

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-A27012026
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 20 January 2026

To: All Members of the General Services Committee.

You are hereby summoned to attend a Meeting of the **GENERAL SERVICES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 27 January 2026** at 6.30pm, for the transaction of the following business:

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

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

- 1 Apologies for absence**
Contact Helen Durkin (helen.durkin@banbury.gov.uk).
- 2 Declarations of Interest**
Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).
- 3 Minutes of the last Meeting**
To approve as correct the Minutes of the Meetings held on 16 December 2025 (**Enclosed**).
- 4 Parks and Open Spaces - Monitoring Report**
To consider the report of the Director of Environment (**Enclosure 4**)
- 5 Income & Expenditure Report**
To consider the report of the Town Clerk & RFO. (**Enclosure 5**)

Notes on declaration of interest

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

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

Recording of Meeting

- (iii) Please be aware that an audio recording of the meeting may be made, as an aide-memoire for the purposes of the Clerk to ensure minutes reflect the overall tone and content of meetings, and will be deleted following the first approval of minutes.

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at **6.30pm on Tuesday 16 December 2025** at the Town Hall, Banbury.

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

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

GS.34/25 Apologies for Absence
None

GS.35/25 Declarations of Interest
None.

GS.36/25 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on the 07 October 2025 be approved as a correct record and signed by the Chair, seconded by Councillor Elugwu.

GS.37/25 Parks and Cemeteries Service
The Committee considered a report of the Director of Environment providing an update for Members on:

Parks & Cemeteries Team.
4th Corner Landscape Contract.
Arboricultural Works and Tree Survey.
Park Ranger Service / Play Areas.
Cleansing Service.
Christmas Lights.
CCTV.
PlayZone Scheme.
Sports Facility – Hard Surfaces.
People's Park Café.
Other Capital Projects.
Adoption and Transfer of Land.

Parks & Cemeteries Team

- ◆ The cemetery team are busy undertaking burial duties in our cemeteries and continue to deliver the service in line with funeral bookings.
- ◆ The weekly marking out of football pitches continues as we move through the playing season.
- ◆ Leaf raking and collection has been undertaken at all sites.

4th Corner Landscape Contract

- ◆ The contractor performance against the works schedule is all on track.
- ◆ The third street weed control treatment was completed as planned across all wards

- ◆ The 4th Corner team have also been busy with leaf raking and collection across our parks.
- ◆ The Wild Flower Meadows received their “autumn topping” cut, ensuring the yellow rattle can germinate in the spring.
- ◆ Sports pitch slit tining has unfortunately not been possible so far this playing season due to wet ground conditions.

Arboricultural Works and Tree Survey

- ◆ Tree works have been undertaken at St Mary’s Churchyard, People’s Park and Southam Road Cemetery.
- ◆ The contract for the inspection of the Councils tree stock has been prepared and Officers will now be inviting quotations from qualified arboricultural consultants to undertake these works before the end of the year.

Park Ranger Service / Play Area Update

- ◆ The Park Rangers continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.
- ◆ The team continue to undertake repair work on the findings made as a result of the inspection reports.
- ◆ The tender has been awarded for the new “Space for Girls” play facility at Princess Diana Park, construction will commence on the 19th January 2026.

Cleansing Service Update

- ◆ Cleaning of public toilets is ongoing, no problems to report.
- ◆ The weekly cleaning of all sports pavilions is now underway in-line with fixtures.
- ◆ Parks & Open Spaces Cleansing – The service provided by Cherwell District Council continues to be delivered in line with the Service Level agreement, no issues to report.

Christmas Lights

- ◆ The Christmas Light scheme was fully installed before the switch-on event on the 30th November.
- ◆ Although the Banbury switch-on event was a great success, unfortunately, there was a couple of timer failures across the town which the installation team had to repair following the 5:00pm switch-on.
- ◆ As a result of these failures the supplier was issued a Default, resulting in a financial deduction against the install/switch-on costs, as detailed in the contract.

CCTV Update

- ◆ The problem with the CCTV camera that is not working in centre of People's Park is still not operational, however, Cherwell District Council have identified there is a fault with the RCD breaker unit which they have now ordered the fitting of a replacement.

PlayZone Scheme Update

- ◆ The official opening of the Princess Diana Park PlayZone was held on the 17th October.
- ◆ A publicly accessible defibrillator has also been installed at this facility, completing the scheme and also provides wider benefits for the whole community.
- ◆ Both facilities are being well used by both the block booked targeted community groups and by the casual pay and play users.

Sports Facility - Hard Surfaces Update

- ◆ Tenders have now been received for :
 - The resurfacing and painting of the MUGA facilities at Moorfields and Bankside Parks.
 - The cleaning and repainting of all the other MUGA facilities within the other parks across Banbury.
 - The resurfacing and painting of courts 5 and 6 at Horton View Sports Ground.
 - The cleaning, surface repairs and repainting of courts 1-4 at Horton View Sports Ground.
- ◆ Following evaluation of the tenders, the contract award will be made to the winning tenderer before the end of the year.

People's Park Café Update

- ◆ Following the redecoration, minor repairs and the cleaning of the Café, the Media and Communications officer has run an advertising campaign inviting potential operators to register an interest by 12th December 2025.
- ◆ The parties who have registered an interest will be invited to view the premises and invited to complete and submit a business plan by the end of the year.
- ◆ Evaluations of submissions and interviews will take place in January 2026.
- ◆ The successful submission will be offered a lease agreement by the end of January, with a view to taking over the running of the café as soon as possible thereafter, to ensure the café offer in People's Park is up and running before the spring.

Other Capital Projects Update

◆ Hardwick Hill - Cemetery Extension

Good progress has been made on the preparation of the detail required for the submission of the planning application, target date for submission is 24th December 2025.

◆ People's Park - Walled Garden

Officers are currently preparing contract documentation, for the hard landscaping contract, to advertise the invitation to tender in January 2026, with return deadline in February 2026, targeting an award in March 2026.

◆ Hill View – Play Area

Officers are currently preparing contract documentation, for the play area refurbishment, to advertise the invitation to tender in January 2026, with return deadline in February 2026, targeting an award in March 2026.

◆ Windrush – Play Area

Officers are currently preparing contract documentation, for the play area refurbishment, to advertise the invitation to tender in January 2026, with return deadline in February 2026, targeting an award in March 2026.

Adoption and Transfer of Land

◆ Bloxham Vale – Redrow Homes Development

- Cherwell District Council have approached the Town Council regarding the transfer of the Allotment Site and Car Park, within the new development off of the Bloxham Road. Stating that it is ready for adoption and the land is being offered for transfer to the Town Council.

