	0	(525)	0			0.0%
1500 Contribution from Reserves	0	57,900	57,900	115,400			0.0%
Parks and Open Spaces :- Income	11,335	57,900	46,565	115,400			9.8%
4000 Salaries	102,589	125,195	22,606	214,623		112,034	47.8%
4006 Training	795	3,000	2,205	5,000		4,205	15.9%
4008 Car Allowances-Employee	0	0	0	1,500		1,500	0.0%
4010 N N D Rates	144	1,351	1,207	1,351		1,207	10.7%
4011 Water Charges	712	1,400	688	2,650		1,938	26.9%
4013 Electricity	110	1,519	1,409	7,600		7,490	1.4%
4020 Telephone	563	588	26	1,008		446	55.8%
4023 Stationery/Office Supplies	0	72	72	238		238	0.0%
4025 Insurance	16,239	15,345	(894)	15,345		(894)	105.8%
4026 Subscriptions	0	271	271	571		571	0.0%
4032 Advertising/Publicity	0	100	100	300		300	0.0%
4058 Professional Fees	65	0	(65)	0		(65)	0.0%
4061 Management Plans	0	7,500	7,500	7,500		7,500	0.0%
4070 Computer Software	9,853	14,400	4,547	20,400		10,547	48.3%
4100 Purchase Materials	1,822	3,500	1,678	6,000		4,178	30.4%
4107 Equipment General	3,630	4,900	1,270	8,400		4,770	43.2%
4120 Building M & R (Other Contract	692	1,456	764	2,500		1,808	27.7%

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4121 Ground Mtnc (Other Contractor	75,999	88,185	12,186	188,582		112,583	40.3%
4122 Landscaping (Other Contractors	10,156	1,750	(8,406)	3,000		(7,156)	338.5%
4124 Building M & R Peoples Park	1,825	1,169	(656)	2,000		175	91.3%
4132 Purchase Protective Clothing	326	578	252	1,300		974	25.1%
4500 Arboriculture	11,907	19,480	7,573	51,500		39,593	23.1%
4501 Playground Equipment R & M	81,052	73,000	(8,052)	155,000		73,948	52.3%
4502 R & M Plant & Equipment	2,107	42	(2,065)	2,400		293	87.8%
4503 Purchase of Signs	0	6,000	6,000	6,000		6,000	0.0%
4510 Floral Bedding	8,458	14,000	5,542	14,000		5,542	60.4%
4511 Trees and Shrubs	74	2,000	1,926	14,000		13,926	0.5%
4512 Bulbs	700	0	(700)	6,000		5,300	11.7%
4514 Chemical Applications	3,568	6,450	2,882	6,450		2,882	55.3%
4515 Aviary Maintenance	1,341	819	(522)	1,400		59	95.8%
4571 Service Charges	125	1,010	885	2,020		1,895	6.2%
4572 Fuel	926	661	(265)	661		(265)	140.1%
Parks and Open Spaces :- Indirect Expenditure	335,779	395,741	59,962	749,299	0	413,520	44.8%
Net Income over Expenditure	(324,444)	(337,841)	(13,397)	(633,899)			
<u>113 Allotments</u>							
1010 Land Rents	4,300	3,368	(932)	5,268			81.6%
Allotments :- Income	4,300	3,368	(932)	5,268			81.6%
4011 Water Charges	189	500	311	600		411	31.5%

Detailed Income & Expenditure by Phased Budget Heading 06/10/2023

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4070 Computer Software	63	160	98	444		382	14.1%
4100 Purchase Materials	40	300	260	300		260	13.3%
4120 Building M & R (Other Contract	0	2,000	2,000	2,000		2,000	0.0%
4121 Ground Mtnce (Other Contractor	923	1,519	596	2,600		1,677	35.5%
4520 Private Contractors	0	1,500	1,500	3,000		3,000	0.0%
Allotments :- Indirect Expenditure	1,215	5,979	4,764	8,944	0	7,729	13.6%
Net Income over Expenditure	3,085	(2,611)	(5,696)	(3,676)			
<u>114 Park Rangers</u>							
4000 Salaries	62,242	73,563	11,321	126,102		63,860	49.4%
4006 Training	2,042	3,000	958	5,000		2,958	40.8%
4010 N N D Rates	5,374	4,515	(859)	6,447		1,073	83.4%
4011 Water Charges	358	614	256	1,228		870	29.2%
4012 Sewerage Charges	0	180	180	630		630	0.0%
4013 Electricity	(57)	1,100	1,157	2,200		2,257	(2.6%)
4014 Gas	24	300	276	600		576	4.0%
4015 Alarms	0	1,500	1,500	1,500		1,500	0.0%
4020 Telephone	564	574	10	984		420	57.3%
4025 Insurance	18,665	17,715	(950)	17,715		(950)	105.4%
4100 Purchase Materials	809	700	(109)	1,200		391	67.4%
4107 Equipment General	1,027	1,000	(27)	2,000		973	51.4%
4120 Building M & R (Other Contract	748	4,800	4,052	4,800		4,052	15.6%
4124 Building M & R Peoples Park	0	1,000	1,000	2,000		2,000	0.0%

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4131 Purchase Equipment	810	2,100	1,290	4,200		3,390	19.3%
4132 Purchase Protective Clothing	451	1,000	549	2,000		1,549	22.5%
4502 R & M Plant & Equipment	0	150	150	300		300	0.0%
4571 Service Charges	5,905	4,750	(1,155)	9,500		3,595	62.2%
4572 Fuel	1,551	3,150	1,599	5,400		3,849	28.7%
Park Rangers :- Indirect Expenditure	100,513	121,711	21,198	193,806	0	93,293	51.9%
Net Expenditure	(100,513)	(121,711)	(21,198)	(193,806)			
<u>115 CSGM</u>							
1500 Contribution from Reserves	0	0	0	98,598			0.0%
CSGM :- Income	0	0	0	98,598			0.0%
Net Income	0	0	0	98,598			
<u>116 Town Fairs</u>							
1050 Hiring for events	1,070	0	(1,070)	1,870			57.2%
Town Fairs :- Income	1,070	0	(1,070)	1,870			57.2%
Net Income	1,070	0	(1,070)	1,870			
<u>120 Football Pitches</u>							
1020 Sports Hire	6,010	5,995	(15)	10,495			57.3%
1021 Licence and Premises Hire	13,069	10,809	(2,260)	10,809			120.9%

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
1051 Deposits	20	0	(20)	0			0.0%
Football Pitches :- Income	19,099	16,804	(2,295)	21,304			89.7%
4010 N N D Rates	4,978	5,425	447	7,750		2,772	64.2%
4011 Water Charges	222	1,050	828	1,800		1,578	12.3%
4013 Electricity	2,097	3,150	1,053	5,400		3,303	38.8%
4014 Gas	604	1,400	796	2,400		1,796	25.2%
4017 Caretaking and Cleaning	1,680	0	(1,680)	0		(1,680)	0.0%
4019 Cleaning Materials	565	700	135	1,200		635	47.1%
4100 Purchase Materials	2,088	3,766	1,678	6,450		4,362	32.4%
4107 Equipment General	413	1,950	1,537	2,200		1,787	18.8%
4120 Building M & R (Other Contract	6,662	9,900	3,238	14,900		8,238	44.7%
4121 Ground Mtnce (Other Contractor	38,395	42,175	3,780	72,300		33,905	53.1%
4530 Bowling Green	4,408	2,250	(2,158)	5,450		1,042	80.9%
Football Pitches :- Indirect Expenditure	62,112	71,766	9,654	119,850	0	57,738	51.8%
Net Income over Expenditure	(43,012)	(54,962)	(11,950)	(98,546)			
<u>131 Banbury in Bloom</u>							
4651 Floral Sponsorship	0	8,994	8,994	8,994		8,994	0.0%
4652 Planting Day in the Park	948	3,000	2,052	3,500		2,552	27.1%
4654 Hanging Basket Workshop	0	1,850	1,850	1,850		1,850	0.0%
Banbury in Bloom :- Indirect Expenditure	948	13,844	12,896	14,344	0	13,396	6.6%
Net Expenditure	(948)	(13,844)	(12,896)	(14,344)			

