Banbury Town Council

Mark Hassall **ACMA, MA**
Town Clerk & RFO

The Town Hall
Bridge Street
Banbury
OX16 5QB

Tel: 01295 250340

Our Ref: A01092026
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 24 August 2026

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 01 September 2026 at 6.30pm**, for the transaction of the following business.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. **Apologies for absence**
   Contact Helen Durkin (helen.durkin@banbury.gov.uk).

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 09 June 2026 (**Enclosed**).

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

5. **Internal Auditor Review (Enclosure 5)**
   To consider the re-appointment of Auditing Solutions.

6. **Health & Safety**
   To receive and note the Health & Safety Policy Statement **(Enclosure 6)**

7. **Pay Award 26/27**
   To receive and note the local Government Services Pay Agreement 2026/27. **(Enclosure 7)**

8. **Local Government Reorganisation Working Party**
   To establish the creation of a 2:2 member Local Government Reorganisation Working Party, to include the leader & deputy leader of the controlling party and the main opposition party, with names to be supplied to the Town Clerk at this meeting.

Notes on declaration of interest

(i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;

(ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.

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

Recording of Meeting

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

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at **6.30pm on Tuesday 09 June 2026** in the Town Hall, Banbury.

Present: Councillor Hussain (Chair)
Councillors: Councillor Beere.

Alternate: Councillor Mears for Councillor Stansfield
Councillor Crichton for Councillor Eaton

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

R.27/26 Apologies for Absence
Councillors Creed, Eaton, Mallon & Stansfield

R.28/26 Declarations of Interest
None

R.29/26 Minutes of the last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on the 24 March and 12 May 2026 be approved as a correct record and signed by the Chairman, seconded by Councillor Beere.

R.30/26 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 21 May 2026.

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

General Services variances and points to note were principally:

- Staffing costs remain within budget, and are subject to central government annual salary increases agreed with trade unions which will be backdated to 1st April. This underspend is compounded by a vacancy in Parks, with recruitment underway.
- Expenditure on ClearSkies software license to manage burial space records will be accommodated within the annual budget process.
- Timing of invoicing for grounds maintenance works impacted by timing of May invoice.
- Landscaping costs in include new extended seating area hardstanding outside the café in People's Park.
- Tree works orders have largely been completed and with the final few days currently being undertaken, balancing available resources with recommendations from scheduled independent arboriculture inspections over an ongoing three-year timeframe.
- The first of three weed spraying sessions is currently programmed to be completed in May following the colder weather.
- Insurance for fleet vehicles has been completed, with wider insurance cover being renewed in July.

- The lease for cricket at Hanwell Fields has been completed, with a minimum term of five years with potential to extend. Hire of PlayZones continues to increase, and provision of tennis camps aim to further support engagement in healthy activities across parks.
- Replacement of the boiler at Horton View pavilion is planned to be completed before the football season commences.
- The final invoice for Space for Girls at Princess Diana Park is anticipated following completion of snagging issues raised with the contractor

Underspends on Resources Committee, principally:

- Corporate, Central Administration and Civic continue to be well controlled, with a marketing costs being planned in advance of the months ahead.
- Town Council Events are currently within acceptable budget parameters, whilst income is anticipated as in line with expectations, receipt follows a settlement period with our online booking system used with stallholders
- Town Hall – includes utility costs to be recharged to OCC under the lease of first floor.
- Other services to the Public include timing of small grants which have attracted strong interest, and timing of contribution funding to Cherwell Crime Partnership.
- Other Costs & Income are projected to achieve interest income target over the full budget year.

The Committee is invited to **receive and note** the Income & Expenditure report.

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

R.31/26 Annual Accounts for the Year Ending 31st March 2026 (Unaudited)
IT WAS RESOLVED to receive and note the accounts for the twelve months to 31st March 2026.

R.32/26 Internal Audit Report
IT WAS RESOLVED to receive and note the Annual internal audit report.

R.33/26 HR / Employee Policies
The Committee is invited to **receive and adopt** the new / updated HR Employee Policies.
Disciplinary Procedure.
Contract of Employment.
Employee Handbook.

IT WAS RESOLVED to **REVIEW** and **ADOPT** the new / updated HR Employee policies.
Disciplinary Procedure.
Contract of Employment.
Employee Handbook.

Date of next meeting – **Tuesday 01 September 2026 at 18:30pm**

The meeting ended at 6:55pm

GENERAL SERVICES COMMITTEE
25 August 2026

RESOURCES COMMITTEE
1 September 2026

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 21 August 2026

1. Introduction and Purpose of Report

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

2. Wards Affected

2.1 All Wards.

3. Effect on Policy

3.1 Nil.

4. Contact Officer

4.1 Mark Hassall (01295 817313)

5. Background

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

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

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

6. Present Position

6.1 The attached report shows all expenditure incurred up to 21 August 2026. Overall the Committees expenditure is within forecast versus the projected budget. The main causes are addressed as follows:

7. General Services variances are principally

- Staffing costs remain within budget, and are subject to central government annual salary increases agreed with trade unions which will be backdated to 1st April. This underspend is compounded by a vacancy in the Operations team, with recruitment underway.

