

# Banbury Town Council

Mark Hassall ACMA MA  
Town Clerk & RFO



The Town Hall  
Bridge Street  
Banbury  
Oxfordshire  
OX16 5QB

Tel: 01295 250340

Our Ref: A22092026  
Please ask for: Helen Durkin  
Email: [helen.durkin@banbury.gov.uk](mailto:helen.durkin@banbury.gov.uk)

Date: 10 September 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 22 September 2026 at 6.30pm**, for the transaction of the following business: -

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

Mark Hassall  
Town Clerk & RFO

## **BUSINESS TO BE TRANSACTED**

### **1. Apologies for absence**

Contact Helen Durkin ([helen.durkin@banbury.gov.uk](mailto: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 16 June 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** - 24 June, 29 July & 09 September 2026 (Enclosed)
- b) **General Services Committee** - 25 August 2026 (Enclosed)
- c) **Resources Committee** - 01 September 2026 (Enclosed)

**7. Annual Return**

To receive the report of the External Auditor (Section 3 of the Annual Return) for the year ended 31 March 2026 (**enclosed**).

**8. Resolutions Moved on Notice**

None

**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 at **6:30pm on Tuesday 16 June 2026** at the Town Hall, Banbury.

Present: Councillor Cherry (Town Mayor)  
Councillors: Beere, Biegel, Eaton, Elugwu, Harwood, Hussain, Mallon, Mears, Okeke, Thornhill, Tohill-Martin, Urwick, Vaitkus and Woodward.

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

Members of the Public: None.

**BTC.27/26 Apologies for Absence**

Councillors Brant, Clarke, Creed, Crichton, Dhesi, Richards, Strangwood and Stansfield.

**BTC.28/26 Declarations of Interest**

None

**BTC.29/26 Minutes of the Last Meeting**

**IT WAS RESOLVED** that the Minutes of the Meeting held on 12 May 2026 be approved as a correct record and signed by the Mayor.

**BTC.30/26 Communications**

**IT WAS RESOLVED** to receive and note communications.

**BTC.31/26 Questions – Elected Members and Members of the Public**

None.

**BTC.32/26 Planning Committee**

It was **RESOLVED** that the Minutes of the Planning Committee meetings held on 12 & 20 May 2026 be received (moved by Councillor Beere and seconded by Councillor Woodward).

**BTC.33/26 General Services Committee**

It was **RESOLVED** that the Minutes of the General Services Committee meetings held on 12 May & 02 June 2026, be received (moved by Councillor Cherry and seconded by Councillor Biegel).

**BTC.34/26 Resources Committee**

It was **RESOLVED** that the Minutes of the Resources Committee meetings held on 12 May & 09 June 2026, be received (moved by Councillor Hussain and seconded by Councillor Mears).

**BTC.35/26 Internal Audit**

**IT WAS RESOLVED** that the report be received and noted.

**BTC.36/26 Approval of accounts and annual return for 2025/26**

**IT WAS RESOLVED** that the accounts and annual return be approved.

**BTC.37/26 Annual Governance**

**IT WAS RESOLVED** that the Annual Governance Statement, section 1 of the annual return, be received and signed by Councillor Cherry and the Town Clerk.

**BTC.38/26 Accounting Statement**

**IT WAS RESOLVED** that section 2 of the annual return be received and signed by Councillor Cherry and the RFO.

**BTC.39/26 Accounts for the year ended 31 March 2026**

**IT WAS RESOLVED** that the Accounting Statements for the year ended 31 March 2026 be approved and be signed on behalf of the Council by Councillor Hussain and the RFO.

**BTC.40/26 Notice of Electors Rights**

**IT WAS RESOLVED** that the Notice of Electors Rights be approved.

**BTC.41/26 Financial Regulations**

**IT WAS RESOLVED** that the Financial Regulations be reviewed and approved.

**BTC.42/26 Standing Orders**

**IT WAS RESOLVED** that the Standing Orders be reviewed and approved.

**BTC.43/26 Outside Bodies**

It was **RESOLVED** to replace Cherwell Community & Voluntary Service with Royal Voluntary Service (RVS) and for Cllr Urwick to be the Council's Representative. This was proposed by Councillor Hussain and seconded by Councillor Biegel.