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>132 Banbury Cross& FineLady Statue</u>							
4120 Building M & R (Other Contract	0	0	0	5,800		5,800	0.0%
Banbury Cross& FineLady Statue :- Indirect Expenditure	0	0	0	5,800	0	5,800	0.0%
Net Expenditure	0	0	0	(5,800)			
<u>150 Public Clocks</u>							
4000 Salaries	427	0	(427)	0		(427)	0.0%
4013 Electricity	164	161	(3)	276		112	59.5%
4120 Building M & R (Other Contract	10	0	(10)	600		590	1.7%
4521 Service of Public Clock	0	0	0	1,200		1,200	0.0%
Public Clocks :- Indirect Expenditure	601	161	(440)	2,076	0	1,475	29.0%
Net Expenditure	(601)	(161)	440	(2,076)			
<u>160 Capital Costs</u>							
1500 Contribution from Reserves	0	175,000	175,000	175,000			0.0%
Capital Costs :- Income	0	175,000	175,000	175,000			0.0%
4552 Capital - Play Areas	6,141	145,000	138,859	273,000		266,859	2.2%
4553 Capital - Allotments	0	0	0	60,000		60,000	0.0%
4554 Capital - Park Refurb	1,100	65,000	63,900	65,000		63,900	1.7%
Capital Costs :- Indirect Expenditure	7,241	210,000	202,759	398,000	0	390,759	1.8%
Net Income over Expenditure	(7,241)	(35,000)	(27,759)	(223,000)			

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>201</u> <u>Bus Shelters</u>							
4109 Cleansing Contract	875	805	(70)	1,610		735	54.3%
4800 New Shelters	0	5,500	5,500	5,500		5,500	0.0%
4801 Ground Rents	0	250	250	250		250	0.0%
4802 Maintenance	0	0	0	500		500	0.0%
Bus Shelters :- Indirect Expenditure	875	6,555	5,680	7,860	0	6,985	11.1%
Net Expenditure	(875)	(6,555)	(5,680)	(7,860)			
<u>202</u> <u>Salt Bins</u>							
4107 Equipment General	731	1,500	769	4,000		3,269	18.3%
Salt Bins :- Indirect Expenditure	731	1,500	769	4,000	0	3,269	18.3%
Net Expenditure	(731)	(1,500)	(769)	(4,000)			
General Services Committee :- Income	75,469	302,364	226,895	499,275			15.1%
Expenditure	642,903	1,000,727	357,824	1,950,148	0	1,307,245	33.0%
Movement to/(from) Gen Reserve	(567,434)						

Resources Committee301 Corporate Management

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
4050 Bank Charges	1,097	1,232	135	2,116		1,019	51.8%
4056 Internal Audit	3,000	1,000	(2,000)	1,500		(1,500)	200.0%
4057 Audit Fees	0	2,500	2,500	2,500		2,500	0.0%
4058 Professional Fees	5,434	3,437	(1,997)	5,888		454	92.3%
4059 Legal Support	360	2,642	2,282	9,250		8,890	3.9%
Corporate Management :- Indirect Expenditure	9,891	10,811	920	21,254	0	11,363	46.5%

Net Expenditure

(9,891)	(10,811)	(920)	(21,254)
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302 Civic and Ceremonial

4000 Salaries	532	791	259	1,358		826	39.2%
4006 Training	0	100	100	350		350	0.0%
4022 Printing	80	162	82	975		895	8.2%
4023 Stationery/Office Supplies	86	350	264	500		414	17.3%
4026 Subscriptions	0	0	0	320		320	0.0%
4850 Uniforms	0	0	0	222		222	0.0%
4851 Incoming Mayors Allowance	1,301	5,454	4,153	10,000		8,699	13.0%
4852 Outgoing Mayors Allowance	1,120	1,000	(120)	1,000		(120)	112.0%
4854 Civic Property Maintenance	36	0	(36)	850		814	4.2%
4855 Civic Insignia	2,431	250	(2,181)	2,150		(281)	113.0%
Civic and Ceremonial :- Indirect Expenditure	5,585	8,107	2,522	17,725	0	12,140	31.5%

Net Expenditure

(5,585)	(8,107)	(2,522)	(17,725)
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Detailed Income & Expenditure by Phased Budget Heading 06/10/2023

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>305 Central Administration</u>							
4000 Salaries	103,146	124,432	21,286	214,813		111,667	48.0%
4005 Professional Subscriptions	968	767	(201)	1,040		72	93.1%
4006 Training	755	3,325	2,570	5,700		4,945	13.2%
4007 Subsistence	63	0	(63)	1,850		1,787	3.4%
4009 Travel Allowances	18	20	2	125		107	14.1%
4020 Telephone	2,426	2,401	(25)	4,114		1,688	59.0%
4021 Postage	815	2,219	1,404	3,800		2,985	21.4%
4022 Printing	1,051	1,484	433	2,542		1,491	41.3%
4023 Stationery/Office Supplies	1,196	1,470	274	2,520		1,324	47.5%
4025 Insurance	6,064	8,730	2,666	8,730		2,666	69.5%
4026 Subscriptions	183	3,157	2,975	5,415		5,233	3.4%
4031 Staff Advertising	0	1,169	1,169	2,000		2,000	0.0%
4032 Advertising/Publicity	2,035	1,800	(235)	2,500		465	81.4%
4033 Tourism/Marketing	920	166	(754)	1,000		80	92.0%
4035 Books & Publications	0	0	0	200		200	0.0%
4070 Computer Software	11,179	11,648	469	19,965		8,786	56.0%
4071 Purchase Equipment	11	100	89	100		89	10.8%
4073 Purchase Furniture	0	581	581	1,000		1,000	0.0%
4136 Purchase IT Equipment	1,332	0	(1,332)	1,500		168	88.8%
4850 Uniforms	125	100	(25)	500		375	25.0%
4856 Photography	125	84	(41)	500		375	25.0%
5000 Contingency Fund & Provision	0	0	0	5,000		5,000	0.0%
Central Administration :- Indirect Expenditure	132,410	163,653	31,243	284,914	0	152,504	46.5%
Net Expenditure	(132,410)	(163,653)	(31,243)	(284,914)			