- ♦ Expenditure on ClearSkies software license to manage burial space records will be accommodated within the annual budget process.
- ♦ Water charges are subject to a credit due to leaks following a replacement meter by water authorities at Peoples Park.
- ♦ Timing of invoicing for grounds maintenance works impacted by timing of August invoice.
- ♦ Landscaping costs include new extended seating area hardstanding outside the café in Peoples Park.
- ♦ Tree works orders have been scheduled from recommendations of the independent arboriculture inspections over an ongoing three-year timeframe.
- ♦ The second of three weed spraying sessions was completed in July as programmed, with snagging currently being completed and invoicing to follow.
- ♦ Vehicle fleet charges for annual servicing has been completed
- ♦ Cricket continue to be well used over the season, as well as wider sports facilities. Hire of PlayZones continues to increase, and provision of tennis camps aim to further support engagement in healthy activities across parks.
- ♦ Replacement of the boiler at Hanwell Fields pavilion is planned to be completed before the football season commences, as is works on Legionella prevention and risk management measures.
- ♦ The final invoice for Space for Girls at Princess Diana Park is anticipated following completion of snagging issues raised with the contractor.
- ♦ Replacement bus shelter costs is subject to insurance claim from the insured driver of the vehicle involved in the RTA.

8. Underspends on Resources Committee also principally

- ♦ Corporate, Central Administration and Civic continue to be well controlled, with a marketing costs being planned in advance of the months ahead.
- ♦ Town Council Events are currently within acceptable budget parameters, whilst income is anticipated to fall in line with expectations, receipt follows a settlement period with our online booking system used with stallholders
- ♦ Town Hall – includes utility costs to be recharged to OCC under the lease of first floor.
- ♦ Other services to the Public include timing of small grants which have attracted strong interest, and timing of contribution funding to Cherwell Crime Partnership.
- ♦ Other Costs & Income are projected to achieve interest income target over the full budget year.

9. Financial Effects & Risk Assessment

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

10. Recommendations

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

Background Papers: Nil

General Services Committee

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Litter Control & Cleansing								
4107	Equipment General	0	4,500	4,500	8,500		8,500	0.0%	
4109	Cleansing Contract	6,000	0	(6,000)	178,909		172,909	3.4%	
	Litter Control & Cleansing :- Indirect Expenditure	6,000	4,500	(1,500)	187,409	0	181,409	3.2%	0
	Net Expenditure	(6,000)	(4,500)	1,500	(187,409)				
103	Cemeteries								
1004	Burial Chambers	750	1,440	690	5,040			14.9%	
1005	Burial Fees	18,067	17,085	(982)	41,000			44.1%	
1007	Memorial Applications	8,045	5,835	(2,210)	14,000			57.5%	
1008	Exclusive Rights of Burial	11,173	6,875	(4,298)	16,500			67.7%	
1009	Out of Hours Burial Fees	545	0	(545)	0			0.0%	
1022	Premises Hire	4,807	4,581	(226)	4,581			104.9%	
	Cemeteries :- Income	43,387	35,816	(7,571)	81,121			53.5%	0
4000	Salaries	110,575	112,740	2,165	270,580		160,005	40.9%	
4006	Training	2,292	1,250	(1,042)	5,000		2,708	45.8%	
4010	N N D Rates	3,515	3,540	25	7,080		3,565	49.6%	
4011	Water Charges	604	0	(604)	1,400		796	43.2%	
4013	Electricity	(258)	400	658	960		1,218	(26.8%)	
4014	Gas	22	450	428	900		878	2.4%	

