Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO

The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340
Fax: 01295 250820

Our Ref: A31102023
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 24 October 2023

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, 31 OCTOBER 2023 at 6.30pm**, for the transaction of the following business.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. **Apologies for absence**
   Contact Martyn Surfleet (01295 250340).

2. **Declarations of Interest**
   Members are asked to declare any 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 5 September 2023 (previously circulated).

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

5. **Revised & Draft Revenue Estimates**
   To consider the report of the Town Clerk & RFO **(Enclosure 5)**

6. **External Audit Report**
   To consider the report of the Town Clerk & RFO **(Enclosure 6)**

7. **Review of Effectiveness of Internal Control Systems for the Financial Year 2022/23**
   To consider the report of the Town Clerk & RFO **(Enclosure 7)**

8. Review of Risk Management Process
To consider the report of the Town Clerk & RFO **(Enclosure 8)**

9. Review of Treasury Management Policy
To consider the report of the Town Clerk & RFO **(Enclosure 9)**

10. Events Update
To consider the report of the Events Manager **(Enclosure 10)**

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.

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.

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

GENERAL SERVICES COMMITTEE
17 OCTOBER 2023

RESOURCES COMMITTEE
31 OCTOBER 2023

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 6 OCTOBER 2023

1 Introduction and Purpose of Report

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

2 Wards Affected

2.1 All Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officer

4.1 Mark Hassall (01295 817313)

5 Background

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

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

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

6 Present Position

6.1 The attached report shows all expenditure incurred up to 6 October 2023. Overall the Committees expenditure is within forecast versus the phased YTD budget. The main causes are addressed as follows:

6.2 General Services variances are principally

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

6.3 Underspends on Resources Committee also principally

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

7 Financial Effects & Risk Assessment

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

8 Recommendations

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

Background Papers: Nil

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

Month No: 7

Committee Report

General Services Committee

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent
101	Litter Control & Cleansing							
4107	Equipment General	0	4,600	4,600	4,600		4,600	0.0%
4109	Cleansing Contract	0	0	0	152,026		152,026	0.0%
	Litter Control & Cleansing :- Indirect Expenditure	0	4,600	4,600	156,626	0	156,626	0.0%
	Net Expenditure	0	(4,600)	(4,600)	(156,626)			
103	Southam Road Cemetery							
1000	Miscellaneous Income	1,625	125	(1,500)	125			1300.0%
1004	Burial Chambers	2,600	1,950	(650)	3,250			80.0%
1005	Burial Fees	21,145	23,919	2,774	41,000			51.6%
1007	Memorial Applications	10,190	8,169	(2,021)	14,000			72.8%
1008	Exclusive Rights of Burial	3,770	11,669	7,899	20,000			18.9%
1009	Out of Hours Burial Fees	135	0	(135)	0			0.0%
1010	Land Rents	200	0	(200)	0			0.0%
1022	Premises Hire	0	3,460	3,460	3,460			0.0%
	Southam Road Cemetery :- Income	39,665	49,292	9,627	81,835			48.5%
4000	Salaries	95,828	118,909	23,081	203,847		108,019	47.0%
4006	Training	2,898	2,250	(648)	5,000		2,102	58.0%
4010	N N D Rates	4,715	6,300	1,586	9,000		4,286	52.4%
4011	Water Charges	123	840	717	1,440		1,317	8.5%

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

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

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

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

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

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

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

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

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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	% Spent
301	Corporate Management							
4050	Bank Charges	1,097	1,232	135	2,116		1,019	51.8%
4056	Internal Audit	3,000	1,000	(2,000)	1,500		(1,500)	200.0%
4057	Audit Fees	0	2,500	2,500	2,500		2,500	0.0%
4058	Professional Fees	5,434	3,437	(1,997)	5,888		454	92.3%
4059	Legal Support	360	2,642	2,282	9,250		8,890	3.9%
	Corporate Management :- Indirect Expenditure	9,891	10,811	920	21,254	0	11,363	46.5%
	Net Expenditure	(9,891)	(10,811)	(920)	(21,254)			
302	Civic and Ceremonial							
4000	Salaries	532	791	259	1,358		826	39.2%
4006	Training	0	100	100	350		350	0.0%
4022	Printing	80	162	82	975		895	8.2%
4023	Stationery/Office Supplies	86	350	264	500		414	17.3%
4026	Subscriptions	0	0	0	320		320	0.0%
4850	Uniforms	0	0	0	222		222	0.0%
4851	Incoming Mayors Allowance	1,301	5,454	4,153	10,000		8,699	13.0%
4852	Outgoing Mayors Allowance	1,120	1,000	(120)	1,000		(120)	112.0%
4854	Civic Property Maintenance	36	0	(36)	850		814	4.2%
4855	Civic Insignia	2,431	250	(2,181)	2,150		(281)	113.0%
	Civic and Ceremonial :- Indirect Expenditure	5,585	8,107	2,522	17,725	0	12,140	31.5%
	Net Expenditure	(5,585)	(8,107)	(2,522)	(17,725)			

