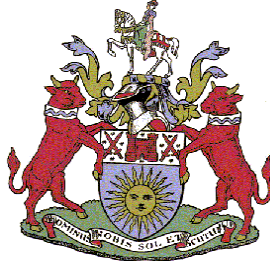


Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: GS A17122024

Your Ref:

Please ask for: Helen Durkin

Email: helen.durkin@banbury.gov.uk

Date: 11 December 2024

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 December 2024** at 6.30 pm, for the transaction of the following business: -

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

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1 Apologies for absence

Contact Helen Durkin (01295 250340).

2 Declarations of Interest

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

3 Minutes of the last Meeting

To approve as correct the Minutes of the Meeting held on 08 October 2024 **(Enclosed)**.

4 Income & Expenditure Report

To consider the report of the Town Clerk & RFO. **(Enclosure 4)**

5 Draft Revenue Estimates

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

6 Parks and Cemeteries Service 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.

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 draft minutes by the Chairman of the Committee.*