Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO

The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340

Our Ref: A21102025
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 12 October 2025

To: All Members of the Resources Committee.

You are hereby summoned to attend a Meeting of the **RESOURCES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 21 October 2025 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 (01295 250340).

2. **Declarations of Interest**
   Members are asked to declare any interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, 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 Last Meeting**
   To approve as correct the Minutes of the Meeting held on 02 September 2025 (**Enclosed**).

4. **Income & Expenditure Monitoring Report**
   To consider the report of the Town Clerk & RFO. **(Enclosure 4)**

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

6. **Revised Estimates for 2025/26**
   To consider the report of the Town Clerk & RFO **(Enclosure 6)**

7. **Events Working Group**
   To receive and note the minutes from the meeting on 27 August 2025 **(Enclosure 7)**

8. **Committee Change**
   To recommend a committee change of removing Councillor Vaitkus and adding Councillor Stansfield.

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.*

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at **6.30pm on Tuesday 02nd September 2025** in the Town Hall, Banbury.

Present: Councillor Hussain (Chair)
Councillors: Creed, Eaton, Stansfield and Vaitkus.

Alternate Members: Councillor Strangwood for Cllr Mallon

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

R.28/25 Apologies for Absence
None

R.29/25 Declarations of Interest
None.

R.30/25 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 10 June 2025 be approved as a correct record and signed by the Chairman, these were proposed by Councillor Eaton and seconded by Councillor Vaitkus.

R.31/25 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 22 August 2025.

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 Committees' expenditure was within forecast versus the projected budget.

General Services variances and points to note were principally:

- Staffing costs remain within budget, and have now incorporated central government annual salary increases agreed with trade unions of 3.2% effective from 1st April 2025.
- Timing of invoicing for grounds maintenance works impacted by timing of August invoice across Parks.
- Tree works orders have largely been completed and with the final few days currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- Sports facilities works to get facilities reviewed ahead of the football season, whilst the dry and hard ground conditions have hampered goal mouth restoration, other remedial works have been completed. NNDR council tax adjustment backdated to reflect increased income at Hanwell Fields relating to increased sports use.

- With the current licence for cricket use at Hanwell expiring in August 2025, officers are exploring the current clubs requirements for a longer term licence to support the ongoing development aspirations of the club. The recommendations of General Services G.S.25/25 to Resources Committee - 13.3 is the preparation of a licence for a cricket academy to operate at Hanwell Fields sports ground.
- Additional expenditure is being incurred to secure and upgrade the lighting of the Banbury Cross and Fine Lady statues, which is within budget parameters following successful grant applications via CDC from central government UK SPF fund (Capital – Park Refurb), this project is 70% complete 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 due to be received from CDC (25%) and Football Foundation (75%).
- Improvements to bus shelters providing Green Roofs (in partnership with Bauer Media Outdoor (nee Clear Channel), and Real Time Info (in partnership with OCC).

Underspends on Resources Committee, principally:

- Corporate, Central Administration and Civic continue to be well controlled. Additional legal costs are being incurred to settle and resolve an outstanding past employee complaint, following receipt of Chairmans concurrence for expenditure to be committed. Elevated expenditure will be captured within the 6+6 budget review.
- Town Council Events are currently within acceptable budget parameters, with a confirmed grant of £3k remaining outstanding to be received.
- 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.
- Other services to the Public include timing of small grants (including Warm Welcome grant scheme).
- Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target which is anticipated to exceed income budget.

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

IT WAS RESOLVED to receive and note the annual salaries increases agreed between the trade unions and central government.

IT WAS RESOLVED to **APPROVE** the Chairman of Resources entering a licence with representatives of Banbury Lions Cricket Club to operate at Hanwell Fields Sports Ground, and to request officers to draw up an up to 10 year licence with appropriate no fault break clauses, in order to enable the Council to secure alternative strategic sports provision at the same site should the opportunity arise.

R.32/25 Pay Award 25/26

IT WAS RESOLVED To receive and note the local Government Services Pay Agreement 2025/26

R.33/25 Health & Safety
IT WAS RESOLVED To receive and note the Health & Safety Policy Statement.

R.34/25 Twinning Agreement
IT WAS RESOLVED To receive and **RECOMMEND** reaffirming to full council the Twinning Agreement between Banbury & Hennef.

Background Papers: Nil

The meeting ended at 7.25pm

GENERAL SERVICES COMMITTEE
7 October 2025

RESOURCES COMMITTEE
21 October 2025

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 29 September 2025

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 29 September 2025. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

7. **General Services variances are principally**

   - 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 September invoice across Parks.

- Tree works are highlighted during the 6+6 rephasing of budget requirements, and will be supplemented by an officer report to address the appointment of an independent arboriculture inspections to undertake ongoing inspections over the three-year timeframe.
- NNDR council tax adjustment backdated to reflect increased income at Hanwell Fields relating to increased sports use.
- 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 due to be received from CDC (25%) and Football Foundation (75%).

8. Underspends on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled. Additional legal costs are being incurred to settle and resolve an outstanding past employee complaint, following receipt of Chairmans concurrence for expenditure to be committed. Elevated expenditure will be captured within the 6+6 budget review.
- Town Council Events are currently within acceptable budget parameters.
- 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.
- Other services to the Public include timing of small grants (including Warm Welcome grant scheme).
- Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target which is anticipated to exceed income 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.

Background Papers: Nil

General Services Committee

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
101	Litter Control & Cleansing						
4107	Equipment General	4,676	2,000	(2,676)	5,000		324
4109	Cleansing Contract	215	0	(215)	171,979		171,764
	Litter Control & Cleansing :- Indirect Expenditure	4,891	2,000	(2,891)	176,979	0	172,088
	Net Expenditure	(4,891)	(2,000)	2,891	(176,979)		
103	Cemeteries						
1000	Miscellaneous Income	224	0	(224)	0		0
1004	Burial Chambers	4,320	2,070	(2,250)	3,450		0
1005	Burial Fees	21,840	18,000	(3,840)	36,000		0
1007	Memorial Applications	7,575	7,002	(573)	14,000		0
1008	Exclusive Rights of Burial	11,145	5,650	(5,495)	11,000		0
1022	Premises Hire	4,581	4,297	(284)	4,297		0
1500	Contribution from Reserves	0	0	0	46,500		0
	Cemeteries :- Income	49,685	37,019	(12,666)	115,247		
4000	Salaries	134,697	131,508	(3,189)	263,017		128,320
4006	Training	5,305	2,250	(3,055)	5,000		(305)
4010	N N D Rates	4,041	4,248	208	7,080		3,040
4011	Water Charges	0	720	720	1,440		1,440

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4012	Sewerage Charges	0	0	0	500		500
4013	Electricity	(107)	480	587	960		1,067
4014	Gas	229	450	221	900		671
4019	Cleaning Materials	17	100	83	600		583
4020	Telephone	270	360	90	720		450
4023	Stationery/Office Supplies	17	0	(17)	200		183
4025	Insurance	5,927	6,484	557	6,484		557
4026	Subscriptions	215	200	(15)	310		95
4070	Computer Software	0	2,600	2,600	2,600		2,600
4071	Purchase Equipment	1,890	1,500	(390)	3,000		1,110
4072	Leasing Equipment	916	1,250	334	2,500		1,584
4100	Purchase Materials	1,670	1,800	130	3,900		2,230
4120	Building M & R (Other Contract	5,547	5,000	(547)	10,000		4,453
4122	Landscaping (Other Contractors	1,883	7,500	5,617	15,000		13,117
4123	Minor Alterations & Imp.	1,447	3,000	1,553	6,500		5,053
4132	Purchase Protective Clothing	287	1,248	961	2,500		2,213
4137	Burial Chamber costs	0	3,500	3,500	3,500		3,500
4500	Arboriculture	750	0	(750)	0		(750)
4502	R & M Plant & Equipment	2,804	3,050	246	6,550		3,746
4570	Fleet Purchases	0	0	0	46,500		46,500
4571	Service Charges	1,684	1,200	(484)	2,200		516
4572	Fuel	974	1,560	586	3,120		2,146
	Cemeteries :- Indirect Expenditure	170,463	180,008	9,545	395,081	0	224,618
	Net Income over Expenditure	(120,778)	(142,989)	(22,211)	(279,834)		

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Detailed Income & Expenditure by Phased Budget Heading 29/09/2025

Month No: 6

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
110	Parks and Open Spaces						
1000	Miscellaneous Income	3,196	0	(3,196)	0		0
1010	Land Rents	6,683	5,185	(1,498)	5,185		0
1500	Contribution from Reserves	0	0	0	15,000		0
	Parks and Open Spaces :- Income	9,879	5,185	(4,694)	20,185		
4000	Salaries	114,232	119,340	5,108	238,679		124,447
4005	Professional Subscriptions	0	450	450	600		600
4006	Training	3,770	2,500	(1,270)	5,000		1,230
4008	Car Allowances-Employee	0	0	0	1,500		1,500
4011	Water Charges	0	1,320	1,320	2,640		2,640
4012	Sewerage Charges	0	252	252	500		500
4013	Electricity	2,644	3,840	1,196	7,680		5,036
4014	Gas	0	50	50	350		350
4019	Cleaning Materials	0	300	300	600		600
4020	Telephone	500	600	100	1,200		700
4023	Stationery/Office Supplies	0	50	50	200		200
4025	Insurance	14,320	17,051	2,731	17,051		2,731
4026	Subscriptions	1,187	180	(1,007)	760		(427)
4032	Advertising/Publicity	0	0	0	300		300
4061	Management Plans	0	0	0	7,500		7,500
4070	Computer Software	7,005	11,712	4,707	23,430		16,425
4071	Purchase Equipment	1,393	1,500	107	3,000		1,607