- ◆ The facility will be transferring from Cherwell District Council, who adopted the site from the developer on 07/11/2023.
- ◆ Subject to satisfactory condition being achieved by BTC officer inspection, the legal transfer of the land, accompanied with and the appropriate Commuted Sums, the recommendation is that members approve the Town Clerk to adopt the facilities as detailed in Appendix 1 to this report.

The Committee is invited to **RESOLVE**

To note the Parks and Cemeteries Service Update.
To note the 4th Corner Landscape Contract Update.
To note the Arboricultural Works and Tree Survey Update.
To note the Ranger Service / Play Area Update.
To note the Cleansing Service Update.
To note the Christmas Light Update.
To note the CCTV Update.
To note the PlayZone Scheme Update.
To note the Sports Facility – Hard Surfaces Update.
To note the People's Park Café Update.
To note the Other Capital Project Update.

To **Approve** the Adoption and Transfer of Land – Bloxham Vale Allotments

Background Papers: Appendix 1

IT WAS RESOLVED to receive and note the parks and cemeteries report.

IT WAS RESOLVED to Approve the Adoption and Transfer of Land – Bloxham Vale Allotments

GS.38/25 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 08 December 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 Committee's expenditure was within forecast versus the projected budget.

General Services variances were 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 November 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%).

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

GS.39/25 DRAFT ESTIMATES

Draft estimates 2026/27 together with a full copy of the Estimates (2026/27) The estimates include income from fees and charges subject to receipt of guidance from Members.

The estimates for 2026/27 have been set based on a 2% rise in precept, and a rise of 1.86% in households in the town due to general housing growth. A 4.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.

The following comments on the estimates are materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing

Contractual costs with Cherwell District Council linked to forecast inflation in 26/27.

Cost Centre 103 Southam & Hardwick Cemetery

Reduced machinery replacement costs and associated reduction in release of earmarked reserve.

Cost Centre 110 Parks and Open Spaces

Ongoing investment in streetlighting Moorfields (£25k), and repair costs for Spiceball Bridge adjacent to the weir (£17k), Reduced earmark reserve for mower replacement undertaken in 25/26.

Cost Centre 114 Park Rangers

Inflationary salary increases offsetting 25/26 vacancy saving

Cost Centre 120 Football Pitches & Horton View

Reduced refurbishment costs following investment in 25/26 at Horton View.

Cost Centre 160 Capital costs

Capital costs at Windrush Park, Hardwick Hill Cemetery Extension, St Marys Churchyard refurbishment, offset by release of Hardwick Hill Cem reserve (£120k), St Marys Refurb (£60k)

IT WAS RESOLVED to receive and note the Draft Estimate report.

IT WAS RESOLVED that the Committee:

Refer the draft estimates for 2026/27, together with any comments, to the Full Council.

Refer the draft fees & charges for 2026/27, together with any comments, to the Full Council.

The meeting ended at 7:23pm

GENERAL SERVICES COMMITTEE

27 JANUARY 2026

REPORT OF THE DIRECTOR OF ENVIRONMENT

PARKS AND CEMETERIES SERVICE

1. Introduction and Purpose of Report

1.1. To provide an update for Members on:

- 1.1.1. Parks & Cemeteries Team.
- 1.1.2. 4th Corner Landscape Contract.
- 1.1.3. Arboricultural Works.
- 1.1.4. Park Ranger Service / Play Areas.
- 1.1.5. Cleansing Service.
- 1.1.6. Christmas Lights.
- 1.1.7. CCTV.
- 1.1.8. Sports Facility – Hard Surfaces.
- 1.1.9. People's Park Café.
- 1.1.10. Hardwick Hill – Cemetery Extension.

2. Wards Affected

2.1. All Banbury Wards.

3. Effect on Policy

3.1. Nil.

4. Contact Officer

4.1. Paul Almond (01295 817315).

5. Parks & Cemeteries Team Service Update

- 5.1. In December the whole workforce undertook Equality, Diversity & Inclusion training.
- 5.2. The cemetery team are busy undertaking burial duties in our cemeteries and continue to deliver the service in line with funeral bookings.
- 5.3. The weekly marking out of football pitches continues as we move through the playing season. Pest and disease monitoring of fine turf facilities, at the bowling green and cricket square, during the closed season continues.
- 5.4. The winter works pruning programme is currently underway.
- 5.5. The team are currently preparing recently vacated plots at Sinclair Avenue Allotments vacant
- 5.6. Work will be undertaken soon to start on the preparation of the allotment plots at the new site on the Bloxham Vale estate. This work will include:

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

- 5.7. Following these works, allotments will be offered plot holders who have registered an interest, in time for the new growing season.
- 5.8. Allotment holder terms and conditions have been reviewed, please see attached in Appendix 1. Officers recommend that these updated Terms and Conditions be approved and adopted and applied to all new allotment tenancy agreements.

6. 4th Corner Landscape Contract Update

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

7. Arboricultural Works and Tree Survey

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

8. Park Ranger Service / Play Area Update

- 8.1. In December the Ranger team also undertook Equality, Diversity & Inclusion training.
- 8.2. The Park Rangers continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.
- 8.3. The team continue to undertake repair work on the findings made as a result of the inspection reports.
- 8.4. The PlayZone maintenance, this work includes debris removal and carpet brushing is being undertaken by the ranger team weekly at both sites.
- 8.5. The Contract for the installation of the new "Space for Girls" play facility at Princess Diana Park started on the 19th January 2026, and should be completed by the middle of February 2026.
- 8.6. The rangers have been busy with the Winter Maintenance work, liaising with Oxfordshire County Council who have replaced Grit Bins on the highway where needed and carried out the initial filling with salt.
- 8.7. All Snow wardens have been contacted, and those who renewed have received the supplies they asked for.

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- 8.8. There has been an influx of new snow warden applications, the rangers are working through the list and undertaking training sessions with the new applicants.
- 8.9. We have ordered additional supplies, salt snow shovels and gloves to ensure we have enough stock to cover the rest of the winter period.

9. Cleansing Service Update

- 9.1. Cleaning of public toilets is ongoing, no problems to report.
- 9.2. The weekly cleaning of all sports pavilions is now underway in-line with fixtures.
- 9.3. Parks & Open Spaces Cleansing – The service provided by Cherwell District Council continues to be delivered in line with the Service Level agreement, no issues to report.

