Banbury Town Council

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

The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: A16062026
Please ask for: Helen Durkin
Email:helen.durkin@banbury.gov.uk

Date: 10 June 2026

To: All Members of the Town Council.
Others, for information.

You are hereby summoned to attend a Meeting of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **Tuesday 16 June 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 disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).

3. **Minutes of the last Meeting**
   To approve the Minutes of the Meeting held on the 12 May 2026 **(Enclosed)**.

4. **Communications**
   To receive communications from the Town Mayor and / or Leader of the Council.

5. **Questions**
   a. Any Town Councillor may ask the Town Mayor, or the relevant Committee Chairman or the Town Clerk any questions concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins, and a copy supplied to the Town Clerk.

   b. A period of up to 20 minutes is allocated, during which Members of the public may, at the discretion of the Town Mayor, ask questions of the relevant Committee Chairman on any matter relevant to some question over which the Council has power, or which affects Banbury.

   [You are requested to state your name and address before asking your question.]

6. Minutes of Committees

To consider the Minutes of Committees:

a) Planning Committee	-	12 May & 20 May 2026 (Enclosed)
b) General Services Committee	-	12 May & 02 June 2026 (Enclosed)
c) Resources Committee	-	12 May & 09 June 2026 (Enclosed)

7. Resolutions Moved on Notice

None

8. Internal Audit

That the Annual Internal Audit Report (page 3 of the Annual Return) (as attached Appendix 1) be received and noted.

9. Approval of accounts and annual return for 2025/26

To review and approve the Accounts & Annual Return as presented.

a Annual Return

That the Annual Governance Statement, Section 1 of the Annual Return, (attached as Appendix 2) be approved, and signed on behalf of the Council by the Leader of the Council and the Town Clerk.

b Accounting Statement

That the Accounting Statements, Section 2 on the Annual Return (attached as Appendix 3) for the year ended 31 March 2026 be approved and be signed on behalf of the Council by the Leader of the Council and the RFO;

c Accounts for the Year Ended 31 March 2026 (unaudited)

The Accounts for the Year Ended 31 March 2026 (unaudited), (attached as Appendix 3), be approved and signed on behalf of the Council by the Leader of the Council and the RFO.

10. Notice of Electors Rights

That the Notice of Electors Rights (attached at Appendix 4) be approved.

11. Financial Regulations

To review and approve the Financial Regulations as presented (attached in Appendix 5)

12. Standing Orders

To review and approve the Standing Orders as presented (attached in Appendix 6)

13. Outside Bodies

To replace Cherwell Community & Voluntary Service with Royal Voluntary Service (RVS) and for Cllr Urwick to be the Councils Representative.

14. Councillor Absence

To approve the extended absence of 6 months for Councillor Clarke from meetings, due to ill health.

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 the draft minutes by the committee chairman.*

BANBURY TOWN COUNCIL

Minutes of a Meeting of Banbury Town Council held on **Tuesday 12 May 2026 at 6.30pm** in the Town Hall, Banbury.

Present: Kieron Mallon (Town Mayor) and Chukwudi Okeke (Deputy Town Mayor)
Councillors: Beere, Brant, Cherry, Crichton, Dhesi, Eaton, Elugwu, Harwood, Hussain, Mallon, Mears, Richards, Strangwood, Thornhill, Tohill-Martin, Urwick, Vaitkus and Woodward.

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment and Deputy Town Clerk)
Helen Durkin (Executive Officer)
Mark Perrett (Events Manager)
James Smith (Media & Communications Officer)
Nicky Halford (Parks & Cemeteries Manager)

The Town Mayor, escorted by the Sergeant at Arms, Mace-bearer and the Town Clerk, processed into the Main Hall.

The Town Mayor briefly reviewed his year of office and thanked all those who had supported him during the year, especially his Deputy Town Mayor; Civic Cadets; fellow Members; the Town Clerk and Town Hall staff and the people of Banbury.

C.1/26 Election of the Town Mayor for 2026/27
It was proposed by Councillor Hussain, seconded by Councillor Eaton, and **WAS RESOLVED** that Councillor Cherry be elected Town Mayor of Banbury for the year 2026/2027.

C.2/26 Election of a Deputy Town Mayor for 2026/27
It was proposed by Councillor Hussain, seconded by Councillor Woodward, and **WAS RESOLVED** that Councillor Elugwu be elected Deputy Town Mayor of Banbury for the year 2026/2027.

C.3/26 Declaration of Acceptance of Office as Town Mayor
Councillor Cherry then made his Declaration of Acceptance of Office as Town Mayor of Banbury, which was duly accepted by the Council.

Councillor Mark Cherry then proposed and it was **RESOLVED** that the Town Council express its thanks and sincere appreciation to Councillor Kieron Mallon for the conscientious and zealous manner in which he had discharged the arduous duties of Town Mayor during the past year.

Members of the Council then pledged themselves, as leaders and members of the community of Banbury, to work with all their hearts, minds, and strength for the good of its people and the well-being of its society.

C.4/26 Apologies for Absence
Councillor Biegel, Clarke

C.5/26 Declarations of Interest
None.

C.6/26 Minutes of the last Meeting

It was proposed by the Town Mayor, and **WAS RESOLVED** that the Minutes of the Meeting held on the 07 April 2026 be approved as a correct record and signed by the Town Mayor.

C.7/26 Communications

The Town Clerk reported that there were no formal communications.

C.8/26 Appointment of Standing Committees

It was proposed by Councillor Hussain, seconded by Councillor Woodward, and WAS **RESOLVED** that the Appointments of Standing Committees as at **Appendix 1** be approved.

C.9/26 Appointment of Representatives to Outside Bodies

It was proposed by Councillor Hussain, seconded by Councillor Richards, and **WAS RESOLVED** that the Appointments of Representatives to Outside Bodies as at **Appendix 2** be approved.

The Meeting ended at 7.20pm

Appendix 1

Standing Committee Membership
2026 – 2027

1. Resources Committee
(Seats allocated: Labour 5, Conservative/LD 1)

Labour
1. Hussain (Chair)
2. Eaton (Vice Chair)
3. Beere
4. Creed
5. Stansfield

Conservative/Lib Dem
1. Mallon

[Alternate Members]

Labour
1. Clarke
2. Crichton
3. Richards
4. Tohill-Martin
5. Urwick
6. Elugwu
7. Dhesi
8. Thornhill
9. Woodward
10. Cherry
11. Vaitkus

Conservative
1. Strangwood
2. Okeke

2. General Services Committee
(Seats allocated: Labour 5, Conservative/LD 1)

Labour
1. Cherry (Chair)
2. Biegel (Vice Chair)
3. Mears
4. Elugwu
5. Richards

Conservative/Lib Dem
1. Strangwood

[Alternate Members]

Labour
1. Hussain
2. Stansfield
3. Vaitkus
4. Eaton
5. Tohill-Martin
6. Clarke
7. Beere
8. Crichton
9. Woodward
10. Dhesi
11. Thornhill
12. Urwick
13. Creed

Conservative
1. Mallon
2. Harwood

3. Planning Committee
(Seats Allocated: Labour 5, Conservative/LD 1)

Labour
1. Beere (Chair)
2. Woodward (Vice Chair)
3. Dhesi
4. Thornhill
5. Tohill-Martin

Conservative/Lib Dem
1. Harwood

[Alternate Members]

Labour
1. Hussain
2. Biegel
3. Vaitkus
4. Eaton
5. Mears
6. Clarke
7. Crichton

Labour

8. Richards
9. Stansfield
10. Urwick
11. Cherry
12. Creed
13. Elugwu

Conservative
1. Mallon
2. Strangwood

4. Appeals Panel

(Seats Allocated: Labour 5, Conservative/LD 1)

Labour
1. Richards
2. Crichton
3. Tohill-Martin
4. Mears
5. Biegel

Conservative/Lib Dem
1. Harwood

[Note: Appeals Panel members cannot be members of Resources Committee]

Appendix 2

Organisation	No’	Appointment 2025/2026	Nominations 2026/2027
Banbury & District Air Training Corps	1	Cllr Elugwu (L)	Cllr Elugwu (L)
Banbury & District Samaritans	1	Cllr Crichton (L)	Cllr Crichton (L)
Banbury & District Twinning Association	1	Cllr Woodward (L)	Cllr Woodward (L)
Banbury Bluecoat Foundation	1	-	Cllr Mallon (C)
Banbury Borough Bowling Club	1	-	VACANT
Banbury Canal Partnership	1	Cllr Mallon (C)	Cllr Mallon (C)
Banbury Citizen's Advice Bureau	1	Cllr Crichton (L)	Cllr Crichton (L)
Banbury Civic Society	1	Cllr Eaton (L)	Cllr Eaton (L)
Banbury Regeneration Area Oversight Group	6	Cllr Hussain Cllr Eaton Cllr Cherry Cllr Biegel Cllr Beere Cllr Woodward	Cllr Hussain (L) Cllr Mears (L) Cllr Biegel (L) Cllr Mallon (C) Cllr Harwood (C) Cllr Okeke (C)
Banbury Sea Cadets	1	Cllr Mallon (C)	Cllr Mallon (C)
Banbury Traffic Advisory Committee	3	Cllr Biegel (L) Cllr Tohill-Martin (L) Cllr Harwood (C)	Cllr Biegel (L) Cllr Tohill-Martin (L) Cllr Harwood (C)
BARKS	1	-	VACANT
Borough of Banbury Trust 2 (plus TM and DTM)	2	Cllr Hussain (L) Cllr Harwood (C)	Cllr Hussain (L) Cllr Mallon (C)
Chamber of Commerce	1	Cllr Thornhill (L)	Cllr Thornhill (L)
Cherwell Climate Change Partnership	1	Cllr Vaitkus (L)	Cllr Vaitkus (L)
Cherwell Community & Voluntary Service	1	Cllr Okeke (L)	Cllr Urwick (L)
Cherwell Crime Partnership: Banbury	1	Cllr Hussain (L) Cllr Mallon (C) (sub)	Cllr Cherry (L)
Community Partnership Network	1	Cllr Urwick (L)	Cllr Hussain (L) Cllr Mallon (C) (sub)
The Glebe Charity (Cricket Club)	1	Cllr Beere (L)	No Longer Required
The Hill	1	Cllr Cherry (L)	Cllr Cherry (L)
Sunshine Centre	1	Cllr Richards (L)	No Longer Required
Town Centre Partnership (3)	3	Cllr Hussain(L) Cllr Richards (L) Cllr Mallon (C)	Cllr Hussain(L) Cllr Richards (L) Cllr Mallon (C)

Appendix 3

Grants & Budget Sub-Committee Chairman of Resources, Planning and General Services Committees	**Labour** 1. Hussain 2. Cherry 3. Beere 4. Eaton 5. Vaitkus	**Con/Lib** 1. Mallon
Dispensations Sub-Committee Chairman and Vice Chairman of controlling group	**Labour** 1. Hussain 2. Biegel 3. Eaton 4. Richards 5. Vaitkus	**Con/Lib** 1. Mallon
Hearings Panel Chairman of Resources and General Services Committees	**Labour** 1. Hussain 2. Cherry 3. Richards 4. Elugwu 5. Eaton	**Con/Lib** 1. Mallon
Local Honours Sub-Committee Town Mayor & Deputy Town Mayor	**Labour** 1. Cherry 2. Elugwu 3. Hussain 4. Dhesi 5. Richards	**Con/Lib** 1. Mallon
Standing Orders Working Party Chairman and Vice Chairman of Resources Committee	**Labour** 1. Hussain 2. Eaton 3. Biegel 4. Beere 5. Richards	**Con/Lib** 1. Mallon
Woodgreen Working Party Chairman & Vice Chairman of Resources Committee Town Clerk	**Labour** 1. Hussain 2. Eaton 3. Biegel 4. Woodward 5. Cherry	**Con/Lib** 1. Mallon

Events Working Party	**Labour** **1.** Eaton **2.** Mears **3.** Hussain **4.** Biegel **5.** Woodward	**Con/Lib** 1. Mallon
	Nominations	
Allotments Appeal Panel	**Labour** 1. Cherry 2. Richards 3. Creed 4. Crichton 5. Biegel	**Con/Lib** 1. Strangwood
Grounds Maintenance Working Party Chairman of Resources and General Services Committees	**Labour** 1. Hussain 2. Eaton 3. Cherry 4. Biegel 5. Richards	**Con/Lib** 1. Strangwood
	Nominations	
Built Heritage Working Party	**Labour** 1. Beere 2. Woodward	**Con/Lib** 1. Harwood

	Nominations	
Appeals Panel (6 Members) **(Not on Resources Committee)**	**Labour** 1. Richards 2. Crichton 3. Tohill-Martin 4. Mears 5. Biegel	**Con/Lib** 1. Harwood

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held at **6.30pm on Tuesday 12th May 2026** in the Town Hall, Banbury.