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4100	Purchase Materials	6,870	1,800	(5,070)	6,000		(870)
4107	Equipment General	3,018	4,500	1,482	8,500		5,482
4120	Building M & R (Other Contract	5,954	31,000	25,046	56,500		50,546
4121	Ground Mtnce (Other Contractor	74,636	101,682	27,046	205,363		130,727
4122	Landscaping (Other Contractors	115	13,002	12,887	26,000		25,885
4124	Building M & R Peoples Park	2,712	1,500	(1,212)	2,400		(312)
4132	Purchase Protective Clothing	715	750	35	1,300		585
4500	Arboriculture	13,104	25,752	12,648	51,500		38,396
4501	Playground Equipment R & M	30,433	39,000	8,567	75,000		44,567
4502	R & M Plant & Equipment	1,370	1,500	130	3,000		1,630
4503	Purchase of Signs	0	2,000	2,000	6,000		6,000
4510	Floral Bedding	8,566	9,760	1,194	16,260		7,694
4511	Trees and Shrubs	3,078	12,513	9,435	14,000		10,922
4512	Bulbs	555	0	(555)	6,000		5,445
4514	Chemical Applications	6,815	6,848	33	10,354		3,539
4515	Aviary Maintenance	915	1,450	535	2,900		1,985
4570	Fleet Purchases	0	0	0	15,000		15,000
4571	Service Charges	448	1,000	552	2,000		1,552
4572	Fuel	359	1,002	643	2,000		1,641
	Parks and Open Spaces :- Indirect Expenditure	304,714	414,204	109,490	821,067	0	516,353
	Net Income over Expenditure	(294,835)	(409,019)	(114,184)	(800,882)		

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
113	Allotments						
1010	Land Rents	1,742	1,655	(87)	4,250		0
	Allotments :- Income	1,742	1,655	(87)	4,250		
4011	Water Charges	0	300	300	600		600
4070	Computer Software	381	450	69	450		69
4100	Purchase Materials	0	400	400	800		800
4120	Building M & R (Other Contract	81	1,000	919	2,000		1,919
4121	Ground Mtnce (Other Contractor	549	1,218	669	2,940		2,391
4520	Private Contractors	540	1,000	460	3,000		2,460
	Allotments :- Indirect Expenditure	1,552	4,368	2,816	9,790	0	8,238
	Net Income over Expenditure	190	(2,713)	(2,903)	(5,540)		
114	Park Rangers						
1500	Contribution from Reserves	0	0	0	150,000		0
	Park Rangers :- Income	0	0	0	150,000		
4000	Salaries	65,165	72,930	7,765	145,859		80,694
4006	Training	1,963	2,400	437	5,000		3,037
4010	N N D Rates	4,822	5,058	236	8,432		3,610
4011	Water Charges	0	498	498	1,000		1,000
4012	Sewerage Charges	0	230	230	500		500

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4013	Electricity	701	600	(101)	1,200		499
4014	Gas	128	480	352	960		832
4020	Telephone	688	630	(58)	1,260		572
4025	Insurance	16,758	19,599	2,841	19,599		2,841
4100	Purchase Materials	890	600	(290)	1,200		310
4107	Equipment General	439	1,248	809	2,000		1,561
4120	Building M & R (Other Contract	348	2,550	2,202	4,800		4,452
4124	Building M & R Peoples Park	0	4,000	4,000	4,000		4,000
4131	Purchase Equipment	154	2,160	2,006	4,200		4,046
4132	Purchase Protective Clothing	473	500	27	2,000		1,527
4502	R & M Plant & Equipment	255	150	(105)	300		45
4570	Fleet Purchases	0	0	0	150,000		150,000
4571	Service Charges	2,806	4,307	1,501	9,000		6,194
4572	Fuel	679	1,100	421	2,200		1,521
	Park Rangers :- Indirect Expenditure	96,268	119,040	22,772	363,510	0	267,242
	Net Income over Expenditure	(96,268)	(119,040)	(22,772)	(213,510)		
115	Commutted Sums						
1500	Contribution from Reserves	0	0	0	97,490		0
	Commutted Sums :- Income	0	0	0	97,490		
	Net Income	0	0	0	97,490		

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
120	Sports Facilities						
1020	Sports Hire	9,635	6,250	(3,385)	12,500		0
1021	Licence and Premises Hire	12,037	7,838	(4,199)	11,683		0
1051	Deposits	0	(25)	(25)	(25)		0
	Sports Facilities :- Income	21,672	14,063	(7,609)	24,158		
4000	Salaries	0	4,998	4,998	10,000		10,000
4010	N N D Rates	14,746	4,482	(10,264)	7,466		(7,280)
4011	Water Charges	(112)	900	1,012	1,800		1,912
4013	Electricity	3,607	3,000	(607)	6,500		2,893
4014	Gas	587	1,740	1,153	3,500		2,913
4017	Caretaking and Cleaning	6,924	0	(6,924)	0		(6,924)
4019	Cleaning Materials	236	600	364	1,200		964
4100	Purchase Materials	1,255	3,750	2,495	7,500		6,245
4107	Equipment General	64	2,600	2,536	4,000		3,936
4109	Cleansing Contract	100	0	(100)	0		(100)
4120	Building M & R (Other Contract	6,203	10,410	4,207	20,820		14,617
4121	Ground Mtnce (Other Contractor	30,992	52,838	21,846	84,832		53,840
4530	Bowling Green	1,102	4,552	3,450	8,550		7,448
	Sports Facilities :- Indirect Expenditure	65,703	89,870	24,167	156,168	0	90,465
	Net Income over Expenditure	(44,030)	(75,807)	(31,777)	(132,010)		

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
131	Banbury in Bloom						
4651	Floral Sponsorship	0	0	0	8,257		8,257
4652	Planting Day in the Park	1,342	3,750	2,408	5,225		3,883
	Banbury in Bloom :- Indirect Expenditure	1,342	3,750	2,408	13,482	0	12,140
	Net Expenditure	(1,342)	(3,750)	(2,408)	(13,482)		
132	Banbury Cross & FineLady						
4120	Building M & R (Other Contract	806	0	(806)	5,800		4,994
	Banbury Cross & FineLady :- Indirect Expenditure	806	0	(806)	5,800	0	4,994
	Net Expenditure	(806)	0	806	(5,800)		
150	Public Clocks						
4000	Salaries	469	468	(1)	937		468
4013	Electricity	131	180	49	360		229
4120	Building M & R (Other Contract	1,406	0	(1,406)	600		(806)
4521	Service of Public Clock	0	0	0	1,600		1,600
	Public Clocks :- Indirect Expenditure	2,006	648	(1,358)	3,497	0	1,491
	Net Expenditure	(2,006)	(648)	1,358	(3,497)		

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
160	Capital Costs						
1500	Contribution from Reserves	381,259	0	(381,259)	65,000		0
	Capital Costs :- Income	381,259	0	(381,259)	65,000		
4551	Capital - Hardwick Hill Cemeta	11,653	0	(11,653)	0		(11,653)
4552	Capital - Play Areas	0	0	0	71,500		71,500
4554	Capital - Park Refurb	508,832	0	(508,832)	65,000		(443,832)
	Capital Costs :- Indirect Expenditure	520,485	0	(520,485)	136,500	0	(383,985)
	Net Income over Expenditure	(139,226)	0	139,226	(71,500)		
201	Bus Shelters						
4109	Cleansing Contract	910	900	(10)	1,800		890
4800	New Shelters	0	0	0	6,000		6,000
4802	Maintenance	0	1,060	1,060	3,000		3,000
	Bus Shelters :- Indirect Expenditure	910	1,960	1,050	10,800	0	9,890
	Net Expenditure	(910)	(1,960)	(1,050)	(10,800)		
202	Salt Bins						
4107	Equipment General	0	0	0	4,000		4,000
	Salt Bins :- Indirect Expenditure	0	0	0	4,000	0	4,000
	Net Expenditure	0	0	0	(4,000)		
	General Services Committee :- Income	464,236	57,922	(406,314)	476,330		
	Expenditure	1,169,139	815,848	(353,291)	2,096,674	0	927,535
	Movement to/(from) Gen Reserve	(704,903)	(757,926)	(53,023)	(1,620,344)		

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Resources Committee

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
301	Corporate Management						
4050	Bank Charges	828	1,213	385	2,315		1,487
4056	Internal Audit	510	500	(10)	1,500		990
4057	Audit Fees	2,940	2,500	(440)	2,500		(440)
4058	Professional Fees	5,724	3,466	(2,258)	6,700		976
4059	Legal Support	6,578	2,734	(3,844)	7,750		1,173
	Corporate Management :- Indirect Expenditure	16,579	10,413	(6,166)	20,765	0	4,186
	Net Expenditure	(16,579)	(10,413)	6,166	(20,765)		
302	Civic and Ceremonial						
4000	Salaries	290	637	347	1,272		982
4006	Training	0	50	50	350		350
4022	Printing	30	81	51	975		945
4023	Stationery/Office Supplies	8	84	76	336		328
4026	Subscriptions	0	0	0	320		320
4850	Uniforms	0	0	0	200		200
4851	Incoming Mayors Allowance	751	2,284	1,533	10,000		9,249
4852	Outgoing Mayors Allowance	(651)	1,000	1,651	1,000		1,651
4854	Civic Property Maintenance	0	0	0	450		450
4855	Civic Insignia	0	1,900	1,900	2,150		2,150

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4870	Catering	24	0	(24)	0		(24)
	Civic and Ceremonial :- Indirect Expenditure	452	6,036	5,584	17,053	0	16,601
	Net Expenditure	(452)	(6,036)	(5,584)	(17,053)		
305	Central Administration						
4000	Salaries	143,687	140,970	(2,717)	283,445		139,758
4005	Professional Subscriptions	160	1,209	1,049	1,482		1,322
4006	Training	0	2,850	2,850	5,700		5,700
4007	Subsistence	1,325	0	(1,325)	1,850		525
4009	Travel Allowances	0	0	0	125		125
4010	N N D Rates	159	0	(159)	0		(159)
4020	Telephone	3,255	1,800	(1,455)	3,600		345
4021	Postage	1,229	1,650	421	3,300		2,071
4022	Printing	2,120	1,260	(860)	2,520		400
4023	Stationery/Office Supplies	905	1,260	355	2,520		1,615
4025	Insurance	5,605	6,670	1,065	6,670		1,065
4026	Subscriptions	1,375	1,333	(42)	5,409		4,035
4031	Staff Advertising	0	0	0	2,000		2,000
4032	Advertising/Publicity	537	0	(537)	2,500		1,963
4033	Tourism/Marketing	17,669	9,606	(8,063)	19,212		1,543
4035	Books & Publications	829	0	(829)	200		(629)
4070	Computer Software	17,583	12,918	(4,665)	32,340		14,757