Detailed Income & Expenditure by Phased Budget Heading 06/10/2023

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>310 Town Council Events</u>							
1000 Miscellaneous Income	4,403	600	(3,803)	600			733.9%
1055 Food Festivals	12,035	9,386	(2,649)	9,386			128.2%
1070 Canalside Festival Income	14,842	15,603	761	15,603			95.1%
1073 Town Mayors Sunday	3,484	1,225	(2,259)	1,225			284.4%
1076 Christmas Lights Switch On	3,000	1,000	(2,000)	1,000			300.0%
1860 Diamond Jubilee Income	10,255	5,000	(5,255)	5,000			205.1%
 Town Council Events :- Income	<u>48,020</u>	<u>32,814</u>	<u>(15,206)</u>	<u>32,814</u>			<u>146.3%</u>
4000 Salaries	48,741	54,642	5,901	93,670		44,929	52.0%
4074 Armed Forces Day	2,863	3,351	488	3,351		488	85.5%
4076 Christmas Lights Switch On	335	0	(335)	8,352		8,017	4.0%
4300 Town Mayor's Inauguration	1,898	2,060	162	2,060		162	92.1%
4310 Town Mayors Sunday	6,535	2,431	(4,104)	2,431		(4,104)	268.8%
4320 Battle of Britain	1,293	2,321	1,028	2,321		1,028	55.7%
4330 Remembrance Day	0	0	0	5,057		5,057	0.0%
4345 Social Evening - Hennef Guests	0	0	0	1,000		1,000	0.0%
4360 Canalside Festival	16,432	19,131	2,699	19,131		2,699	85.9%
4370 Banbury Music Mix	4,344	6,602	2,258	6,602		2,258	65.8%
4390 Food Festivals	17,998	17,605	(393)	19,873		1,875	90.6%
4860 Diamond Jubilee	36,664	28,363	(8,301)	28,363		(8,301)	129.3%
5000 Contingency Fund & Provision	200	0	(200)	0		(200)	0.0%
5001 Seasonal Events	3,860	2,750	(1,110)	4,000		140	96.5%
 Town Council Events :- Indirect Expenditure	<u>141,163</u>	<u>139,256</u>	<u>(1,907)</u>	<u>196,211</u>	<u>0</u>	<u>55,048</u>	<u>71.9%</u>
 Net Income over Expenditure	<u>(93,143)</u>	<u>(106,442)</u>	<u>(13,299)</u>	<u>(163,397)</u>			

Detailed Income & Expenditure by Phased Budget Heading 06/10/2023

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>311 Town Hall</u>							
1022 Premises Hire	3,898	3,900	2	6,400			60.9%
Town Hall :- Income	<u>3,898</u>	<u>3,900</u>	<u>2</u>	<u>6,400</u>			<u>60.9%</u>
4000 Salaries	13,176	10,724	(2,452)	18,380		5,204	71.7%
4010 N N D Rates	12,973	12,047	(926)	17,210		4,237	75.4%
4011 Water Charges	402	560	158	959		557	41.9%
4013 Electricity	7,251	7,917	666	13,571		6,320	53.4%
4014 Gas	534	1,862	1,328	3,194		2,660	16.7%
4015 Alarms	35	833	798	1,430		1,395	2.5%
4016 Window Cleaning	35	126	91	499		464	7.0%
4019 Cleaning Materials	1,034	700	(334)	1,200		166	86.1%
4023 Stationery/Office Supplies	120	84	(36)	140		20	85.5%
4025 Insurance	15,234	14,395	(839)	14,395		(839)	105.8%
4032 Advertising/Publicity	320	1,022	702	1,750		1,430	18.3%
4071 Purchase Equipment	1,043	1,169	126	2,000		957	52.1%
4120 Building M & R (Other Contract	9,857	2,226	(7,631)	3,810		(6,047)	258.7%
4370 Banbury Music Mix	26	0	(26)	0		(26)	0.0%
4502 R & M Plant & Equipment	2,190	1,505	(685)	2,577		387	85.0%
4850 Uniforms	35	24	(11)	84		49	41.7%
4870 Catering	1,270	238	(1,032)	410		(860)	309.9%
4871 Licences inc PRS Fees	69	0	(69)	530		461	13.0%
Town Hall :- Indirect Expenditure	<u>65,604</u>	<u>55,432</u>	<u>(10,172)</u>	<u>82,139</u>	<u>0</u>	<u>16,535</u>	<u>79.9%</u>
Net Income over Expenditure	<u>(61,706)</u>	<u>(51,532)</u>	<u>10,174</u>	<u>(75,739)</u>			

Detailed Income & Expenditure by Phased Budget Heading 06/10/2023

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
<u>315 Other Services to the Public</u>							
4700 Christmas Lighting Scheme	0	0	0	59,000		59,000	0.0%
4724 Open Air Pool Subsidy	0	0	0	80,405		80,405	0.0%
4900 Grants	2,000	8,750	6,750	15,000		13,000	13.3%
4901 Crime Prevention Support	3,000	3,000	0	8,300		5,300	36.1%
4902 Election Costs	3,814	4,000	186	5,000		1,186	76.3%
4903 Local Honors Scheme	0	0	0	1,000		1,000	0.0%
Other Services to the Public :- Indirect Expenditure	<u>8,814</u>	<u>15,750</u>	<u>6,936</u>	<u>168,705</u>	<u>0</u>	<u>159,891</u>	<u>5.2%</u>
Net Expenditure	<u>(8,814)</u>	<u>(15,750)</u>	<u>(6,936)</u>	<u>(168,705)</u>			
<u>320 Other Costs and Income</u>							
1176 Precept Received	2,113,471	2,113,471	0	2,113,471			100.0%
1190 Interest Received	36,268	46,669	10,401	80,000			45.3%
Other Costs and Income :- Income	<u>2,149,739</u>	<u>2,160,140</u>	<u>10,401</u>	<u>2,193,471</u>			<u>98.0%</u>
4951 Revenue Contribution to Capita	21,572	10,000	(11,572)	10,000		(11,572)	215.7%
Other Costs and Income :- Indirect Expenditure	<u>21,572</u>	<u>10,000</u>	<u>(11,572)</u>	<u>10,000</u>	<u>0</u>	<u>(11,572)</u>	<u>215.7%</u>
Net Income over Expenditure	<u>2,128,168</u>	<u>2,150,140</u>	<u>21,972</u>	<u>2,183,471</u>			
Resources Committee :- Income	2,201,657	2,196,854	(4,803)	2,232,685			98.6%
Expenditure	385,039	403,009	17,970	780,948	0	395,909	49.3%
Movement to/(from) Gen Reserve	<u>1,816,618</u>						

06/10/2023

Banbury Town Council

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Detailed Income & Expenditure by Phased Budget Heading 06/10/2023

Month No: 7

Committee Report

	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	2,277,127	2,499,218	222,091	2,731,960			83.4%
Expenditure	1,027,942	1,403,736	375,794	2,731,096	0	1,703,154	37.6%
Net Income over Expenditure	<u>1,249,185</u>	<u>1,095,482</u>	<u>(153,703)</u>	<u>864</u>			
Movement to/(from) Gen Reserve	<u>1,249,185</u>						

**GENERAL SERVICES COMMITTEE
17 OCTOBER 2023**

**RESOURCES COMMITTEE
31 OCTOBER 2023**

REPORT OF THE TOWN CLERK & RFO

REVISED ESTIMATES FOR 2023/24 & DRAFT ESTIMATES 2024/25

1. PURPOSE OF REPORT

- 1.1 To approve the revised estimates for 2023/24 and give initial consideration to the draft estimates for 2024/25.

2. WARDS AFFECTED

- 2.1 All Wards.

3. EFFECT ON POLICY

- 3.1 None directly. Provision of funding as per the estimates will facilitate programmes or policies currently being pursued.