Present: Councillor Beere (Chair) Woodward (Vice Chair)
Councillors: Dhesi, Harwood, Tohill-Martin and Thornhill.

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

PL.19/26 Apologies for Absence
None.

PL.20/26 Declarations of Interest
None.

PL.21/26 Election of a Chair
It was proposed by Councillor Thornhill, seconded by Councillor Dhesi, and **WAS RESOLVED** that Councillor Beere be elected as Chair for 2026/27.

PL.22/26 Election of a Vice-Chair
It was proposed by Councillor Beere, seconded by Councillor Thornhill, and **WAS RESOLVED** that Councillor Woodward be elected as Vice-Chair for 2026/27.

PL.23/26 Appointment of Working Parties and appeals panel
It was proposed by Councillor Beere, seconded by Councillor Hussain, and **WAS RESOLVED** that the following be appointed to the sub-committees and working groups for 2026/27.

i) Built Heritage Working Party
(Seats Allocated: Labour 2; Con/Lib 1)

Labour	**Con/Lib**
1. Beere	1. Harwood
2. Woodward	

Background Papers: Nil

The meeting ended at 7.20pm

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday, **20 May 2026 at 6.30pm** at the Town Hall, Banbury.

Present: Councillor: Beere (Chair), Woodward (Vice Chairman)
Councillors: Dhesi and Tohill-Martin

Alternate: Councillor Stansfield for Councillor Thornhill

Officers: Robert Duxbury (Planning Officer)
Helen Durkin (Executive Officer)

PL.24/26 Apologies
Councillors Harwood and Thornhill

PL.25/26 Declarations of Interest
None

PL.26/26 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the meeting held on the 25 March 2026 be approved as a correct record and signed by Councillor Beere.

PL.27/26 Planning Applications to be Considered
The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.
Officers responded to a number of questions raised by Members.

- **26/00706/F – Mr Michael Deacon - 48 Castle Quay, Banbury** - Change of Use from retail unit to a youth cultural arts space working with young people.
  - **Banbury Town Council – No objections.**
- **26/00717/F – Mr M Hayat - 47 Padbury Drive, Banbury** - Installation of two pitched roof dormers to rear and rooflights to front elevation to facilitate conversion of loft to habitable space (as approved under 25/00745/F) and conversion of dwelling to 7 Bed HMO (Sui Generis).
  - **Banbury Town Council – Object to the proposed development**, on the grounds that the proposed density of residents will result in a detriment to the character and amenity of the area, and to the residential amenity of the adjoining houses by reason of inadequate car and cycle parking and potential internal noise nuisance. Furthermore the Town Council have reservations about the internal arrangements of the conversion with shared bathroom facilities resulting in inadequate accommodation for residents.
- **26/00723/REM – Mr Pritesh Shah - Land North East Of Oxford Road , West Of Oxford Canal And East Of, Bankside, Banbury -** Construction of a landscaped infiltration pond, associated earthworks, ecological mitigation features, and green infrastructure, together with new planting, boundary treatments, and access arrangements, to serve the wider residential development at Oxford Road, Banbury including Discharge of Conditions 2, 10, 11, 18, 19, 21, 24, 25 and 26 of planning permission ref: 25/02738/F dated 16 January 2026.
  - **Banbury Town Council – No objections.**

- **26/00689/F – Grundon Waste Management Ltd - S Grundon Services Ltd, Merton Street, Banbury -** Demolition of the existing depot and re-development to provide a new, workshop and depot infrastructure (Use Class B2/B8) for use by the applicants and the erection of 5 new industrial units (Use Class E(g)iii and B8).

  - **Banbury Town Council – Object to this proposal on the following grounds;**
    1. The Town Council is not convinced that the intended road connection from Higham Way to Chalker Way is possible due to the layout of this development. This road connection is considered to be vital to the compatibility of the commercial use of this land and the amenity of surrounding areas.
    2. The Town Council consider that the growth in traffic from this site, in combination with that generated on the adjacent site is not capable of being accommodated satisfactorily on the existing nearby road network. Such traffic should be shared with the majority being routed via Chalker Way. We await with interest the comments of OCC.
    3. The additional traffic generated along Higham Way, in conjunction with that likely from the adjacent site, will be detrimental to the residential amenity of nearby residents.
    4. Whilst noting the submitted FRA, the Town Council is concerned about the possible impact upon the flooding of the area. The comments of the Environment Agency are awaited.

    In addition the Town Council seeks an assurance that we will be given the opportunity to comment further once other stakeholder/consultee comments have been received.

- **26/00781/OUT – Trinity College - Land West Of Warwick Road, Banbury (In Drayton Parish) -** Erection of up to 200 dwellings, associated public open space, sustainable urban drainage systems, pedestrian and cycle connections, associated infrastructure, and access from Warwick Road. All matters reserved except for access.

  - **Banbury Town Council – Object to the application** on the grounds that the development proposed is in open countryside beyond the built up limits of Banbury, and is therefore contrary to the existing and emerging Local Plan policy. Whilst we recognise the current shortfall in housing land supply we believe that this should be resolved through the Local Plan process. We consider that the direction and extent of housing development around Banbury should be examined as part of the imminent Local Plan inquiry process, and approval at this time would be premature and would undermine that process.
    Should the planning authority disagree with this position it should be noted that BTC raise objections to the proposal on landscape impact grounds.

PL.28/26 Planning Applications Delegated to the Town Clerk

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.29/26 Decision Notices

The Town Clerk had submitted a schedule containing details of decision notices which had been sent by Cherwell District Council which were contrary to the recommendations of the Town Council.

IT WAS RESOLVED that the report be noted.

PL.30/26 Adderbury Neighbourhood Plan

IT WAS RESOLVED that Banbury Town Council should;

1. Thank Adderbury Parish Council for the opportunity to comment on the revised Neighbourhood Plan.
2. Endorse the concept and the specific demarcation of a strategic gap between Adderbury as set out in Policy AD7 and the accompanying plan (Map G).
3. Draw attention to Adderbury Parish Council to its long held view that the increasing congestion at Junction 11 of the M40, warrants attention by the Department of Transport and OCC and for the need for a second junction for Banbury. BTC wish to comment to Adderbury Parish Council the possible unintended impact of Policy AD6 (as further identified on Map F) in designating large areas east of Twyford as strategic open spaces as this designation may frustrate the provision of an improvement to arterial road connections to and from the M40 to the south of Banbury.

Date of next meeting – **Wednesday 24 June 2026 at 18:30pm**

The meeting ended at **7.50pm**

GENERAL SERVICES COMMITTEE

Minutes of a meeting of the General Services Committee held at **6.30pm on Tuesday 12th May 2026** in the Town Hall, Banbury.

Present: Councillor Cherry (Chair)
Councillors: Elugwu, Mears, Richards and Strangwood.

Alternate Members:

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

GS.11/26 Apologies for Absence
Councillor Biegel.

GS.12/26 Declarations of Interest
None.

GS.13/26 Election of a Chair
It was proposed by Councillor Elugwu, seconded by Councillor Richards, and **WAS RESOLVED** that Councillor Cherry be elected as Chair for 2026/27.

GS.14/26 Election of a Vice-Chair
It was proposed by Councillor Cherry, seconded by Councillor Elugwu, and **WAS RESOLVED** that Councillor Biegel be elected as Vice-Chair for 2026/27.

GS.15/26 Appointment of Working Parties and appeals panel
It was proposed by Councillor Cherry, seconded by Councillor Richards, and **WAS RESOLVED** that the following be appointed to the sub-committees and working groups for 2026/27.

i) Allotment Appeals Panel
(Seats Allocated: Labour 5; Con/Lib 1)

Labour
1. Cherry
2. Richards
3. Creed
4. Crichton
5. Biegel

Con/Lib
1. Strangwood

ii) Grounds Maintenance Working Party
(Seats Allocated: Labour 5; Con/Lib 1)

Labour
1. Hussain
2. Eaton
3. Cherry
4. Biegel
5. Richards

Con/Lib
1. Strangwood

Background Papers: Nil

The meeting ended at 7.20pm

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at **6.30pm on Tuesday 02 June 2026** at the Town Hall, Banbury.

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

Alternate: Councillor Hussain for Councillor Richards

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

BTC.16/26 Apologies for Absence
Cllr Richards

BTC.17/26 Declarations of Interest
None.

BTC.18/26 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on the 12 May 2026 be approved as a correct record and signed by the Chair, seconded by Councillor Biegel.

BTC.19/26 Parks and Cemeteries Service
The Committee considered a report of the Director of Environment providing an update for Members on:

Parks & Cemeteries Team.
Park Ranger Service / Play Areas.
4th Corner Landscape Contract.
Tree Survey / Arboricultural Works.
Allotments – Bloxham Vale.
Pond Refurbishment Project – Spiceball Park.
Cleansing Service.
Bus Shelters.
CCTV – People's Park.
Hard Surface Contract - Sports Facilities.
People's Park Café.
Hardwick Hill – Cemetery Extension.
Walled Garden Hard Landscaping Contract – People's Park.

<u>Parks & Cemeteries Team</u>

- The team are busy with grass cutting.
- The floral bedding in People's Park and the Cemeteries is being stripped out, the beds will be prepared in readiness for the Summer Bedding delivery in June. The plant giveaway was well received again by members of the public.
- The cemetery team continue to undertake burial duties in our cemeteries delivering a high standard of service in line with funeral bookings.
- Work continues on the maintenance of the fine turf facilities, bowls and cricket, ensuring they are in good condition for club fixtures.
- Following the advertisement and interviews of the vacant position, the Council has successfully recruited a new Parks & Cemeteries Operative to join the team.

Park Ranger Service / Play Area Update

- They continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.
- The annual inspection of all play facilities was completed by an independent Registered Play Inspector International (RPII) consultant.
- The team continue to undertake repair work on the findings made as a result of the inspection reports.
- The PlayZone inspections and maintenance continues weekly to be undertaken by the ranger team at both sites.
- The anti-social behaviour issue of motorbikes riding around the Park and Play Area, appears to have stopped, following the installation of rigid fencing replacing the gated cut through from Thornbury Rise and the permitted right of way next to the new development.
- The Contract for the installation of the new “Space for Girls” play equipment at Princess Diana Park was completed and opened 2nd April 2026, in time for the Easter Bank Holiday.
- The skate ramp at Spiceball Park requires some repairs to the riding surface which has been actioned to ensure it is undertaken before the summer holidays.

4th Corner Landscape Contract

- The team are also busy with grass cutting.
- The first weed treatment of roadside kerbs was completed by the end of May.
- Following the end of the football season, the sports pitch post season renovation works of spiking, top dressing, seeding and fertiliser application was all completed.
- The contractors performance against the works schedule is all on track.
- Early discussions have started with 4th Corner Landscaping Ltd regarding the available 3 year contract extension option.