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4071	Purchase Equipment	10	40	30	100		90
4073	Purchase Furniture	0	498	498	1,000		1,000
4136	Purchase IT Equpment	17	750	733	1,500		1,483
4850	Uniforms	0	300	300	600		600
4856	Photography	0	42	42	375		375
5000	Contingency Fund & Provision	0	0	0	5,000		5,000
	Central Administration :- Indirect Expenditure	196,463	183,156	(13,307)	381,448	0	184,985
	Net Expenditure	(196,463)	(183,156)	13,307	(381,448)		
310	Town Council Events						
1000	Miscellaneous Income	3,348	1,700	(1,648)	5,700		0
1055	Food Festivals	12,251	12,800	549	12,800		0
1070	Canalside Festival Income	0	0	0	8,170		0
1073	Town Mayors Sunday	2,092	1,400	(692)	1,400		0
1074	Armed Forces Day Income	700	0	(700)	0		0
1075	Banbury Show Income	3,918	4,400	482	4,400		0
1076	Christmas Lights Switch On	0	0	0	1,350		0
1860	Diamond Jubilee Income	3,793	0	(3,793)	0		0
	Town Council Events :- Income	26,102	20,300	(5,802)	33,820		
4000	Salaries	53,875	54,432	557	108,869		54,994
4074	Armed Forces Day	7,843	3,700	(4,143)	3,700		(4,143)

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4076	Christmas Lights Switch On	0	0	0	9,020		9,020
4300	Town Mayor's Inauguration	1,710	3,725	2,015	3,725		2,015
4310	Town Mayors Sunday	5,099	5,631	532	5,631		532
4320	Battle of Britain	2,173	2,088	(85)	2,088		(85)
4330	Remembrance Day	305	0	(305)	7,578		7,273
4360	Canalside Festival	1,597	0	(1,597)	13,885		12,288
4370	Banbury Music Mix	3,195	6,350	3,155	6,350		3,155
4380	Banbury Show	14,402	14,280	(122)	14,280		(122)
4390	Food Festivals	8,295	13,750	5,455	13,750		5,455
4855	Civic Insignia	8	0	(8)	0		(8)
4860	Diamond Jubilee	20	0	(20)	0		(20)
5001	Seasonal Events	3,435	2,200	(1,235)	2,200		(1,235)
	Town Council Events :- Indirect Expenditure	101,959	106,156	4,197	191,076	0	89,117
	Net Income over Expenditure	(75,857)	(85,856)	(9,999)	(157,256)		
311	Town Hall						
1021	Licence and Premises Hire	8,072	8,240	168	16,480		0
1022	Premises Hire	3,091	1,500	(1,591)	3,000		0
	Town Hall :- Income	11,163	9,740	(1,423)	19,480		
4000	Salaries	14,179	15,738	1,559	31,472		17,293
4010	N N D Rates	11,617	12,198	581	20,328		8,711

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4011	Water Charges	0	480	480	960		960
4013	Electricity	6,070	4,200	(1,870)	8,400		2,330
4014	Gas	(1,047)	600	1,647	1,200		2,247
4015	Alarms	420	143	(277)	1,000		580
4016	Window Cleaning	0	252	252	500		500
4019	Cleaning Materials	148	720	572	1,450		1,302
4023	Stationery/Office Supplies	107	252	145	500		393
4025	Insurance	13,563	15,996	2,433	15,996		2,433
4032	Advertising/Publicity	0	300	300	600		600
4071	Purchase Equipment	6	2,250	2,244	2,500		2,494
4120	Building M & R (Other Contract	3,347	2,100	(1,247)	4,180		833
4502	R & M Plant & Equipment	649	2,400	1,751	4,775		4,126
4850	Uniforms	0	90	90	200		200
4870	Catering	27	690	663	1,380		1,353
4871	Licences inc PRS Fees	98	276	179	550		453
	Town Hall :- Indirect Expenditure	49,183	58,685	9,502	95,991	0	46,808
	Net Income over Expenditure	(38,020)	(48,945)	(10,925)	(76,511)		
315	Other Services to the Public						
4700	Christmas Lighting Scheme	2,807	0	(2,807)	70,860		68,053
4724	Open Air Pool Subsidy	0	0	0	97,680		97,680
4900	Grants	6,340	5,820	(520)	15,000		8,660

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
4901	Crime Prevention Support	3,000	3,000	0	8,300		5,300
4902	Election Costs	0	3,000	3,000	3,000		3,000
4903	Local Honors Scheme	0	0	0	1,000		1,000
	Other Services to the Public :- Indirect Expenditure	12,147	11,820	(327)	195,840	0	183,693
	Net Expenditure	(12,147)	(11,820)	327	(195,840)		
320	Other Costs and Income						
1176	Precept Received	2,299,215	2,299,232	17	2,299,232		0
1190	Interest Received	22,381	14,500	(7,881)	180,250		0
	Other Costs and Income :- Income	2,321,596	2,313,732	(7,864)	2,479,482		
4951	Revenue Contribution to Capita	0	0	0	10,000		10,000
5001	Seasonal Events	10	0	(10)	0		(10)
	Other Costs and Income :- Indirect Expenditure	10	0	(10)	10,000	0	9,990
	Net Income over Expenditure	2,321,586	2,313,732	(7,854)	2,469,482		
	Resources Committee :- Income	2,358,861	2,343,772	(15,089)	2,532,782		
	Expenditure	376,793	376,266	(527)	912,173	0	535,380
	Movement to/(from) Gen Reserve	1,982,068	1,967,506	(14,562)	1,620,609		

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	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	2,823,097	2,401,694	(421,403)	3,009,112		
Expenditure	1,545,932	1,192,114	(353,818)	3,008,847	0	1,462,915
Net Income over Expenditure	1,277,165	1,209,580	(67,585)	265		
Movement to/(from) Gen Reserve	1,277,165	1,209,580	(67,585)	265		

RESOURCES COMMITTEE

21 OCTOBER 2025

REPORT OF THE TOWN CLERK

THE LOCAL AUTHORITIES (MEMBERS' ALLOWANCES) (ENGLAND) REGULATIONS 2003 (AS AMENDED)

1 Introduction and Purpose of Report

1.1 To consider the recommendations of the Parish Remuneration Panel, as appointed by Cherwell District Council, on the Review of Parish Members' Allowances for the 2025/26 Financial Year.

2 Wards Affected

2.1 All Wards.

3 Effect on Policy

3.1 None, unless the Committee resolve to adopt Members' Allowances.

4 Contact Officer

4.1 Mark Hassall (01295 250340).

5 Background

5.1 On 26 June 2003 (Minute R.7/03 refers) the Resources Committee resolved that Banbury Town Council should not adopt a Members' Allowance Scheme under the Local Authorities (Members Allowance) (England) Regulations 2003.

5.2 However, on 8 January 2004 (Minute R.53/03 refers) it accepted that the travelling and subsistence allowances, as set out in the Parish Remuneration Panel's Recommendations for that year, be adopted from 1 January 2004. The Council has since agreed to adopt the recommendations for travelling and subsistence allowances each year.

5.3 The Panel has recommended no change to the level of travel, and subsistence allowances for 2025/26 are set out below:

Bicycles	*20p per mile*
Motorcycles	*24p per mile*
Motor Vehicles	*45p per mile*
Electric or Similar Specialised Vehicles	*45p per mile*
Breakfast Allowance	*£7.50 per meal*
Lunch Allowance	*£10.50 per meal*
Evening Meal Allowance	*£12.50 per meal*

5.4 Members are reminded that travel and subsistence allowances are not permitted for any meetings held within the parish of Banbury.

5.5 "Approved Duties" include Members attending training events or attending meetings as a representative of the Town Council and needs to be specifically approved by the appropriate Committee in advance. However, if an urgent decision is required the Town Clerk, in consultation with the Chairman, or Vice-Chairman of the relevant Committee, can authorise "Approved Duties".

6 Financial Effects & Risk Assessment

6.1 None, unless the Committee resolve to adopt Members' Allowances.

7 Recommendations

7.1 That the travelling and subsistence allowances as recommended by the Parish Remuneration Panel be adopted as recommended and introduced with effect from the beginning of the new financial year.

Background Papers - The Report of the Independent & Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2025/2026 Financial Year for Parish Councils in the Cherwell District – December 2024. **ANNEX 1**

REPORT OF THE PARISH REMUNERATION PANEL

Banbury Town Council has received a report by the Parish Remuneration Panel making recommendations regarding the levels of parish remuneration.

Whilst acknowledging parish populations were increasing; the Panel agreed that the banding levels were still appropriate. The Panel would continue to review population levels annually to ensure parishes were banded correctly.

The bandings for 2025/26:

- Band 1 – Banbury, Bicester and Kidlington
- Band 2 – Adderbury, Ambrosden, Bloxham, Bodicote, Caversfield, Deddington, Gosford and Water Eaton, Heyford Park, Hook Norton, Launton and Yarnton
- Band 3 – All remaining Parishes

The proposals of the Parish Remuneration Panel are as follows:

(a) Parish allowance rates should continue to be based on a proportion of the District Councillor basic allowance rates (in line with the regulations payable only to elected parish councillors, whether or not that election was contested).