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4019	Cleaning Materials	0	200	200	600		600	0.0%	
4020	Telephone	213	350	137	840		627	25.4%	
4023	Stationery/Office Supplies	30	0	(30)	200		170	15.0%	
4025	Insurance	7,341	7,000	(341)	7,000		(341)	104.9%	
4026	Subscriptions	220	0	(220)	0		(220)	0.0%	
4070	Computer Software	3,500	0	(3,500)	0		(3,500)	0.0%	
4071	Purchase Equipment	4,281	4,450	169	5,700		1,419	75.1%	
4072	Leasing Equipment	0	750	750	2,500		2,500	0.0%	
4100	Purchase Materials	1,965	1,625	(340)	3,900		1,935	50.4%	
4120	Building M & R (Other Contract	5,645	6,000	355	12,000		6,355	47.0%	
4122	Landscaping (Other Contractors	758	6,250	5,492	15,000		14,242	5.1%	
4123	Minor Alterations & Imp.	1,103	2,730	1,627	6,550		5,447	16.8%	
4132	Purchase Protective Clothing	1,313	1,040	(273)	2,500		1,187	52.5%	
4137	Burial Chamber costs	4,969	0	(4,969)	0		(4,969)	0.0%	
4502	R & M Plant & Equipment	5,171	3,125	(2,046)	7,500		2,329	68.9%	
4571	Service Charges	844	1,040	196	2,500		1,656	33.8%	
4572	Fuel	1,527	1,400	(127)	3,120		1,593	48.9%	
	Cemeteries :- Indirect Expenditure	155,631	154,340	(1,291)	355,830	0	200,199	43.7%	0
	Net Income over Expenditure	(112,244)	(118,524)	(6,280)	(274,709)				
110	Parks and Open Spaces								
1000	Miscellaneous Income	(1)	0	1	0			0.0%	
1010	Land Rents	6,869	4,660	(2,209)	8,747			78.5%	

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1080	Grant Received	6,210	0	(6,210)	0			0.0%	
	Parks and Open Spaces :- Income	13,079	4,660	(8,419)	8,747			149.5%	0
4000	Salaries	93,348	104,710	11,362	251,301		157,953	37.1%	
4005	Professional Subscriptions	467	450	(17)	600		133	77.8%	
4006	Training	0	2,085	2,085	5,000		5,000	0.0%	
4008	Car Allowances-Employee	0	0	0	1,500		1,500	0.0%	
4011	Water Charges	4,691	0	(4,691)	2,640		(2,051)	177.7%	
4013	Electricity	2,193	3,200	1,007	7,680		5,487	28.6%	
4014	Gas	0	0	0	350		350	0.0%	
4017	Caretaking and Cleaning	576	0	(576)	0		(576)	0.0%	
4019	Cleaning Materials	297	0	(297)	600		303	49.5%	
4020	Telephone	348	550	203	1,320		973	26.3%	
4023	Stationery/Office Supplies	0	50	50	200		200	0.0%	
4025	Insurance	16,000	15,000	(1,000)	15,000		(1,000)	106.7%	
4026	Subscriptions	0	1,183	1,183	2,263		2,263	0.0%	
4032	Advertising/Publicity	260	0	(260)	300		40	86.5%	
4061	Management Plans	0	0	0	7,500		7,500	0.0%	
4070	Computer Software	7,650	11,009	3,359	24,105		16,455	31.7%	
4071	Purchase Equipment	0	1,250	1,250	3,000		3,000	0.0%	
4100	Purchase Materials	154	2,500	2,346	6,000		5,846	2.6%	
4107	Equipment General	3,228	3,540	312	8,500		5,272	38.0%	
4120	Building M & R (Other Contract	3,619	0	(3,619)	59,500		55,881	6.1%	
4121	Ground Mtnce (Other Contractor	66,101	71,000	4,899	225,400		159,299	29.3%	

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4122	Landscaping (Other Contractors	23,029	15,000	(8,029)	28,000		4,971	82.2%	
4123	Minor Alterations & Imp.	465	0	(465)	0		(465)	0.0%	
4124	Building M & R Peoples Park	15,486	9,250	(6,236)	10,750		(4,736)	144.1%	
4132	Purchase Protective Clothing	1,447	0	(1,447)	1,300		(147)	111.3%	
4500	Arboriculture	(517)	22,835	23,352	54,802		55,319	(0.9%)	
4501	Playground Equipment R & M	4,819	35,750	30,931	75,000		70,181	6.4%	
4502	R & M Plant & Equipment	95	801	706	3,000		2,905	3.2%	
4503	Purchase of Signs	725	2,000	1,275	6,000		5,275	12.1%	
4510	Floral Bedding	11,135	6,785	(4,350)	16,585		5,450	67.1%	
4511	Trees and Shrubs	0	2,492	2,492	14,000		14,000	0.0%	
4512	Bulbs	0	0	0	6,000		6,000	0.0%	
4514	Chemical Applications	3,518	7,088	3,570	10,682		7,164	32.9%	
4515	Aviary Maintenance	760	1,210	450	2,900		2,140	26.2%	
4571	Service Charges	1,104	500	(604)	2,000		896	55.2%	
4572	Fuel	1,024	835	(189)	2,000		976	51.2%	
	Parks and Open Spaces :- Indirect Expenditure	262,022	321,073	59,051	855,778	0	593,756	30.6%	0
	Net Income over Expenditure	(248,944)	(316,413)	(67,469)	(847,031)				
113	Allotments								
1010	Land Rents	5,714	4,371	(1,343)	4,854			117.7%	
	Allotments :- Income	5,714	4,371	(1,343)	4,854			117.7%	0
4011	Water Charges	299	250	(49)	600		301	49.8%	