4. CONTACT OFFICER

Mark Hassall (Tel: 01295 817313)

5. COMMENTARY ON THE ESTIMATES

- 5.1 A Summary of the revised estimates for 2023/24 and draft estimates 2024/25 is attached in **Appendix 1** together with a full copy of the Estimates (2024/25).
- 5.2 The estimates include income from fees and charges, which for 2024/25 currently remain unchanged from this year, subject to receipt of guidance from Members.
- 5.3 The estimates for 2024/25 have been set based on a 2% rise in precept, and a rise of 2% in households in the town due to general housing growth. A 5.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.
- 5.4 The following comments on the estimates are materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing

Contractual costs linked to inflation have risen higher than anticipated in the 23/24 budget.

Cost Centre 103 Southam & Hardwick Cemetery

Increased capital costs associated with depot roof maintenance and insurance costs

Cost Centre 110 Parks and Open Spaces

Investment in wildflower meadow creation across Spiceball, PDP, Saffron Close and Hanwell View. Investment across the play estate maintenance as well as

bridge, fence and bench repairs. Cleansing costs associated with expanded public toilet provision.

Cost Centre 114 Park Rangers

Salary increases, accompanied by investment in Southam Road depot alarm system and CCTV.

Cost Centre 120 Football Pitches & Horton View

Increased cricket maintenance equipment purchases if fixed two year seasonal bookings are secured. Refurbishment of Horton View kitchen and alarm system.

Cost Centre 160 Capital costs

Planned delivery of earmarked landscaping projects in Hillview Play area refurbishment (earmark funding) in 23/24 alongside installation of PDP aerial runway, St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm. Ongoing works in Peoples Park to improve the Warwick Road entrance, including wall works, and install of a café canopy and metal fencing. Provision of defibrillators throughout the pavilion parks are complemented by installation of link path works in Easington Park.

RESOURCES

Cost Centre 305 Central Administration

Salary costs reflect the expansion of marketing function in 23/24, accompanied by CRM marketing provision.

Cost Centre 310 Town Council Events

Planning town event in 24/25 to replace the Coronation event of 23/24. Specific resources reduced to match an anticipated fall in sponsorship income.

Cost Centre 311 & 315 Town Hall & Other Services to the Public

Utility costs changes following the expiry of the current fixed priced energy contract in 23/24. Roof repair costs at the Town Hall, with anticipated remedial repainting required in the spring on 2024. Ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town in 24/25. Further investment in an expanded lights projection scheme to cover Armistice, Christmas and the start of 2024. Ongoing subsidy of operation costs for Woodgreen Outdoor Pool, alongside full election costs in 2024.

Cost Centre 320 Other Costs and Income

Increased interest income in 23/24 projected to grow in 24/25, supported by increased precept income.

6. FINANCIAL EFFECTS AND RISK ASSESSMENT

- 6.1 The overall proposals are felt to reflect a satisfactory basis for the Council to discharge its commitments for the remainder of 2023/24 and for 2024/25. They include some key changes which will facilitate increased activity in certain service areas.

- 6.2 The revised estimates for the current year maintain expenditure within the bottom line precept level approved at Budget Council in January 2023.
- 6.3 Consideration of this report falls within the provision of Section 106 of the Local Government Finance Act 1992 and Members affected by those provisions should declare accordingly and refrain from voting.

7. RECOMMENDATION

- 7.1 That the Committees:
 - 7.1.1 RESOLVE to approve the revised estimates for 2023/24 as now submitted; and
 - 7.1.2 Refer the draft estimates for 2024/25, together with any comments, to the Grants and Budget Sub-Committee for further consideration.

Background Papers: none.

BANBURY TOWN COUNCIL

Estimates Summary 2023/24 and 2024/25

COMMITTEE DETAILS	Actual 2020/21	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Budget 2024/25
Service Committees:					
General Services Committee	1,180,240	1,107,945	1,357,163	1,478,089	1,525,571
	71%	68%	71%	71%	70%
Resources Committee	473,485	532,525	554,532	605,906	668,574
	29%	32%	29%	29%	30%
Net Expenditure of Committees:	1,653,725	1,640,470	1,911,695	2,083,996	2,194,145
COUNCIL TAX REQUIREMENT					
Relevant Tax Base	15,799	15,844	16,200	16,635	16,968
% Rise	4.50%	0.28%	2.25%	2.69%	2.00%
Council Tax	122.12	122.12	124.56	127.05	129.59
% Rise	0.00%	0.00%	2.00%	2.00%	2.00%
WORKING BALANCE					
Proceeds from Precept	1,929,374	1,934,869	2,017,872	2,113,477	2,198,861
Net Requirement (as above)	-1,653,725	-1,640,470	-1,911,695	-2,083,996	-2,194,145
<i>Movement on year (incl movement in reserves)</i>	275,649	294,399	106,177	29,481	4,716
Reserves					
General Fund	1,264,362	1,367,762	1,473,939	1,503,420	1,508,137
Months expenditure cover	9	10	9	9	8

Version set-up:
09/10/2023
2024_25 Budget Cover sheets

M Hassall
Town Clerk & RFO

BANBURY TOWN COUNCIL

**General Services Committee Summary
Estimates Summary 2023/24 and 2024/25**

A/C No.	Management Centre	Actual 2020/21	Actual 2021/22	Actual 2022/23	Forecast 2023/24	Budget 2024/25
101	Litter Control & Cleansing	133,156	157,394	144,941	163,236	172,848
103	Southam Road & Hardwick Hill Cemetery	110,002	113,188	199,846	239,959	270,880
110	Parks & Open Spaces	503,975	486,254	623,057	657,842	721,126
113	Allotments	122	1,756	2,007	4,446	4,953
114	Park Rangers	175,036	166,314	173,704	212,039	208,330
115	CSGM	-393,005	-116,165	-98,598	-121,931	-113,769
116	Town Fairs	0	-900	-1,870	-1,070	-1,070
120	Football Pitches & Horton View	106,276	88,431	79,773	121,825	105,349
131	Banbury in Bloom	8,256	6,901	9,088	12,842	14,344
132	Banbury Cross and Fine Lady Statue	3,888	4,686	0	5,800	5,800
150	Public Clocks	2,851	189	2,380	3,365	3,340
160	Capital Costs	527,843	182,668	207,782	166,352	120,000
201	Bus Shelters	1,840	16,279	13,857	9,300	9,440
202	Salt Bins	0	950	1,196	4,082	4,000
	NET EXPENDITURE	1,180,240	1,107,945	1,357,163	1,478,089	1,525,571

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
101 Litter Control & Cleansing					
4107 Equipment General	3,156	5,850	4,624	3,000	4,600
4109 Cleansing Contract	130,000	151,544	140,317	160,236	168,248
Total OverHead Expenditure	133,156	157,394	144,941	163,236	172,848
Net Expenditure	133,156	157,394	144,941	163,236	172,848