(b) The Parish Basic Allowance should be based on the 2025/2026 Cherwell District Council Basic Allowance (£5220) and paid based on Band rounded up to as close to 20% (Band 1), 10% (Band 2) and 5% (Band 3) of the District Councillor basic allowance to give 12 equal payments (in line with the regulations payable only to elected parish councillors, whether or not that election was contested):

The suggested parish allowance rates for 2025/2026 are therefore as follows:

- Band 1 (20% of District Basic Allowance) - £1044 per annum
- Band 2 (10% of District Basic Allowance) - £522 per annum
- Band 3 (5% of District Basic Allowance) - £561 per annum

(c) If parish councils wish to pay an enhanced allowance to elected councillors who are parish chairs/town mayors this should be based on a 50% increase in the recommended rates of the parish basic allowance so that the chair/town mayor would receive a payment, according to the relevant band, as follows (in line with the regulations, only payable to elected Parish Councillors, whether or not that election was contested). :

- Band 1 - £1566 per annum
- Band 2 - £783 per annum
- Band 3 - £396 per annum

(d) Travel allowances remain at the current level in line with HMRC approved mileage rates and if any adjustments are implemented by HMRC, then the revised rates should be applied to Parish Councillors' travel allowances (payable to elected and co-opted parish councillors).

- Bicycles – 20p per mile
- Motorcycles – 24p per mile
- Motor vehicles – 45p per mile

- Electric vehicles – 45p per mile
- 5p per passenger per business mile for carrying an additional passenger in a car or van on journeys which are also work journeys for them.

(e) Subsistence allowances to be amended to reflect the amended district council maximum subsistence levels with claims permitted on approved duties of over 5 hours outside the parish/district* subject to the submission of receipts (*for consideration by each Parish Council) (payable to elected and co-opted parish councillors).

- Breakfast - £7.50
- Lunch - £10.50
- Tea / coffee - £4.00
- Evening meal - £12.50

Should Parish Councils choose to retain subsistence allowances at the current level, they should remain be payable up to the following maximum amount (payable to elected and co-opted parish councillors).

- Breakfast Allowance - £6.02
- Lunch Allowance - £8.31
- Evening Meal Allowance - £10.29
- Absence overnight - £91.14
- Absence overnight in London or at the National Association of Local Council's National Conference - £103.96

(f) It would be appropriate for the payment of tolls and other parking charges to continue to be included in parish allowance schemes (payable to elected and co-opted parish councillors).

(g) it would be appropriate for the occasions when parish members can travel by means other than by their own vehicle to continue to be defined in parish allowance schemes.

(h) It be noted that each parish council can determine the 'approved duties' for which it is legitimate to claim travel and subsistence allowances within the five categorises specified in the 2003 Regulations.

The Parish Council will consider the report at a future meeting and decide whether it wishes to use these recommendations, amend these recommendations to form a Members' Allowance Scheme or, alternatively, decide not to adopt a Members' Allowance Scheme.

A copy of the Panel's report is available for inspection on request from the Clerk or Chair of the Parish Council or from Democratic Services at Cherwell District Council (democracy@cherwell-dc.gov.uk 01295 221534).

Report of the Independent and Parish Remuneration Panel on the Review of Parish Members' Allowances for the 2025/2026 Financial Year

For

Parish Councils in the Cherwell District

December 2024 (agreed February 2025, effective 1 April 2025)

Report of the Independent and Parish Remuneration Panel
Review of Parish Members' Allowances for the 2025/2026 Financial Year

1.0 Introduction

1.1 The Local Authorities (Members' Allowances)(England) Regulations 2003 (as amended) provide all parish councils with the discretion to introduce allowances schemes whereby a parish basic allowance and travelling and subsistence allowances can be paid to their elected members whether or not that election was contested. Travelling and subsistence allowances, but not a parish basic allowance, can be paid to co-opted members of parish councils.

1.2 The setting of the levels of the allowances is open to parish councils to determine after first considering the recommendations of the Parish Remuneration Panel. This is in line with the Government's view that the allowances system provides for clear and transparent local accountability as parish councils, like other local authorities, will be both accountable and answerable to their local communities in terms of the allowance payments made to their members.

1.3 The Panel has completed its work on the review of allowance matters which fall to it under the 2003 Regulations. This report sets out the recommendations of the Panel which must be considered by parish councils when they determine whether to continue to pay allowances or introduce allowance schemes for the first time and, where appropriate, the levels of the allowances to be paid.

2.0 The Parish Remuneration Panel

2.1 The Parish Remuneration Panel was established by Cherwell District Council pursuant to Regulation 27 of the 2003 Regulations.

2.2 The current membership of the Panel is Ms Jeanette Baker, Mr Andrew Hodges, Mr David Shelmerdine and Mr Christopher White

2.3 The Panel met on 6 December 2024 to consider its recommendations for the 2025/2026 municipal year. Mr David Shelmerdine submitted apologies for the meeting.

2.4 Mr Andrew Hodges was appointed as Chair for the meeting.

2.5 Michael Carr (Interim Principal Officer – Scrutiny and Democratic Lead), Tash Clark (Governance and Elections Manager) and Denzil Turberville (Head of Legal) provided the Panel with administrative advice and support.

2.6 The Committee thanked Democratic Services for their contribution in providing information to assist the Panels work.

2.7 The Panel's findings are set out in this report, together with recommendations for consideration by Parish Councils.

3.0 Terms of Reference of the Panel

3.1 The Terms of Reference of the Panel remain as originally agreed when it was first constituted in 2003.

3.2 These Terms of Reference accord with the provision of Regulations 28 which provide that the Panel must produce a report and recommendation on:

(a) the amount of parish basic allowance payable to the elected members of parish councils

(b) the amount of travel and subsistence allowance payable to members of parish councils

(c) whether the parish basic allowance should be payable only to the chair of the parish council or to all its elected members

(d) whether, if a parish basic allowance is to be made to both the chair and other elected members, the allowance payable to the chair should be set at a higher level than that of the other elected members and if so, the higher amount which should be payable

(e) the responsibilities and duties in respect of which members of parish councils should receive travel and subsistence allowances.

4.0 Basic Allowance

4.1 The 2003 Guidance allows for the Panel to recommend the same levels of parish basic allowance for all parish councils or different levels for different Parish Councils.

4.2 In considering allowances for parish councils, the approach previously adopted by the Panel has been to express the parish basic allowance as a percentage of the basic allowance paid by Cherwell District Council (CDC) to its elected Members.

4.3 In undertaking the review of allowances for CDC elected Members, the Panel acknowledged that the CDC Members' Allowances were low in comparison to other similar councils.

4.4 When considering its recommendations for 2025/2026, the Panel agreed to recommend that Members' Allowances (Basic Allowance and all Special Responsibility Allowances) be increased in line with the 2025/2026 staff pay award (3.5%), rounded up, to give 12 equal payments from 1 April 2025.

4.5 The Panel had previously agreed an electorate-based banding criterion for calculating the levels of the parish basic allowances whereby the parishes were divided into Band 1, Band 2 and Band 3 (from the largest to the smallest).

4.6 The Panel believed that the banding approach was the most appropriate and logical method and provided a link in terms of assessing payment levels for future reviews by the Panel. The Panel reaffirmed that the banding of parish councils according to electorate remained appropriate.

4.7 The agreed electorate bands remain:

- Band 1 – electorate above 5001
- Band 2 – electorate between 901 and 5000
- Band 3 – electorate below 900

4.8 The agreed bandings are:

- Band 1 – Banbury, Bicester and Kidlington
- Band 2 – Adderbury, Ambrosden, Bloxham, Bodicote, Caversfield, Deddington, Gosford and Water Eaton, Heyford Park, Hook Norton, Launton and Yarnton.
- Band 3 - All remaining parishes

4.9 By this criterion, the Parish Basic Allowance (only payable to elected Parish Councilors, whether that election was contested or not) expressed as a percentage of the Basic Allowance of Cherwell District Council would be 20% for Band 1 Parish Councils, 10% for Band 2 Parish Councils and 5% for Band 3 Parish Councils.

4.10 Whilst acknowledging parish populations are increasing, the Panel agreed that the banding levels were still appropriate. The Panel further agreed that population levels should continue to be reviewed annually to ensure parishes were banded correctly.

5.0 Enhanced Payment to Elected Parish Chairs and Town Mayors

5.1 The Panel reaffirmed its previous position that Parish Chairs and Town Mayors often have significant additional responsibilities above their duties as an ordinary Town/Parish Councillor, this responsibility should continue to be reflected in an enhanced allowance.

5.2 The Panel reaffirmed that enhanced payments to Parish Chairs and Town Mayors (only payable to elected Parish Councilors, whether that election was contested or not) should be based on a 50% increase to the parish basic allowance.

6.0 Travel and Subsistence Allowances

6.1 The Panel noted that under the 2003 Regulations, the categories of duty that qualify for the payment of a travel and subsistence allowance are:

(a) for attending a meeting of the parish council or any of its committees or sub-committees or meeting of a body to which appointments or nominations are made (including committees or sub-committees of those bodies).

(b) for attending meetings of any association of authorities of which the parish council is a member
(c) for performing any duty under the Parish Council's Standing Orders made under Section 135 of the Local Government Act 1972 requiring a member or members to be present when tender documents are opened
(d) for the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises; and
(e) for carrying out any other approved duty by the Council, or any other duty of a class so approved for the purpose, or in connection with, the discharge of the functions of the Council or any of its committees or sub-committees.

6.2 The Panel noted that the setting of travel and subsistence allowances was a matter for each parish council to determine. Notwithstanding, the Panel reaffirmed that the travel levels recommended to parishes should mirror those agreed by the District Council highlighting that travel rates were in line with HMRC approved mileage rates (NB. These rates are for the first 10,000 business miles in the tac year, it is assumed no Member would have mileage above this level) and if any adjustments are implemented by HMRC then the revised rates be applied to Members' travel allowances effective from the date of implementation by HMRC.

- Bicycles – 20p per mile
- Motorcycles – 24p per mile
- Motor vehicles – 45p per mile
- Electric vehicles – 45p per mile
- 5p per passenger per business mile for carrying an additional passenger in a car or van on journeys which are also work journeys for them.