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

Month No: 7 Committee Report

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

Continued over page

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

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

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

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

GENERAL SERVICES COMMITTEE
17 OCTOBER 2023

RESOURCES COMMITTEE
31 OCTOBER 2023

REPORT OF THE TOWN CLERK & RFO

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

1. PURPOSE OF REPORT

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

2. WARDS AFFECTED

2.1 All Wards.

3. EFFECT ON POLICY

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

4. CONTACT OFFICER

Mark Hassall (Tel: 01295 817313)

5. COMMENTARY ON THE ESTIMATES

5.1 A Summary of the revised estimates for 2023/24 and draft estimates 2024/25 is attached in **Appendix 1** together with a full copy of the Estimates (2024/25).

5.2 The estimates include income from fees and charges, which for 2024/25 currently remain unchanged from this year, subject to receipt of guidance from Members.

5.3 The estimates for 2024/25 have been set based on a 2% rise in precept, and a rise of 2% in households in the town due to general housing growth. A 5.0% inflation rise in salaries and contract costs has been assumed, or greater where specified.

5.4 The following comments on the estimates are materially relevant:

GENERAL SERVICES

COST CENTRE 101 Litter Control & Cleansing
Contractual costs linked to inflation have risen higher than anticipated in the 23/24 budget.

Cost Centre 103 Southam & Hardwick Cemetery
Increased capital costs associated with depot roof maintenance and insurance costs

Cost Centre 110 Parks and Open Spaces
Investment in wildflower meadow creation across Spiceball, PDP, Saffron Close and Hanwell View. Investment across the play estate maintenance as well as

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

Cost Centre 114 Park Rangers
Salary increases, accompanied by investment in Southam Road depot alarm system and CCTV.

Cost Centre 120 Football Pitches & Horton View
Increased cricket maintenance equipment purchases if fixed two year seasonal bookings are secured. Refurbishment of Horton View kitchen and alarm system.

Cost Centre 160 Capital costs
Planned delivery of earmarked landscaping projects in Hillview Play area refurbishment (earmark funding) in 23/24 alongside installation of PDP aerial runway, St Marys Churchyard landscaping, creation of Municipal Compost Bays at Spital Farm. Ongoing works in Peoples Park to improve the Warwick Road entrance, including wall works, and install of a café canopy and metal fencing. Provision of defibrillators throughout the pavilion parks are complemented by installation of link path works in Easington Park.

RESOURCES

Cost Centre 305 Central Administration
Salary costs reflect the expansion of marketing function in 23/24, accompanied by CRM marketing provision.

Cost Centre 310 Town Council Events
Planning town event in 214/25 to replace the Coronation event of 23/24. Specific resources reduced to match an anticipated fall in sponsorship income.

Cost Centre 311 & 315 Town Hall & Other Services to the Public
Utility costs changes following the expiry of the current fixed priced energy contract in 23/24. Roof repair costs at the Town Hall, with anticipated remedial repainting required in the spring on 2024. Ongoing support by Banbury Town Council following the removal of Christmas Lights funding by Cherwell District Council to revive and renew the Christmas Lights scheme across the town in 24/25. Further investment in an expanded lights projection scheme to cover Armistice, Christmas and the start of 2024. Ongoing subsidy of operation costs for Woodgreen Outdoor Pool, alongside full election costs in 2024.

Cost Centre 320 Other Costs and Income
Increased interest income in 23/24 projected to grow in 24/25, supported by increased precept income.

6. FINANCIAL EFFECTS AND RISK ASSESSMENT

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

6.2 The revised estimates for the current year maintain expenditure within the bottom line precept level approved at Budget Council in January 2023.

6.3 Consideration of this report falls within the provision of Section 106 of the Local Government Finance Act 1992 and Members affected by those provisions should declare accordingly and refrain from voting.

7. RECOMMENDATION

7.1 That the Committees:

7.1.1 RESOLVE to approve the revised estimates for 2023/24 as now submitted; and

7.1.2 Refer the draft estimates for 2024/25, together with any comments, to the Grants and Budget Sub-Committee for further consideration.

Background Papers: none.