Tree Survey / Arboricultural Works

- Following the evaluation of tenders received, a contract was awarded to Keystone Environmental Ltd for the surveying of all the Council’s tree stock. They have started the inspections and have completed 50% so far, with completion of the survey due by mid-June.
- Tree works have been issued for health and safety works at St Louis Meadow, Bankside Park, Spiceball Park and Parklands.
- Young tree maintenance including watering of the newly planted trees has been organised and is being undertaken.

Allotments – Bloxham Vale

- Following the installation of the plot dividers, the Parks and Cemeteries Team did some great work on the preparation of the allotment plots at the new site on the Bloxham Vale estate.
- The staff removed the weeds and stones, rotovated and levelled the plots, making sure they were ready for the Mayor to officially open them on 9th April 2026, in time for the main growing season.
- The Park Rangers assisted in the preparation of the Allotments at Bloxham Vale by undertaking the installation of plot markers, hard standing bases for the green waste compost bins which again was completed in in time for the official opening.
- I am pleased to inform the committee that all plots are now let to local residents of the estate, they have all been signed up and issued with new tenancy agreements.

Pond Refurbishment – Spiceball Park

- The pond re-lining and habitat enhancement scheme in Spiceball Park has now been successfully completed.
- The Landscape & Arboricultural Manager delivered the project, working collaboratively, with 4th Corner Landscapes Ltd, the Park Rangers and Wild Banbury (community volunteers).
- The funding for the project came from a grant from Cherwell District Council.
- The project not only revitalises an important habitat for local wildlife but also demonstrates how working with partners and careful environmental management can significantly improve green spaces for people and nature alike.

Cleansing Service Update

- Cleaning of public toilets is ongoing, no problems to report.
- The weekly cleaning of all sports pavilions continues in-line with fixtures.
- We currently have a vacancy for a Cleansing Operative (part-time), following the resignation of one of the team, we will be undergoing a recruitment process to find a replacement.
- Parks & Open Spaces cleansing – The service provided by Cherwell District Council continues to be delivered in line with the Service Level agreement, no issues to report.

Bus Shelters Update

- Unfortunately, the Bus Shelter on Highlands, by Hereford Way was crashed into by an out of control vehicle on 6th February 2026, resulting in a total destruction of the shelter. Following receipt of a Police report giving the drivers details, the shelter was removed and an insurance claim was made.
- The claim has now been approved, officers have placed an order for a new shelter, we are now awaiting manufacture and installation date from the supplier.

CCTV Update – People's Park

- Cherwell District Council have reported that the camera in People's Park has now had the RCD isolator unit changed. This has given power back to the camera as well as the light that is attached to it, however, the control room have said that the camera is still not working.
- The new CCTV agreement, which came into effect on the 1st April 2026, means that Thames Valley Police are now responsible the maintenance and hardware. They have been informed they need to look at the camera issue to resolve.
- The Chairman of this Committee has been made aware by Cherwell District Council and will follow up with Thames Valley Police.

Sports Facility - Hard Surfaces Update

- The contract for the refurbishment of sports surfaces by Sovereign Sports Ltd is nearly complete.
- There are only a couple of Multi-Use Games Areas to receive the final acrylic painting which is due to be finished by the 12th June 2026.
- The improvements to the Tennis Courts and MUGA's look great and users will benefit from the refurbished facilities in time for the summer when usage is at its highest.

People's Park Café Update

- The Café was officially opened on the 31st March 2026 attended by the Mayor and the Leader of the Council, in time for the Easter Bank Holiday weekend.
- The new operator fitted out the café with new equipment and has installed an outside covered seating area.
- The Café is providing a comprehensive range of food and drinks for visitors to the park to enjoy.
- Following inspection by Cherwell District Council's Environmental Health inspector, I am pleased to inform members that the Café received a 5 star Food Hygiene Certificate.
- "The Café" has been well promoted with a strong social media following with customers benefiting from introductory promotions, a loyalty scheme, new weekly specials, and are now operating an ordering and delivery service.
- The new operation is a great success, the operator is offering a professional service, which is being well received by the customers.
- The Café is busy and now an valuable asset, which is attracting additional visitors to the Park.

Hardwick Hill Cemetery Extension Update

- Following submission of planning application there has been some additional information requested by Cherwell District Council consultees.
- The additional information was in connection with the Landscape and Ecology Maintenance Plan, Tree Planting Proposals and Cycle Parking. This information has now been sent back to the Planning Authority and we are awaiting a response.

Walled Garden Hard Landscaping Contract – People's Park

- The hard landscape contract tender has now been advertised, the intended programme is:
    - Tender return date of 30th June 2026.
    - Tender Evaluation 1st July – 7th July 2026.
    - Award of Contract 8th July 2026.
    - Contract Start Mid-End of July 2026.
    - Contract Completion 30th September 2026
- The Committee is invited to approve that, following the evaluation of tender returns and subject to costs being within the agreed budget, Officers in conjunction with the Chairman of General Services Committee award the contract and proceed with the project as detailed above.

The Committee is invited to **RECEIVE AND TO NOTE;**
The Parks and Cemeteries Service Update.
The Ranger Service / Play Area Update.
The 4th Corner Landscape Contract Update.
The Tree Survey / Arboricultural Works Update.
The Allotments – Bloxham Vale Update.
The Cleansing Service Update.
The Pond Refurbishment Project Update.
The Bus Shelter Update.
The CCTV – People's Park Update.
The Hard Surface Contract – Sports Facilities Update.
The Café – People's Park Update.
The Cemetery Extension – Hardwick Hill Update.

The committee is invited **TO APPROVE** that Officers proceed with the tendering and award of the Hard Landscaping Contract for the Walled Garden at People's Park, as detailed in the last item of this report.

IT WAS RESOLVED to receive and note the parks and cemeteries report and all updates.
IT WAS RESOLVED to approve the walled garden landscaping contract.
IT WAS RESOLVED that the Town Clerk will write a letter, on behalf of Banbury Town Council, to Cherwell District Council for an update in respect of the CCTV issues in People's Park.

BTC.20/26 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 Committee's expenditure was within forecast versus the projected budget.
The main causes are addressed as follows:

General Services variances 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

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

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

Date of next meeting – **Tuesday 25 August 2026 at 18:30pm**

The meeting ended at 7:30pm

RESOURCES COMMITTEE

Minutes of a meeting of the Resources Committee held at **6.30pm on Tuesday 12th May 2026** in the Town Hall, Banbury.

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

Alternate Members:

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

R.21/26 Apologies for Absence
Councillor Biegel

R.22/26 Declarations of Interest
None.

R.23/26 Election of a Chair
It was proposed by Councillor Stansfield, seconded by Councillor Eaton, and **WAS RESOLVED** that Councillor Hussain be elected as Chair for 2026/27.

R.24/26 Election of a Vice-Chair
It was proposed by Councillor Hussain, seconded by Councillor Stansfield, and **WAS RESOLVED** that Councillor Eaton be elected as Vice-Chair for 2026/27.

R.25/26 Appointment of Working Parties
It was proposed by Councillor Hussain, seconded by Councillor Eaton, and **WAS RESOLVED** that the following be appointed to the sub-committees and working groups for 2026/27.

i) Grants & Budget Sub-Committee
(Seats Allocated: Labour 5; Con/Lib 1)

Labour	**Con/Lib**
1. Hussain	1. Mallon
2. Cherry	
3. Beere	
4. Eaton	
5. Vaitkus	

ii) Dispensations Sub Committee
(Seats Allocated: Labour 5; Con/Lib 1)

Labour	**Con/Lib**
1. Hussain	1. Mallon
2. Biegel	
3. Eaton	
4. Richards	
5. Vaitkus	

iii) Hearings Panel
(Seats Allocated: Labour 5; Con/Lib 1)

Labour	Con/Lib
1. Hussain	1. Mallon
2. Eaton	
3. Richards	
4. Elugwu	
5. Cherry	

iv) Local Honours
(Seats Allocated: Labour 5; Con/Lib 1)

Labour	Con/Lib
1. Cherry	1. Mallon
2. Elugwu	
3. Hussain	
4. Dhesi	
5. Richards	

v) Standing Orders Working Party
(Seats Allocated: Labour 5, Con/Lib 1)

Labour	Con/Lib
1. Hussain	1. Mallon
2. Eaton	
3. Biegel	
4. Beere	
5. Richards	

vi) Woodgreen Pool Working Party
(Seats Allocated: Labour 5, Con/Lib 1)

Labour	Con/Lib
1. Hussain	1. Mallon
2. Eaton	
3. Biegel	
4. Woodward	
5. Cherry	

vii) Events Working Party
(Seats Allocated: Labour 5, Con/Lib 1)

Labour	Con/Lib
1. Eaton	1. Mallon
2. Mears	
3. Hussain	
4. Biegel	
5. Woodward	

R.26/26 Appointment of Sub-Committees and Working Groups

It was proposed by Councillor Hussain, seconded by Councillor Eaton and **WAS RESOLVED** that the following be appointed to the sub-committees and working groups for 2026/27 as follows:

Standing Committee Membership
2026 – 2027

1. Resources Committee
(Seats allocated: Labour 5, Conservative/LD 1)

Labour
1. Hussain (Chair)
2. Eaton (Vice Chair)
3. Beere
4. Creed
5. Stansfield

Conservative/Lib Dem
1. Mallon

[Alternate Members]

Labour
1. Clarke
2. Crichton
3. Richards
4. Tohill-Martin
5. Urwick
6. Elugwu
7. Dhesi
8. Thornhill
9. Woodward
10. Cherry
11. Vaitkus

Conservative
1. Strangwood
2. Okeke

2. General Services Committee
(Seats allocated: Labour 5, Conservative/LD 1)

Labour
1. Cherry (Chair)
2. Biegel (Vice Chair)
3. Mears
4. Elugwu
5. Richards

Conservative/Lib Dem
1. Strangwood

[Alternate Members]

Labour
1. Hussain
2. Stansfield
3. Vaitkus
4. Eaton
5. Tohill-Martin
6. Clarke
7. Beere
8. Crichton
9. Woodward
10. Dhesi
11. Thornhill
12. Urwick
13. Creed

Conservative
1. Mallon
2. Harwood

3. Planning Committee
(Seats Allocated: Labour 5, Conservative/LD 1)

Labour
1. Beere (Chair)
2. Woodward (Vice Chair)
3. Dhesi
4. Thornhill
5. Tohill-Martin

Conservative/Lib Dem
1. Harwood

[Alternate Members]

Labour	Labour	Conservative
1. Hussain	8. Richards	1. Mallon
2. Biegel	9. Stansfield	2. Strangwood
3. Vaitkus	10. Urwick	
4. Eaton	11. Cherry	
5. Mears	12. Creed	
6. Clarke	13. Elugwu	
7. Crichton		

4. Appeals Panel
(Seats Allocated: Labour 5, Conservative/LD 1)

Labour	Conservative/Lib Dem
1. Richards	1. Harwood
2. Crichton	
3. Tohill-Martin	
4. Mears	
5. Biegel	

[**Note**: Appeals Panel members cannot be members of Resources Committee]

Background Papers: Nil

The meeting ended at 7.20pm

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 Eaton.

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

+

Banbury Town Council

Internal Audit Report 2025-26 (Final)

Adrian Shepherd-Roberts

For and on behalf of
Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the AGAR.

This report sets out the work undertaken in relation to the 2025-26 financial year which were completed on 22nd October 2025, 3rd February and 12th April 2026. We have completed our reviews for the year and we wish to thank the Town Clerk/RFO and staff in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our review for the year to date. We have ensured that governance and financial controls remain effective.