6.3 With regards subsistence allowances, these had previously been based on Local Government Association Rates. However, the Panel had regard to the detailed review of council staff subsistence that had been undertaken and adopted for staff and recommended that the rates for subsistence allowances for district councillors be aligned with the revised maximum staff subsistence levels with claims permitted on approved duties of over 5 hours outside the district* subject to the submission of receipts (*subsistence allowances cannot be claimed for any duties within the district as the basic allowance is deemed to cover all within district expenses).

- Breakfast - £7.50
- Lunch - £10.50
- Tea / coffee - £4.00
- Evening meal - £12.50

6.4 Parish Councils may therefore wish to consider applying the revised subsistence levels and equivalent criteria for claims: permitted for approved duties of over 5 hours; not permitting claims within the parish area (or may choose the Cherwell district).

6.5 The Panel reaffirmed its view that parish councils were best placed to determine which of the duties in paragraph 6.1 should be included in their allowances scheme.

6.6 The Panel also noted that under previous arrangements various other matters relating to the payment of travel allowances were specified by the Secretary of State to cover those occasions when members were required to travel on official Council business by means other than their own vehicle, specifically:

(a) travel by public transport (the rate payable not to exceed the amount of any ordinary or other cheap fare (if available) and where there is more than one class of fare travel should be by second class fare unless it is decided that first class fare should be substituted).
(b) supplementary allowances (the rates/fares referred to above to be increased by any supplementary allowances but not exceeding the expenditure incurred).
(c) travel by taxi (and public transport) (in cases of urgency, and where no other public transport is available, the reimbursement of the actual taxi fare and, in any other case, where travel is by public transport, the payment not to exceed the amount of the fare).
(d) travel by hired vehicle (the usual allowance rates applicable to the cc of the hired vehicle in accordance with the allowance rates specified by the relevant council excluding the hire costs).

6.7 The Panel reaffirmed its view that it would be appropriate to make additional payments to cover tolls and other miscellaneous type parking charges.

6.8 The Panel also reaffirmed its view that the various matters outlined in paragraph 6.5 above should continue to be included in parish allowance schemes.

7.0 Dependents’ Carers’ and Childcare Allowance

7.1 The National Association of Local Councils (NALC) continues to seek an amendment to the Local Authorities (Members Allowances) (England) Regulations 2003 to allow the provisions of paragraph 7 to apply equally to local councils (parish/town) as well as principal authorities (district/county/unitary).

7.2 This would give councillors on local councils the same right as councillors on principal authorities to be able to claim the dependents’ carers’ and childcare allowances. Currently this is unavailable to Parish Councils in England.

8.0 Review of Parish Members’ Allowance Scheme and Indexation

8.1 Each local authority may determine that allowances should be increased in accordance with a specified index and can identify the index and set the number of years (not exceeding four) for which it should apply.

8.2 CDC does not have an indexed scheme, rather the Panel meets annually and makes recommendations to Council for consideration as part of the following years scheme. The Panel agreed that this approach should continue.

9.0 Recommendations to Parish Councils

9.1 Having given due consideration to the information provided to the Panel, it recommends that:

(a) Parish allowance rates should continue to be based on a proportion of the District Councillor basic allowance rates (in line with the regulations payable only to elected parish councillors, whether or not that election was contested).

(b) The Parish Basic Allowance should be based on the 2025/2026 Cherwell District Council Basic Allowance (£5220) and paid based on Band rounded up to as close to 20% (Band 1), 10% (Band 2) and 5% (Band 3) of the District Councillor basic allowance to give 12 equal payments (in line with the regulations payable only to elected parish councillors, whether or not that election was contested):

Band 1 Basic Allowance (20% of District Basic Allowance)	£1044 pa
Band 2 Basic Allowance (10% of District Basic Allowance)	£522 pa
Band 3 Basic Allowance (5% of District Basic Allowance	£261 pa

(c) The allowance for Elected Councillors who are Parish Chairs/Town Mayors should be 150% of the Basic Allowance for each band rounded up to give 12 equal payments (in line with the regulations payable only to elected parish councillors, whether or not that election was contested):

Band 1 Parish Chair/Town Mayors Allowance	£1566 pa
Band 2 Parish Chair/Town Mayors Allowance	£783 pa
Band 3 Parish Chair/Town Mayors Allowance	£396 pa

(d) Travel allowances remain at the current level in line with HMRC approved mileage rates and if any adjustments are implemented by HMRC, then the revised rates should be applied to Parish Councillors’ travel allowances (payable to elected and co-opted parish councillors).

- Bicycles – 20p per mile
- Motorcycles – 24p per mile
- Motor vehicles – 45p per mile
- Electric vehicles – 45p per mile
- 5p per passenger per business mile for carrying an additional passenger in a car or van on journeys which are also work journeys for them.

(e) Subsistence allowances to be amended to reflect the amended district council maximum subsistence levels with claims permitted on approved duties of over 5 hours outside the parish/district* subject to the submission of receipts (*for consideration by each Parish Council) (payable to elected and co-opted parish councillors).

- Breakfast - £7.50
- Lunch - £10.50
- Tea / coffee - £4.00
- Evening meal - £12.50

Should Parish Councils choose to retain subsistence allowances at the current level, they should remain be payable up to the following maximum amount (payable to elected and co-opted parish councillors).

- Breakfast Allowance - £6.02
- Lunch Allowance - £8.31
- Evening Meal Allowance - £10.29
- Absence overnight - £91.14
- Absence overnight in London or at the National Association of Local Council's National Conference - £103.96

(f) It would be appropriate for the payment of tolls and other parking charges to continue to be included in parish allowance schemes (payable to elected and co-opted parish councillors).

(g) It would be appropriate for the occasions when parish councillors can travel by means other than by their own vehicle to continue to be defined in parish allowance schemes.

(h) It be noted that each Parish Council can determine the 'approved duties' for which it is legitimate to claim travel and subsistence allowances within the five categories specified in the 2003 regulations.

Mr. Andrew Hodges (Chair)
Parish Remuneration Panel
December 2024

GENERAL SERVICES COMMITTEE
7 OCTOBER 2025

RESOURCES COMMITTEE
21 OCTOBER 2025

REPORT OF THE TOWN CLERK & RFO

REVISED ESTIMATES FOR 2025/26

1. PURPOSE OF REPORT

1.1 To approve the revised estimates for 2025/26.

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 2025/26 is attached in **Appendix 1**.

5.2 The following comments on the estimates are materially relevant:

GENERAL SERVICES

Cost Centre 110 Parks and Open Spaces

Availability of independent tree inspectors has delayed the ongoing three year cycle of inspections, and funding is requested to bring this up to date (£40k). Earmarked reserves are proposed for release to fund work on Longlandes retaining wall (£25k) and fencing at Grimsbury Square (£18k). Timing for purchase of fleet vehicle replacement is proposed to move to future years.

Cost Centre 113 Allotments

Work to improve the driveway to Woodgreen Allotment is proposed from earmarked reserves (£25k).

Cost Centre 114 Park Rangers

Timing for purchase of fleet vehicle replacement is proposed to move to future years.

Cost Centre 120 Football Pitches & Horton View

Purchase of Sports mower is proposed from earmarked reserves (£16k), allowance for increased prior year NNDR costs associated with cricket use at Hanwell Fields (£10k), investment in Horton View pavilion garage roof and palisade fencing (£4k), as well as ongoing use of contractor staff for cleaning of facilities.

Cost Centre 160 Capital costs
New PlayZones at Chandos and Princess Diana Park (PDP) are fully partner funded (£582k), the creation of Space for Girls at PDP requires £10k addition to CDC grant funding of £30k, in a similar way to an additional £5k towards CDC funding of lighting improvements to PDP and the Banbury Cross £45k. Stonework in St Marys churchyard (£5k).

Release of reserves enable ongoing consultant work to progress planning permission for the Hardwick Hill cemetery extension, and fund the refurbishment of sports sites across MUGAs, including resurfacing at Moorfields and Bankside, and tennis courts at Horton View.

RESOURCES
Cost Centre 301 Corporate Management
Increased legal costs £13k.

Cost Centre 305 Central Administration
Elevated staffing costs are offset by reduced insurance costs.

Cost Centre 311 Town Hall
Reduced costs associated with staffing, insurance and purchase of equipment.

Cost Centre 315 Other Services to the Public
Removal of bi-election costs provision following introduction of policy enabling co-option, reduced assessment of Woodgreen Swimming pool subsidy and removal of provision for Local Honours scheme (£6k)

Cost Centre 320 Other Costs and Income
Interest income in 25/26 projected to improve by £18k, further supported by removal of provision for capital works to the Town Hall.

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 2025/26. 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 2025.

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 2025/26 as now submitted

Background Papers: none.