BANBURY TOWN COUNCIL

Estimates Summary 2023/24 and 2024/25

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

Version set-up:
09/10/2023

M Hassall
Town Clerk & RFO

2024_25 Budget Cover sheets

BANBURY TOWN COUNCIL

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

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Resources Committee Summary
Estimates Summary 2023/24 and 2024/25

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

Note on Summary Resources Expenditure

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

BANBURY TOWN COUNCIL

Detailed Budget and Actual Comparison

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

Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Banbury Town Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:
• summarises the accounting records for the year ended 31 March 2023; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the Internal Auditor has responded 'not covered' to control objective L suggesting they have not checked that the council has published all necessary and relevant documents to its website as is required by legislation and proper practices, at the time of their audit. The council must then instead have relied on other means in providing a 'yes' response to assertion 3.

3 External auditor certificate 2022/23

We certify~~/ do not certify*~~ that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

~~*We do not certify completion because:~~

External Auditor Name

MOORE

External Auditor Signature Moore

Date 11/09/2023

RESOURCES COMMITTEE

31 OCTOBER 2023

REPORT OF THE TOWN CLERK & RFO

REVIEW OF INTERNAL CONTROL SYSTEMS FOR THE FINANCIAL YEAR 2023/24

1 Introduction and Purpose of Report

1.1 Each September the Council carries out an annual review of the effectiveness of its internal control procedures. This paper sets out the processes employed at Banbury Town Council.

2 Wards Affected

2.1 All Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officers

4.1 Mark Hassall (Banbury 817313).

5 Proposal

5.1 That the Committee reviews the Council's records and control systems (summarised in **Annex 1**) for the financial year 2023/24, and considers whether or not it wishes to make any changes to the procedures.

6 Financial Effects & Risk Assessment

6.1 There are no financial effects or additional risks arising from adopting the recommendations in this report.

7 Recommendation

7.1 That the Council reviews the Internal Controls programme outlined in the attached **Annex 1** and determines whether it wishes to make any changes.

Background Papers: None

REVIEW OF INTERNAL AUDIT OF COUNCIL'S RECORDS AND CONTROL SYSTEMS FOR THE FINANCIAL YEAR 2023/24

Banbury Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions.

The Council carries out an annual review of the effectiveness of its internal control procedures. This paper sets out the processes employed at Banbury Town Council.

Banbury Town Council seeks to ensure that the financial management of the Authority is robust and, in particular, that the following financial management principles are incorporated within the system of internal control:

- Compliance with Standing Orders for Contracts
- Compliance with budgetary procedure requirements
- Segregation of financial responsibilities where practicable
- Management supervision
- Personal accountability of staff as budget holders
- Development and maintenance of systems by Managers
- Monitoring of budgets for over and underspends.
- Regular periodic reviews and financial reports
- Setting targets to measure financial performance
- Regular reports showing actual expenditure and income against forecasts for reporting on and reviewing financial performance
- Clearly defined budget setting and capital expenditure guidelines
- Regular monitoring of reserves/balances

The process agreed by the Council which is applied in maintaining and reviewing the effectiveness of governance arrangements, including the system of internal control includes:-

- Reporting on any issues relating to value for money, to ensure use of resources in an economical, effective and efficient way.
- Approval through the relevant Standing Committees of budget plans, the subsequent collation of comments for policy guidance at the Town Council meeting on the setting of the budget and any Precept requirements for the following year.
- Responsibility through the Resources Committee for receiving regular reports on work in progress and to be programmed for the future on internal audit and external audit functions.
- Where any recommendations are made either by the Internal or External Auditor suggesting improvements to the effectiveness of the systems of governance and internal control, a plan of action will be agreed with the relevant Officer within a reasonable period to address weaknesses and to ensure agreed action is undertaken.

Monthly checks

The Town Clerk checks the original bank statements against the figures shown in the monthly reconciliation print out. The reconciliation is initialled by the Clerk. All cheques and instructions to bank are signed by two Councillors and the Town Clerk & RFO and a summary of invoices are available for inspection, with the originals available on request

The Clerk/RFO signs the monthly wages transfer created. He then prepares a bank transfer to move the money from the Council's main reserves into the Wages account. This transfer is checked and signed by two Councillors.

Meeting cycle checks
At each meeting cycle (approximately every 8 weeks), the Council receive a summary of expenditure against budget. Any significant variations are set out in a written report.

The Council also retains the services of an independent Internal Auditor who works to an agreed annual programme, which is regularly reported to the Resources Committee. The Internal Auditor has direct access to the Town Clerk. The Internal Auditor is Stuart Pollard of Auditing Solutions Ltd.

Annual checks
Stuart Pollard carries out a full audit of the Council's expenditure and receipts once a year. This audit is carried out at the Town Hall.

In addition to auditing the cashbook, salaries and VAT, the auditor will check that Officers have complied with Financial Regulations (adequate insurance, competitive tendering, delegations etc) and that Councillors have fulfilled their role including their monthly checks and the annual risk assessment. The Internal Auditors report is submitted to the Resources Committee and any recommendations are acted upon in line with agreed resolutions.