Internal Audit Approach

In completing our reviews for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts / Annual Return. Our programme of cover is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a series of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work to date we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Omega software to maintain its accounting records. Three bank accounts are operated with NatWest (Disbursements; Salaries and Special Interest) with transactions on each recorded in separate cashbooks in Omega. Further surplus funds are deposited with Santander and Barclays in a selection of term deposit accounts.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Verified the accurate carry forward of the prior year's closing Trial Balance detail in the financial software into the accounts for 2025-26 by reference to the 2024-25 closing Trial Balance;
- Ensured that the financial ledger remains "in balance" for the year;
- Ensured that an appropriate cost centre and nominal ledger income and expenditure coding structure is in place;
- Checked and agreed a sample of transactions on the Salaries and Special Interest accounts for the year to March 2026;
- Checked and agreed detail on the latest disbursement account reconciliations as at March 2026; and
- Checked and agreed detail of the other two account reconciliations as at 31st March 2026.

Conclusions

We are pleased to report that no significant issues have been identified in this area.

Review of Corporate Governance

Our objective here is to ensure that the Council has developed an appropriate approach to the management of corporate governance; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have completed our review of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (excluding Planning) for the year to determine, as far as we may reasonably be expected, whether any issues exist that may have an adverse effect on the Council's financial or other operational stability in the short, medium or long term.

We note that the Standing Orders and Financial Regulations were adopted in June 2025.

We are satisfied that The Council have met the requirements for Assertion 10 for this financial year.

Conclusions

We are pleased to report that no issues have been identified in this area, warranting further comment.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official ordering process is in place and operated for all appropriate purchases, acknowledging that a range of goods and services are provided under contractual requirements (e.g. Grass Cutting) or legislation (e.g. non-domestic rates);
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have examined a sample of payments processed in the financial year.

Finally, in this area, we have examined the content of the quarterly VAT reclaims to March 2026 which has yet to be reimbursed by HMRC.

Conclusions

We are pleased to report that no significant issues have been identified in this area

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition.

A Financial and Risk Management Policies are in place, which was approved by Resources Committee at its January 2026.

The Council's insurance is provided by Aviva: we have reviewed the current year's schedule noting that Employers and Public Liability cover are in place at £10 million respectively and, together with Fidelity Guarantee/Internal crime cover of £5 million and Business Interruption together cover on the Council premises and contents cover, all of which we consider appropriate for the Council's present requirements.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

We note that Full Council approved, at its January 2026 meeting, a precept level of £2,384,794 for 2026-27.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

The Council receives income from a variety of sources in addition to the annual precept, including monies received from burial and associated fees, allotment and premises rents, Town Hall room hire, special events, grants and donations and bank interest.

We note that members continue to review annually the scale of fees and charges for the various amenities, with appropriate revisions approved for the current financial year;

We undertook a review of the allotment sites at Grange Road and Sinclair Avenue examine to include the management controls and income arising from these allotments at our first review.

At the interim update audit, we completed a review of both Hardwick Hill and Southam Road cemeteries and the football pitches.

We have also undertaken a review of the systems and management controls in respect of the Events and Town Hall bookings.

We have reviewed the Sales Ledger, as it stands currently, and are pleased to report that no significant or long-standing debts are in existence of which the Council are not aware.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have physically checked the cash and receipts.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Staff Salaries

The Council employs a number of staff preparing the monthly payroll in-house using the Sage payroll software. In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as most recently updated from April 2023 as regards employee contribution bandings.

To meet these objectives, we have, by reference to the payroll run for September 2025: -

- Ensured that the Council reviews and approves pay scales for staff annually;
- Examined a sample of employment contracts ensuring that gross pay is in accordance with that detail or, where superseded by a subsequent letter confirming a change in employment terms, in line with that letter;
- Checked the tax and NI deductions being applied in September 2025 to the relevant HMRC tables;
- Similarly, ensured that the appropriate pension percentage contribution is being applied to those employees contributing the LGPS scheme; and

- Agreed the gross amounts paid to all individuals in September 2025 by reference to the supporting payslips.

Conclusions

We are pleased to record that no issues have been identified in this area.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on a ny such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with the relevant loan agreements.

We are pleased to note that the Council has an appropriate Treasury Management Policy which was reviewed by the Council in January 2026.

The Council currently has £5,000,100 held on deposit with Nat West Bank: we have verified the holding by reference to current statements held. We have also checked the posting of interest in the nominal ledger.

There are no loans outstanding currently repayable either by or to the Council.

Conclusions

No issues require formal comment or recommendation.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

9

COUNCIL MEETING

16 JUNE 2026

REPORT OF THE TOWN CLERK & RFO

APPROVAL OF ACCOUNTS AND ANNUAL RETURN FOR 2025/26

1 Introduction and Purpose of Report

1.1 As part of the Audit and Accounts Regulations, the Council is required to complete an Annual Return.

1.2 The purpose of this report is to authorise the Leader of the Council, Town Clerk and the RFO to sign off the Annual Return and Accounts, as appropriate, on behalf of the Town Council.

2 Wards Affected

2.1 All Wards.

3 Effect on Policy

3.1 Nil.

4 Contact Officer

4.1 Mark Hassall (01295 817313).

5 External Audit

5.1 Following changes to the audit regime, the Council's External Audit is now completed remotely. The deregulation removed the need for the External Auditor to visit the premises at all, with a consequent significant savings in Audit costs. The larger town councils now come within the same Audit regime as all other parish and town councils, rather than that applied to principal authorities such as CDC and OCC which was the case prior to the introduction of the lighter touch audit regime.

5.2 Under the limited assurance regime bodies with annual income or expenditure over £200K but below £6.5m are regarded as "smaller" bodies and are subject to an intermediate audit. This requires the completion of an Annual Return which is then sent to the External Auditor for completion at section 3 along with the appropriate supporting evidence and an audit questionnaire. Whilst the Auditor no longer visits the site he is still required to probe further into the annual governance statement in a "show me" approach in testing the assertions made by the Council.

6 The Annual Return

Annual Governance Statement

6.1 The Annual Governance Statement (Section 1 of the Annual Return) has 10 parts; the Council meets the requirements of each as follows;

1. The accounts were prepared in accordance with the Accounts and Audit Regulations as they apply to Banbury Town Council.
2. There are procedures and internal controls in place and there are regular checks of bank accounts and income and expenditure. The effectiveness of the internal controls has been reviewed.
3. To the best of my knowledge, the Council has only taken actions and decisions on matters that it has the legal power to do so. Also, no matters of this nature have been reported by the internal auditor.
4. The notice as to electors' rights will be displayed in accordance with the Audit and Accounts Regulations. This was noted for correction during last years audit due to the erroneous inclusion of the day of the meeting, which cannot form a clear day to be included.
5. An annual risk assessment is completed and reported to Council. Internal controls and insurances are reviewed on a regular basis.
6. An independent internal auditor examines the accounting records and control systems and provides written reports and recommendations which go to Resources Committee. The effectiveness of the system of internal audit has been reviewed.
7. All audit reports and recommendations from both the internal and external auditors, along with proposed actions to address any concerns, go before the Resources Committee for consideration.
8. To the best of my knowledge, the Council has disclosed everything it should have about its business during the year including any events taking place after the year-end.
9. The Council has discharged its responsibilities in relation to accountability for funds/assets held in trust.
10. The Council has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

6.2 In accordance with paragraph 6(4)(a) of the Accounts and Audit Regulations 2015 the Annual Governance Statement must be approved in advance of approving the Statement of Accounts. A copy is attached at **Appendix 1.**

Accounting Statements

6.3 This part of the Return (Section 2) will be completed by the RFO from extracts taken from the Council's computerised accounting system (RBS Omega) and verified by the Council's independent Accounts Advisor. Copy attached as **Appendix 2**.

7 Statement of Accounts

7.1 There is no longer a prescribed format for the Accounts. This has allowed for a more user-friendly format to be applied, which hopefully Elected Members and members of the public will find easier to follow. In any event the new format has considerably reduced the length of the Accounts.

7.2 The Accounts for the Year Ended 31 March 2026 (unaudited) are attached as **Appendix 3**.

8 Financial Effects and Risk Assessment

8.1 Undertaking an Annual Governance Review helps to ensure that the Council has an effective corporate governance framework and provides a mechanism through which weaknesses can be identified and addressed.

9 Recommendations

That the Council be RECOMMENDED to resolve:

9.1 That the Annual Internal Audit Report (page 3 of the Annual Return) be received and noted;

9.2 That the Annual Governance Statement (Section 1 on the Annual Return – attached as **Appendix 1**), where questions 1 to 10 are answered yes (excluding Q4 due to the omission of the day of the meeting last year), and signed on behalf of the Council by the Leader of the Council and the Town Clerk;

9.3 That the Accounting Statements (Section 2 on the Annual Return – attached as **Appendix 2**) for the year ended 31 March 2026 be approved and be signed on behalf of the Council by the Leader of the Council and the RFO;

9.4 That the Accounts for the Year Ended 31 March 2026 (unaudited) (attached as **Appendix 3**) be approved and signed on behalf of the Council by the Leader of the Council and the RFO.

9.5 That the Notice of Electors Rights (attached at **Appendix 4**) be approved.

Background papers – none

Annual Internal Audit Report 2025/26

BANBURY TOWN COUNCIL

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*		✓	
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/10/2025 03/02/2026 12/04/2026

Name of person who carried out the internal audit

A C Shepherd-Roberts

Signature of person who carried out the internal audit

Date 12/04/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

APPENDIX 1

We acknowledge as the members of:

BANBURY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
	✓			
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:	Signed by the Chair and Clerk of the meeting where approval was given:
and recorded as minute reference:	Chair
	Clerk

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APPENDIX 2

Section 2 – Accounting Statements 2025/26 for

BANBURY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	4,659,690	5,146,015	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	2,230,520	2,299,215	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	959,994	1,131,560	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	1,580,615	1,050,499	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	1,580,615	2,117,657	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	5,146,015	5,408,634	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	5,436,019	5,582,731	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	6,796,330	7,404,767	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date 01/06/2026.

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of BANBURY TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* 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 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. (*delete as appropriate). (continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority: (continue on a separate sheet if required)

3 External auditor certificate 2025/26

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 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

APPENDIX 3

Banbury Town Council

Statement of Accounts

(Not Subject to Audit)

31 March 2026

Banbury Town Council

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Banbury Town Council

Council Information

Town Mayor

Cllr Kieron Mallon

Councillors

Cllr Andrew Beere
Cllr Rebecca Biegel
Cllr Chris Brant
Cllr Becky Clarke
Cllr Mark Cherry
Cllr Isabel Creed
Cllr Andrew Crichton
Cllr Balbir Dhesi
Cllr Andrew Eaton
Cllr Henry Elugwu
Cllr Ian Harwood
Cllr Shaida Hussain
Cllr Helen Mears
Cllr Chukwudi Okeke
Cllr Barry Richards
Cllr Jayne Strangwood
Cllr John Stansfield
Cllr Kerrie Thornhill
Cllr Sian Tohill-Martin
Cllr James Urwick
Cllr Dom Vaitkus
Cllr Wendy Woodward

Clerk to the Council and Responsible Financial Officer

Mark Hassall ACMA CGMA MA

Auditors

Moore

Banbury Town Council

Introduction to Accounting Statements

For the Year Ended 31 March 2026

The Accounting and Audit Regulations governing the production of the Council's accounts were amended on 31 March 2012. Prior to this date the Council were obliged to prepare its accounts under the 2008 FRSSE and these accounts were subject to a full code audit.

The new regulations allow the Council to adopt the Limited Assurance Audit Regime, the principal advantage being a considerable saving in audit fees and a less arduous audit regime.

The Council's statutory accounts are now produced in the form of the Annual Return. The Statements of Accounts which are not subject to audit provides background workings and explanations of the figures declared in the Annual Return.

The following items are included:

The Statement of Accounting Policies

This statement details the legislation and the accounting principles on which the financial statements are prepared.