APPENDIX 1 - Banbury Town Council

Revised Revenue Estimates for 2025/26

	Expenditure Favourable/(Adverse)				Income Favourable/(Adverse)					
	FY Forecast	FY Budget	*Variance*	Narrative	FY Forecast	FY Budget	*Variance*	Narrative	**Net Forecast 25/26**	***Favourable /(Adverse)***
General Services										
101 Litter Control & Cleansing	179,405	176,979	*(2,426)*		0	0	*0*		***179,405***	***(2,426)***
103 Southam Road Cemetery	390,114	395,081	*4,967*		126,555	115,247	*11,308*	Increased burial activity	***263,560***	***16,274***
110 Parks and Open Spaces	856,603	821,067	*(35,536)*	**Arboriculture works £40k,** delay fleet replacement (£15k), **fencing Grimsbury Square £18k,** Salary savings (£8k), **Longlands Way retaining Wall repair £25k,**	38,892	20,185	*18,707*	Remove fleet replacement reserve release, **release Wall repair reserve £25k**	***817,711***	***(16,829)***
113 Allotments	31,264	9,790	*(21,474)*	**Woodgreen driveway works £14k**	19,030	4,250	*14,780*	**Release Allotment Site Improvement reserve £14k for Woodgreen**	***12,234***	***(6,694)***
114 Park Rangers	199,648	363,925	*164,277*	Timing of fleet replacement	0	150,000	*(150,000)*	Remove fleet replacement reserve release	***199,648***	***14,277***
115 Development Commutted Sums	0	0	*0*		102,423	97,490	*4,933*		***(102,423)***	***4,933***
120 Football Pitches	191,459	156,168	*(35,291)*	**Purchase of Sports Mower £16k**, increased NNDR Hanwell Fields £10k, **Horton View garage roof & palisade fencing £4k,** ongoing use of agency cleaning staff £3k premium,	46,045	24,158	*21,887*	Increased football facilities hire, **release Sports Capacity reserve to fund Sports Mower**	***145,414***	***(13,404)***
131 Banbury in Bloom	9,899	13,482	*3,583*		0	0	*0*		***9,899***	***3,583***
132 Banbury Cross& FineLady Statue	11,496	5,800	*(5,696)*		0	0	*0*		***11,496***	***(5,696)***
150 Public Clocks	6,852	3,497	*(3,355)*		0	0	*0*		***6,852***	***(3,355)***
160 Capital Costs	805,725	136,500	*(669,225)*	Costs and income inflated to recognises Playzone creation through grant funding, Contribution to Space for Girls in PDP £10k, contribution to Cross lighting upgrade £5k, St Marys stonework £5k	711,794	65,000	*646,794*	Costs and income inflated to recognises Playzone creation through grant funding, release of reserves to fund MUGA and tennis court refurbishments, release of funding to propgress Cemetery planning	***93,930***	***(22,430)***
201 Bus Shelters	10,040	10,800	*760*		0	0	*0*		***10,040***	***760***
202 #N/A	4,000	4,000	*0*		0	0	*0*		***4,000***	***0***
	2,696,505	2,097,089	(599,416)		1,044,739	476,330	568,409		**1,651,766**	**(31,007)**
						1,620,759				
Resources										
301 Corporate Management	33,516	20,765	*(12,751)*	Legal costs increase	0	0	*0*		***33,516***	***(12,751)***
302 Civic and Ceremonial	15,885	17,053	*1,168*		0	0	*0*		***15,885***	***1,168***
305 Central Administration	382,674	381,448	*(1,226)*	Reduced salary costs	0	0	*0*		***382,674***	***(1,226)***
310 Town Council Events	188,040	191,076	*3,036*		35,089	33,820	*1,269*		***152,952***	***4,304***
311 Town Hall	89,127	95,991	*6,864*		19,835	19,480	*355*		***69,291***	***7,220***
315 Other Services to the Public	189,689	195,840	*6,151*		0	0	*0*		***189,689***	***6,151***
320 Other Costs and Income	0	10,000	*10,000*	Reduced Town Hall capital costs	2,497,032	2,479,482	*17,550*	Improved interest income	***(2,497,032)***	***27,550***
	898,931	912,173	*13,242*		2,551,956	2,532,782	*19,174*		***(1,653,025)***	***32,416***
Total	3,595,436	3,009,262	(586,174)		3,596,695	3,009,112	587,583	(Surplus)/Deficit	**(1,259)**	**1,409**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

COMMITTEE DETAILS	Actual 2022/23	Actual 2023/24	Actual 2024/25	Forecast 2025/26
Service Committees:				
General Services Committee	1,351,298	1,316,010	1,110,087	1,651,766
	71%	**65%**	**65%**	**72%**
Resources Committee	554,532	713,103	608,505	646,190
	29%	**35%**	**35%**	**28%**
Net Expenditure of Committees:	1,905,830	2,029,113	1,718,592	2,297,956
COUNCIL TAX REQUIREMENT				
Relevant Tax Base	16,200	16,635	17,212	17,394
% Rise	**2.25%**	**2.69%**	**3.47%**	**1.06%**
Council Tax	124.56	127.05	129.59	132.18
% Rise	**2.00%**	**2.00%**	**2.00%**	**2.00%**
WORKING BALANCE				
Proceeds from Precept	2,017,872	2,113,477	2,230,503	2,299,215
Net Requirement (as above)	-1,905,830	-2,029,113	-1,718,592	-2,297,956
Movement on year (incl movement in reserves)	**112,042**	**84,364**	**511,911**	**1,258**
Reserves				
General Fund	1,479,844	1,498,352	2,010,263	2,011,521
Months expenditure cover	9	9	14	11

Version set-up:
26/09/2025
2026_27 Budget Cover sheets

M Hassall
Town Clerk & RFO

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

A/C No.	Management Centre	Actual 2022/23	Actual 2023/24	Actual 2024/25	Forecast 2025/26
101	Litter Control & Cleansing	144,941	160,236	167,523	179,405
103	Southam Road & Hardwick Hill Cemetery	199,846	222,475	237,072	263,560
110	Parks & Open Spaces	623,057	683,768	707,982	817,711
113	Allotments	2,007	3,234	3,639	12,234
114	Park Rangers	173,704	209,755	192,615	199,648
115	CSGM	-104,463	-98,598	-347,209	-102,423
116	Town Fairs	-1,870	-1,070	0	0
120	Football Pitches & Horton View	79,773	107,401	115,009	145,414
131	Banbury in Bloom	9,088	10,161	10,704	9,899
132	Banbury Cross and Fine Lady Statue	0	0	0	11,496
150	Public Clocks	2,380	1,265	2,834	6,852
160	Capital Costs	207,782	11,041	17,794	93,930
201	Bus Shelters	13,857	2,240	1,850	10,040
202	Salt Bins	1,196	4,102	274	4,000
	NET EXPENDITURE	**1,351,298**	**1,316,010**	**1,110,087**	**1,651,766**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
101	**Litter Control & Cleansing**				
4107	Equipment General	4,624	0	2,159	7,426
4109	Cleansing Contract	140,317	160,236	165,364	171,979
	Total OverHead Expenditure	**144,941**	**160,236**	**167,523**	**179,405**
	Net Expenditure	**144,941**	**160,236**	**167,523**	**179,405**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