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4070	Computer Software	0	450	450	450		450	0.0%	
4100	Purchase Materials	306	0	(306)	1,000		694	30.6%	
4120	Building M & R (Other Contract	2,672	500	(2,172)	2,000		(672)	133.6%	
4121	Ground Mtnce (Other Contractor	2,814	1,050	(1,764)	3,020		206	93.2%	
4514	Chemical Applications	8	0	(8)	0		(8)	0.0%	
4520	Private Contractors	49	1,000	951	3,000		2,951	1.6%	
	Allotments :- Indirect Expenditure	6,148	3,250	(2,898)	10,070	0	3,922	61.1%	0
	Net Income over Expenditure	(434)	1,121	1,555	(5,216)				
114	Park Rangers								
1000	Miscellaneous Income	1,350	0	(1,350)	0			0.0%	
	Park Rangers :- Income	1,350	0	(1,350)	0				0
4000	Salaries	60,422	63,970	3,548	153,525		93,103	39.4%	
4006	Training	2,815	2,085	(730)	5,000		2,185	56.3%	
4010	N N D Rates	2,676	4,019	1,343	8,236		5,560	32.5%	
4011	Water Charges	0	415	415	1,000		1,000	0.0%	
4013	Electricity	0	585	585	1,400		1,400	0.0%	
4014	Gas	242	400	158	960		718	25.3%	
4020	Telephone	284	750	467	1,800		1,517	15.8%	
4025	Insurance	14,203	14,203	0	14,203		0	100.0%	
4100	Purchase Materials	207	516	309	1,200		993	17.3%	
4107	Equipment General	15	439	424	2,000		1,985	0.7%	

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4120	Building M & R (Other Contract	0	2,000	2,000	4,800		4,800	0.0%	
4131	Purchase Equipment	54	154	100	4,200		4,146	1.3%	
4132	Purchase Protective Clothing	33	473	440	2,000		1,967	1.6%	
4502	R & M Plant & Equipment	0	0	0	600		600	0.0%	
4571	Service Charges	7,325	2,378	(4,947)	9,000		1,675	81.4%	
4572	Fuel	2,001	679	(1,322)	2,200		199	91.0%	
	Park Rangers :- Indirect Expenditure	90,277	93,066	2,789	212,124	0	121,847	42.6%	0
	Net Income over Expenditure	(88,927)	(93,066)	(4,139)	(212,124)				
115	Commutted Sums								
1500	Contribution from Reserves	0	0	0	105,866			0.0%	
	Commutted Sums :- Income	0	0	0	105,866			0.0%	0
	Net Income	0	0	0	105,866				
120	Sports Facilities								
1020	Sports Hire	23,388	9,250	(14,138)	17,865			130.9%	
1021	Licence and Premises Hire	23,553	7,912	(15,641)	11,757			200.3%	
	Sports Facilities :- Income	46,941	17,162	(29,779)	29,622			158.5%	0
4000	Salaries	0	4,585	4,585	11,000		11,000	0.0%	
4010	N N D Rates	6,997	3,750	(3,247)	7,500		503	93.3%	
4011	Water Charges	561	750	189	1,800		1,239	31.2%	

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4013	Electricity	1,218	3,500	2,282	7,500		6,282	16.2%	
4014	Gas	412	1,560	1,148	3,750		3,338	11.0%	
4017	Caretaking and Cleaning	5,355	0	(5,355)	0		(5,355)	0.0%	
4019	Cleaning Materials	285	500	215	1,200		915	23.8%	
4025	Insurance	2,000	0	(2,000)	0		(2,000)	0.0%	
4100	Purchase Materials	1,314	3,125	1,811	7,500		6,186	17.5%	
4107	Equipment General	513	0	(513)	5,500		4,987	9.3%	
4120	Building M & R (Other Contract	4,017	22,600	18,583	30,500		26,483	13.2%	
4121	Ground Mtnce (Other Contractor	36,109	39,325	3,216	94,381		58,272	38.3%	
4503	Purchase of Signs	76	0	(76)	0		(76)	0.0%	
4520	Private Contractors	180	0	(180)	0		(180)	0.0%	
4530	Bowling Green	2,685	1,000	(1,685)	10,130		7,445	26.5%	
	Sports Facilities :- Indirect Expenditure	61,722	80,695	18,973	180,761	0	119,039	34.1%	0
	Net Income over Expenditure	(14,781)	(63,533)	(48,752)	(151,139)				
131	Banbury in Bloom								
4120	Building M & R (Other Contract	0	0	0	0		0	0.0%	
4651	Floral Sponsorship	0	0	0	8,257		8,257	0.0%	
4652	Planting Day in the Park	1,695	3,350	1,655	4,050		2,355	41.8%	
4654	Hanging Basket Workshop	29	0	(29)	0		(29)	0.0%	
	Banbury in Bloom :- Indirect Expenditure	1,724	3,350	1,626	12,307	0	10,583	14.0%	0
	Net Expenditure	(1,724)	(3,350)	(1,626)	(12,307)				