10. Christmas Lights

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

11. CCTV Update

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

12. Sports Facility - Hard Surfaces Update

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

13. People's Park Café Update

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

14. Hardwick Hill Cemetery Extension Update

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

15. Financial Effects & Risk Assessment

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

16. Recommendations

The Committee is invited to **RESOLVE**

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

Background Papers:

Appendix 1 - Revised - Allotment Tenancy Agreement Terms and Conditions.
Appendix 2 – Hardwick Hill - Proposed Cemetery Extension Plan



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CONDITIONS OF ALLOTMENT TENANCY

General conditions under which the Allotment Garden is to be cultivated.

1. The Tenant of an allotment garden shall comply with the following conditions:-

- (i) To keep the allotment garden clean and in a good state of cultivation and fertility and in good condition.
- (ii) Not to cause any annoyance or nuisance to the occupier of any other allotment garden or obstruct any path set out by the Council for the use of the occupiers of the allotment site and every such path on which the allotment garden abuts shall be kept by the tenant not less than eighteen inches wide.
- (iii) Not to underlet, assign or part with the possession of the allotment garden or any part of it without prior written consent of the Council.
- (iv) Not, without the prior written consent of the Council cut or prune any timber or other trees, take sell or carry away any mineral gravel, sand or clay or sink any well on the allotment garden.
- (v) To keep every hedge that forms part of the allotment garden properly cut and trimmed, keep all ditches properly cleansed and maintained and keep in good repair any other fences and any gates on the allotment garden. Any fencing erected should be a maximum of 3ft in height.
- (vi) Not to use barbed wire for a fence adjoining any path set out by the Council for the use of the occupiers of allotment gardens.
- (vii) To observe and perform any other specific conditions which the Council consider necessary to preserve the allotment garden from deterioration and of which notice to the Tenant is given by the Council or their agents.
- (viii) Tenants shall not without the prior written consent of the Council add a pond to their allotment.

2. Building and Structures

Not, without the prior written consent of the Council, erect any building or structure of any kind on the allotment garden. The conditions of tenancy for structures on Allotments are:

- Tool Sheds maximum size 6ft length x 4ft width x 7ft high.
- Green Houses 8ft length x 6ft width x 7ft high (Clear panels roof & sides to the ground to reduce shading on neighbouring plots)
- Polytunnels 10ft length x 6ft width x 7ft high (aluminium, steel or plastic tubing frame)
- Fruit and Vegetable Net Frames (no restriction as long as temporary construction)
- Poultry coups and runs maximum size 7ft x 10ft dependant on size of plot and will require a design submission to the Council for approval.
- Plot holders are restricted to 1 tool shed and 1 green house or polytunnel per plot and to remove said building or structure if tenancy terminates.



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3. Keeping of Animals

- (i) Not to keep on the allotment garden, except with the specific prior consent in writing of the Council or their agent, any animals other than poultry kept otherwise than by way of trade or business in accordance with the provisions of the Allotments Act 1950, and poultry and/or rabbits as aforesaid shall not be kept in such a building or in such a manner as to be prejudicial to health or a nuisance or to affect the operation of any enactment and shall also obtain the specific consent of the Council under sub- paragraph (vi) above for the erection of any buildings or building necessary for any purpose under this sub-paragraph including the keeping of hens.
- (ii) Once permission has been obtained to keep poultry (maximum of 6 poultry per plot), it is the allotment holder's responsibility to register their details as a bird owner with the Department for Environment, Food & Rural Affairs and Animal and Plant Health Agency regarding the mandatory registering of poultry <https://www.gov.uk/guidance/register-as-a-keeper-of-less-than-50-poultry-or-other-captive-birds>

4. Environmental Protection

- (i) To observe the Environmental Protection Act 1990 it is an offence to cause a statutory nuisance. This includes smoke, fumes or gases "emitted from premises so as to be prejudicial to health or a nuisance". This can include nuisance created by bonfires, therefore the Council does NOT allow bonfires.
- (ii) Weed and Pest Control - If you use pesticides on your allotment for weed control you are legally responsible for using them correctly and effectively. You must keep your allotment safe for people, pets and wildlife. For further information please see - <https://www.hse.gov.uk/pesticides/about-pesticides.htm>

5. Deposit on Account

A £75.00 returnable deposit is required before signing a tenancy agreement. This is returned when the tenancy is terminated, providing the plot is given back to us in the same condition as it was given out.

6. Payment of Rent

The rent of the allotment garden shall be paid in advance by the last day of January in each year.

7. Power to Inspect the Allotment Garden

- Any member or officer of the Council shall be entitled at any time when directed by the Council to enter and inspect the allotment garden.
- Allotments are inspected monthly.



Banbury Town Council

8. Termination of the Tenancy of the Allotment Garden

The tenancy shall, unless otherwise agreed in writing, terminate on the quarterly rent day next after the death of the Tenant.

The tenancy may also be terminated by the Council in any of the following manners:-

- a) By either party giving to the other not less than TWELVE MONTHS previous notice in writing expiring on or before the sixth day of April or on or after the twenty-ninth day of September in any year.
- b) By re-entry by the Council at any time after giving three months previous notice in writing to the tenant on account of the allotment garden being required by the Council for a purpose (not being the use of land for agriculture) for which it was acquired by the Council or has been appropriated under any statutory provision.
- c) By re-entry by the Council after giving ONE MONTHS' previous notice in writing to the Tenant: -
 - i. if the rent or any part thereof is in arrear for not less than 40 days whether legally demanded or not, or
 - ii. if it appears to the Council that there has been a breach of the conditions and agreements on the part of the Tenant herein contained, or
 - iii. if the Tenant shall become bankrupt or compound with his creditors.

9. Service of Notices

Any notice may be served by the Council upon the Tenant either personally or by leaving it at the last known place of abode or by recorded delivery service addressed to the tenant there or by fixing the same in some conspicuous manner on the allotment garden.

Notice served by a tenant on the Council should be sent by recorded delivery to Banbury Town Council, The Town Hall, Bridge Street, Banbury. OX16 5QB.

LANDSCAPE STRATEGY - APPROACH

The Landscape Strategy developed for the cemetery extension will consider existing species within the current facility and pull them through into the newly designed space to bring continuity and facilitate speedy integration between the two sites. Where the roadway provides access into the wider area, we will create a formal character with avenue trees providing a vertical structure and softening to the route. The scheme will retain existing hedgerows and trees wherever possible to maximise Biodiversity Net Gain (BNG) and protect / retain / enhance existing features. We will take available opportunities to enhance the landscape structure through the inclusion of additional native tree, shrub and hedgerow species. Structural additions will be positioned in areas where screening or enclosure is needed on the boundaries of the site, to soften views of the changes to the area. The proposals will maximise BNG opportunities wherever possible; sustainable drainage features positioned on site will host a diversified planting mix to reflect the alteration in conditions. Swaths of species rich wildflower and grassland meadow are proposed in suitable locations throughout the site, they help to facilitate the transition between the formal nature of the cemetery to the more naturalistic hedgerow boundary treatments.