The Annual Return is signed off by the full Council after the RFO has explained the significance of section 2 outlining governance responsibilities. The report of the external auditor following review of the Annual Return is then submitted to the Council for consideration as soon as practicable following its receipt. If any changes are required to the Annual Return following the auditor's review it is re-submitted to the Council.

The budget is set by the Resources Committee in November/December and agreed by full Council in January. The budget is reviewed for appropriateness six months into the year and re-apportioned to service areas in line with evolving priorities of the Council.

Our grounds maintenance and other significant contracts are competitively tendered. Work that is outside of the scope of these contracts are quoted for if more than £5k or tendered for if greater than £25k and members receive reports of tender exercises.

The Council is invited to consider whether the various internal audit measures that are in place are commensurate with the sums of money involved.

October 2023

RESOURCES COMMITTEE

31 OCTOBER 2023

REPORT OF THE TOWN CLERK

REVIEW OF RISK MANAGEMENT POLICY

1 Introduction and Purpose of Report

1.1 To review the Risk Management Policy.

2 Wards Affected

2.1 All Wards.

3 Effect on Policy

3.1 This report recommends the review and possible amendment of existing policies.

4 Contact Officers

4.1 Mark Hassall (Banbury 250340).

5 Proposals

5.1 **Risk Management Policy**
The Council's External Auditor recommended that the Council should adopt a risk management strategy/policy and that this should identify corporate and operational risks, assess the risks for likelihood and impact, identify mitigating controls and allocate responsibility for those mitigating controls and residual risks. A strategy/policy (attached at **Annex 1**) was subsequently adopted by Council. It was also agreed that the strategy would be reviewed annually. The Council is asked to review the Risk Management Strategy/Policy and consider whether or not it wishes to make any changes.

6 Financial Effects & Risk Assessment

6.1 There are no financial effects or additional risks arising from adopting the recommendations in this report.

7 Recommendation

7.1 That the Council reviews the Risk Management Strategy/Policy attached at **Annex 2** and determines whether it wishes to make any changes.

Background Papers: None

Annex 2

BANBURY TOWN COUNCIL

RISK MANAGEMENT STRATEGY

1 Introduction

1.1 This document forms the Council's Risk Management Strategy. It sets out:

· What is risk management;
· Why does the Council need a risk management strategy;
· What is the Council's philosophy on risk management;
· What is the risk management process
· Roles and responsibilities;
· Future monitoring

1.2 The objectives of this strategy are to:

· Further develop risk management and raise its profile across the Council;
· Integrate risk management into the culture of the organisation;
· Embed risk management through the ownership and management of risk as part of all decision making processes; and
· Manage risk in accordance with best practice.

2 What is Risk Management?

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'* Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worse case scenario Government intervention.
Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.
Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.
Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 Why does the Council need a Risk Management Strategy?

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 The Risk Management Strategy will help to ensure that all Committees/ service areas have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.

3.4 There is a requirement under the Accounts and Audit Regulations to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

Banbury Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council’s management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;
Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring ;
Transfer – the financial impact is passed to others e.g. by revising contractual terms;
Sharing - the risk is shared with another party;
Insuring - insure against some or all of the risk to mitigate financial impact; and
Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix (See **Appendix A**). This will require a numeric value to be given to both the likelihood of the risk happening and the severity of the impact if it did, based upon the following scoring:
Low = 1 to 5; Medium = 6 to 11; High = 12 to 25
Where a residual risk is low further action will only be taken where it is viable to do so. Medium risks will be addressed within the next 3 to 6 months. High risks will require action as soon as possible. Strategic, Compliance and Financial risks are identified in the Corporate Risk Register at **Appendix B** whilst Operational risks are identified in a suite of service specific risk assessments held by the Clerk and Service Managers.

6 **Roles and Responsibilities**

6.1 It is important that risk management becomes embedded into the every day culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 **Elected Members** – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, including

(a) Approval of the Risk Management Strategy;
(b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
(c) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
(d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.

6.4 **Town Clerk** – will act as the Lead Officer on Risk Management, and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:

(a) provide advice as to the legality of policy and service delivery choices;
(b) provide advice on the implications for service areas of the Council's corporate aims and objectives;
(c) update the Council on the implications of new or revised legislation;
(d) assist in handling any litigation claims;
(e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
(e) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;

6.5 **Responsible Finance Officer** – as the Council's Section 151 Officer the Deputy Town Clerk & RFO will:

(a) assess and implement the Council's insurance requirements;
(b) assess the financial implications of strategic policy options;
(c) provide assistance and advice on budgetary planning and control;
(d) ensure that the Financial Information System allows effective budgetary control;
(e) maintain the Council's Risk Register;
(f) effectively manage the Council's investment and loan portfolio.