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
132	**Banbury Cross & FineLady**								
4120	Building M & R (Other Contract	0	5,800	5,800	5,800		5,800	0.0%	
	Banbury Cross & FineLady :- Indirect Expenditure	0	5,800	5,800	5,800	0	5,800	0.0%	0
	Net Expenditure	0	(5,800)	(5,800)	(5,800)				
150	**Public Clocks**								
4000	Salaries	390	440	50	1,056		666	37.0%	
4013	Electricity	0	150	150	360		360	0.0%	
4120	Building M & R (Other Contract	(915)	0	915	1,500		2,415	(61.0%)	
4521	Service of Public Clock	1,095	0	(1,095)	1,600		505	68.4%	
	Public Clocks :- Indirect Expenditure	570	590	20	4,516	0	3,946	12.6%	0
	Net Expenditure	(570)	(590)	(20)	(4,516)				
160	**Capital Costs**								
1500	Contribution from Reserves	0	30,000	30,000	180,000			0.0%	
	Capital Costs :- Income	0	30,000	30,000	180,000			0.0%	0
4551	Capital - Hardwick Hill Cemeta	1,900	0	(1,900)	120,000		118,100	1.6%	
4552	Capital - Play Areas	(27,579)	0	27,579	71,500		99,079	(38.6%)	
4554	Capital - Park Refurb	31,296	30,000	(1,296)	60,000		28,704	52.2%	
	Capital Costs :- Indirect Expenditure	5,617	30,000	24,383	251,500	0	245,883	2.2%	0
	Net Income over Expenditure	(5,617)	0	5,617	(71,500)				

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201	Bus Shelters								
4109	Cleansing Contract	875	910	35	1,820		945	48.1%	
4800	Replacement Shelters	5,215	0	(5,215)	6,000		785	86.9%	
4802	Maintenance	1,042	0	(1,042)	2,720		1,678	38.3%	
	Bus Shelters :- Indirect Expenditure	7,132	910	(6,222)	10,540	0	3,408	67.7%	0
	Net Expenditure	(7,132)	(910)	6,222	(10,540)				
202	Salt Bins								
4107	Equipment General	0	0	0	4,000		4,000	0.0%	
	Salt Bins :- Indirect Expenditure	0	0	0	4,000	0	4,000	0.0%	0
	Net Expenditure	0	0	0	(4,000)				
	General Services Committee :- Income	110,470	92,009	(18,461)	410,210			26.9%	
	Expenditure	596,844	697,574	100,730	2,090,635	0	1,493,791	28.5%	
	Movement to/(from) Gen Reserve	(486,373)	(605,565)	(119,192)	(1,680,425)				

Continued over page

Resources Committee

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	Corporate Management								
4050	Bank Charges	733	915	182	2,200		1,467	33.3%	
4056	Internal Audit	525	510	(15)	1,510		985	34.8%	
4057	Audit Fees	2,993	3,234	242	3,234		242	92.5%	
4058	Professional Fees	2,520	2,790	270	6,700		4,180	37.6%	
4059	Legal Support	3,144	3,230	86	7,750		4,606	40.6%	
	Corporate Management :- Indirect Expenditure	9,915	10,679	764	21,394	0	11,479	46.3%	0
	Net Expenditure	(9,915)	(10,679)	(764)	(21,394)				
302	Civic and Ceremonial								
4000	Salaries	0	530	530	1,273		1,273	0.0%	
4006	Training	0	0	0	350		350	0.0%	
4022	Printing	0	0	0	975		975	0.0%	
4023	Stationery/Office Supplies	0	140	140	336		336	0.0%	
4026	Subscriptions	0	0	0	320		320	0.0%	
4850	Uniforms	0	0	0	200		200	0.0%	
4851	Incoming Mayors Allowance	1,000	3,000	2,000	10,000		9,000	10.0%	
4852	Outgoing Mayors Allowance	1,439	1,000	(439)	1,000		(439)	143.9%	
4854	Civic Property Maintenance	0	0	0	450		450	0.0%	
4855	Civic Insignia	555	0	(555)	4,650		4,095	11.9%	
	Civic and Ceremonial :- Indirect Expenditure	2,994	4,670	1,676	19,554	0	16,560	15.3%	0
	Net Expenditure	(2,994)	(4,670)	(1,676)	(19,554)				