**BTC.44/26 Councillor Absence**

It was **RESOLVED** to approve the extended 6 month absence for Councillor Clarke due to ill health.

Date of next meeting – **Tuesday 22 September 2026 at 18:30pm**

**The Meeting ended at 6.47pm**

22 September 2026



## Banbury Town Council The Town Mayor's Communications

Since I started my term as Town Mayor, other than our own events, I have been asked to attend a few town events of which I list below;

### May 2026

Banbury Triathlon - Met the Charities, met the volunteers, handed out medals at the finish line.

Danielle Buick Arts - Annual show with 250 Dancers.

Banbury Pride Event.



### June 2026

The Lord-Lieutenant of Oxfordshire's Dinner.

Sportive at Broughton Castle – Handed out medals.



### July 2026

Banbury Chess Club – Celebrating their new home at Whately Hall.

Ghanaian Society – 10<sup>th</sup> Anniversary.

Home Start Banbury – 40<sup>th</sup> Anniversary - The Deputy Mayor attended this.



## August 2026

The Hill Community Centre – 1<sup>st</sup> Anniversary.

The Garden Studio, Lock 29 – To promote local independent businesses.



## September 2026

Highmarket House Care Home – Cutting the ribbon at the newly refurbished home.



## Special Mentions

Mark Woodward, a Labour town leader in Banbury in the early 1990's, sadly passed away on 28/07/26.

Maurice Humphris sadly passed away on 01/07/26 and I, among others, attended his funeral on the 31/07/26.

## SAVE THE DATE:

**Civic Dinner – 19/03/2027** – The theme is 80's & 90's and all about Banbury.



**PLANNING COMMITTEE**

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

Present: Councillor Beere (Chair)  
Councillors: Dhesi, Harwood and Thornhill.

Alternate: Councillor Creed for Councillor Woodward.

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

Members of the Public: 8

**PL.31/26 Apologies**  
Councillor Woodward

**PL.32/26 Declarations of Interest**  
Councillors Creed, Harwood and Thornhill declared a personal interest as members of the Cherwell District Council Planning Committee.  
Councillor Creed declared an interest in **26/01259/REM & 26/01102/REM** and abstained from voting.  
Councillor Beere declared an interest in **26/01010/PIP** and abstained from voting.

**PL.33/26 Minutes of the Last Meeting**  
**IT WAS RESOLVED** that the Minutes of the meeting held on the 12 & 20 May 2026 be approved as a correct record and signed by Councillor Beere.

**PL.34/26 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.

- **26/01010/PIP – Mr Will Lombard - Land East Of The Willows Adjacent To, Blacklocks Hill, Nethercote.** - Application for Permission in Principle for the proposed development of between 5-9 self or custom made dwellings.
  - **Banbury Town Council – Object on the grounds that it is development beyond the limits of any settlement and is contrary to adopted and emerging Local Plan policy, and would cause substantial harm to the character and amenity of the hamlet and the surrounding countryside.**
- **26/01132/F – Grosik Sklep Ban Ltd – 15a to 16 High Street, Banbury.** - Change of Use of first and second floors to 3 x single-person flats.
  - **Banbury Town Council – No objections to the proposal, but draw attention to the need to provide adequate bin and cycle storage arrangements.**
- **26/01259/REM – Mr Pritesh Shah, David Wilson Homes - Land North East Of Oxford Road West Of Oxford Canal And East Of Bankside, Banbury.** - Approval of reserved matters associated with planning permission ref. 19/01047/OUT dated 06 March 2025 (amended by planning permission ref. 25/02738/F dated 16 January 2026) for the construction of a spine road with

associated drainage infrastructure, including sustainable drainage systems, pumping stations, and ancillary utilities to support the wider comprehensive development of the site.