Committee and Budget Description		2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
103	**Hardwick Hill & Southam Road Cemetery**				
4000	Salaries	187,322	215,012	242,947	261,896
4006	Training	4,452	5,001	299	5,305
4010	NND Rates	6,587	6,737	6,737	6,737
4011	Water Charges	1,635	211	167	1,400
4012	Sewerage Charges	0	0	0	0
4013	Electricity	664	544	4,019	963
4014	Gas	386	127	841	899
4019	Cleaning Materials	376	435	0	601
4020	Telephone	796	811	585	690
4023	Stationery/Office Supplies	0	0	0	191
4025	Insurance	0	9,175	6,175	5,927
4026	Subscriptions	360	365	375	110
4070	Computer Software	2,153	2,260	5,076	0
4071	Purchase Equipment	2,313	2,270	3,124	5,140
4072	Leasing Equipment	196	224	554	2,416
4100	Purchase Materials	3,319	5,095	3,105	3,901
4120	Building M&R (Other Contractors)	9,623	17,592	17,396	10,520
4122	Landscaping (Other Contractors)	16,723	5,222	12,161	15,324
4123	Minor Alterations & Improvements	7,259	6,545	17,872	6,501
4132	Purchase Protective Clothing	757	2,641	909	2,037
4137	Burial Chamber costs	5,289	3,780	8,566	0
4502	R & M Plant & Equipment	9,223	10,554	2,804	7,654
4570	Lease Vehicle Charges	618	0	0	46,500
4571	Service Charges	0	500	628	2,284
4572	Fuel	3,862	2,734	3,369	3,120
	Total OverHead Expenditure	**267,282**	**297,835**	**337,709**	**390,114**
1000	Miscellaneous Income	1,025	1,835	230	224
1004	Burial Chambers	3,900	3,900	3,450	5,760
1005	Burial Fees	28,280	39,255	49,080	40,090
1007	Memorial Applications	15,420	16,030	18,795	14,005
1008	Exclusive Rights of Burial	14,955	9,665	24,425	16,395
1009	Out of Hours Burial Fees	135	475	360	0
1022	Premises Hire	3,721	4,200	4,297	4,581
1500	Contribution from Reserves	0	0	0	45,500
	Total Income	**67,436**	**75,360**	**100,637**	**126,555**
	Net Expenditure	**199,846**	**222,475**	**237,072**	**263,560**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
110	**Parks and Open Spaces**				
4000	Salaries	179,938	212,815	212,759	231,549
4006	Training	1,229	1,068	360	5,150
4008	Car Allowance - Employee	0	1,200	1,500	1,500
4010	N N D Rates	1,351	144	0	0
4011	Water Charges	1,738	1,282	1,522	2,640
4013	Electricity	-3,563	232	5,715	8,034
4020	Telephone	1,113	1,249	980	1,200
4023	Stationery/Office Supplies	50	936	0	750
4025	Insurance	15,345	16,239	16,239	14,320
4026	Subscriptions	719	-188	1,665	2,267
4032	Advertising/Publicity	0	0	0	300
4061	Management Plans	0	0	0	0
4070	Computer Software	1,048	10,795	17,036	19,442
4100	Purchase Materials	2,963	2,068	2,901	7,620
4107	Equipment General	12,997	10,417	11,856	11,518
4120	Building M&R (Other Contractors)	2,627	4,360	15,016	70,863
4121	Grounds Maint. (Other Contractors)	192,041	201,142	203,989	210,564
4122	Landscaping (Other Contractors)	26,994	23,177	38,890	30,115
4124	Building M&R People's Park	3,776	8,320	57,120	8,719
4132	Purchase Protective Clothing	882	364	573	1,302
4500	Aboriculture	51,381	45,874	45,939	92,589
4501	Playground Equipment R&M	64,222	107,298	40,092	75,033
4502	Plant & Equipment R&M	3,453	3,323	3,323	3,000
4503	Purchase of Signs	7,477	600	265	6,000
4510	Floral Bedding	13,684	14,532	15,666	14,918
4511	Trees & Shrubs	30,470	14,552	4,621	14,000
4512	Bulbs	3,364	4,433	4,730	5,664
4514	Chemical Applications	6,494	6,477	6,739	10,354
4515	Aviary Maintenance	2,148	2,385	1,765	3,193
4520	Private Contractors	0	0	0	0
4570	Lease Vehicle Charges	300	0	13,161	0
4571	Service Charges	0	275	559	2,000
4572	Fuel	1,682	1,577	1,968	2,000
4850	Uniforms	501	0	0	0
5001	Sundry Expenses	0	0	0	0
	Total OverHead Expenditure	**627,654**	**696,946**	**726,949**	**856,603**
1000	Miscellaneous Income	76	6,842	9,851	3,123
1010	Land Rents	4,521	6,336	9,116	10,770
1500	Contribution from Reserves	0	0	0	25,000
	Total Income	**4,597**	**13,178**	**18,967**	**38,892**
	Net Expenditure	**623,057**	**683,768**	**707,982**	**817,711**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
113	**Allotments**				
4011	Water Charges	1,073	327	1,614	600
4070	Computer Software	425	213	359	451
4100	Purchase Materials	0	245	864	1,915
4120	Building M&R (Other Contractors)	0	1,385	1,270	8,324
4121	Grounds Maint. (Other Contractors)	2,114	3,026	6,041	4,551
4520	Private Contractors	1,845	2,344	4,793	15,423
	Total OverHead Expenditure	**5,457**	**7,540**	**14,941**	**31,264**
1010	Land Rents	3,450	4,306	11,302	5,030
1500	Contribution from Reserves	0	0	0	14,000
	Total Income	**3,450**	**4,306**	**11,302**	**19,030**
	Net Expenditure	**2,007**	**3,234**	**3,639**	**12,234**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
114	**Park Rangers**				
4000	Salaries	124,154	133,050	139,402	138,475
4006	Training	2,032	3,428	723	5,008
4010	N N D Rates	6,144	7,738	8,034	8,236
4011	Water Charges	732	1,317	1,587	1,000
4012	Sewerage Charges	0	0	0	0
4013	Electricity	735	-57	397	1,401
4014	Gas	129	455	802	964
4015	Alarms	1,494	4,867	0	0
4020	Telephone	1,222	1,474	1,452	1,654
4025	Insurance	17,715	20,423	18,665	16,758
4100	Purchase Materials	1,295	1,000	1,915	1,200
4107	Equipment General	1,512	3,678	1,050	2,000
4120	Building M&R (Other Contractors)	6,216	1,531	2,759	5,098
4124	Building M&R Peoples Park	50	11,995	156	0
4131	Purchase Equipment	1,340	4,762	140	4,200
4132	Purchase Protective Equipment	149	1,615	283	2,000
4502	R & M Plant & Equipment	137	0	0	455
4571	Service Charges	0	9,628	12,388	9,000
4572	Fuel	4,354	2,851	2,862	2,200
	Total OverHead Expenditure	**173,704**	**209,755**	**192,615**	**199,648**
1500	Contribution from Reserves	0	0	0	0
	Total Income	**0**	**0**	**0**	**0**
	Net Expenditure	**173,704**	**209,755**	**192,615**	**199,648**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
	General Services Committee				
115	**CSGM**				
1086	Commuted Sums Received	0	0	0	0
1500	Contribution from Reserves	104,463	98,598	347,209	102,423
	Total Income	**104,463**	**98,598**	**347,209**	**102,423**
	Net Expenditure	**-104,463**	**-98,598**	**-347,209**	**-102,423**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
116	**Town Fairs**				
1050	Hiring for Events	1,870	1,070	0	0
	Total Income	**1,870**	**1,070**	**0**	**0**
	Net Expenditure	**-1,870**	**-1,070**	**0**	**0**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
120	**Horton View & Football Pitches**				
4000	Salaries	0	0	0	0
4010	NND Rates	6,986	7,111	7,111	17,766
4011	Water Charges	1,610	403	687	1,611
4013	Electricity	3,299	4,777	7,568	7,880
4014	Gas	1,142	1,823	3,616	3,501
4017	Caretaking & Cleaning	231	5,942	11,949	12,688
4019	Cleaning Materials	1,174	846	604	1,201
4100	Purchase Materials	4,758	6,765	6,424	8,001
4107	Equipment General	615	26,455	11,949	4,000
4109	Cleansing Contract	5,828	3,840	0	0
4120	Building M&R (Other Contractors)	22,988	19,691	27,962	25,251
4121	Grounds Maint. (Other Contractors)	44,979	60,508	71,324	84,832
4530	Private Contractors	8,694	8,166	6,093	8,729
4570	Vehicle Charges	0	0	0	16,000
	Total OverHead Expenditure	**102,304**	**146,327**	**155,287**	**191,459**
1020	Sports Hire	11,843	12,937	13,832	18,250
1021	Licence & Premises Hire	10,666	25,969	26,471	11,795
1051	Deposits	22	20	-25	0
1500	Contribution from Reserves	0	0	0	16,000
	Total Income	**22,531**	**38,926**	**40,278**	**46,045**
	Net Expenditure	**79,773**	**107,401**	**115,009**	**145,414**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
131	**Banbury in Bloom**				
4651	Floral Sponsorship	8,256	8,587	8,580	8,257
4652	Planting Day in the Park	832	1,243	1,868	1,642
4654	Hanging Basket Workshop	0	331	256	0
	Total OverHead Expenditure	**9,088**	**10,161**	**10,704**	**9,899**
1000	Misc Income	0	0	0	0
	Total Income	**0**	**0**	**0**	**0**
	Net Expenditure	**9,088**	**10,161**	**10,704**	**9,899**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
132	**Banbury Cross & Fine Lady Statue**				
4120	Building M&R (Other Contractors)	0	0	0	11,496
	Total OverHead Expenditure	**0**	**0**	**0**	**11,496**
	Net Expenditure	**0**	**0**	**0**	**11,496**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
150	**Public Clocks**				
4000	Salaries	809	867	895	986
4013	Electricity	198	388	232	360
4120	Building M&R (Other Contractors)	0	10	0	3,906
4521	Service of Public Clock	1,373	0	1,707	1,600
	Total OverHead Expenditure	**2,380**	**1,265**	**2,834**	**6,852**
	Net Expenditure	**2,380**	**1,265**	**2,834**	**6,852**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
160	**Capital Costs**				
4551	Capital - Cemeteries	0	0	0	31,900
4552	Capital - Play Areas	0	6,141	17,794	141,500
4554	Capital - Park Improvements	207,782	4,900	0	632,325
	Total OverHead Expenditure	**207,782**	**11,041**	**17,794**	**805,725**
1500	Contribution from Reserves	0	0	0	711,794
	Total Income	**0**	**0**	**0**	**711,794**
	Net Expenditure	**207,782**	**11,041**	**17,794**	**93,930**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
201	**Bus Shelters**				
4109	Cleansing Contract	1,610	1,680	805	1,820
4800	New Shelters	5,040	0	0	6,000
4802	Maintenance	882	560	1,045	2,220
	Total OverHead Expenditure	**13,857**	**2,240**	**1,850**	**10,040**
	Net Expenditure	**13,857**	**2,240**	**1,850**	**10,040**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
General Services Committee					
202	**Salt Bins**				
4107	Equipment	1,196	4,102	274	4,000
	Total OverHead Expenditure	**1,196**	**4,102**	**274**	**4,000**
	Net Expenditure	**1,196**	**4,102**	**274**	**4,000**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

A/C No.	Management Centre	Actual 2022/23	Actual 2023/24	Actual 2024/25	Forecast 2025/26
301	Corporate Management	13,961	14,682	22,585	33,516
302	Civic and Ceremonial	4,059	7,713	8,650	15,885
305	Central Administration	254,045	284,298	301,422	382,674
310	Town Council Events	136,753	165,843	152,075	152,952
311	Town Hall	71,265	104,684	86,545	69,291
315	Other Services to the Public	137,154	270,225	266,268	189,689
320	Other Costs and Income	-2,080,616	-2,247,813	-2,459,560	-2,497,032
	NET EXPENDITURE	**-1,463,379**	**-1,400,368**	**-1,622,015**	**-1,653,025**

Note on Summary Resources Expenditure				
Net expenditure for Resources	-1,463,379	-1,400,368	-1,622,015	-1,653,025
less: Council Tax due to be received	2,017,911	2,113,471	2,230,520	2,299,215
Total Resources expenditure excluding Council Tax received	**554,532**	**713,103**	**608,505**	**646,190**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
Resources Committee					
301	**Corporate Management**				
4050	Bank Charges	2,411	2,384	2,356	1,919
4056	Internal Audit	940	1,480	1,520	1,510
4057	Audit Fees	2,880	2,520	2,520	2,940
4058	Professional Fees	4,230	7,088	4,381	6,050
4059	Legal Support	3,500	1,210	11,808	21,098
	Total OverHead Expenditure	**13,961**	**14,682**	**22,585**	**33,516**
	Net Expenditure	**13,961**	**14,682**	**22,585**	**33,516**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