6.6 **Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.

6.7 **Resources Committee** – Review and future development of the Risk Management Policy and Strategy will be overseen by the Resources Committee.

6.8 **Training** – Risk Management training will be provided to Elected Members and staff through a variety of mediums. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

6.9 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

7 Future Monitoring

7.1 **Review of Risk Management Strategy** - This Strategy will be reviewed annually.

8 Conclusion

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

APPENDIX A

RISK / PRIORITY INDICATOR KEY

SEVERITY (CONSEQUENCE)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (Lost time injury, illness, damage, lost business)
4. High (Major injury / damage, Lost time business interruption, disablement)
5. Very High (Fatality / Business closure)

LIKELIHOOD
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX

LIKELIHOOD						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

SUMMARY		SUGGESTED TIMEFRAME
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

APPENDIX B

BANBURY TOWN COUNCIL - CORPORATE RISK REGISTER									
Risk No	Risk Title	Consequence	Risk Owner/s	Likelihood	Severity	Risk rating	Mitigation Actions	Progress	Status
	GOVERNANCE								
G1	Failure to attract sufficient candidates for Member vacancies or elections	Reduced representation of neighbourhoods Lack of member resource Possible meeting inquorate	Members Clerk	1	3	3	-actively publicise Council activities - publicise elections & vacancies on notice boards - publicise elections & vacancies on social media and website		G
G2	Failure to achieve quorum at meetings	Business not transacted Decisions not made	Members Clerk	1	4	4	-issue annual meeting calendar to all members & website - issue meeting agendas promptly - record attendance - Alternate Member scheme in place - virtual meetings held when required during Covid 19		G
G3	Lack of public consultation by Council	Decisions not based on evidence People disenfranchised	Members	3	2	6	-ensure meetings publicised on notice boards & website -use Annual Parish Meeting - place articles in newsletters - include public participation on all Council meeting agendas - ensure seating available at meeting for public - provide advice for members of the public attending -publish agendas and minutes on website -hold monthly Cllr surgery		A
G4	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non compliance	RFO	1	2	2	-RFO to advertise facility, and respond to requests		G

G5	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal risk	Members	2	3	6	- roles defined in Member/Officer Protocol -Info pack for new cllrs to include 'Good Councillor Guide' - members made aware to avoid making commitments on behalf of the council		A
G6	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	1	4	4	- Cttee Minutes considered at Council and next meeting; - Internal Auditor reviews action		G
G7	Inaccurate, untimely, improper minutes	Poor decisions in future Poor evidence for decisions	Clerk	1	3	3	-Minutes published to councillors and on website.		G
G8	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of lack of fairness or bias	Members Clerk	1	3	3	-Members to comply with Code of Conduct and SOs - Clerk to offer advice outside of meetings		G
G9	Incomplete/inaccurate register of Members' interests	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	- interests to be registered with MO within 28 days of election and kept up to date - Forms published via Website		G
G10	Failure to complete/submit Annual Return on time	Auditors report qualified Public confidence suffers	Clerk/RFO	1	3	3	-RFO to maintain diary note		G
G11	Improper contracting procedures	Possible losses Poor levels of service Possible increased costs	Clerk/RFO/ Service Managers	1	2	2	-latest financial regulations to be enforced in all circumstances -use of Contract finder website for over £25K		G
G12	Loss of data on PC due to system fault	Interruption to effective administration Possible financial loss Information Commissioner sanctions	Clerk/DPO	1	4	4	-External hard-drive and UPS power supply installed - Daily on site back up - Daily Off site Cloud back up - Antivirus software in place		G
G13	Loss of services of Town Clerk	Interruption to effective administration	Members Clerk	2	2	4	- Deputy Town Clerk post in place. - Locum assistance available via SLCC		G
G15	Lack of professional advice	Poor decisions Costs and waste Possible non-compliance	Clerk	1	2	2	-Maintain membership of OALC and NALC - Clerk member of SLCC - budget for professional fees		G