The Statement of Responsibilities

This statement identifies the Council's responsibilities and identifies the officer who is responsible for the Council's financial affairs.

The Income and Expenditure Account (Unaudited)

This document shows the income generated and the total expenditure on the services provided by the Council for the year. If required, this document includes capital expenditure and the capital element of loan repayments.

The Income and Expenditure Account Reconciliation (Unaudited)

This document reconciles the figures shown in the Income and Expenditure Account to the Annual Return.

The Balance Sheet (Unaudited)

This sets out the financial position of the Council on 31 March. It shows the value of its assets, the value of its cash and bank values, how much it is owed and how much it owes and the balance of reserves at its disposal.

Notes to the Accounts

These provide further information on the amounts included in the financial statements.

Budget Comparison for the year ended 31 March 2026

The Council's policy is to estimate the total expenditure for the year, which may contain capital expenditure not financed via the precept. Any such expenditure of this type is included within the actual revenue expenditure for the year.

The budget out-turn is summarised below :

	Net Expenditure	Net Budget	Variance
SERVICES TO THE PUBLIC			
Litter and Dog Bins	(168,555)	(179,405)	10,850
Cemeteries	(245,663)	(263,560)	17,897
Open Spaces, Sport and Recreation	(1,012,547)	(1,184,906)	172,359
Cultural and Heritage	(21,950)	(18,348)	(3,602)
Bus Shelters and Grit Bins	(2,938)	(14,040)	11,102
Capital Costs	(140,922)	(93,930)	(46,992)
	(1,592,575)	**(1,754,189)**	**161,614**
DEMOCRATIC, CIVIC AND CENTRAL COSTS			
Civic and Events	(210,859)	(240,406)	29,547
Service Support Costs	(396,160)	(424,113)	27,953
Town Hall	(65,670)	(69,291)	3,621
Swimming Pool and Other Grants	(105,202)	(110,722)	5,520
Capital Costs			-
Interest and Other Income	204,641	197,817	6,824
	(573,250)	**(646,715)**	**73,465**
Developer Contribution under S106 agreements	105,866	105,866	-
Precept	2,299,215	2,299,215	-
Net surplus/(deficit)	**239,256**	**4,177**	**235,079**

It is the Council's policy to provide full information about its affairs. Interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised on the Council's notice boards and website.

Further information about the accounts is available from The Town Hall, Bridge Street, Banbury, OX16 5QB. This is part of the Council's policy of providing full information about its affairs.

Banbury Town Council

Statement of Accounting Policies

31 March 2026

Accounting Convention

The accounts have been prepared in accordance with the Governance and Accountability for Local Councils – A Practitioners Guide (England).
These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.
The accounts have been prepared under the historical cost convention.
Prior to 1 April 2012 the Council's accounts were prepared in line with the Financial Reporting Standard for Smaller Entities (FRSSE 2008). The change from the FRSSE has resulted in a review of accounting policies, with changes in respect of the treatment of Fixed Assets.

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets above the Council de-minimus (currently £5,000) is written off to the Council's Income and Expenditure Account in the year of acquisition. Expenditure on fixed assets is then included in the Balance Sheet with a corresponding transaction shown in the Capital Financing Reserve to balance the transaction.
Fixed Assets are included in the balance sheet at carrying value current on 31 March 2009 together with subsequent acquisitions and enhancements at cost.

Depreciation Policy

All assets are held at cost on the balance sheet, in line with the accounting regulations.

Disposals

Where an asset is disposed of at a value above the de-minimus level (currently £10,000), the proceeds of the capital receipt within the meaning of the Local Authorities (Capital Financing and Accounting) (England) Regulations 2011, are included in the Income and Expenditure Account and carried to the Useable Capital Receipts Reserve.

Grants or Contributions from Government or Related Bodies

Capital Grants

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the full amount of the grant has been included in the Income and Expenditure Account to off-set the cost of purchasing the relevant asset.

Revenue Grants

Whether paid on account by instalment or in arrears grants and third party contributions are recognised as income on the date the Council receives the payment. Revenue grants are matched in revenue accounts with the service expenditure to which they relate and are shown under a separate heading in the Statutory Income and Expenditure Account.

Capital Receipts

Capital receipts arising from the disposal of fixed assets are taken to the Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

Investments

Investments over one year in length are not included in the balance sheet and realised gains or losses are taken into the Income and Expenditure account as realised.

Stocks and Work in Progress

Stocks where relevant are being constantly replaced and their value is not material to assessing the Council's state of affairs, as a result, stock is written off directly to revenue expenditure.

Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the regulations. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

The Council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

Value Added Tax

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

External Loan Repayments

When required, details of the Council's external borrowings are shown in the notes.

The Council shows external borrowings in its Balance Sheet. However the capital element of loan repayments is included in the Income and Expenditure Account and transferred to the Balance Sheet via the Capital Financing Account.

Leases

The Council has no commitments under finance leases. Rentals payable under operating leases are charged to revenue on an accruals basis.

Reserves

The Council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in the notes.

The Capital Financing Reserve is maintained to manage the accounting processes for tangible fixed assets. It does not represent usable resources for the Council:

Capital receipts arising from the disposal of fixed assets are taken to the Useable Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

Interest Income

All interest receipts are credited initially to general funds.

Interest is reallocated to certain reserves based on the level of their fund balance.

Cost of Support Services

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

Pensions

The pension costs that are charged against precept in the Council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The Local Government scheme is accounted for as a defined benefit scheme.

Banbury Town Council

Statement of Responsibilities for the Accounts

31 March 2026

The Council's Responsibilities

The Council is required:

to make arrangements for the proper administration of its financial affairs

to secure that one of its officers has the responsibility for the administration of those affairs. At this Council, that officer is the Responsible Financial Officer (RFO).

to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets

to approve the Annual Return

The Responsible Financial Officer's Responsibilities

The RFO is responsible for the preparation of the Council's statement of accounts as contained in *Governance and Accountability for Local Councils (Part 3) - A Practitioners Guide England "The Guide"* , to present a true and fair view of the financial position of the Council at 31 March 2025 and its income and expenditure for the year then ended.

In preparing the statements of accounts, the RFO has:

selected suitable accounting policies and then applied them consistently

made judgements and estimates that were reasonable and prudent, and complied with the guide.

The RFO has also:

kept proper accounting records which were up to date, and

taken reasonable steps for the prevention and detection of fraud and other irregularities.

Responsible Financial Officer's Certificate

I hereby certify that the statement of accounts presents a true and fair view of the position of Banbury Town Council at 31 March 2026, and its income and expenditure for the year ended 31 March 2026

Signed: ……………………………………………
Responsible Financial Officer - Mark Hassall

Date: ………………….

Banbury Town Council

Income and Expenditure Account

for the year ended 31 March 2026

Prior Year £ Net Expenditure		2026 £ Gross Expenditure	2026 £ Income	2026 £ Net Expenditure
	SERVICES TO THE PUBLIC			
(167,523)	Litter and Dog Bins	(168,555)		(168,555)
(262,676)	Cemeteries	(332,402)	86,739	(245,663)
(1,029,951)	Open Spaces, Sport and Recreation	(1,079,564)	67,017	(1,012,547)
(2,834)	Cultural and Heritage	(21,950)		(21,950)
(2,124)	Bus Shelters and Grit Bins	(2,938)		(2,938)
(17,794)	Capital Costs	(716,637)	575,715	(140,922)
347,209	Developer Contribution under S106 agreements		129,230	129,230
	DEMOCRATIC, CIVIC AND CENTRAL COSTS			
(280,767)	Civic and Events	(255,982)	45,123	(210,859)
(368,974)	Service Support Costs	(396,160)		(396,160)
(86,545)	Town Hall	(88,765)	23,095	(65,670)
(101,257)	Swimming Pool and Other Grants	(105,202)	-	(105,202)
(6,406)	Capital Costs	-	-	-
235,446	Interest and Other Income	-	204,641	204,641
(1,744,196)		(3,168,155)	1,131,560	(2,036,595)
2,230,520	Precept			2,299,215
486,324	**Net Surplus/(Deficit)**			**262,620**

Balances at Prior Year	RESERVES	Balances at 31 March 2025	Movement in Year	Balances at 31 March 2026
1,531,051	General Fund	1,531,051	152,956	1,684,007
2,736,902	Earmarked Reserves	2,736,902	86,300	2,823,202
878,060	Land transfer maintenance	878,060	23,364	901,424
5,146,013	**Total**	**5,146,013**	**262,620**	**5,408,633**

Banbury Town Council

Income and Expenditure Account and Annual Return Reconciliation

for the year ended 31 March 2026

	Income			Expenditure			
	Box 2	Box 3		Box 4	Box 5	Box 6	
Annual Return Box Numbers	**Precept**	**Other Income**	**Total**	**Staff Costs**	**Loans Repaid**	**Other Costs**	**Total**
Sevices to the Public							
Litter and Dog Bins		-	-	-		(168,555)	(168,555)
Cemeteries		86,739	86,739	(261,771)		(70,631)	(332,402)
Open Spaces, Sport and Recreation		67,017	67,017	(370,463)		(709,101)	(1,079,564)
Cultural and Heritage		-	-	-		(21,950)	(21,950)
Bus Shelters and Grit Bins		-	-	-		(2,938)	(2,938)
Capital Costs		575,715	575,715	-		(716,637)	(716,637)
Democratic, Management and Civic							
Civic and Events		45,123	45,123	(105,172)		(150,810)	(255,982)
Service Support Costs		-	-	(284,678)		(111,483)	(396,161)
Town Hall		23,095	23,095	(28,415)		(60,350)	(88,765)
Swimming Pool and Other Grants		-	-	-		(105,202)	(105,202)
Capital Costs		-	-	-		-	-
Interest and Other Income		204,641	204,641	-		-	-
Precept	2,299,215	-	2,299,215	-		-	-
S106 Developer Contributions		129,230	129,230				
Totals Carried to Annual Return	2,299,215	1,131,560	3,430,775	(1,050,499)	-	(2,117,657)	(3,168,156)

Banbury Town Council

Balance Sheet

as at 31 March 2026

Previous Year £		Box	2026 £	2026 £
	Current Assets			
123,654	Debtors	8	119,283	
5,436,016	Cash at Bank and In-hand		5,582,731	
5,559,670			5,702,014	
	Current Liabilities			
(413,660)	Creditors and accrued expenses	9	(293,382)	
0	Commuted Sums received in advance	11	0	
			(293,382)	
5,146,010	**Net Current Assets**			5,408,632
	Financed by:			
	Reserves available to the Council			
1,531,051	General Reserve		1,684,007	
	Earmarked Reserve	14		
2,736,900	- Future Projects		2,823,202	
878,060	- Land transfer maintenance		901,423	
				5,408,632
	Reserves Not Available to Council: Represents the Council's Net Investment in Fixed Assets less Outstanding Loans			
5,146,010				5,408,632

These accounts have been approved by the Council.

Leader of the Council

Date: …………………………

…………………………………

Responsible Financial Officer

Date: …………………………

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2026

1 **Interest and Investment Income**

	2026	2025
	£	£
Interest Income - General Funds	191,564	235,446
	191,564	235,446

2 **Audit Fees**

Fees payable covering the year 2025/2026 for the services carried out by the Council's auditors, Moore Stephens LLP in the year are £2,520 (2024/2025 £2,520).