PLANTING PALETTE

The following species are proposed on site:

Individual Tree Planting

Public Open Space / Hedgerow / Avenue Trees
Trees to be specified and located according to the suitability for the context. Specifications shown below are indicative, according to location size and form may be modified.

Acer campestre	Field maple	400-450cm	RB	14-16cm
Acer platanoides 'Crimson King'	Field maple	400-450cm	RB	14-16cm
Betula pendula	Silver Birch	250-350cm	RB	10-12cm
Carpinus betulus	Hornbeam	300-400cm	RB	12-14cm
Fagus sylvatica 'Purpurea'	Purple beech	400-450	RB	18-20cm
Liquidambar styraciflua	Sweet gum	400-450	RB	18-20cm
Prunus avium	Wild Cherry	350-425cm	RB	12-14cm
Quercus robur	English oak	400-450	RB	18-20cm
Tilia tomentosa 'Brabant'	Silver lime	400-450	RB	18-20cm

Tree Groups

Scrub Tree Mix

Scattered Scrub Mix Planted at 1m centres in irregular patterns (avoiding straight lines). Plantings will be grouped by species in random groups of 3, 5 or 7.

Acer campestre	Field maple	Whip	BR	60-80cm
Cornus sanguinea	Common dogwood	Whip	BR	60-80cm
Corylus avellana	Hazel	Whip	BR	80-100cm
Crataegus monogyna	Common hawthorn	Whip	BR	60-100cm
Ligustrum vulgare	Common privet	Whip	BR	60-80cm
Rhamnus cathartica	Common buckthorn	Whip	BR	60-80cm
Rosa arvensis	Field rose	Whip	BR	40-60cm
Rosa canina	Dog rose	Whip	BR	40-60cm
Sorbus aucuparia	Mountain ash	Whip	BR	60-80cm
Viburnum opulus	Goelder rose	Whip	BR	80-100cm

Hedgerows

Native Hedgerow Mix

Native HR should be planted in a double staggered row, at 300mm centres (5 plants per m) plants should be grouped by species in either 3, 5 or 7.

Acer campestre	Field maple	10%	BR	60-80cm
Cornus sanguinea	Dogwood	10%	BR	60-80cm
Corylus avellana	Hazel	15%	BR	60-80cm
Crataegus monogyna	Hawthorn	50%	BR	60-80cm
Rex aquifolium	Holly	3%	C	30-40cm
Lonicera periclymenum	Honeysuckle	2%	C	30-40cm
Prunus spinosa	Blackthorn	5%	BR	60-80cm
Rosa canina	Dog rose	5%	C	60-80cm

Single Species Hedgerow

Planted in a single row at 5 plants per m.

Carpinus betulus	Hornbeam	100%	BR	60-80cm
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Seed Mixes

All mixes to be supplied by Naturescape or approved equivalent.

Species composition and sowing rates to follow manufacturer's recommendations.

N14 Hardwearing Lawn Mixture

Sown to areas of general amenity grass and high-wear public open space, as indicated on the drawings.

N14 Flowering Lawn Mixture

Sown to areas requiring a species-rich flowering sward for biodiversity and visual interest.

N9 Hedgerow Meadow Mixture

Sown to grassland adjacent to new and existing hedgerows to enhance habitat connectivity and to transition between maintained areas and the rural edge.

N9G Hedgerow Grasses Mixture

Sown to provide a grass-dominated sward in shaded areas of the site.

N7 Wetland Meadow Mixture

Sown to areas of wetland or seasonally damp ground, including SuDS features.

GENERAL NOTES ON PLANT SPECIFICATION & MAINTENANCE

Drawings are for planning purposes only, not for construction. Only work to written dimensions; all scaled measurements are indicative only. Do not scale from these drawings.

All species, quantities, and locations are indicative and subject to detailed design and site constraints.

Site works proposals to be read in conjunction with architect's, engineer's, and drainage consultant's drawings.

All site dimensions shall be verified by the Contractor on site prior to commencing any works.

Contractors must confirm the location of underground services/utilities before any work begins and resolve any conflicts.

Residual design hazards have been identified in accordance with CDM Regulations, and this information identifies hazards and risks associated with the design proposals. It is assumed that all works will be undertaken by experienced and competent contractors following approved method statements.

Tree locations are indicative and subject to service tracing and coordination.

Maintenance responsibilities and duration to be agreed with the client and local authority at discharge of condition.

Site Clearance and Excavation

Clear the site of rubbish, debris, and vegetation prior to topsoil stripping.

Do not compact topsoil during clearance.

Remove small trees, shrubs, hedges, and roots with minimal soil disturbance. Comply with Forest Industry Safety Accord (FISA) safety leaflets for tree felling and clearance.

Root Protection

Refer to AMS for details of appropriate approach to work in and around existing trees.

Root barriers are expected to be required in particular locations on site, specifically adjacent to underground services or hard surfaces, or within 1 m where root encroachment is foreseeable, especially near retaining walls, paved areas, and service corridors.

Use Greenflex Tree Root Barrier, installed to an appropriate thickness and height according to rooting and water demand, or similar approved.

Topsoil Handling and Storage

Strip topsoil to an average depth of 250 mm prior to excavation or filling. Do not remove topsoil from beneath retained trees. Store topsoil separately from subsoil, protecting it from compaction and contamination. Handle topsoil in accordance with BS 3882.

Planting and Seeding

Use UK-sourced plant material compliant with BS 3536 and BS 4428. Refer to planting palette for species, sizes, densities, and mixes.

Apply flowering lawn, meadow, hedgerow grasses, pond edge, and wetland mixes as specified. Ensure good seed-to-soil contact and sow during suitable seasons (March-May or August-October).

The scheme aims to maximise Biodiversity Net Gain (BNG) through retention of existing features and new native planting. BNG calculations are subject to alteration in accordance with finalised scheme.

Maintenance Generally

To be carried out in accordance with approved Landscape and Environment Management Plan (LEMP)

Include watering as required to establish plants. Maintain weed-free areas around all trees, shrubs, and planting beds.

Replace any plants that fail to establish to ensure intended planting design is achieved. Provide protection from pests, such as rabbits or other site-specific threats.