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
305	Central Administration								
4000	Salaries	110,955	125,475	14,520	301,138		190,183	36.8%	
4005	Professional Subscriptions	841	620	(221)	1,482		642	56.7%	
4006	Training	1,087	0	(1,087)	5,700		4,614	19.1%	
4007	Subsistence	561	770	209	1,850		1,289	30.3%	
4009	Travel Allowances	0	50	50	125		125	0.0%	
4020	Telephone	905	1,500	595	3,600		2,695	25.1%	
4021	Postage	1,422	1,375	(47)	3,300		1,878	43.1%	
4022	Printing	1,241	1,050	(191)	2,520		1,279	49.2%	
4023	Stationery/Office Supplies	898	1,050	152	2,520		1,622	35.7%	
4025	Insurance	5,875	5,875	0	5,875		0	100.0%	
4026	Subscriptions	621	2,840	2,219	6,815		6,194	9.1%	
4031	Staff Advertising	0	0	0	2,000		2,000	0.0%	
4032	Advertising/Publicity	536	1,040	504	2,500		1,964	21.4%	
4033	Tourism/Marketing	14,154	13,080	(1,074)	22,160		8,006	63.9%	
4035	Books & Publications	149	85	(64)	200		52	74.3%	
4070	Computer Software	10,178	11,520	1,342	27,655		17,477	36.8%	
4071	Purchase Equipment	0	40	40	100		100	0.0%	
4073	Purchase Furniture	0	0	0	1,000		1,000	0.0%	
4136	Purchase IT Equpment	0	250	250	1,500		1,500	0.0%	
4850	Uniforms	43	100	57	500		457	8.6%	
4856	Photography	0	0	0	375		375	0.0%	
5000	Contingency Fund & Provision	0	0	0	5,000		5,000	0.0%	
	Central Administration :- Indirect Expenditure	149,465	166,720	17,255	397,915	0	248,450	37.6%	0
	Net Expenditure	(149,465)	(166,720)	(17,255)	(397,915)				

Continued over page

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310	Town Council Events								
1055	Food Festivals	5,227	4,800	(427)	12,800			40.8%	
1070	Canalside Festival Income	0	0	0	7,760			0.0%	
1073	Town Mayors Sunday	1,458	1,300	(158)	1,300			112.2%	
1075	Banbury Show Income	5,163	4,000	(1,163)	4,000			129.1%	
1076	Christmas Lights Switch On	0	0	0	1,200			0.0%	
	Town Council Events :- Income	11,848	10,100	(1,748)	27,060			43.8%	0
4000	Salaries	41,609	45,895	4,286	110,146		68,537	37.8%	
4074	Armed Forces Day	4,283	7,568	3,285	7,568		3,285	56.6%	
4076	Christmas Lights Switch On	0	0	0	9,922		9,922	0.0%	
4300	Town Mayor's Inauguration	2,559	2,098	(461)	2,098		(461)	122.0%	
4310	Town Mayor's Funday	6,773	4,649	(2,124)	4,649		(2,124)	145.7%	
4320	Battle of Britain	0	0	0	2,297		2,297	0.0%	
4330	Remembrance Day	225	0	(225)	6,078		5,853	3.7%	
4360	Canalside Festival	0	0	0	15,274		15,274	0.0%	
4370	Banbury Music Mix	2,363	3,493	1,130	6,986		4,623	33.8%	
4380	Banbury Show	13,460	15,708	2,248	15,708		2,248	85.7%	
4390	Food Festivals	4,162	15,126	10,964	15,126		10,964	27.5%	
	Town Council Events :- Indirect Expenditure	75,432	94,537	19,105	195,852	0	120,420	38.5%	0
	Net Income over Expenditure	(63,584)	(84,437)	(20,853)	(168,792)				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 21/08/2026

Month No: 5

Committee Report

		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
311	Town Hall								
1021	Licence and Premises Hire	4,036	4,120	84	16,480			24.5%	
1022	Premises Hire	2,473	1,250	(1,223)	3,000			82.4%	
	Town Hall :- Income	6,509	5,370	(1,139)	19,480			33.4%	0
4000	Salaries	11,986	11,020	(966)	26,446		14,460	45.3%	
4010	N N D Rates	10,081	10,165	84	20,330		10,249	49.6%	
4011	Water Charges	182	400	218	960		778	19.0%	
4013	Electricity	7,165	3,500	(3,665)	8,400		1,235	85.3%	
4014	Gas	203	500	297	1,200		997	16.9%	
4015	Alarms	495	415	(80)	1,000		505	49.5%	
4016	Window Cleaning	0	210	210	500		500	0.0%	
4019	Cleaning Materials	189	605	416	1,450		1,261	13.0%	
4023	Stationery/Office Supplies	136	210	74	500		364	27.2%	
4025	Insurance	14,325	14,325	0	14,325		0	100.0%	
4032	Advertising/Publicity	0	250	250	600		600	0.0%	
4071	Purchase Equipment	967	1,040	73	2,500		1,533	38.7%	
4120	Building M & R (Other Contract	3,217	6,750	3,533	11,960		8,743	26.9%	
4502	R & M Plant & Equipment	283	1,990	1,707	4,775		4,492	5.9%	
4850	Uniforms	0	85	85	200		200	0.0%	
4870	Catering	0	575	575	1,380		1,380	0.0%	
4871	Licences inc PRS Fees	0	230	230	550		550	0.0%	
	Town Hall :- Indirect Expenditure	49,229	52,270	3,041	97,076	0	47,847	50.7%	0
	Net Income over Expenditure	(42,720)	(46,900)	(4,180)	(77,596)				