3 **Employees**

The average weekly number of employees during the year was as follows:

	2026 Number	2025 Number
Full-time	16	16
Part-time	9	9
	25	25

All staff are paid within nationally agreed pay scales

Number of employees whose remuneration excluding employers pension contributions was over £50,000 in bands of £10,000 was:

Band	Number of Employees 2025/2026	Number of Employees 2024/2025
£50,000 to £59,999	1	1
£70,000 to £79,999	1	1

4 **Participation in Pension Scheme**

As part of the terms and conditions of employment of its officers and other employees, the Council offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme for civilian employees, administered locally by Oxfordshire County Council - this is a defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

5 **Tangible Fixed Assets**

	Freehold Land and Buildings	Leasehold Buildings	Community Sites	Other Assets	Heritage Assets	Total
Cost	£	£	£	£	£	£
At 31 March 2025	2,635,448	145,000	491,064	3,214,227	310,590	6,796,330
Additions	38,566		569,871			608,437
Disposal	-	-	-	-	-	
Revaluations	-	-	-	-	-	-
At 31 March 2026	2,674,014	145,000	1,060,935	3,214,227	310,590	7,404,767

Although classified as capital expenditure, certain minor equipment purchases are not included above as they are not material in overall value (subject to a £5k de-minimus).

6 Financing of Capital Expenditure

	2026	2025
	£	£
The following capital expenditure during the year:		
Fixed Assets purchased	608,437	40,713
	608,437	40,713
was financed by:		
Useable Capital Grants	-	-
Earmarked Projects Reserve	-	-
Precept and Revenue Income	608,437	40,713
	608,437	40,713

7 Information on Assets Held

Fixed assets owned by the Council include the following:

Operational Land and Buildings
- Town Hall Buildings
- Cemetery Buildings
- Sports Grounds and Pavilions

Vehicles and Equipment
- Town Hall Furniture and Fittings
- Council Offices Furniture and Fittings
- Playground Equipment

Infrastructure Assets
- Bus Shelters
- Litter and Dog Litter Bins

Community Assets
- Allotment Sites
- Cemeteries
- Play Areas and Open Spaces
- Spiceball Country Park
- Recreation grounds
- Town Signs
- Civic Regalia
- Council Artifacts

8 Debtors & Accrued Income

	2026	2025
	£	£
Trade Debtors - amounts falling due under one year	28,718	29,475
Accrued Income	-	118
Prepayments	-	4,982
Land Deposit	-	-
Less: Provision for bad and doubtful debts	-	-
	28,718	34,575
HM Revenue & Customs (VAT recoverable)	90,566	89,080
	119,284	123,655

9 Creditors and Accrued Expenses

	2026	2025
	£	£
Trade Creditors	(56,629)	(182,888)
Superannuation Payable		
Payroll Taxes and Social Security		
Accruals	(236,753)	(184,997)
Income in Advance	0	(45,775)
	(293,382)	(413,660)

10 **Grants Received**

Capital Grants

	2026	2025
Capital Grants	-	-
	-	-

11 **Commuted Sums**

	2026 £	2025 £
Balance at 1 April	-	-
Sums received during the year	-	-
	-	-
	-	-

12 **Earmarked Reserves**

	Balances at 1 April 2025	Contribution to Reserves	Contibution from Reserves	Balances at 31 March 2026
Other Earmarked Reserves	3,614,963	215,530	105,866	3,724,627
	3,614,963	215,530	105,866	3,724,627

See Appendix A: for a full anaysis of earmarked reserves

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2026

Appendix A:

Schedule of Earmarked Reserves

	Corporate Objectives	Balances at 1 April 2025	Contribution to Reserve	Contribution from Reserv
Estate Wall Repairs, Fencing & Ditch works	H1	86,240	20,000	
Hardwick Hill Cemetery Extension	B1	563,470		
Park Improvements	H1	757,575		
Sports Capacity Investment	H1	328,160		
Vehicle Replacement Fund (incl GM Plant)	H2	315,840		
Allotment Site Improvement	A1	29,120		
Town Centre Initiative	J1	146,720		
Peoples Park Improvements	J2	151,699		
Computer Software	D1	38,080		
Legal Support			15,000	
CCTV Improvement Reserve			5,300	
Arboriculture Inspection Contract			30,000	
Hard Landscaping - Sports & Play	H1	200,000		
Provision for bad and doubtful debts	D1	20,000	16,000	
Playzone Refurb Chandos & PDP	H1	100,000		
Section 106 Agreements	D1	878,060	129,230	105,86
		3,614,963	215,530	105,86

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2026

Appendix C:

Annual Return Reconciliation

		2025 £	2026 £
1	Balances Brought Forward	4,659,691	5,146,015
2	Annual Precept	2,230,520	2,299,215
3	Total Other Receipts	796,412	1,131,560
4	Staff Costs	959,996	**1,050,499**
5	Loan Interest/Capital Repayments	-	-
6	Total Other Payments	1,580,613	**2,117,657**
7	Balances Forward	5,146,015	5,408,634
8	Total Cash and Investments	5,436,019	5,582,731
9	Total Fixed Assets	6,796,330	7,404,767
10	Total Borrowings	0	0

Banbury Town Council

Notes to the Accounts

for the year ended 31 March 2026

Appendix B:

Reserves Reconciliation to Cash at Bank

		Prior Year £	Prior Year £	2026 £	2026 £
Reserves	General	1,531,051		1,684,007	
	Earmarked	2,736,900		2,823,202	
	- Land transfer maintenanc	878,060		901,423	
			5,146,010		5,408,632
Less Debtors		(123,654)		(119,283)	
Add Liabilities	Creditors and accrued expenses	413,660		293,382	
	Commuted Sums received in advance	0		0	
			290,006		174,099
Total			5,436,016		5,582,731
Cash at Bank			5,436,016		5,582,731
Difference			**0**		**0**

		2026 £	2026 £
Bank Statement Balances			
	NAT WEST DISBURSEMENTS	87,551	
	NATWEST SALARIES	209,417	
	NATWEST SPECIAL INTEREST A/C	285,296	
	BARCLAYS	117	
	PETTY CASH	250	
	Treasury Deposit 12 months	5,000,100	
			5,582,731
Unpresented Payments			0
Unbanked Receipts			0
Closing Balance			**5,582,731**
All Cash & Bank Accounts			
	NatWest Disbursements		87,551
	NatWest Salaries		209,417
	NatWest Special Int.		285,296
	Barclays		117
	Petty Cash		250
	Treasury Deposit 12 months		5,000,100
Total Bank & Cash Balances			**5,582,731**

APPENDIX 4

Smaller authority name: **Banbury Town Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement **Wednesday 17 June 2026** (a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:

(b) Mark Hassall
Town Clerk
mark.hassall@banbury.gov.uk

commencing on (c) **Thursday 18 June 2026**

and ending on (d) **Wednesday 29 July 2026**

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records. and;
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

MOORE

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ

5. This announcement is made by (e) Mark Hassall – Town Clerk& RFO.

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

Appendix
5

Banbury Town Council

FINANCIAL REGULATIONS

INDEX to Financial Regulations

FINANCIAL REGULATIONS

1 GENERAL

1.1 These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

1.2 The Responsible Financial Officer (RFO), under the policy direction of the Resources Committee, shall be responsible for the proper administration of the Council's affairs.

1.3 The RFO shall be responsible for the production of financial management information.

2. ANNUAL ESTIMATES

2.1 Each committee shall formulate and submit proposals to the Resources Committee in respect of revenue services and capital projects for inclusion in the rolling capital program not later than the end of January each year.

2.2 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO.

2.3 The Resources Committee shall review the estimates and submit them to the Council not later than the end of January in each year and shall recommend the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

2.4 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

2.5 The Council shall prepare and have regard to a four year forecast of Revenue and Capital Receipts and Payments which shall be prepared at the same time as the annual Budget or Estimates.

3 BUDGETARY CONTROL

3.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved committee budget.

3.2 No expenditure may be incurred which cannot be met from the amount provided in the appropriate committee revenue budget unless a virement has been approved by the Resources Committee or the Council.

3.3 Transfers within committee revenue budgets can be made provided that this does not distort Council policy. The Town Clerk and the RFO may authorize such transfers.

3.4 The RFO shall periodically provide the Resources Committee with a statement of income and expenditure to date under each head of the approved budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.

3.5 The Town Clerk may incur expenditure on behalf of the council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000 per annum. The Town Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

3.6 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required can not be met from savings made elsewhere within that committee's approved budget, it shall be subject to the provision of a supplementary estimate approved by the Resources Committee or the Council.

3.7 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an Earmarked Reserve by resolution of the Resources Committee.

3.8 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the committee concerned are satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval has been obtained.

3.9 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4 ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations (England) 2015.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Resources Committee.

4.3 The RFO shall be responsible for completing the Accounts of the Council and for submitting the Accounts for approval and authorisation by the

Council within the timescales set by the Accounts and Audit Regulations (England) 2015,

4.4 The following principles shall be observed in connection with accounting duties.

a) The duty of providing information, calculating, checking and recording sums due to, or from, the council, should be separated as completely as possible from the duty of collecting or dispersing them.

b) Officers charged with the duty of examining and checking the accounts of cash transactions should not be engaged in any of those transactions.

4.5 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the Accounts and Audit Regulations (England) 2015. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.6 The Internal Auditor shall carry out the work required by the RFO, or by the Council. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.

4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations (England) 2015

4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5 BANKING ARRANGEMENTS AND CHEQUES

5.1 The council's banking arrangements shall be made by the RFO and approved by the Resources Committee. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payment of money shall be prepared by the RFO and together with the relevant invoices etc be presented to the Chairman or Vice-Chairman of the Resources Committee, the Town Mayor or Deputy Town Mayor. If the schedule is in order it shall be authorised by any two of the four signatories.

5.3 Cheques and autopay sheets drawn on the two bank accounts in accordance with the schedule referred to in the previous paragraph shall be signed by any two of the following:

Chairman or Vice-Chairman of the Resources Committee, the Town Mayor or Deputy Town Mayor.

5.4 To indicate agreement of the detail shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6 PAYMENT OF ACCOUNTS

6.1 Apart from petty cash payments, all payment shall be effected by cheque or other order drawn on the Council's bankers.

6.2 Before certifying an account, the certifying officer shall be satisfied that:

(a) The goods to which the account relates have been received, examined and approved as to quality and quantity, or services rendered or work carried out satisfactorily.

(b) The prices, extensions, calculations, trade discounts, other allowances, credits and tax are correct.

(c) The relevant expenditure has been properly incurred, is within the relevant estimate provision, and the account has not been previously passed for payment.

(d) The expenditure has been correctly coded to the appropriate cost centre and appropriate entries made in inventories, store records or stock books, as required.

6.3 Duly certified invoices shall be passed to the Accountant who shall examine them in relation to arithmetical accuracy and authorisation. When the Accountant is satisfied that invoices are in order shall give them final certification in the box provided on the payment slip. When the invoice relates to an order raised by the Accountant he shall pass it to the Deputy Town Clerk for final certification.

6.4 The Accountant shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.
If a payment is necessary to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the RFO may take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the appropriate signatories at the next available opportunity.

6.5 All duly certified invoices will then be entered on the schedule referred to in 5.2 above.

6.6 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:

a) The RFO shall maintain a petty cash float to a limit of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of the payment of money presented to the Resources Committee Chairman or Vice-Chairman, the Town Mayor or Deputy Town Mayor (under 5.2 above).

6.7 If thought appropriate by the RFO, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by the Resources Committee Chairman or Vice-Chairman, the Town Mayor or Deputy Town Mayor as made.

7 PAYMENT OF SALARIES

7.1 The payment of all salaries and wages shall be made by the RFO from the Salaries account in accordance with the payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by the Resources Committee.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates.

7.3 All time sheets shall be certified as to accuracy by or on behalf of the Town Clerk.

7.4 The payroll account shall not be overdrawn at the bank. Transfers to fund it shall be made from the Council's general account and shall be shown separately on the schedule of the payment of money presented to the Resources Committee Chairman or Vice-Chairman, the Town Mayor or Deputy Town Mayor (under 5.2 above).

8 LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with the Council's Treasury Management Policy, which shall be reviewed annually by the Resources Committee and recommended for approval by the Council.