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
103 Hardwick Hill & Southam Road Cemetery					
4000 Salaries	128,022	130,826	187,322	212,133	240,955
4006 Training	3,998	3,662	4,452	5,000	5,000
4010 NND Rates	5,361	5,726	6,587	6,737	9,000
4011 Water Charges	802	1,208	1,635	917	1,440
4012 Sewerage Charges	305	0	0	500	500
4013 Electricity	0	0	664	728	840
4014 Gas	0	0	386	603	600
4019 Cleaning Materials	0	0	376	600	600
4020 Telephone	656	1,130	796	755	840
4023 Stationery/Office Supplies	0	134	0	200	250
4025 Insurance	0	0	0	6,175	6,175
4026 Subscriptions	340	350	360	400	400
4070 Computer Software	1,600	2,050	2,153	2,260	2,400
4071 Purchase Equipment	879	2,719	2,313	3,000	3,000
4072 Leasing Equipment	470	0	196	2,500	2,500
4100 Purchase Materials	3,251	1,497	3,319	3,900	3,900
4109 Cleansing	0	21,930	2,190	0	0
4120 Building M&R (Other Contractors)	9,382	6,877	9,623	16,700	10,945
4121 Grounds Maint. (Other Contractors)	0	70	0	0	0
4122 Landscaping (Other Contractors)	12,829	10,332	16,723	18,000	15,000
4123 Minor Alterations & Improvements	13,217	4,838	7,259	9,300	15,500
4132 Purchase Protective Clothing	1,819	1,482	757	2,501	2,500
4137 Burial Chamber costs	7,378	3,512	5,289	3,780	4,000
4138 Grave Digging	1,600	0	0	0	0
4502 R & M Plant & Equipment	5,757	8,295	9,223	6,551	6,550
4570 Lease Vehicle Charges	0	450	618	0	0
4571 Service Charges	0	0	0	2,200	2,200
4572 Fuel	0	839	3,862	3,000	3,120
4850 Uniforms	750	1,227	1,179	0	0
Total OverHead Expenditure	208,558	209,154	267,282	308,439	338,215
1000 Miscellaneous Income	135	300	1,025	3,125	125
1004 Burial Chambers	6,065	5,755	3,900	3,250	3,250
1005 Burial Fees	51,735	45,110	28,280	36,000	36,000
1007 Memorial Applications	14,525	13,745	15,420	12,500	14,000
1008 Exclusive Rights of Burial	21,835	27,000	14,955	10,010	10,500
1009 Out of Hours Burial Fees	590	595	135	135	0
1022 Premises Hire	3,671	3,461	3,721	3,460	3,460
Total Income	98,556	95,966	67,436	68,480	67,335
Net Expenditure	110,002	113,188	199,846	239,959	270,880

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
110 Parks and Open Spaces					
4000 Salaries	160,257	170,471	179,938	216,680	232,340
4006 Training	1,371	1,588	1,229	4,150	5,150
4008 Car Allowance - Employee	1,200	0	0	1,500	1,500
4010 N N D Rates	0	2,225	1,351	144	0
4011 Water Charges	1,267	1,443	1,738	2,212	2,640
4013 Electricity	-1,913	5,889	-3,563	7,600	7,600
4020 Telephone	1,061	1,681	1,113	1,125	1,152
4023 Stationery/Office Supplies	0	18	50	238	238
4025 Insurance	5,733	4,700	15,345	16,239	16,239
4026 Subscriptions	376	638	719	746	746
4032 Advertising/Publicity	0	0	0	365	300
4035 Books & Publications	0	0	0	0	0
4061 Management Plans	1,098	0	0	0	7,500
4070 Computer Software	3,048	1,466	1,048	20,955	20,830
4100 Purchase Materials	16,302	493	2,963	8,999	6,000
4107 Equipment General	16,327	27,967	12,997	8,400	8,400
4109 Cleansing Contract	340	10,260	1,230	0	0
4120 Building M&R (Other Contractors)	1,344	647	2,627	2,860	2,500
4121 Grounds Maint. (Other Contractors)	148,934	149,829	192,041	194,763	197,728
4122 Landscaping (Other Contractors)	730	12,205	26,994	33,055	20,000
4124 Building M&R People's Park	421	3,165	3,776	5,996	2,410
4132 Purchase Protective Clothing	910	237	882	1,300	1,300
4500 Aboriculture	49,686	37,299	51,381	51,500	51,500
4501 Playground Equipment R&M	68,720	20,008	64,222	154,946	75,000
4502 Plant & Equipment R&M	571	2,401	3,453	2,407	2,400
4503 Purchase of Signs	3,185	180	7,477	1,000	6,000
4510 Floral Bedding	13,745	11,409	13,684	14,878	15,609
4511 Trees & Shrubs	5,280	7,261	30,470	15,302	14,000
4512 Bulbs	2,529	7,160	3,364	4,433	6,000
4514 Chemical Applications	6,369	5,508	6,494	6,457	10,170
4515 Aviary Maintenance	771	1,109	2,148	2,464	2,400
4570 Lease Vehicle Charges	0	1,546	300	0	0
4571 Service Charges	0	0	0	2,000	2,000
4572 Fuel	0	0	1,682	1,821	2,000
4850 Uniforms	0	418	501	0	0
Total OverHead Expenditure	509,662	489,221	627,654	784,535	721,652
1000 Miscellaneous Income	3,598	634	76	5,342	0
1010 Premises Hire	2,089	2,333	4,521	5,951	526
1500 Contribution from Reserves	0	0	0	115,400	0
Total Income	5,687	2,967	4,597	126,693	526
Net Expenditure	503,975	486,254	623,057	657,842	721,126

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
113 Allotments					
4011 Water Charges	887	1,103	1,073	474	600
4070 Computer Software	322	397	425	363	444
4100 Purchase Materials	330	210	0	290	300
4120 Building M&R (Other Contractors)	0	1,059	0	2,225	2,000
4121 Grounds Maint. (Other Contractors)	2,031	2,123	2,114	2,880	2,909
4502 R & M Plant & Equipment	0	0	0	0	0
4520 Private Contractors	650	842	1,845	2,500	3,000
Total OverHead Expenditure	4,220	5,734	5,457	8,731	9,253
1010 Land Rents	4,098	3,978	3,450	4,285	4,300
Total Income	4,098	3,978	3,450	4,285	4,300
Net Expenditure	122	1,756	2,007	4,446	4,953

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
114 Park Rangers					
4000 Salaries	112,813	116,247	124,154	130,709	139,975
4006 Training	6,702	320	2,032	3,995	5,000
4010 N N D Rates	6,144	6,148	6,144	7,738	8,000
4011 Water Charges	210	0	732	794	1,000
4012 Sewerage Charges	0	0	0	630	630
4013 Electricity	2,186	1,320	735	503	1,200
4014 Gas	435	817	129	600	960
4015 Alarms	862	0	1,494	4,950	0
4017 Caretaking and Cleaning	1,912	298	0	0	0
4020 Telephone	0	1,196	1,222	1,125	1,200
4025 Insurance	8,105	8,216	17,715	18,665	18,665
4100 Purchase Materials	561	354	1,295	1,201	1,200
4107 Equipment General	1,573	1,880	1,512	4,221	2,000
4120 Building M&R (Other Contractors)	4,927	6,127	6,216	10,986	4,800
4124 Building M&R Peoples Park	1,581	484	50	6,000	3,800
4131 Purchase Equipment	7,146	11,684	1,340	4,252	4,200
4132 Purchase Protective Equipment	2,291	272	149	1,895	2,000
4134 Radio System	1,466	699	166	0	0
4502 R & M Plant & Equipment	0	38	137	300	300
4570 Lease Vehicle Charges	8,866	6,965	4,128	0	0
4571 Service Charges	0	0	0	9,070	9,000
4572 Fuel	5,145	3,171	4,354	4,405	4,400
4850 Uniforms	2,111	78	0	0	0
Total OverHead Expenditure	175,036	166,314	173,704	212,039	208,330
1000 Miscellaneous Income	0	0	0	0	0
Total Income	0	0	0	0	0
Net Expenditure	175,036	166,314	173,704	212,039	208,330