CHARACTER IMAGES:

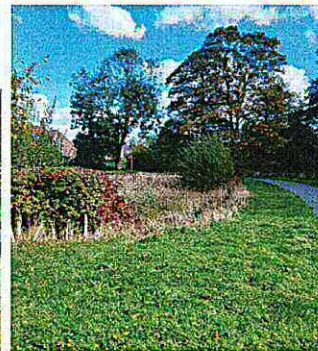
As stated in our Approach we intend to replicate positive features evident in the existing cemetery to enable the scheme to integrate with the setting. The images below and adjacent provide a flavour of existing features to be carried through into the new scheme and illustrate landscape proposals.



EXISTING: Tree avenues and species will be continued into the site



PROPOSED: Habitat diversity associated with the attenuation basin



PROPOSED: Mown paths and scrub blocks provide structure



PROPOSED: Grassland diversity will facilitate landscape transition between the formal and rural

KEY

- Application Boundary
- Existing Vegetation To be retained and protected
- Existing Vegetation To be removed
- Proposed Trees (47 no.)
- Indicative Root Barrier Location Greenflex Tree Root Barrier, or similar approved. See general notes for further details.
- Proposed Native Scrub Mix (188m2)
- Proposed Native Hedgerow Mix (279m)
- Proposed Single Species Hedgerow (134m)
- Proposed N14 Hardwearing Lawn Mixture
- Proposed N14 Flowering Lawn Mixture
- Proposed N9 Hedgerow Meadow Mixture
- Proposed N9G Hedgerow Grasses Mixture
- Proposed N7 Wetland Meadow Mixture
- Proposed Mown Grass Path
- Proposed Close Board Fence
- Proposed Permeable Surface Roads/Footpath
- Proposed Impermeable Road Surface

Rev	Date	Amendment	Drawn	Chkd	Appd.
04	12/01/26	Updated to revised COS Burial Plan CC04-C105-P01-L407 Rev02 & coordinated with Nicholsons Biodiversity Enhancement Plan 5081-1-NE-104 v1.	CC	JF	JF
03	19/11/25	Area previously specified as N9 Hedgerow Meadow Mix revised to N14 Flowering Lawn Mix on the west side of the site.	CC	JF	JF
02	17/11/25	Areas of the proposed N14 Hardwearing Lawn Mixture have been reduced, while areas of the proposed N14 Flowering Lawn, N9 Hedgerow Meadow, and N9G Hedgerow Grasses Mixture have been increased.	CC	JF	JF
01	21/10/25	Addition of mown grass path to northeast area of site. Adjustment to extent of proposed native hedgerow in northeast section. Additional section of proposed native hedgerow introduced in northwest area.	CC	JF	JF

STEPHENSON HALLIDAY

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Client
Framptons Planning

Project Title
Hardwick Hill Cemetery Extension

Drawing Title
Landscape Proposals

Drawn	Date	Checked	Date	Approved	Date
CC	20-10-25	JF	20-10-25	JF	20-10-25
Scale	1:500	Orig Size	A1	Status	Planning

Drawing No
1090-SHRK-XX-XX-DR-L-0001

Rev
04

File Path
1090-05-04 Landscape Proposals.dwg



**GENERAL SERVICES COMMITTEE
27 JANUARY 2026**

**RESOURCES COMMITTEE
3 FEBRUARY 2026**

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 20 JANUARY 2026

1. Introduction and Purpose of Report

1.1 To inform Members of income and expenditure compared with Year to Date (YTD) Budget for the financial year.

2. Wards Affected

2.1 All Wards.

3. Effect on Policy

3.1 Nil.

4. Contact Officer

4.1 Mark Hassall (01295 817313)

5. Background

5.1 The Council's Financial Regulations require that the Resources Committee be provided with a statement of income and expenditure to date under each head of the approved year-to-date annual revenue and capital budgets. As the main spending Committee, it is considered appropriate for this information to also be presented to the General Services Committee.

5.2 The Council's Accounting (RBS Omega) System provides reports that show Year-to-Date (YTD) Budget and Actual YTD, for Income and Expenditure and any variance.

5.3 Attached is a report outlining summary income and expenditure against each cost centre.

6. Present Position

6.1 The attached report shows all expenditure incurred up to 20 January 2026. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

7. General Services variances are principally

- ◆ Cleaning contract costs with CDC will be invoiced in April for the previous, therefore accrued at year end.
- ◆ Staffing costs across the committee remains within budget, whilst insurance costs across the services have been renegotiated with a reduction of circa 15%.

- ◆ Timing of invoicing for grounds maintenance works impacted by timing of December invoice across Parks.
- ◆ Failed boundary wall works at People's Park require restoration, earmark reserves are held to enable funding, protecting revenue budgets to fund ongoing operational costs.
- ◆ Tree works address the appointment of an independent arboriculture inspections to undertake accelerated inspections of the entire estate tree stock.
- ◆ NNDR council tax adjustment backdated to reflect increased income at Hanwell Fields relating to increased sports use. Discussions are ongoing with the cricket club relating to lease renewal.
- ◆ Additional expenditure has been incurred to complete the upgrade of the lighting at the Banbury Cross and Fine Lady statues ahead of the darker evenings.
- ◆ Completion of Chandos PlayZone is followed by the installation of a PlayZone at Princess Diana park, with grant funding for the full costs incurred received from CDC (25%) and Football Foundation (75%).
- ◆ Space for Girls at PDP has started construction, funded in partnership with CDC.
- ◆ Work has commenced on the refurbishment of MUGA and Tennis hard landscaping, earmark reserves are held to enable funding.

8. Underspend on Resources Committee also principally

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

9. Financial Effects & Risk Assessment

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

10. Recommendations

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

10.1.1 To authorise the release of earmarked reserves for the repair of boundary wall in Peoples Park up to £10k, with any additional requirement funded through existing revenue budgets.