8.2 All investments of money under the control of the Council shall be in the name of the Council.

8.3 All borrowings shall be effected in the name of the Council after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.

8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the Town Clerk.

9.4 Any sums found to be irrecoverable and any bad debts over £250 shall be reported to the Resources Committee and shall be written off in the year.

9.5 All sums received on behalf of the Council shall either be paid to the RFO for banking or be banked by the officer collecting the money as directed by the RFO. In all cases all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.

9.7 Every transfer of official money from one member of staff to another shall be signed for by the receiving officer.

9.8 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.9 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.10 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 Official orders shall be in a form approved by the RFO and are to be signed only by officers authorised by the Town Clerk who shall be responsible for official orders issued. In all cases no orders will be authorised by the officer raising the order.

10.2 An official order or letter of intent shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases or for supplies of public utility services, periodical payments such as rent or rates or other such exceptions as the RFO may from time to time approve. Orders shall contain a quotation or estimate of costs and works to be undertaken. Copies of orders shall be maintained.

10.3 Order books shall be controlled by the RFO.

10.4 All Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction and are subjected to terms of the Council's financial regulations on Contracts at paragraph 11 of these regulations.

10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract whether made by the council or by a committee to which the power of making contracts has been delegated shall comply with these standing orders, and no exception from any of the following provisions of these standing orders shall be made otherwise than by direction of the council or in an emergency by such a committee as aforesaid provided that these standing orders shall not apply to contracts which relate to items (i) to (v) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

(v) for additional audit work of the external Auditor up to an

estimated value of £500 (in excess of this sum the Clerk and RFO shall act following consultation with the Chairman of Resources Committee;

(vi) for goods or materials proposed to be purchased which are proprietary articles and/ or which are sold only at a fixed price.

(b) Where it is intended to enter into a contract:

(i) for expenditure of £50,000 or less in value the Town Clerk or one of the duly authorised deputies (in the first instance the Deputy Town Clerk or Director of Environment) shall have executive power.

(ii) exceeding £3,000 but not exceeding £50,000 in value for the supply of goods or materials or for the execution of works, quotations in writing from at least three firms shall be obtained by Officers under the direction of the Town Clerk, unless the service/goods is available from one specialist supplier only or for the reasons set out in paragraph (a) above. Such firms shall be selected in accordance with standing orders.

(iii) for expenditure exceeding £50,000, a minimum of three tenders shall be invited from the appropriate approved list of contractors, or upon the recommendation of any professional advisors engaged to assist the Council in undertaking the tender process, under the direction of the Town Clerk. If three offers are not received the Officers may repeat the request to other suitable approved firms.

(iv) a check is to be made whether the European Union Public Sector Procurement Rules apply and appropriate advice sought. Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015 (SI No.5, as amended) and the Utilities Contracts Regulations 2016 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Resources Committee.

(d) Every exception made by a committee to which the power of making contracts has been delegated shall be reported to the Resources

Committee and the report shall specify the emergency by which the exception shall have been justified.

(e) Notice of a contract exceeding £50,000 shall state the general nature of the intended contract and the last date by which those tenders should reach the Town Clerk in the ordinary course of post. Tenders received after that date shall not be accepted or considered and the tender will be returned directly to the tenderer.

(f) Tenders shall only be accepted if returned in the Council's own stamped addressed envelope with no additional information added by the tenderer.

(g) Tenders shall be opened at the same time on the prescribed date by the Town Clerk or Deputy Town Clerk in the presence of at least one Member of the Council and shall be reported to the appropriate Committee or Sub-Committee.

(h) All tenders received, including any returned, shall be recorded. A register of all contracts awarded shall be kept and maintained. This register shall be open to inspection by any member of the Council.

(i) Neither the Council nor any Committee, or Sub-Committee is bound to accept the lowest tender or any tender, quote or estimate; however satisfactory justification shall be required and recorded in the minutes.

(j) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

(k) A notice issued under the regulations shall contain a statement of the effect of the following.

(i) If a supplier/tenderer of any goods/services is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A person who fails so to do shall be disqualified for such contract and, if engaged, the contract may be withdrawn without further notice. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure.

(ii) Canvassing of members or of any Committee, directly or indirectly, for any work/service under the Council shall disqualify the supplier/tenderer. The Town Clerk shall make known the purport of this sub-paragraph to every supplier/tenderer.

(iii) A member of the Council shall not solicit for any person any work under the Council or recommend any person for such work; but, nevertheless, a member may give a written testimonial of a supplier's ability, experience or character for submission to the Council.

(l) Tenders for the purchase of land, surplus equipment, etc., from the

Council will be dealt with in accordance with the general interpretation of the regulations unless otherwise decided by the Council.

12 PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by installments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate committee.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

13 STORES EQUIPMENT

13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery Notes must be obtained in respect of all goods received into store and goods must be checked as regard quality at the time delivery is made.

13.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for an annual check of all stocks and stores.

14 PROPERTIES AND ESTATES

14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held .

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the council, save where the estimated market value of any one item does not exceed £1,000.

15 INSURANCE

15.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Town Clerk.

15.2 The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances

15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance.

15.6 The RFO shall undertake an annual risk assessment.

16 CHARITIES

16.1 Where the Council is sole trustee of a Charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

17.1 The Town Clerk with the RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 The Town Clerk and RFO shall ensure that all reports considered by the Council, Committees and Sub Committees address the legal and financial liabilities and Risk Management issues that arise from the proposed activity.

18 REVISION OF FINANCIAL REGULATIONS

18.1 It shall be the duty of the Resources Committee to review the financial regulations of the Council from time to time and to make such recommendations to the Council as the Committee considers are required.

6

Banbury Town Council

STANDING ORDERS

Index of standing orders

1 Meetings

a) **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

b) **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**

c) **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

d) Subject to standing order 1(c) above, Banbury residents are permitted, at the discretion of the Town Mayor, to ask questions in respect of any item of business included in the agenda for the meeting of the full Council or which relate either to matters over which the Council has power or Its administrative area.

e) The period of time which is designated for public participation at meetings of the full Council in accordance with standing order 1(d) above shall not exceed (20) minutes. There shall be no public participation session at the Annual Council Meeting.

f) Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda for the full Council meeting and shall not speak for more than (5) minutes.

g) In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting of the full Council shall not require a response or debate.

h) In accordance with standing order 1(g) above, the Town Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

i) A record of a public participation session at a meeting shall be included in the minutes of that meeting.

j) A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Town Mayor may at any time permit an individual to be seated when speaking.

k) Any person speaking at a meeting shall address his comments to the Town Mayor.

l) Only one person is permitted to speak at a time. If more than one person wishes to speak, the Town Mayor shall direct the order of speaking. Where a number of people wish to make similar representations, they should be prepared to select one person from amongst their number to speak for them all. Where different people wish to speak on each side of a debate then each side must be willing to appoint one member to represent their views.

m) Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is permitted. It would be helpful if those wishing to record could contact the Council before the meeting so that we can ensure the necessary facilities are in place. The Town Mayor (or the Chairman of the meeting) will advise the public that the meeting is being recorded. A request to record a meeting shall only be refused if the Town Mayor believes recording would disrupt the meeting. The purpose of this standing order is to provide guidance for members of the press, or public, on the taking of photographs and/ or the audio / visual recording of any Council meeting which is held in public.

There are no restrictions on anyone at a Council meeting using Twitter, blogs, Facebook or similar social media provided that the Town Mayor does not consider their actions are disrupting the proceedings of the meeting.

n) In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

o) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor (or Chairman of a Committee/Sub Committee) may in his absence be done by, to or before the Deputy Town Mayor (or Vice-Chairman).

p) The Town Mayor, if present, shall preside at a meeting of the Council. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

q) Subject to model standing order 1 (x) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

r) The Town Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)

s) **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of two Councillors, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before the vote is taken.

t) **The minutes of a meeting shall record the names of councillors present** and absent**.**

u) **The code of conduct adopted by the Council shall apply to councillors and co-opted members in respect of the entire meeting.**

v) **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** (See also standing order 7 below.)

w) **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.**

x) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

2 Ordinary Council meetings

See also standing order 1 above

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**

b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

e **The election of the Town Mayor and** Deputy Town Mayor **shall be the first business completed at the annual meeting of the Council.**

f **The Town Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g **The Deputy Town Mayor, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**

h **In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Town Mayor** has **been re-elected as a member of the Council, he shall preside at the meeting until a new Town Mayor has been elected. He may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**

j **Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting of the Council, the order of business shall be as follows.**

i. In an election year, delivery by councillors of their declarations of acceptance of office.
ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
iii. Receipt of nominations to existing committees.
iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
v. To appoint representatives to Outside Bodies
vi. In a year of elections, if a Council's period of eligibility to exercise the power of General Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.

3 Proper Officer

a The Council's Proper Officer shall be the Town Clerk or such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

b The Council's Proper Officer shall do or make arrangements for the doing of the following;

i. **Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee** and sub-committee **at least 3 clear days before the meeting.**
ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee** or a sub- committee **(provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them)**.
iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice before the agenda for the meeting has been sent out confirming his withdrawal of it.
iv. **Convene a meeting of full Council for the election of a new Town Mayor, occasioned by a casual vacancy in his office, in accordance with standing order 3(b)i above**.
v. Make available for inspection the minutes of meetings.
vi. **Receive and retain copies of byelaws made by other local authorities.**
vii. **Receive and retain declarations of acceptance of office from councillors.**
viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
ix. Keep proper records required before and after meetings;
x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2022, in accordance with and subject to the Council's procedures relating to the same.
xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
xiii. Arrange for legal deeds to be sealed using the Council's common seal (*See also standing orders 14(a) and (b).*)
xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
xv. Record every planning application notified to the Council and the Council's response to the local planning authority on the Council's Planning Database;;
xvi. Refer a planning application received by the Council to the Ward Councillors for comment

xvii. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.

xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.

b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

c If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Town Mayor or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda. The proposer of the motion shall be advised accordingly.

d Having consulted the Town Mayor or councillors pursuant to standing order 4(c) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

e Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.

f Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

g Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

h If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Town Mayor may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

5 Motions not requiring written notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.
ii. To record the absences of councillors.
iii. To approve the accuracy of the minutes of the previous meeting.
iv. To correct an inaccuracy in the minutes of the previous meeting.
v. To dispose of business, if any, remaining from the last meeting.
vi. To alter the order of business on the agenda for reasons of urgency or expedience.
vii. To proceed to the next business on the agenda.
viii. To close or adjourn debate.
ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
xi. To receive nominations to a committee or sub-committee.
xii. To dissolve a committee or sub-committee.
xiii. To note the minutes of a meeting of a committee or sub-committee.
xiv. To consider a report and/or recommendations made by a committee or a sub- committee or an employee.
xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
xvi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
xvii. To extend the time limit for speeches.
xviii. To exclude the press and public for all or part of a meeting.
xix. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
xx. To give the consent of the Council if such consent is required by standing orders.
xxi. To suspend any standing order except those which are mandatory by law.
xxii. To adjourn the meeting.
xxiii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
xxiv. To answer questions from councillors.