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

<u>Committee and Budget Description</u>	<u>2020/21 Actual</u>	<u>2021/22 Actual</u>	<u>2022/23 Actual</u>	<u>2023/24 Forecast</u>	<u>2024/25 Budget</u>
<u>General Services Committee</u>					
115 CSGM					
1500 Contribution from Reserves	393,005	116,165	98,598	121,931	113,769
Total Income	<u>393,005</u>	<u>116,165</u>	<u>98,598</u>	<u>121,931</u>	<u>113,769</u>
Net Expenditure	<u>-393,005</u>	<u>-116,165</u>	<u>-98,598</u>	<u>-121,931</u>	<u>-113,769</u>

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
116 Town Fairs					
1050 Hiring for Events	0	900	1,870	1,070	1,070
Total Income	0	900	1,870	1,070	1,070
Net Expenditure	0	-900	-1,870	-1,070	-1,070

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
120 Horton View & Football Pitches					
4000 Salaries	0	0	0	4,165	10,000
4010 NND Rates	7,285	6,982	6,986	7,111	7,750
4011 Water Charges	-1,574	699	1,610	1,722	1,800
4013 Electricity	4,564	3,905	3,299	5,400	5,700
4014 Gas	965	1,262	1,142	2,400	2,400
4017 Caretaking & Cleaning	0	390	231	5,764	0
4019 Cleaning Materials	0	0	1,174	1,200	1,200
4100 Purchase Materials	3,374	4,932	4,758	6,450	6,450
4107 Equipment General	0	24	615	29,120	2,100
4109 Cleansing Contract	0	8,310	5,828	0	0
4120 Building M&R (Other Contractors)	33,683	10,956	22,988	16,824	19,700
4121 Grounds Maint. (Other Contractors)	70,329	61,745	44,979	71,862	77,492
4530 Bowling Green	1,600	7,216	8,694	9,218	8,060
Total OverHead Expenditure	120,226	106,421	102,304	161,237	142,652
1020 Sports Hire	6,450	7,515	11,843	13,655	11,720
1021 Licence & Premises Hire	7,485	10,415	10,666	25,733	25,583
1051 Deposits	15	60	22	25	0
Total Income	13,950	17,990	22,531	39,413	37,303
Net Expenditure	106,276	88,431	79,773	121,825	105,349

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
131 Banbury in Bloom					
4651 Floral Sponsorship	8,256	8,256	8,256	8,994	8,994
4652 Planting Day in the Park	0	0	832	1,998	3,500
4654 Hanging Basket Workshop	0	645	0	1,850	1,850
Total OverHead Expenditure	8,256	8,901	9,088	12,842	14,344
1000 Misc Income	0	2,000	0	0	0
Total Income	0	2,000	0	0	0
Net Expenditure	8,256	6,901	9,088	12,842	14,344

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
132 Banbury Cross & Fine Lady Statue					
4025 Insurance	1,300	2,043	0	0	0
4120 Building M&R (Other Contractors)	2,588	2,643	0	5,800	5,800
Total OverHead Expenditure	3,888	4,686	0	5,800	5,800
Net Expenditure	3,888	4,686	0	5,800	5,800

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
150 Public Clocks					
4000 Salaries	683	693	809	846	864
4013 Electricity	416	209	198	309	276
4120 Building M&R (Other Contractors)	0	0	0	610	600
4521 Service of Public Clock	1,752	-713	1,373	1,600	1,600
Total OverHead Expenditure	2,851	189	2,380	3,365	3,340
Net Expenditure	2,851	189	2,380	3,365	3,340

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
160 Capital Costs					
4551 Capital - Cemeteries	23,328	0	0	0	0
4552 Capital - Play Areas	85,315	102,095	0	150,000	120,000
4553 Capital - Allotments	0	0	0	60,000	0
4554 Capital - Park Improvements	419,200	80,573	207,782	166,352	65,000
Total OverHead Expenditure	527,843	182,668	207,782	376,352	185,000
1086 Commuted Sums Received	0	0	0	0	0
1500 Contribution from Reserves	0	0	0	210,000	65,000
Total Income	0	0	0	210,000	65,000
Net Expenditure	527,843	182,668	207,782	166,352	120,000

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
201 Bus Shelters					
4032 Advertising/Publicity	0	10,630	1,980	0	0
4109 Cleansing Contract	1,610	1,610	1,610	1,680	1,820
4800 New Shelters	0	0	5,040	5,500	5,500
4801 Ground Rents	0	0	4,345	0	0
4802 Maintenance	230	4,039	882	2,120	2,120
Total OverHead Expenditure	1,840	16,279	13,857	9,300	9,440
1080 Grant Received	0	0	0	0	0
Total Income	0	0	0	0	0
Net Expenditure	1,840	16,279	13,857	9,300	9,440

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
General Services Committee					
202 Salt Bins					
4107 Equipment	0	950	1,196	4,082	4,000
Total OverHead Expenditure	0	950	1,196	4,082	4,000
Net Expenditure	0	950	1,196	4,082	4,000

BANBURY TOWN COUNCIL

Resources Committee Summary						
Estimates Summary 2023/24 and 2024/25						
A/C No.	Management Centre	Actual	Actual	Actual	Forecast	Budget
		2020/21	2021/22	2022/23	2023/24	2024/25
301	Corporate Management	12,765	20,529	13,961	22,522	19,818
302	Civic and Ceremonial	4,587	1,963	4,059	12,568	17,278
305	Central Administration	284,546	307,824	254,045	299,735	334,284
310	Town Council Events	118,239	99,707	136,753	158,556	150,004
311	Town Hall	49,645	53,895	71,265	86,065	87,238
315	Other Services to the Public	137,552	172,259	137,154	191,914	271,197
320	Other Costs and Income	-2,063,260	-2,058,521	-2,080,616	-2,278,925	-2,410,105
	NET EXPENDITURE	-1,455,926	-1,402,344	-1,463,379	-1,507,565	-1,530,287

Note on Summary Resources Expenditure

Net expenditure for Resources	-1,455,926	-1,402,344	-1,463,379	-1,507,565	-1,530,287
less: Council Tax due to be received	1,929,411	1,934,869	2,017,911	2,113,471	2,198,861
Total Resources expenditure excluding Council Tax received	473,485	532,525	554,532	605,906	668,574

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Resources Committee					
301 Corporate Management					
4050 Bank Charges	2,112	2,253	2,411	1,950	2,200
4051 Computer Support	0	0	0	0	0
4056 Internal Audit	1,335	1,365	940	1,480	1,480
4057 Audit Fees	2,400	2,400	2,880	2,500	2,500
4058 Professional Fees	7,082	10,564	4,230	8,882	5,888
4059 Legal Support	-164	3,947	3,500	7,710	7,750
Total OverHead Expenditure	12,765	20,529	13,961	22,522	19,818
Net Expenditure	12,765	20,529	13,961	22,522	19,818