10.1.2 To authorise the release of earmarked reserves for the repair of Hard Landscaping - Sports & Play up to £110k.

10.1.3 To authorise the creation of earmarked reserves for CCTV enhancement £5k.

Background Papers: Nil

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>General Services Committee</u>						
<u>101 Litter Control & Cleansing</u>						
4107 Equipment General	4,676	7,426	2,750		2,750	63.0%
4109 Cleansing Contract	215	171,979	171,764		171,764	0.1%
Litter Control & Cleansing :- Indirect Expenditure	4,891	179,405	174,514	0	174,514	2.7%
Net Expenditure	(4,891)	(179,405)	(174,514)			
<u>103 Cemeteries</u>						
1000 Miscellaneous Income	224	224	0			100.0%
1004 Burial Chambers	5,040	5,760	720			87.5%
1005 Burial Fees	32,735	40,090	7,355			81.7%
1007 Memorial Applications	10,639	14,005	3,366			76.0%
1008 Exclusive Rights of Burial	18,026	16,395	(1,631)			109.9%
1009 Out of Hours Burial Fees	525	0	(525)			0.0%
1022 Premises Hire	4,581	4,581	1			100.0%
1500 Contribution from Reserves	0	45,500	45,500			0.0%
Cemeteries :- Income	71,769	126,555	54,786			56.7%
4000 Salaries	219,600	261,896	42,296		42,296	83.9%
4006 Training	5,305	5,305	(0)		(0)	100.0%
4010 N N D Rates	6,737	6,737	1		1	100.0%
4011 Water Charges	1,504	1,400	(104)		(104)	107.4%
4013 Electricity	(107)	963	1,070		1,070	(11.1%)
4014 Gas	455	899	444		444	50.6%
4019 Cleaning Materials	17	601	584		584	2.8%
4020 Telephone	485	690	205		205	70.3%
4023 Stationery/Office Supplies	24	200	176		176	12.0%
4025 Insurance	5,927	5,927	0		0	100.0%
4026 Subscriptions	215	110	(105)		(105)	195.5%
4071 Purchase Equipment	2,639	5,140	2,501		2,501	51.3%
4072 Leasing Equipment	978	2,416	1,438		1,438	40.5%
4100 Purchase Materials	3,147	3,901	754		754	80.7%
4120 Building M & R (Other Contract	8,952	10,520	1,568		1,568	85.1%
4122 Landscaping (Other Contractors	7,180	15,324	8,144		8,144	46.9%
4123 Minor Alterations & Imp.	2,470	6,501	4,031		4,031	38.0%
4132 Purchase Protective Clothing	313	2,037	1,724		1,724	15.3%
4502 R & M Plant & Equipment	5,862	7,654	1,792		1,792	76.6%
4570 Fleet Purchases	0	46,500	46,500		46,500	0.0%
4571 Service Charges	2,018	2,284	266		266	88.4%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4572 Fuel	1,838	3,120	1,282		1,282	58.9%
Cemeteries :- Indirect Expenditure	275,559	390,125	114,566	0	114,566	70.6%
Net Income over Expenditure	(203,790)	(263,570)	(59,780)			
<u>110 Parks and Open Spaces</u>						
1000 Miscellaneous Income	3,225	3,123	(102)			103.3%
1010 Land Rents	6,767	10,770	4,003			62.8%
1500 Contribution from Reserves	0	25,000	25,000			0.0%
Parks and Open Spaces :- Income	9,992	38,893	28,901			25.7%
4000 Salaries	192,085	231,549	39,464		39,464	83.0%
4006 Training	3,915	5,150	1,235		1,235	76.0%
4008 Car Allowances-Employee	0	1,500	1,500		1,500	0.0%
4011 Water Charges	421	2,640	2,219		2,219	16.0%
4013 Electricity	5,835	8,034	2,199		2,199	72.6%
4020 Telephone	837	1,200	363		363	69.8%
4023 Stationery/Office Supplies	0	750	750		750	0.0%
4025 Insurance	14,320	14,320	0		0	100.0%
4026 Subscriptions	1,187	2,267	1,080		1,080	52.4%
4032 Advertising/Publicity	0	300	300		300	0.0%
4070 Computer Software	10,261	19,442	9,181		9,181	52.8%
4100 Purchase Materials	6,944	7,620	676		676	91.1%
4107 Equipment General	8,835	11,518	2,683		2,683	76.7%
4120 Building M & R (Other Contract	20,356	70,863	50,507		50,507	28.7%
4121 Ground Mtnc (Other Contractor	127,766	210,564	82,798		82,798	60.7%
4122 Landscaping (Other Contractors	713	30,115	29,403		29,403	2.4%
4124 Building M & R Peoples Park	5,727	8,719	2,992		2,992	65.7%
4132 Purchase Protective Clothing	1,137	1,302	165		165	87.4%
4500 Arboriculture	44,515	92,589	48,074		48,074	48.1%
4501 Playground Equipment R & M	32,957	75,033	42,076		42,076	43.9%
4502 R & M Plant & Equipment	2,486	3,000	514		514	82.9%
4503 Purchase of Signs	352	6,000	5,648		5,648	5.9%
4510 Floral Bedding	14,918	14,918	(0)		(0)	100.0%
4511 Trees and Shrubs	3,078	14,000	10,922		10,922	22.0%
4512 Bulbs	3,764	5,664	1,900		1,900	66.5%
4514 Chemical Applications	10,223	10,354	131		131	98.7%
4515 Aviary Maintenance	1,328	3,193	1,865		1,865	41.6%
4571 Service Charges	615	2,000	1,385		1,385	30.8%
4572 Fuel	2,487	2,000	(487)		(487)	124.4%
Parks and Open Spaces :- Indirect Expenditure	517,063	856,604	339,541	0	339,541	60.4%
Net Income over Expenditure	(507,071)	(817,711)	(310,640)			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>113 Allotments</u>						
1010 Land Rents	4,481	5,030	550			89.1%
1500 Contribution from Reserves	0	14,000	14,000			0.0%
Allotments :- Income	4,481	19,030	14,550			23.5%
4011 Water Charges	365	600	235		235	60.9%
4070 Computer Software	381	451	70		70	84.5%
4100 Purchase Materials	1,118	1,915	797		797	58.4%
4120 Building M & R (Other Contract	191	8,324	8,133		8,133	2.3%
4121 Ground Mtnce (Other Contractor	1,381	4,551	3,170		3,170	30.4%
4520 Private Contractors	575	15,423	14,848		14,848	3.7%
Allotments :- Indirect Expenditure	4,011	31,264	27,253	0	27,253	12.8%
Net Income over Expenditure	469	(12,234)	(12,703)			
<u>114 Park Rangers</u>						
4000 Salaries	113,734	138,475	24,741		24,741	82.1%
4006 Training	3,588	5,008	1,420		1,420	71.6%
4010 N N D Rates	8,034	8,236	202		202	97.5%
4011 Water Charges	0	1,000	1,000		1,000	0.0%
4013 Electricity	1,771	1,401	(370)		(370)	126.4%
4014 Gas	326	964	638		638	33.8%
4020 Telephone	926	1,654	728		728	56.0%
4025 Insurance	16,758	16,758	0		0	100.0%
4100 Purchase Materials	1,071	1,200	129		129	89.2%
4107 Equipment General	647	2,000	1,353		1,353	32.4%
4120 Building M & R (Other Contract	660	5,098	4,438		4,438	12.9%
4131 Purchase Equipment	154	4,200	4,046		4,046	3.7%
4132 Purchase Protective Clothing	675	2,000	1,325		1,325	33.8%
4502 R & M Plant & Equipment	255	455	200		200	56.0%
4571 Service Charges	5,445	9,000	3,555		3,555	60.5%
4572 Fuel	2,192	2,200	8		8	99.6%
Park Rangers :- Indirect Expenditure	156,235	199,649	43,414	0	43,414	78.3%
Net Expenditure	(156,235)	(199,649)	(43,414)			
<u>115 Commuted Sums</u>						
1086 Commuted Sums Received	51,637	0	(51,637)			0.0%
1500 Contribution from Reserves	0	105,866	105,866			0.0%
Commuted Sums :- Income	51,637	105,866	54,229			48.8%
Net Income	51,637	105,866	54,229			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>120 Sports Facilities</u>						
1020 Sports Hire	26,295	18,250	(8,045)			144.1%
1021 Licence and Premises Hire	12,053	11,795	(258)			102.2%
1500 Contribution from Reserves	0	16,000	16,000			0.0%
Sports Facilities :- Income	38,348	46,045	7,697			83.3%
4010 N N D Rates	17,590	17,766	176		176	99.0%
4011 Water Charges	70	1,611	1,541		1,541	4.3%
4013 Electricity	4,416	7,880	3,464		3,464	56.0%
4014 Gas	922	3,501	2,579		2,579	26.3%
4017 Caretaking and Cleaning	10,236	12,688	2,452		2,452	80.7%
4019 Cleaning Materials	534	1,201	667		667	44.4%
4100 Purchase Materials	2,981	8,001	5,020		5,020	37.3%
4107 Equipment General	164	4,000	3,836		3,836	4.1%
4120 Building M & R (Other Contract	10,759	25,251	14,492		14,492	42.6%
4121 Ground Mtnce (Other Contractor	50,338	84,832	34,494		34,494	59.3%
4530 Bowling Green	4,052	8,729	4,677		4,677	46.4%
4570 Fleet Purchases	0	16,000	16,000		16,000	0.0%
Sports Facilities :- Indirect Expenditure	102,062	191,460	89,398	0	89,398	53.3%
Net Income over Expenditure	(63,714)	(145,415)	(81,701)			
<u>131 Banbury in Bloom</u>						
4651 Floral Sponsorship	8,256	8,257	1		1	100.0%
4652 Planting Day in the Park	1,342	1,642	300		300	81.8%
Banbury in Bloom :- Indirect Expenditure	9,599	9,899	300	0	300	97.0%
Net Expenditure	(9,599)	(9,899)	(300)			
<u>132 Banbury Cross & FineLady</u>						
4120 Building M & R (Other Contract	14,579	11,496	(3,083)		(3,083)	126.8%
Banbury Cross & FineLady :- Indirect Expenditure	14,579	11,496	(3,083)	0	(3,083)	126.8%
Net Expenditure	(14,579)	(11,496)	3,083			
<u>150 Public Clocks</u>						
4000 Salaries	781	986	205		205	79.2%
4013 Electricity	131	360	229		229	36.4%
4120 Building M & R (Other Contract	4,473	3,906	(567)		(567)	114.5%
4521 Service of Public Clock	0	1,600	1,600		1,600	0.0%
Public Clocks :- Indirect Expenditure	5,385	6,852	1,467	0	1,467	78.6%
Net Expenditure	(5,385)	(6,852)	(1,467)			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>160 Capital Costs</u>						
1080 Grant Received	575,715	617,694	41,979			93.2%
1500 Contribution from Reserves	0	94,100	94,100			0.0%
Capital Costs :- Income	575,715	711,794	136,079			80.9%
4551 Capital - Hardwick Hill Cemeta	32,183	31,900	(283)		(283)	100.9%
4552 Capital - Play Areas	22,982	141,500	118,518		118,518	16.2%
4554 Capital - Park Refurb	546,884	632,325	85,441		85,441	86.5%
Capital Costs :- Indirect Expenditure	602,049	805,725	203,676	0	203,676	74.7%
Net Income over Expenditure	(26,333)	(93,931)	(67,598)			
<u>201 Bus Shelters</u>						
4109 Cleansing Contract	910	1,820	910		910	50.0%
4800 New Shelters	0	6,000	6,000		6,000	0.0%
4802 Maintenance	980	2,220	1,240		1,240	44.1%
Bus Shelters :- Indirect Expenditure	1,890	10,040	8,150	0	8,150	18.8%
Net Expenditure	(1,890)	(10,040)	(8,150)			
<u>202 Salt Bins</u>						
4107 Equipment General	383	4,000	3,617		3,617	9.6%
Salt Bins :- Indirect Expenditure	383	4,000	3,617	0	3,617	9.6%
Net Expenditure	(383)	(4,000)	(3,617)			
General Services Committee :- Income	751,942	1,048,183	296,241			71.7%
Expenditure	1,693,707	2,696,519	1,002,812	0	1,002,812	62.8%
Movement to/(from) Gen Reserve	(941,765)	(1,648,336)	(706,571)			