APPENDIX B

	OBJECTIVES AND STRATEGY								
OS1	Lack of defined objectives or strategy	Resources not directed Poor performance management Risks not base lined	Members	1	3	3	-Council sets Vision, Corporate and Key Service Objectives at start of each new administration		G
OS2	Failure to correctly identify local needs or wishes	Council does not represent the people Resources not applied Democratic deficit	Members	2	3	6	-Ward Cllrs maintain close contact with local residents - use questionnaires to identify local wishes - publicise plans and invite comments - review local papers, especially correspondence sections - use events to seek views and feedback -hold Councillor surgeries		A
OS3	Lack of public participation at meetings	Public voice not heard Potential lack of interest in vacancies Lack of transparency	Members	1	2	2	-ensure meetings publicised on notice board and website for year ahead; - include public participation on Council meeting agendas - ensure seating available at meeting for public - provide advice for members of the public attending -publish agendas and minutes on website		G
	REPUTATION								
R1	Allegations of libel or slander	Potential for litigation Costs of investigation Reduces confidence	Members	2	3	6	-Clerk to intervene at meetings -review all press releases or newsletter articles before release - review insurance cover - press protocol and social media policy in place		A
	FINANCE								
F1	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk/RFO	2	2	4	- Maintain insurance - Playground inspection regime established.		G

APPENDIX B

F2	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk/RFO	3	2	6	-Maintain inspection regime -Maintain insurance -Liaison with Police		A
F3	Loss to third parties	Possible litigation Costs/damages	Clerk/RFO	1	3	3	-Review health & safety -ensure adequate insurance -check contractors insurance		G
F4	Inadequate insurance	Balance of costs to be found	RFO	1	4	4	-Council to review annually or if circumstances change		G
F5	Loss or damage to moveable assets	Loss of heritage Replacement costs	Clerk	1	2	2	Maces held in Museum unless required for ceremonial purposes		G
F6	Failure to calculate/submit precept on time	Inadequate resources to meet commitments Costs of re-billing	Clerk/RFO	1	3	3	- RFO to respond to CDC Council notices -Timetable agenda item for Members providing sufficient time for additional meetings if required		G
F7	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Clerk/RFO/ Members	1	4	4	- Members to build sound budget, using risk register and known commitments. -Members to consider Reserves Policy		G
F8	Failure to account for and recover VAT	Wasted resources	RFO	1	3	3	- RFO to review throughout year - Internal auditor to check		G
F9	Failure to stay within agreed budgets	Inadequate control Potential wasted resources	Members Clerk RFO Service Managers	1	2	2	-All committees to review at each meeting -Internal auditor to check - 6+6 exercise undertaken -Reserves Policy to mitigate short-term impact of loss.		G
F10	Holding excessive or inadequate reserves	Auditors report Poor use of resources Inability to meet commitments	Members Clerk RFO	1	3	3	-Clerk & RFO to review as part of budgeting -Reserves Policy to set percentage of precept. - Council to review size of Reserves		G

F11	Fraud by Clerk/RFO	Reputation Costs, Litigation	Clerk/RFO	1	3	3	-Adequate internal audit -Regular reporting to members -Control systems for managing expenditure - separation of roles		G
F12	Fraud by Members	Reputation Costs, Litigation	RFO	1	3	3	-Adequate internal audit -Regular reporting to members -Control systems for managing expenditure		G
F13	Illegal activity/payments	Intervention by auditor with possible surcharge	Clerk RFO Members	1	3	3	RFO involved in reports and advises on decisions Payments checked by internal auditor		G
	COMPLIANCE								
C1	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	-Maintain membership of OALC/NALC -Clerk to attend cttee meetings - SLCC training attended		A
C2	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	-Maintain membership of OALC/NALC -Clerk to attend SLCC training -Liaise with internal and external auditors		**A**
C3	Failure to maintain fixed assets register	Improper control Poor auditor's report	RFO	1	2	2	-Council to review -Internal audit to review		G
C4	Improper financial records	Potential for wasted resources	RFO	1	2	2	-Internal audit to review		G
C5	HMRC requirements not met	Costs Litigation	RFO	1	3	3	-RFO to liaise as necessary		G
C6	Failure to comply with deadlines for accounts and returns	Poor auditor's report Reduction in confidence	RFO	1	2	2	- RFO to liaise with internal and external audit and ensure deadlines adhered to.		G
C7	Non-compliance with data protection	Litigation Poor reputation	Members Clerk/DPO	1	3	3	-Clerk to monitor - DPO nominated		G

RESOURCES COMMITTEE

31 OCTOBER 2023

REPORT OF THE TOWN CLERK & RFO

TREASURY MANAGEMENT

1 Introduction and Purpose of Report

1.1 To seek the adoption of Treasury Management Policies for the year ahead.

2 Wards Affected

2.1 All Wards.

3 Effect on Policy

3.1 None.

4 Contact Officers

4.1 Mark Hassall (Telephone number 01295 817313)

5 Treasury Management Policy

5.1 The Town Council is required by the Local Government Act 2003 to determine an annual Investment Strategy. This strategy must be approved by the full Council but may be varied from time to time as circumstances dictate. The Strategy will be a public document as defined by the Freedom of Information Act 2000. A copy of the proposed Treasury Management Policy including an Investment Strategy is attached at **Annex 4**.