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Resources Committee					
302 Civic and Ceremonial					
4000 Salaries	796	1,077	1,254	1,140	1,497
4006 Training	0	0	0	350	350
4022 Printing	0	0	246	975	975
4023 Stationery/Office Supplies	0	130	0	336	336
4026 Subscriptions	0	0	0	320	320
4850 Uniforms	0	42	71	200	200
4851 Incoming Mayor's Allowance	-20	679	1,753	4,761	10,000
4852 Outgoing Mayor's Allowance	0	0	0	1,120	1,000
4854 Civic Property Maintenance	50	0	0	486	450
4855 Civic Insignia	3,761	0	1,515	2,881	2,150
4856 Photography	0	35	100	0	0
Total OverHead Expenditure	4,587	1,963	4,939	12,568	17,278
1000 Miscellaneous Income	0	0	880	0	0
Total Income	0	0	880	0	0
Net Expenditure	4,587	1,963	4,059	12,568	17,278

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Resources Committee					
305 Central Administration					
4000 Salaries	237,114	263,566	193,105	225,228	258,032
4005 Professional Subscriptions	940	959	798	1,541	1,541
4006 Training	175	6,869	2,093	5,700	5,700
4007 Subsistence	8	3	40	1,850	1,850
4009 Travel Allowances	0	0	0	125	125
4020 Telephone	3,609	4,296	4,019	4,114	4,114
4021 Postage	1,038	1,370	2,145	3,300	3,300
4022 Printing	525	1,468	1,768	2,542	2,542
4023 Stationery/Office Supplies	2,952	1,896	3,096	2,523	2,520
4025 Insurance	3,340	3,295	8,730	6,064	6,670
4026 Subscriptions	4,879	5,891	10,685	5,415	5,415
4031 Staff Advertising	64	2,040	0	2,000	2,000
4032 Advertising/Publicity	800	1,650	1,660	2,600	2,500
4033 Tourism/Marketing	0	446	0	6,000	6,000
4035 Books & Publications	0	0	0	200	200
4070 Computer Software	23,646	13,719	24,251	21,809	23,050
4071 Purchase Equipment	0	0	101	100	100
4073 Purchase Furniture	259	0	865	1,000	1,000
4132 Purchase Protective Clothing	949	31	0	0	0
4136 Purchase IT Equipment	4,192	210	418	1,500	1,500
4850 Uniforms	56	0	271	625	625
4856 Photography	0	115	0	500	500
5000 Contingency Fund & Provision	0	0	0	5,000	5,000
Total OverHead Expenditure	284,546	307,824	254,045	299,735	334,284
1000 Miscellaneous Income	0	0	0	0	0
Total Income	0	0	0	0	0
Net Expenditure	284,546	307,824	254,045	299,735	334,284

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Resources Committee					
310 Town Council Events					
4000 Salaries	76,936	65,361	81,179	96,482	99,209
4074 Armed Forces Day Expense	0	3,604	2,898	2,863	3,600
4076 Christmas Lights Switch On	7,569	12,169	10,605	11,540	12,095
4300 Town Mayor's Inauguration	2,682	0	1,868	1,898	2,325
4310 Town Mayors Sunday	156	21	3,020	6,535	5,891
4320 Battle of Britain	0	0	489	2,007	2,508
4330 Remembrance Day	7,699	12,139	4,389	5,057	5,738
4345 Social Evening - Hennef Guests	0	0	0	0	0
4360 Canalside Festival	1,450	0	21,010	19,069	12,519
4365 Town Criers' Competition	0	0	0	0	0
4370 Banbury Music Mix	0	0	4,818	4,344	6,260
4380 Banbury Show	783	1,433	0	0	15,400
4390 Food Festivals	17,103	915	16,383	19,188	13,000
4860 National Celebrations	5,000	1,073	16,726	36,664	0
5001 Seasonal Events	0	4,508	6,801	4,460	2,000
Total OverHead Expenditure	119,378	101,223	170,186	210,107	180,544
1000 Miscellaneous Income	1,400	0	1,079	4,403	2,000
1055 Food Festivals	-2,708	906	9,384	11,765	11,250
1070 Canalside Festival Income	0	0	15,664	17,478	9,300
1073 Town Mayor's Sunday	2,000	0	1,314	3,449	1,390
1075 Banbury Show Income	447	0	620	0	5,100
1076 Christmas Lights Switch On	0	610	1,100	4,200	1,500
1080 Grants	0	0	4,500	0	0
1860 National Celebrations	0	0	-228	10,255	0
Total Income	1,139	1,516	33,433	51,551	30,540
Net Expenditure	118,239	99,707	136,753	158,556	150,004
Net Costs					
Food Festivals	19,811	9	6,999	7,423	1,750
Canalside Festival Income	1,450	0	5,346	1,591	3,219
Town Mayor's Sunday	-1,844	21	1,706	3,086	4,501
Banbury Show/National Celebrations	336	1,433	16,334	26,409	10,300
Christmas Lights	7,569	11,559	9,505	7,340	10,595
Civic Events	10,381	15,743	9,644	11,825	14,171
Total	37,703	28,765	49,534	57,674	44,535

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Resources Committee					
311 Town Hall					
4000 Salaries	7,805	8,000	20,445	26,996	27,623
4010 NND Rates	16,742	16,887	15,295	18,532	19,457
4011 Water Charges	625	799	1,062	895	960
4013 Electricity	4,392	4,761	3,765	8,372	8,400
4014 Gas	1,965	3,386	730	1,234	1,200
4015 Alarms	1,716	857	0	1,000	1,000
4016 Window Cleaning	420	239	210	285	500
4019 Cleaning Materials	921	2,256	1,470	821	2,094
4023 Stationery/Office Supplies	60	113	261	290	340
4025 Insurance	5,868	5,000	13,709	15,234	15,919
4032 Advertising/Publicity	165	145	145	920	1,500
4071 Purchase Equipment	0	622	6,309	1,043	2,400
4120 Building M&R (Other Contractors)	3,550	6,569	10,120	13,680	4,620
4502 Plant & Equipment R&M	4,749	8,937	6,264	3,058	4,575
4850 Uniforms	0	0	0	135	200
4870 Catering	497	524	1,588	1,591	1,250
4871 Licences, incl PFS Fees	170	138	145	69	550
Total OverHead Expenditure	49,645	59,233	81,518	94,154	92,588
1022 Premises Hire	0	5,338	10,253	8,089	5,350
Total Income	0	5,338	10,253	8,089	5,350
Net Expenditure	49,645	53,895	71,265	86,065	87,238

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Resources Committee					
315 Other Services to the Public					
4700 Lighting Scheme	46,006	82,150	44,362	83,625	133,250
4724 Woodgreen Pool Subsidy	69,013	71,677	80,035	84,425	88,647
4900 Grants	14,233	6,049	8,995	10,750	15,000
4901 Crime Prevention Support	8,300	-7,600	3,000	8,300	8,300
4902 Election Costs	0	19,483	0	3,814	25,000
4903 Local Honors Scheme	0	500	762	1,000	1,000
Total OverHead Expenditure	137,552	172,259	137,154	191,914	271,197
Net Expenditure	137,552	172,259	137,154	191,914	271,197