Resources Committee301 Corporate Management

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4006 Training	274	0	(274)		(274)	0.0%
4050 Bank Charges	1,345	1,542	198		198	87.2%
4056 Internal Audit	1,035	1,510	475		475	68.5%
4057 Audit Fees	2,940	2,940	0		0	100.0%
4058 Professional Fees	5,724	6,050	326		326	94.6%
4059 Legal Support	6,578	21,098	14,521		14,521	31.2%
Corporate Management :- Indirect Expenditure	17,895	33,140	15,245	0	15,245	54.0%
Net Expenditure	(17,895)	(33,140)	(15,245)			

302 Civic and Ceremonial

4000 Salaries	330	949	619		619	34.8%
4006 Training	204	350	146		146	58.3%
4022 Printing	30	1,005	975		975	3.0%
4023 Stationery/Office Supplies	383	288	(95)		(95)	133.0%
4026 Subscriptions	0	320	320		320	0.0%
4850 Uniforms	0	200	200		200	0.0%
4851 Incoming Mayors Allowance	894	10,000	9,106		9,106	8.9%
4852 Outgoing Mayors Allowance	(651)	(651)	(0)		(0)	100.0%
4854 Civic Property Maintenance	0	450	450		450	0.0%
4855 Civic Insignia	0	2,950	2,950		2,950	0.0%
4870 Catering	24	24	0		0	100.0%
Civic and Ceremonial :- Indirect Expenditure	1,214	15,885	14,671	0	14,671	7.6%
Net Expenditure	(1,214)	(15,885)	(14,671)			