6 Financial Effects and Risk Assessment

6.1 The policy restricts investments to UK registered institutions.

7 Recommendation

The Council is invited to formally adopt the Treasury Management policy for the coming year.

Treasury Management policy

Banbury Town Council has a policy to aim for six months costs included in the annual precept to be held in reserves. This means that we regularly have appropriate surplus funds available and it is important that such funds are invested prudently with due regard to the Council's fiduciary responsibility to the Council Tax payers and to the priority for security and liquidity of those investments.

The Town Council is required by the Local Government Act 2003 to determine an annual Investment Strategy. This strategy must be approved by the full Council but may be varied from time to time as circumstances dictate. The Strategy will be a public document as defined by the Freedom of Information Act 2000.

Investment Strategy

All of the Town Council's investments will be Specified Investments which means that:

a) All investments will be made in sterling and any payments or repayments will also be made in sterling, with UK registered institutions only.
b) All investments will be short term investments not to exceed 36 month.
c) All investments will be made with a body or an investment scheme which has been awarded a high credit rating by a credit rating agency
d) A credit rating agency will be taken as one of the following

   Standard and Poor's
   Moody's Investors Services Ltd
   Fitch Ratings Ltd

e) Investments will remain in the UK mainland and will not invest in schemes that seek to avoid tax.

A high credit rating will be defined as 'A' 'High Credit Quality', referring to the Long Term grade issued in relation to an institution.

Credit ratings will be monitored regularly and if the rating falls consideration will be given at the next Council meeting of the appropriate action to be taken.

External Borrowing

No borrowing approval is required for temporary loans or borrowing by way of an overdraft. However, in order to borrow to fund capital expenditure approval must first be given by the Department for Communities and Local Government. The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming are detailed in the Guide to Parish and Town Council Borrowing in England jointly published by the Department and NALC

Current External Borrowing

The Council repaid all outstanding external loans within the year ending 31 March 2012. The Council does not anticipate any further external borrowing to be undertaken during 2023/24.

Banbury Town Council

10

RESOURCES COMMITTEE

31 October 2023

REPORT OF THE EVENTS MANAGER

BANBURY TOWN COUNCIL EVENTS UPDATE

1 Introduction and Purpose of Report

1.1 To update Members with a review of the events that have taken place from April 2023 to present as well as provide updates on future events up until December 2023

2 Wards Affected

2.1 All Banbury Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officers

4.1 Chris Green (01295 817314).

5 Updates

Past Events:

5.1 *A Taste of Spring – 16 April 2023*

This was a very successful event with 60 food and drink traders taking part, selling a good cross section of products, including hot/cold food and drinks, as well as a small number of charity/information stalls. The music stage was repositioned for this event to sit alongside (outside Leport & Co. Solicitors), rather than at the far end, and this worked very well being opposite the set-out tables/chairs and bar traders. Positive feedback was received from traders, and the general public. Weather: Good

5.2 *Party in the Park – Coronation Celebrations – Sunday 7th May 2023*

This was a highly anticipated event, and was structured along similar lines to the Jubilee event in 2022. The layout of the event was based on a live music stage at the far end of Spiceball Park, with food/drink traders along either side, and with fairground attractions and other activities, including Go Karts, Climbing Wall and Face Painting to the rear of the park. Music was performed throughout the event, with the last band to perform being 'The Scalectrics' who have a strong local following, with the lighting of a beacon, a fire performance display and a firework display in the second field bringing the day to a close. The was an excellent response to this event from the general public and traders, with several selling out of stock. Weather: Excellent, we were extremely lucky with this as poor weather on the Saturday/Monday either side of this event.

5.3 *Inauguration – Tuesday 17th May 2023*

The outgoing Mayor Cllr. Jayne Strangwood formally handed over to Cllr. Fiaz Ahmed at the annual Inauguration. This Civil Events Officer, who has co-ordinated the whole process of the mayoral handover, and also managed the Mayoral diary.

5.4 *Armed Forces Day – Saturday 17th June 2023*

This year's event included a tour of the Cold War bunker in the basement of the Town Hall, a performance by the Brize Norton Military Wives Choir, and a display of military vehicles/stands. The event was well publicised via social media, and also with signage around the town. Event running times: 10:00-16:00

5.5 *Town Mayor's Sunday – Sunday 9th July 2023*

This fun event will took place in People's Park, and included a wide range of activities, including a dog show, go karting, ferret racing, rock climbing, fairground rides – with food and drink also being available to purchase. Event running times: 11:30-16:30

5.6 *Banbury Music Mix – Friday 21st July 2023*

This year's event was a great success with performances from five singers/bands, all with connections to Banbury and the local area. We had 12 food and drink traders located to the rear of the event on the pedestrian area to the rear of Market Place, and going into Cornhill offering a range of products to purchase. The branded reusable cup deposit scheme was used again this year for bar traders, which worked well and was popular with people attending the event. Footfall data provide by Banbury BID showed that 21st was the busiest day for the town centre during the month of January. Weather: Very good / no rain.