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		Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
315	Other Services to the Public								
4700	Christmas Lighting Scheme	0	0	0	70,628		70,628	0.0%	
4724	Open Air Pool Subsidy	0	0	0	100,508		100,508	0.0%	
4900	Grants	5,700	6,340	640	15,000		9,300	38.0%	
4901	Crime Prevention Support	3,000	8,000	5,000	16,300		13,300	18.4%	
4902	Election Costs	0	0	0	3,000		3,000	0.0%	
4903	Local Honors Scheme	0	0	0	1,000		1,000	0.0%	
	Other Services to the Public :- Indirect Expenditure	8,700	14,340	5,640	206,436	0	197,736	4.2%	0
	Net Expenditure	(8,700)	(14,340)	(5,640)	(206,436)				
320	Other Costs and Income								
1176	Precept Received	2,384,754	2,384,754	0	2,384,754			100.0%	
1190	Interest Received	517	0	(517)	197,848			0.3%	
	Other Costs and Income :- Income	2,385,271	2,384,754	(517)	2,582,602			92.4%	0
4951	Revenue Contribution to Capita	0	0	0	10,000		10,000	0.0%	
	Other Costs and Income :- Indirect Expenditure	0	0	0	10,000	0	10,000	0.0%	0
	Net Income over Expenditure	2,385,271	2,384,754	(517)	2,572,602				
	Resources Committee :- Income	2,403,628	2,400,224	(3,404)	2,629,142			91.4%	
	Expenditure	295,735	343,216	47,481	948,227	0	652,492	31.2%	
	Movement to/(from) Gen Reserve	2,107,893	2,057,008	(50,885)	1,680,915				

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	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	2,514,098	2,492,233	(21,865)	3,039,352			82.7%	
Expenditure	892,578	1,040,790	148,212	3,038,862	0	2,146,284	29.4%	
Net Income over Expenditure	1,621,520	1,451,443	(170,077)	490				
Movement to/(from) Gen Reserve	1,621,520	1,451,443	(170,077)	490				

AUDITING SOLUTIONS LTD

Banbury Town Council
Banbury Town Hall,
Bridge Street,
Banbury, Oxon, OX16 5QB

July 2026

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council, you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the "Governance and Accountability Manual – The Practitioner's Guide", including minutes of all Council and Committee meetings.

As a privately owned company we conform our total independence from the Council's decision-making processes and maintenance of accounting and other records. Our annual programme of work is as set our in our standardised detailed programme of work, suitably tailored to meet the requirements of the Council and to take account of the various financial systems in operation and is based on the requirements of the detail set out in the Governance and Accountability Manual – "The Practitioner's Guide".

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and our detailed annual report to the Council, also whether they comply with all relevant legislation. In arriving at our view, we are required to consider the requirements set out in the Governance and Accountability Manual – "The Practitioner's Guide", and to report on any in respect of which we are not satisfied.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (as amended periodically) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations.

We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the audit.

In order to assist us with the examination of your financial statements, as summarised in the AGAR, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the AGAR, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or ourselves. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

On behalf of Auditing Solutions Ltd	**Signature**	**Banbury Town Council**	**Signature**
Stuart J Pollard **Director**	Stuart Pollard	Dated: ………………………	

Clackerbrook Farm, Unit 7, 46 The Common, Bromham, WILTSHIRE SN15 2JJ
Tel: 07986 095004: E-mail anne@councilaudit,co,uk
www.auditingsolutions.co.uk

Banbury Town Council

ENVIRONMENTAL, HEALTH AND SAFETY POLICY STATEMENT

The management of Banbury Town Council operates an integrated environmental, health and safety management system, which is geared towards the identification and control of key processes in our organisation. It is also our intention to encompass environmental, health and safety best practice into our business activities and decisions and to:

- Bring this Policy Statement to the attention of all stakeholders.
- Carry out regular audits of our environmental, health and safety management systems.
- Comply with legislation, guidance and approved codes of practice issued at International, National and Local levels.
- Eliminate risks to the environment, health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes.
- Ensure that emergency procedures are in place at all locations for dealing with foreseeable environmental, health and safety incidents.
- Establish meaningful, measurable targets and goals for environmental, health and safety performance.
- Maintain an open and constructive dialogue on environmental, health and safety issues with our employees, contractors, suppliers, customers and regulatory authorities.
- Maintain our premises, provide and maintain safe plant and equipment.
- Minimise waste and increase recycling within the framework of our waste management procedures.
- Only engage contractors who are able to demonstrate due regard to environmental, health and safety law.
- Prevent pollution to land, air and water.
- Promote environmentally responsible purchasing.
- Provide adequate resources to control the environmental, health and safety risks arising from our work activities.
- Raise awareness, encourage participation and train employees in environmental, health and safety matters.
- Reduce the use of water, energy and any other natural resources.
- Seek opportunities to continuously improve our ability to identify measure and control the environmental, health and safety impacts of our activities.
- Where risks cannot be eliminated they will be minimised by substitution, use of physical controls or, as a last resort, through safe systems of work.

This Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

Signed: **Dated:**

Position: **Town Clerk**

National Association of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

24 August 2026

2026-27 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026. Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2026. If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2026 to the employee's last day of employment.

nalc
National Association
of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
13	£29,064	£15.06	£30,023	£15.56	LC1 (13-17) (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	
15	£30,024	£15.56	£31,015	£16.08	
16	£30,518	£15.82	£31,525	£16.34	
17	£31,022	£16.08	£32,046	£16.61	
18	£31,537	£16.35	£32,578	£16.89	LC2 (18-23) (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	
20	£32,597	£16.90	£33,673	£17.45	
21	£33,143	£17.18	£34,237	£17.75	
22	£33,699	£17.47	£34,811	£18.04	
23	£34,434	£17.85	£35,570	£18.44	
24	£35,412	£18.35	£36,581	£18.96	LC2 (24-28) (substantive benchmark range)
25	£36,363	£18.85	£37,563	£19.47	
26	£37,280	£19.32	£38,510	£19.96	
27	£38,220	£19.81	£39,481	£20.46	
28	£39,152	£20.29	£40,444	£20.96	
29	£39,862	£20.66	£41,177	£21.34	LC2 (29-32) (above substantive benchmark range)
30	£40,777	£21.14	£42,123	£21.83	
31	£41,771	£21.65	£43,149	£22.37	
32	£42,839	£22.20	£44,253	£22.94	
33	£44,075	£22.85	£45,529	£23.60	LC3 (33-36) (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	
35	£46,142	£23.92	£47,665	£24.71	
36	£47,181	£24.46	£48,738	£25.26	
37	£48,226	£25.00	£49,817	£25.82	LC3 (37-41) (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	
39	£50,269	£26.06	£51,928	£26.92	
40	£51,356	£26.62	£53,051	£27.50	
41	£52,413	£27.17	£54,143	£28.06	
42	£53,460	£27.71	£55,224	£28.62	LC3 (42-45) (above substantive benchmark range)
43	£54,495	£28.25	£56,293	£29.18	
44	£55,801	£28.92	£57,642	£29.88	

nalc
National Association of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

	1 April 2025	1 April 2026			Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
45	£57,139	£29.62	£59,025	£30.59	
46	£58,523	£30.33	£60,454	£31.33	LC4 (46-49) (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	
48	£61,198	£31.72	£63,218	£32.77	
49	£62,852	£32.58	£64,926	£33.65	
50	£64,373	£33.37	£66,497	£34.47	LC4 (50-54) (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	
52	£68,053	£35.27	£70,299	£36.44	
53	£70,176	£36.37	£72,492	£37.57	
54	£72,307	£37.48	£74,693	£38.72	
55	£74,454	£38.59	£76,911	£39.86	LC4 (55-62) (above substantive benchmark range)
56	£76,572	£39.69	£79,099	£41.00	
57	£78,718	£40.80	£81,316	£42.15	
58	£80,821	£41.89	£83,488	£43.27	
59	£82,815	£42.93	£85,548	£44.34	
60	£84,852	£43.98	£87,652	£45.43	
61	£86,939	£45.06	£89,808	£46.55	
62	£89,081	£46.17	£92,021	£47.70	

* Hourly Rates

As per the NJC agreement, hourly rates are calculated by dividing annual salary by 52.143 weeks and then by 37 hours. Please note that these hourly rates do not now differ from those published by NJC for Principal Authorities as the calculation bases are in agreement.

Please also note that NJC resolved to delete SCP 1 w.e.f. 1st April 2023

Please also note that NJC have resolved to delete SCP 2 w.e.f. 1st April 2026