6 Rules of debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Town Mayor's direction for reasons of expedience.

b Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.

c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.

d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Town Mayor, be reduced to writing and handed to the Town Mayor who shall determine the order in which they are considered.

e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

f Any amendment to a motion shall be either:
   i. to leave out words;
   ii. to add words;
   iii. to leave out words and add other words.

g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Town Mayor. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Town Mayor considers this expedient but shall be voted upon separately.

j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.

k If an amendment is not carried, other amendments shall be moved in the order directed by the Town Mayor.

l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding (5) minutes.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.

o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.

p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

q A point of order shall be decided by the Town Mayor and his decision shall be final.

r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

s Subject to standing order 6(o) above, when a councillor's motion is under debate no other motion shall be moved except:

i. to amend the motion;
ii. to proceed to the next business;
iii. to adjourn the debate;
iv. to put the motion to a vote;
v. to ask a person to be silent or for him to leave the meeting;
vi. to refer a motion to a committee or sub-committee for consideration;
vii. to exclude the public and press;
viii. to adjourn the meeting;
ix. to suspend any standing order, except those which are mandatory.

t In respect of standing order 6(s)(iv) above, the Town Mayor shall first be satisfied that the motion has been sufficiently debated before it is put to the vote. The Town Mayor shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct (England)

See also model standing orders 1(d)–(i) above

a **All councillors shall observe the code of conduct adopted by the Council.**

b All councillors shall be encouraged to undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

c **Councillors with a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting shall as soon as practicable after the start of the meeting make a disclosure as to the nature as well as the existence of that interest; and thereafter, leave the room or chamber.**

8 Questions

(See also Standing Order 1(d) to 1(k)

a A councillor may seek an answer to a question concerning any business of the Council provided notice of the question has been given to the person to whom it is addressed before the meeting begins.

b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

c Every question shall be put and answered without discussion.

d A person to whom a question has been put may decline to answer.

e At all meetings of the Council except at the Annual Council Meeting a period of up to 20 minutes in total shall be allocated in accordance with Standing Order 1(d) where the Town Mayor may at his/her discretion, allow any Banbury resident to address the meeting, subject to:

- no member of the public speaking for more than five minutes;
- where a number of people wish to make similar representations they are prepared to select one person from amongst their number to speak for them all; and
- where different people wish to speak on each side of a debate then each side being willing to appoint one member to represent their views.

f Such sessions form part of the Council meeting in law and shall be duly minuted.

9 Minutes

a If a copy of the minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.

c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Town Mayor or Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

10 Disorderly conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b If, in the opinion of the Town Mayor or Chairman, there has been a breach of standing order 10(a) above, the Town Mayor or Chairman shall express that opinion and thereafter any councillor (including the Town Mayor or Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Town Mayor or Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Town Mayor/Chairman’s casting vote.

13 Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council’s financial regulations.

b **The Council’s financial regulations shall be reviewed once a year.**

c **The Council’s financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council’s functions to be delegated to a committee, sub-committee or to an employee.**

14 Execution and sealing of legal deeds /documents

a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b **In accordance with a resolution made under standing order 14(a) above, the Council’s common seal shall alone be used for sealing a deed required by law. It shall be applied by the Town Clerk**

c A resolution of the Council or of a Committee (where that Committee has the power) or the exercise of any power under delegation arrangements authorising the acceptance of any tender or quotation, the purchase, sale, letting or taking of any property, the making of any payment, the issue of any stock, the transfer of shares and other investment transactions, the presentation of any petition, memorial or address, the making of any rate or contract or the doing of, or any other matter or thing, shall be sufficient authority for the sealing of any document necessary to give effect thereto.

d The Town Clerk may sign on behalf of the Council, any agreement or other document not requiring to be executed under seal and he or his authorised alternate, may sign on behalf of the Council any notice, order or other document not required to be executed under seal, the subject matter of which has been approved by or on behalf of the Council or any Committee or Sub-Committee thereof or Officer authorised so to act under delegation arrangements.

e An entry of the sealing of every deed and document to which the Common Seal shall have been affixed shall be made in a book to be provided for that purpose and shall be signed by the person present at the sealing.

f Where any document will be a necessary step in legal proceedings on behalf of the Council it shall, unless any enactment otherwise requires or authorises or the Council shall have given the necessary authority to some other person for the purpose of such proceedings, be signed by the Town Clerk, or other Officer authorised so to act under delegation arrangements.

15 Committees

See also standing order 1 above

a The Council may at its Annual Town Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf: -

- Shall not appoint any member of a Committee so as to hold office later than the next Annual Meeting.

- May appoint persons other than members of the Council, in a non-voting capacity, to any Committee.

- May subject to the provisions of Standing Order 11 above at any time dissolve or alter the membership of a committee.

- May at any time give instructions to or modify or revoke the powers or duties of any Committee.

- Shall, as far as is practicable appoint members to Standing Committees in proportion to the number of Councillors in each group to which they affiliate.

b Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-chairman who shall hold office until the next Annual Meeting of the Council.

c The quorum of Committees and of Sub-Committees shall be one third of the whole number of members of the Committee or Sub-Committee but shall not be less than three members of a Committee or two members of a Sub-Committee.

16 Sub-committees

See also standing order 1 above

a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

See also standing order 1 above

a **The Town Mayor may convene an extraordinary meeting of the Council at any time.**

b **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by those two councillors.

18 Advisory committees

See also standing order 1 above

a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19 Presence of Non-Members at Meetings

a A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

b A Member of the Council may attend as an observer, without a right to speak or vote, a meeting of any Committee or Sub-Committee of which he is not a Member, even if members of the public have been excluded, except when a matter in respect of which he would be required to declare a Disclosable Pecuniary Interest is to be discussed.

c A Member of the Council may attend, without a right to vote, any meeting of a Committee or Sub-Committee of which they are not a Member, in order to make a statement on a particular item of business of which notice has been given in the formal agenda and which directly and specifically affects the Ward they represent. Such attendance shall not be allowed if the matter is one where the Member would be required to declare a Disclosable Pecuniary Interest.

d A Member attending a meeting as a Ward Member to make a statement shall notify the Town Clerk prior to the start of the meeting so as to enable a proper record to be made in the Minutes.

e Where alternate membership of a Committee or Sub-Committee is permitted, each Political Group may have an unlimited number of alternate members for that Committee or Sub-Committee provided that each alternate member has been duly appointed as such by the Council or by the parent Committee.

f If a Member of a Committee or Sub-Committee (with the exception of such bodies where the Council has decided alternate members shall not be appointed) is unable to attend a meeting thereof, a duly appointed named alternate member shall be entitled to attend, speak and vote at the meeting provided that:-

(i) no member shall be entitled to act as an alternate for more than one member at any one meeting;

(ii) the name of the alternate member is notified to the Town Clerk before the time appointed for the start of the meeting, and shall be reported formally by him to the meeting and the substitution recorded in the Minutes;

(iii) the attendance of the alternate member shall apply for the whole of the meetings in question;

g The provisions of paragraphs (e) and (f) above shall apply also to a vacant seat on a Committee or Sub-Committee created when a Member vacates his or her seat on the Council for whatever reason prior to the expiry of their elected term of office, until such time as the seat on the Committee or Sub-Committee has been filled.

h The Town Mayor shall be entitled to attend and speak, but may not vote at meetings of any Committee/Sub-Committee of which they are not appointed Members.

i A Member who is appointed as the Leader of a Political Group represented on the Council shall be entitled to attend and speak at all meetings of Committees and Sub-Committees of the Council. A Member who is attending a meeting as Leader of a Political Group shall advise the Town Clerk prior to the commencement of the meeting of that fact, and such attendance shall be recorded in the Minutes of the meeting.

20 Accounts and Financial Statement

a All payments by the Council shall be authorised, approved and paid in accordance with the Council’s financial regulations, which shall be reviewed at least annually.

b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March a Financial Statement prepared on the appropriate accounting basis for a year to 31 March. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

21 Estimates/precepts

a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

22 Canvassing of and recommendations by councillors

a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate’s ability, experience or character for submission to the Council with an application for appointment.

c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23 Inspection of document

a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

24 Unauthorised activities

a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

25 Confidential business

a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

26 Power of General Competence

a Before exercising the power of general competence, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

b The Council's period of eligibility begins on the date that the resolution under standing order 26 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

27 Matters affecting council employees

a If a meeting considers any matter personal to a Council employee, it shall not be considered at a meeting until the meeting has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.

b Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

c The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

d Records documenting reasons for an employee’s absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

e Only persons with line management responsibilities shall have access to employee records if so justified.

f Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the Town Clerk and Deputy Town Clerk.

28 Relations with the press/media

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council’s policy in respect of dealing with the press and/or other media.

29 Liaison with District and County Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the District and County Councils representing Banbury electoral divisions/wards.

30 Financial matters

a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the accounting records and systems of internal control;
ii. the assessment and management of financial risks faced by the Council;
iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.

b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall comply with the relevant requirements of the Public Contracts Regulations 2015 (and as amended in 2022).**

c Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed in a local newspaper or in any other manner that is appropriate;
ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
iii. tenders are to be sent, in a sealed marked envelope, to the Town Clerk by a stated date and time;
iv. tenders submitted are to be opened, after the stated closing date and time, by the Town Clerk or Deputy Town Clerk and at least one member of the Council;
v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

e **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time the Council must consider whether the Public Contracts Regulations 2015 (and as amended in 2022) and the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

31 Allegations of breaches of the code of conduct

a **Any complaints regarding breaches of the Council's Code of Conduct shall be referred to the Monitoring Officer of Cherwell District Council.**

32 Variation, revocation and suspension of standing orders

a Any or every part of the standing orders, except those which are mandatory by law and shown in bold type, may be suspended by resolution in relation to any specific item of business.

b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

33 Standing orders to be given to councillors

a The Town Clerk shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.

b The Town Mayor/Chairman's decision as to the application of standing orders at meetings shall be final.

Organisation	No'	Appointment 2025/2026	Nominations 2026/2027
Banbury & District Air Training Corps	1	Cllr Elugwu (L)	Cllr Elugwu (L)
Banbury & District Samaritans	1	*Cllr Crichton (L)*	Cllr Crichton (L)
Banbury & District Twinning Association	1	Cllr Woodward (L)	Cllr Woodward (L)
Banbury Bluecoat Foundation	1	-	Cllr Mallon (C)
Banbury Borough Bowling Club	1	-	VACANT
Banbury Canal Partnership	1	Cllr Mallon (C)	Cllr Mallon (C)
Banbury Citizen's Advice Bureau	1	Cllr Crichton (L)	Cllr Crichton (L)
Banbury Civic Society	1	Cllr Eaton (L)	Cllr Eaton (L)
Banbury Regeneration Area Oversight Group	6	Cllr Hussain Cllr Eaton Cllr Cherry Cllr Biegel Cllr Beere Cllr Woodward	Cllr Hussain (L) Cllr Mears (L) Cllr Biegel (L) Cllr Mallon (C) Cllr Harwood (C) Cllr Okeke (C)
Banbury Sea Cadets	1	Cllr Mallon (C)	Cllr Mallon (C)
Banbury Traffic Advisory Committee	3	Cllr Biegel (L) Cllr Tohill-Martin (L) Cllr Harwood (C)	Cllr Biegel (L) Cllr Tohill-Martin (L) Cllr Harwood (C)
BARKS	1	-	VACANT
Borough of Banbury Trust 2 (plus TM and DTM)	2	Cllr Hussain (L) Cllr Harwood (C)	Cllr Hussain (L) Cllr Mallon (C)
Chamber of Commerce	1	Cllr Thornhill (L)	Cllr Thornhill (L)
Cherwell Climate Change Partnership	1	Cllr Vaitkus (L)	Cllr Vaitkus (L)
Cherwell Community & Voluntary Service	1	Cllr Okeke (L)	Cllr Urwick (L)
Cherwell Crime Partnership: Banbury	1	Cllr Hussain (L) *Cllr Mallon (C) (sub)*	Cllr Cherry (L)
Community Partnership Network	1	Cllr Urwick (L)	Cllr Hussain (L) Cllr Mallon (C) (sub)
The Glebe Charity (Cricket Club)	1	Cllr Beere (L)	No Longer Required
The Hill	1	Cllr Cherry (L)	Cllr Cherry (L)
Sunshine Centre	1	Cllr Richards (L)	No Longer Required
Town Centre Partnership (3)	3	Cllr Hussain(L) Cllr Richards (L) Cllr Mallon (C)	Cllr Hussain(L) Cllr Richards (L) Cllr Mallon (C)