5.7 *Banbury Food & Drink Festival – Sunday 20th August 2023*

Following on from the *Taste of Spring* event in April, our larger Food & Drink Festival was a great success. We ended up with 78 traders on the day of the event, with a good spread of food and drink produce throughout. The traders were spread from Cornhill at the top end, through Market Place, and around the roundabout at the far end of the event. There were 3 Cookery Theatre demonstrations during the day from celebrity chef Paul Da Costa Greaves, which were well attended, and the positioning of this on the turning circle opposite Nat West Bank and Café Nero worked well to draw people in from the main event area in Market Place. Live music was performed, again by local artists, from a stage in front of the main Town Hall entrance with tables/chairs set out on the roundabout, which was very popular . We were not adversely affected by the Football World Cup Final, and some traders reported a lift in business after this. A wide demographic range attended which was very pleasing to see. Weather: Excellent / Some very hot spells.

5.8 *Emergency Services Day – Saturday 2nd September*

This event was successfully delivered again this year in Spiceball Park, to educate the general public in how to use the emergency services, and basic life-saving skills. Emergency Services vehicles will also be available for the public to view close up – this will be especially popular with the younger members of our community. This is not a Banbury Town Council event, but rather than just offering support to facilitate this, this is leaning more towards Event delivery. Weather: Good but cloudy / No rain.

5.9 *Banbury Canal Festival – Saturday 30th September & Sunday 1st October 2023*

This year's Canal Festival was run again as a two-day event for the second year in succession. The festival site was spread over the various locations of Canal side, Tooley's Boatyard, Chamberlain Court, The Mill car park, Castle Quay North 1 car park and Bridge Street Park. We brought in the Sealed Knot to participate at the event this year, which proved to be a great success - including accompanying the Town Mayor at the official Festival opening and demonstrations/Living History display in Bridge Street Park throughout the festival. This also had very relevant historical context due to the important role played by Banbury during the Civil War. There was also an increased number of Canal craft boat traders at the festival, with 14 boats this year compared to 9 in 2022. Live music acts (supplied by Bob Dainty) and dance performances (supplied by The Mill Arts Centre) took place throughout both days of the festival, to really add to the mix and contrast of the canal history and heritage events.

The event was well attended, particularly on the Saturday, which was a particularly good day for weather, with lesser numbers on the Sunday, although still a very busy day.

***Upcoming Events*:**

5.10 *Remembrance Sunday – Sunday 12th November 2023*

This event will comprise of a parade in the High Street followed by a church service in St. Mary's Church at 11:00am and a wreath laying ceremony in People's Park. Projections will be displayed on the Town Hall North Façade between Monday 6th – Sunday 19th November.

5.11 *Christmas Lights Switch On – Sunday 26th November 2023*

As in previous years, this event will be adjoining the LSD Victorian Christmas Market that will be taking place in Market Place over the two days prior to the switch on. We will be including funfair rides and attractions in the immediate vicinity around the Town Hall, with the music stage again being located at the bottom of Bridge Street before the junction into the bus station. There will also be roaming festive entertainment, an appearance by Santa at the Town Hall balcony, and a fireworks display to bring the event and the 2023 programme to a close.

Following on from their World Championship win, the School for Stars dance school have been chosen to switch on the Christmas Lights at 5:00pm.

In addition to the Armistice projections, seasonal projections will also be displayed as below, between 16:00-22:00 each day:

Christmas – Friday 24th November – Saturday 30th December (inclusive). Location – Castle Quay West Entrance façade.

New Year – Sunday 31st December – Friday 5th January (inclusive). Location – Castle Quay West Entrance façade.

Festival of Light – Friday 19th January – Sunday 25th February (inclusive).
Location 1 – Castle Quay West Entrance façade.
Location 2 – Town Hall, North façade
Location 3 – Odeon Cinema, Horsefair

6 Financial Effects & Risk Assessment

6.1 For 2022-2023 all events to date have been delivered within budget, with two events still outstanding before the end of the year.

6.2 Financial effects for events to be delivered in 2023 are all outlined in proposed budgets for 2023-2024, as part of the budget setting process.

6.3 All events as well as the traders/suppliers taking are required to compile a risk assessment in advance, and we looking at how we could look to improve the safety officers working on events safe, this is a discussion point with the Events Working Group.

7 Recommendations

7.1 The Committee is invited to note the Events Update Report.

Background Papers: nil