305 Central Administration

4000 Salaries	235,860	286,015	50,155		50,155	82.5%
4005 Professional Subscriptions	540	733	193		193	73.7%
4006 Training	2,260	5,700	3,440		3,440	39.7%
4007 Subsistence	1,553	2,724	1,171		1,171	57.0%
4010 N N D Rates	159	159	0		0	99.9%
4020 Telephone	4,359	5,770	1,411		1,411	75.6%
4021 Postage	1,329	1,329	(0)		(0)	100.0%
4022 Printing	2,862	3,574	712		712	80.1%
4023 Stationery/Office Supplies	1,108	1,805	697		697	61.4%
4025 Insurance	5,605	5,605	(0)		(0)	100.0%
4026 Subscriptions	1,625	7,211	5,587		5,587	22.5%

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4031 Staff Advertising	0	2,000	2,000		2,000	0.0%
4032 Advertising/Publicity	1,128	2,840	1,712		1,712	39.7%
4033 Tourism/Marketing	18,765	19,212	447		447	97.7%
4035 Books & Publications	829	1,029	200		200	80.5%
4070 Computer Software	27,948	33,588	5,640		5,640	83.2%
4071 Purchase Equipment	21	80	59		59	26.0%
4073 Purchase Furniture	199	959	760		760	20.8%
4136 Purchase IT Equipment	17	1,467	1,450		1,450	1.1%
4850 Uniforms	0	500	500		500	0.0%
4856 Photography	0	375	375		375	0.0%
Central Administration :- Indirect Expenditure	306,167	382,675	76,508	0	76,508	80.0%
Net Expenditure	(306,167)	(382,675)	(76,508)			
<u>310 Town Council Events</u>						
1000 Miscellaneous Income	3,348	3,348	0			100.0%
1055 Food Festivals	12,251	12,251	(0)			100.0%
1070 Canalside Festival Income	9,918	8,987	(931)			110.4%
1073 Town Mayors Sunday	2,102	2,092	(10)			100.5%
1074 Armed Forces Day Income	5,373	700	(4,673)			767.6%
1075 Banbury Show Income	3,918	3,918	0			100.0%
1076 Christmas Lights Switch On	500	0	(500)			0.0%
1860 Diamond Jubilee Income	3,793	3,793	1			100.0%
Town Council Events :- Income	41,202	35,089	(6,113)			117.4%
4000 Salaries	87,942	105,830	17,888		17,888	83.1%
4074 Armed Forces Day	7,962	7,568	(394)		(394)	105.2%
4076 Christmas Lights Switch On	7,901	9,922	2,021		2,021	79.6%
4300 Town Mayor's Inauguration	1,710	1,710	0		0	100.0%
4310 Town Mayors Sunday	5,099	4,649	(450)		(450)	109.7%
4320 Battle of Britain	2,433	1,275	(1,158)		(1,158)	190.8%
4330 Remembrance Day	5,448	7,545	2,097		2,097	72.2%
4360 Canalside Festival	13,866	14,454	588		588	95.9%
4370 Banbury Music Mix	3,487	4,971	1,484		1,484	70.1%
4380 Banbury Show	14,402	14,402	(0)		(0)	100.0%
4390 Food Festivals	12,685	13,228	543		543	95.9%
4860 Diamond Jubilee	20	20	0		0	98.9%
5001 Seasonal Events	4,363	3,369	(994)		(994)	129.5%
Town Council Events :- Indirect Expenditure	167,318	188,943	21,625	0	21,625	88.6%
Net Income over Expenditure	(126,116)	(153,854)	(27,738)			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>311 Town Hall</u>						
1021 Licence and Premises Hire	12,108	16,144	4,036			75.0%
1022 Premises Hire	6,014	3,691	(2,323)			162.9%
Town Hall :- Income	18,122	19,835	1,713			91.4%
4000 Salaries	23,546	26,651	3,105		3,105	88.4%
4010 N N D Rates	19,361	19,360	(1)		(1)	100.0%
4011 Water Charges	106	560	454		454	18.9%
4013 Electricity	8,159	10,970	2,811		2,811	74.4%
4014 Gas	122	1,797	1,675		1,675	6.8%
4015 Alarms	2,294	1,420	(874)		(874)	161.6%
4016 Window Cleaning	0	490	490		490	0.0%
4019 Cleaning Materials	318	638	320		320	49.8%
4023 Stationery/Office Supplies	132	415	283		283	31.8%
4025 Insurance	13,563	13,563	0		0	100.0%
4032 Advertising/Publicity	0	350	350		350	0.0%
4071 Purchase Equipment	45	506	461		461	9.0%
4120 Building M & R (Other Contract	6,259	5,746	(513)		(513)	108.9%
4502 R & M Plant & Equipment	882	5,946	5,064		5,064	14.8%
4850 Uniforms	0	100	100		100	0.0%
4870 Catering	156	27	(129)		(129)	577.7%
4871 Licences inc PRS Fees	708	588	(120)		(120)	120.4%
Town Hall :- Indirect Expenditure	75,651	89,127	13,476	0	13,476	84.9%
Net Income over Expenditure	(57,529)	(69,292)	(11,763)			
<u>315 Other Services to the Public</u>						
4700 Christmas Lighting Scheme	26,853	70,667	43,814		43,814	38.0%
4724 Open Air Pool Subsidy	0	95,722	95,722		95,722	0.0%
4900 Grants	7,490	15,000	7,510		7,510	49.9%
4901 Crime Prevention Support	3,000	8,300	5,300		5,300	36.1%
Other Services to the Public :- Indirect Expenditure	37,343	189,689	152,346	0	152,346	19.7%
Net Expenditure	(37,343)	(189,689)	(152,346)			
<u>320 Other Costs and Income</u>						
1176 Precept Received	2,299,215	2,299,215	0			100.0%
1190 Interest Received	25,149	197,817	172,668			12.7%
Other Costs and Income :- Income	2,324,364	2,497,032	172,668			93.1%
Net Income	2,324,364	2,497,032	172,668			
Resources Committee :- Income	2,383,689	2,551,956	168,267			93.4%
Expenditure	605,588	899,459	293,871	0	293,871	67.3%
Movement to/(from) Gen Reserve	1,778,102	1,652,497	(125,605)			

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	3,135,631	3,600,139	464,508			87.1%
Expenditure	2,299,295	3,595,978	1,296,683	0	1,296,683	63.9%
Net Income over Expenditure	<u>836,337</u>	<u>4,161</u>	<u>(832,176)</u>			
Movement to/(from) Gen Reserve	<u>836,337</u>	<u>4,161</u>	<u>(832,176)</u>			