Committee and Budget Description		2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
Resources Committee					
302	**Civic and Ceremonial**				
4000	Salaries	1,254	1,120	1,086	949
4006	Training	0	0	0	350
4022	Printing	246	80	0	1,005
4023	Stationery/Office Supplies	0	86	56	288
4026	Subscriptions	0	0	0	320
4850	Uniforms	71	120	7	200
4851	Incoming Mayor's Allowance	1,753	2,915	1,846	10,000
4852	Outgoing Mayor's Allowance	0	1,120	1,566	-651
4854	Civic Property Maintenance	0	36	355	450
4855	Civic Insignia	1,515	2,431	4,393	2,950
4870	Catering	100	0	0	24
	Total OverHead Expenditure	**4,939**	**7,908**	**9,309**	**15,885**
1000	Miscellaneous Income	880	195	659	0
	Total Income	**880**	**195**	**659**	**0**
	Net Expenditure	**4,059**	**7,713**	**8,650**	**15,885**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
Resources Committee				
305 Central Administration				
4000 Salaries	193,105	231,032	232,036	286,015
4005 Professional Subscriptions	798	1,602	1,277	733
4006 Training	2,093	1,858	1,175	5,700
4007 Subsistence	40	1,263	788	2,724
4010 NNDR Rates	0	18	0	159
4020 Telephone	4,019	4,341	4,108	5,770
4021 Postage	2,145	1,560	1,447	1,329
4022 Printing	1,768	1,908	2,084	3,574
4023 Stationery/Office Supplies	3,096	2,853	2,076	1,805
4025 Insurance	8,730	6,064	6,670	5,605
4026 Subscriptions	10,685	5,532	6,738	7,211
4031 Staff Advertising	0	0	6,358	2,000
4032 Advertising/Publicity	1,660	2,355	2,386	2,840
4033 Tourism/Marketing	0	1,966	2,444	19,212
4035 Books & Publications	0	0	0	1,029
4070 Computer Software	24,251	19,221	30,534	33,588
4071 Purchase Equipment	101	41	789	80
4073 Purchase Furniture	865	123	9	959
4136 Purchase IT Equipment	418	2,130	289	1,467
4850 Uniforms	271	306	214	500
4856 Photography	0	125	0	375
5000 Contingency Fund & Provision	0	0	0	0
Total OverHead Expenditure	**254,045**	**284,298**	**301,422**	**382,674**
Net Expenditure	**254,045**	**284,298**	**301,422**	**382,674**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
Resources Committee					
310	**Town Council Events**				
4000	Salaries	81,179	98,870	101,432	105,830
4074	Armed Forces Day Expense	2,898	2,956	5,278	7,568
4076	Christmas Lights Switch On	10,605	12,062	9,143	9,020
4300	Town Mayor's Inauguration	1,868	1,986	2,044	1,710
4310	Town Mayors Sunday	3,020	6,535	5,567	4,649
4320	Battle of Britain	489	1,936	1,897	1,275
4330	Remembrance Day	4,389	3,836	4,017	7,545
4360	Canalside Festival	21,010	18,886	13,693	14,454
4370	Banbury Music Mix	4,818	4,865	7,093	4,971
4380	Banbury Show	0	-63	15,279	14,402
4390	Food Festivals	16,383	22,492	14,537	13,228
4860	National Celebrations	16,726	37,720	0	20
5001	Seasonal Events	6,801	3,903	1,238	3,369
	Total OverHead Expenditure	**170,186**	**215,984**	**181,218**	**188,040**
1000	Miscellaneous Income	1,079	4,768	3,108	3,348
1055	Food Festivals	9,384	12,310	11,243	12,251
1070	Canalside Festival Income	15,664	15,274	8,365	8,987
1073	Town Mayor's Sunday	1,314	3,484	1,663	2,092
1075	Banbury Show Income	620	0	3,504	3,918
1076	Christmas Lights Switch On	1,100	4,050	1,260	0
1860	National Celebrations	-228	10,255	0	3,793
	Total Income	**33,433**	**50,141**	**29,143**	**35,089**
	Net Expenditure	**136,753**	**165,843**	**152,075**	**152,952**
	Net Costs				
	Food Festivals	6,999	10,182	11,243	977
	Canalside Festival Income	5,346	3,612	8,365	5,467
	Town Mayor's Sunday	1,706	3,051	1,663	2,557
	Banbury Show/National Celebrations	16,334	27,402	3,504	6,712
	Christmas Lights	9,505	8,012	1,260	9,020
	Civic Events	9,644	10,714	0	17,398
	Total	**49,534**	**62,973**	**26,035**	**42,130**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

Committee and Budget Description		2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
Resources Committee					
311	**Town Hall**				
4000	Salaries	20,445	28,446	29,437	26,651
4010	NND Rates	15,295	19,027	19,856	19,360
4011	Water Charges	1,062	732	964	560
4013	Electricity	3,765	13,323	7,545	10,970
4014	Gas	730	4,640	-1,472	1,797
4015	Alarms	0	1,200	3,768	1,420
4016	Window Cleaning	210	245	305	490
4019	Cleaning Materials	1,470	1,643	867	638
4023	Stationery/Office Supplies	261	309	513	415
4025	Insurance	13,709	15,234	14,077	13,563
4032	Advertising/Publicity	145	479	0	350
4071	Purchase Equipment	6,309	1,318	1,324	506
4120	Building M&R (Other Contractors)	10,120	16,767	12,088	5,746
4502	Plant & Equipment R&M	6,264	5,537	5,387	5,946
4850	Uniforms	0	237	20	100
4870	Catering	1,588	2,193	1,309	27
4871	Licences, incl PFS Fees	145	949	3,338	588
	Total OverHead Expenditure	**81,518**	**112,279**	**99,326**	**89,127**
1021	Licence & Premises Hire	0	0	5,381	16,144
1022	Premises Hire	10,253	7,595	7,400	3,691
	Total Income	**10,253**	**7,595**	**12,781**	**19,835**
	Net Expenditure	**71,265**	**104,684**	**86,545**	**69,291**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

Committee and Budget Description		2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
Resources Committee					
315	**Other Services to the Public**				
4700	Lighting Scheme	44,362	78,666	120,044	70,667
4724	Woodgreen Pool Subsidy	80,035	88,598	91,164	95,722
4900	Grants	8,995	7,000	10,093	15,000
4901	Crime Prevention Support	3,000	3,000	3,000	8,300
4902	Election Costs	0	3,814	41,967	0
4903	Local Honors Scheme	762	0	0	0
	Total OverHead Expenditure	**137,154**	**270,225**	**266,268**	**189,689**
	Net Expenditure	**137,154**	**270,225**	**266,268**	**189,689**

BANBURY TOWN COUNCIL

Estimates Summary 2025/26

	Committee and Budget Description	2022/23 Actual	2023/24 Actual	2024/25 Actual	2025/26 Forecast
Resources Committee					
320	**Other Costs and Income**				
4951	Revenue Contribution to Capital Projects	0	21,572	6,406	0
	Total OverHead Expenditure	**0**	**21,572**	**6,406**	**0**
1176	Precept Received	2,017,911	2,113,471	2,230,520	2,299,215
1190	Interest Received	62,705	155,914	235,446	197,817
	Total Income	**2,080,616**	**2,269,385**	**2,465,966**	**2,497,032**
	Net Expenditure	**-2,080,616**	**-2,247,813**	**-2,459,560**	**-2,497,032**

Events Working Group Meeting
27th August 2025

Minutes of the Civic Event Working Group
17.30 at Banbury Town Hall
In Person Meeting

Present: Simon Lewthwaite, Banbury Town Council (SL)
James Smith, Banbury Town Council (JS)
Cllr. Hussain
Cllr. Eaton
Cllr. Mears
Cllr. Woodward

Apologies for Absence: Cllr. Biegel

Armed Forces Day

The Event Working Group (EWG) reviewed Armed Forces Day, which was considered a success by both the public and the military committees.

Cllr. Hussain raised the issue of the Lord Lieutenant's transport not arriving in a timely manner. This will need to be rectified for 2026.

The parade element was also discussed. SL advised members that military committee representatives had felt the parade was too long due to the heat. A revised route for 2026 was suggested as follows:

- Town Hall
- Market Place
- Cornhill
- Bolton Road
- Castle Street
- Cherwell Drive
- Spiceball

Cllr. Eaton noted the tight turn between JT's Pub and Abraxas Cook Shop.

Action: SL will raise this with the military committee.

It was also noted that this revised route for 2026 would reduce parade marshal costs and avoid the Southam and Warwick Road junctions, thereby easing traffic disruption.

Events Working Group Meeting
27th August 2025

VE & VJ Day – 80th Anniversaries

The EWG reviewed the VE & VJ Day events and were pleased with the outcomes.

JS highlighted the excellent media coverage obtained, which showcased Banbury's efforts. Banbury has now been the top story on local news outlets for both events.

It was noted that the Royal British Legion was presented as the sole organiser of VJ Day. This will need to be discussed with ITV Meridian by JS, and raised at future military committee meetings to ensure all members are aware that the Communications Officer should be the primary source of information for the media.

The matter of exhibitors leaving events early was also discussed.
Members agreed to review this further and reconvene at a later date.

Town Mayor's Funday

SL reported that the event was a success, attracting a strong public turnout and offering free activities not available at other events. These included axe throwing and the Lenny Land Train, catering for a wide range of ages.

The dog show, organised by Dogs for Good, was cancelled in 2025 due to excessive heat. This was recognised as a positive step by Dogs for Good, supported by BTC, in favour of animal welfare.

Emergency Services Day

The EWG were advised that Emergency Services Day was cancelled due to low police resources. As Thames Valley Police were the primary organiser, BTC were unable to offer additional support in this instance.

Events Working Group Meeting
27th August 2025

Battle of Britain

SL reported that St. Mary's Church had increased fees to £200–£250. Additionally, the ATC Band had requested £300 per event for an average performance time of 30 minutes.

SL presented comparisons:

- Tor Point Sea Cadets, who charge £150 per event.
- Advice from the lead officer for all Sea Cadet Bands in London, who confirmed that no charges are usually levied, as visibility, civic traditions, and community exposure are regarded as sufficient reward.

The EWG carefully considered these findings. It was noted that the ATC Band would be viable for community grant support, if not doing so already. Members concluded that £300 is too high when set against national comparisons. However, they fully acknowledged the band's value and contribution and therefore agreed to offer £150 per event, in line with established practice elsewhere.

If this is not accepted, BTC will explore alternative options, such as the use of a PA system mounted on a vehicle.

Review of 2026 Event Dates

EWG Members elected to approve the proposed calendar of events for 2026 with amended dates. While this has provisionally been agreed with the event manager, this would need another review.

Date	Event
Taste of Spring	12/04/2026
Banbury Show	13/06/2025
Armed Forces Day	27/06/2026
Town Mayor's Funday	19/07/2026
Music Mix	31/07/2026
Food Festival	16/08/2026
Battle of Britain	13/09/2026
Remembrance Sunday	08/11/2026
Christmas Light Switch On	29/11/2026

Events Working Group Meeting
27th August 2025

AOB

EWG members followed up on diversity day. It was highlighted that BTC had undergone a management change and this task was previously overseen by Chris Green who had since left the organisation.

EWG members seek to find a date to meet with Mark Perrett the event manager in the coming weeks / month to update and review.