

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at **6.30pm on Tuesday 21st October 2025** in the Town Hall, Banbury.

Present: Councillors Hussain (Chair), Eaton (Vice Chair) and Beere.

In attendance for part of the meeting: Councillor Creed (from 6.50pm).

Alternate Members: Councillor Stansfield (for Councillor Vaitkus) and Councillor Okeke (for Councillor Mallon).

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)

R.35/25 Apologies for Absence
Councillors Mallon and Vaitkus.

R.36/25 Declarations of Interest
None.

R.37/25 Minutes of the last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 02 September 2025 be approved as a correct record and signed by the Chairman [proposed by Councillor Hussain and seconded by Councillor Eaton].

R.38/25 Income & Expenditure Report
The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 29 September 2025.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committees' expenditure was within forecast versus the projected budget.

General Services variances and points to note were principally:

- ◆ Staffing costs across the committee remains within budget, whilst insurance costs across the services have been renegotiated with a reduction of circa 15%.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of September invoice across Parks.
- ◆ Tree works are highlighted during the 6+6 rephasing of budget requirements, and will be supplemented by an officer report to address the appointment of an independent arboriculture inspections to undertake ongoing inspections over the three-year timeframe.
- ◆ NNDR council tax adjustment backdated to reflect increased income at Hanwell Fields relating to increased sports use.
- ◆ Additional expenditure has been incurred to complete the upgrade of the lighting at the Banbury Cross and Fine Lady statues ahead of the darker evenings.

- ◆ Completion of Chandos PlayZone is followed by the installation of a PlayZone at Princess Diana park, with grant funding for the full costs incurred due to be received from CDC (25%) and Football Foundation (75%).

Underspends on Resources Committee, principally:

- ◆ Corporate, Central Administration and Civic continue to be well controlled. Additional legal costs are being incurred to settle and resolve an outstanding past employee complaint, following receipt of Chairmans concurrence for expenditure to be committed. Elevated expenditure will be captured within the 6+6 budget review.
- ◆ Town Council Events are currently within acceptable budget parameters.
- ◆ Town Hall – includes utility costs to be recharged to OCC under the lease of first floor, alongside additional ongoing hire of the interview room by CDC on Tuesdays and Thursdays every week for the next three months.
- ◆ Other services to the Public include timing of small grants (including Warm Welcome grant scheme).
- ◆ Other Costs & Income are in line with projected budget, with reserves being invested to achieve interest income target which is anticipated to exceed income budget.

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

R.39/25 Members Allowances

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

IT WAS RESOLVED that the travelling and subsistence allowances as recommended by the Parish Remuneration Panel be adopted as recommended and introduced with effect from the beginning of the new financial year.

R.40/25 Revised & Draft Revenue Estimates

The Committee considered a report of the Town Clerk & RFO seeking approval of the revised estimates for 2025/26. The following comments on the estimates were materially relevant:

Cost Centre 110 Parks and Open Spaces

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

Cost Centre 113 Allotments

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

Cost Centre 114 Park Rangers

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

Cost Centre 120 Football Pitches & Horton View

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

Cost Centre 160 Capital costs

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

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

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Cost Centre 301 Corporate Management

Increased legal costs £13k.

Cost Centre 305 Central Administration

Elevated staffing costs are offset by reduced insurance costs.

Cost Centre 311 Town Hall

Reduced costs associated with staffing, insurance and purchase of equipment.

Cost Centre 315 Other Services to the Public

Removal of bi-election costs provision following the introduction of a procedure enabling co-option, reduced assessment of Woodgreen Swimming pool subsidy and removal of provision for Local Honours scheme (£6k)

Cost Centre 320 Other Costs and Income

Interest income in 25/26 projected to improve by £18k, further supported by removal of provision for capital works to the Town Hall.

RESOLVED that the Revised Estimates for 2025/26, as submitted, be approved.

R.41/25 Events Working Group

IT WAS RESOLVED To receive and note the minutes from the meeting on 27 August 2025 and to **RECOMMEND** to full council to Review the 2026 Event Dates.

R.42/25 Committee Changes

IT WAS RECOMMENDED to Council to approve a change to the Committee's membership, whereby Councillor Vaitkus is removed and replaced by Councillor Stansfield.

The meeting ended at 7.13 pm