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

Committee and Budget Description	2020/21 Actual	2021/22 Actual	2022/23 Actual	2023/24 Forecast	2024/25 Budget
Resources Committee					
320 Other Costs and Income					
4951 Revenue Contribution to Capital Projects	0	3,615	0	21,572	10,000
Total OverHead Expenditure	0	3,615	0	21,572	10,000
1000 Miscellaneous Income	0	0	0	0	0
1052 Sponsorship	0	0	0	0	0
1062 Legal Fees - Income	0	0	0	0	0
1080 Grant Received	111,698	110,384	0	0	0
1176 Precept Received	1,929,411	1,934,869	2,017,911	2,113,471	2,198,861
1190 Interest Received	22,151	16,883	62,705	165,454	221,244
1500 Contribution from Reserves	0	0	0	21,572	0
Total Income	2,063,260	2,062,136	2,080,616	2,300,497	2,420,105
Net Expenditure	-2,063,260	-2,058,521	-2,080,616	-2,278,925	-2,410,105

GENERAL SERVICES COMMITTEE

17 OCTOBER 2023

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 Banbury Urban Orchard.
- 1.1.4 Wild Flower Creation.
- 1.1.5 Ranger Service / Play Areas.
- 1.1.6 Park Furniture.
- 1.1.7 Cleansing Service.
- 1.1.8 Facility Management

2 Wards Affected

2.1 All Banbury Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officer

4.1 Paul Almond (01295 817315).

5. Parks & Cemeteries Team Service Update

- 5.1. The team are up to date with the scheduled work.
- 5.2. Mowing is still ongoing within the Park, Cemeteries and St Marys Churchyard.
- 5.3. Staff continue to be busy with burial duties.
- 5.4. We have taken delivery of the spring bedding and team have started planting the annual beds.
- 5.5. Bulbs have been ordered and the community planting day for a mix of purple crocus and snow drops in People's Park is being organised for November. Volunteers from Banbury Rotary Club, schools and Banbury College have been invited to undertake part. The bulbs are to be planted along the southern border to provide an early floral display, prior to the wild meadow growth in spring.

Banbury Town Council

- 5.6. Autumn Maintenance of the bowling green will be undertaken in the next two weeks to close the green down for the winter.
- 5.7. The football season is underway, the team are undertaking weekly inspections and line marking.

6. 4th Corner Landscape Contract Update

- 6.1 The contractor continues with mowing and is operating within scheduled cuts. They are currently on cut 9 for 23/24 season.
- 6.2 Weed growth on roadside channels has been treated, there are some areas that a revisit has been requested by the Council's Landscape Officer.
- 6.3 In light of the changing weather conditions, causing summer flushes of weed growth provision has been made within next year's budget for an additional weed treatment mid-summer.
- 6.4 Shrub border and hedge maintenance is slightly behind schedule, they have indicated this will be rectified by the end of October.
- 6.5 Annual Bedding is due for delivery on the 16th October, the team are currently preparing beds for planting.
- 6.6 The Council's Landscape Officer continues to work closely with the contractor in addition to carrying out site inspections to monitor their performance.

7. Banbury Urban Orchard - Update

- 7.1 Following the motion passed at April's full Council:

To ensure we meet our environmental targets: this council will undertake research to find suitable areas within the town to plant fruit trees. Not only will this help wildlife and the environment, but it will also help diversify our tree estate as well providing healthy snacks for our residents."

- 7.2 The fruit trees and planting sundries have been sourced.
- 7.3 The community groups have been contacted to participate in planting and volunteer to be tree wardens to monitor and care for the trees until establishment.
- 7.4 The planting is planned to take place in November.
- 7.5 The grant application made to The Trust for Oxfordshire's Environment was unsuccessful. As the scheme offers environmental benefit across the town a lot of work has gone into the planning and the costs can be met within the existing budget, the project is still on track to be delivered.

Banbury Town Council

8. Wild Flower Meadow Creation

8.1 Following the Motion passed at June's full Council:

This council, therefore, moves that it will carry out a review to identify suitable sites across Banbury for further biodiversification through rewilding or planting of wildflowers, including central reservations and road verges, and it will liaise with Oxfordshire County Council and Cherwell District Council where required to ensure that that goal is realised wherever possible."

8.2 Officers have completed the analysis of sites where there are opportunities for creation of wildflower meadows would be appropriate, sites identified are:

- Spiceball Park
- Princess Diana Park
- Saffron Close
- Hanwell View - Park and POS Southam Road

8.3 Following investigation and advice from others, who have successfully created wild flower meadows on improved grass land (grassland with little or low diversity of flowering plant species) there is a recommended process which needs to be followed if an increase in biodiversity is to be achieved over a number of years.

8.4 The key operations are:

- a) Tightly mow areas to 5cm and remove arisings to prevent nutrients enriching the soil.
- b) Harrow the ground to open up the sward, creating 50% bare ground.
- c) Sow yellow rattle seed which naturally hosts upon and reduces competing dominant grasses.
- d) Roll the area to ensure seed makes good contact with the soil.
- e) Following year 1 flowering a cut and collect.

8.5 Quotations received to undertake these works to create the wild flower meadows in the locations indicated which can be met within the budget.

8.6 It is recommended that this biodiversity project to create wild flower meadows be approved for delivery 23/24.

9. Ranger Service / Play Area Update

9.1 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.

9.2 The independent annual inspections of our play areas have been ordered and is due to be undertaken by the end of October.

Banbury Town Council

9.3 Play Area refurbishments:

- a) Spiceball Park – New inclusive roundabout, replacement spinner and skate ramp repairs have been ordered.
- b) Moorfield Park – A new accessible roundabout was installed in time for the Summer School Holidays.
- c) Peoples Park – Repair to the four-way rocker has been undertaken, new bins have been installed and paths have been resurfaced.

9.4 The Rangers assisted and worked supporting the Council's recent events programme.

10. Park Furniture Update

- 10.1. Spiceball Park – A long section of timber post and rail fence adjacent to Concorde Avenue has been repaired.
- 10.2. Moorfield Park & Hill View Park – New Communal seats installed.
- 10.3. Peoples Park – The Probation Service have completed the refurbishment of the park picnic tables and been clearing the walled garden.
- 10.4. Princess Diana, Moorfields & Spiceball Parks - New Solar benches were installed by Cherwell District Council, unfortunately, the unit at Princess Diana Park was vandalised within 24 hours and had to be removed for health and safety reasons.
- 10.5. Peoples Park - Table top chess boards have been ordered and will be installed on delivery by the ranger team.

11. Cleansing Service Update

- 11.1. Facility Cleaning – We are currently out to recruitment for the vacant cleaner position.
- 11.2. Parks & Open Spaces Cleansing – The service provided by Cherwell District Council is being delivered in line with the Service Level agreement.

12. Facility Management Update

- 12.1 Southam Road Cemetery Depot – Seeking quotations for work place EV Charging points installation.
- 12.2 Southam Road Cemetery Depot – Seeking quotations for roof repair.
- 12.3 Southam Road Cemetery Depot – Seeking quotations for improved CCTV and alarm system.
- 12.4 Peoples Park – Seeking quotations for the installation of CCTV system covering the Café & Pavilion Building.

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12.5 Highlands Road Bus shelter repairs/refurbishment has been ordered.

13. Financial Effects & Risk Assessment

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

14. Recommendations

The Committee is invited to **RESOLVE**

14.1 To note the Parks and Cemeteries Service Update.

14.2 To note the 4th Corner Landscape Contract Update.

14.3 To note the Banbury Urban Orchard Update.

14.4 To approve the Wild Flower Creation Scheme.

14.5 To note the Ranger Service / Play Area Update.

14.6 To note the Park Furniture Update.

14.7 To note the Cleansing Service Update.

14.8 To note the Facility Management Update.

Background Papers – Nil