- **Banbury Town Council – No Objections**

- **26/01102/REM - Mr Pritesh Shah, David Wilson Homes – Land North East Of Oxford Road West Of Oxford Canal And East Of, Bankside, Banbury. -**

Approval of reserved matters associated with planning permission Ref: 19/01047/OUT (as amended by planning permission Ref: 25/02738/F) in relation to Residential Parcel 1 (Phase 1) for 200 dwellings and associated access and drainage infrastructure. The application also seeks to discharge several planning conditions attached to the Outline Approval (and amended under planning permission Ref: 25/02738/F): Condition 10 (Ground and Floor Levels); Condition 11 (Energy Statement); Condition 13 (Footpath/Cycle path Specification); Condition 16 (Phasing Plan); Condition 18 (Construction Environmental Management Plan); Condition 19 (Arboricultural Method Statement); Condition 21 (Surface Water Management Strategy); Condition 24 (Road and Parking Specification); Condition 26 (Archaeological Evaluation and Mitigation); and Condition 28 (Noise).

- **Banbury Town Council – Banbury Town Council raise no objections to this proposal, with the exception that we have concerns about the extent of parking courts used in parts of the site. It is considered that many occupiers will not use them resulting in excessive on-street parking.**

**In addition the Town Council has substantial concerns about the impact of construction traffic upon existing development . It is strongly urged that the access for all construction traffic is taken on the alignment of the new spine road to access the Oxford Road to the south of the rugby club. You will recall that similar issues were raised and addressed in relation to development off the Bloxham Road.**

**PL.35/26 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.36/26 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.

Date of next meeting – **Wednesday 29 Jul 2026 at 18:30pm**

The meeting ended at **7.25pm**

**PLANNING COMMITTEE**

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

Present: Councillor Beere (Chair), Councillor Woodward (Vice Chair)  
Councillors: Councillor Harwood

Officers: Mark Hassall (Town Clerk)  
Helen Durkin (Executive Officer)

Members of Public: 1

**PL.37/26 Apologies**  
Councillors Dhesi & Thornhill

**PL.38/26 Declarations of Interest**  
Councillor Harwood declared a personal interest as a member of the Cherwell District Council Planning Committee.

**PL.39/26 Minutes of the Last Meeting**  
**IT WAS RESOLVED** that the Minutes of the meeting held on the 24 June 2026 be approved as a correct record and signed by Councillor Beere.

**PL.40/26 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.

➤ **26/01331/REM – Persimmon Homes - OS Parcel 7400 Adjoining And South Of Salt Way Bodicote** - Reserved Matters application for the erection of a local centre including community building with associated infrastructure in.

- **Banbury Town Council** – Have no objections but would ask that the following items be taken into account;
  - i. Parking provision for residents versus visitors.
  - ii. RTI for the bus stop.
  - iii. Solar panels to be incorporated as well as some ecology provision.

**PL.41/26 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.42/26 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.43/26**

**Nethercote Quiet Lanes**

The report of the planning officer was discussed.

**IT WAS RESOLVED** that the report be noted and that greater evidence of wide community support for the proposal, that would include at least one physical barrier, would be widely supported by the residents, businesses and the neighbouring local authorities impacted.

Date of next meeting – **Wednesday 09 Sept 2026 at 18:30pm**

The meeting ended at **7.07pm**

**PLANNING COMMITTEE**

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

Present: Councillor Beere (Chair), Councillor Woodward (Vice Chair)  
Councillors: Councillor Thornhill

Alternate: Councillor Richards for Councillor Dhesi

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

**PL.44/26 Apologies**  
Councillor Dhesi

**PL.45/26 Declarations of Interest**  
Councillor Thornhill declared a personal interest as a member of the Cherwell District Council Planning Committee.  
Councillor Thornhill also declared a personal interest in **23/01633/F**.

**PL.46/26 Minutes of the Last Meeting**  
**IT WAS RESOLVED** that the Minutes of the meeting held on the 29 July 2026 be approved as a correct record and signed by Councillor Beere.

**PL.47/26 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.

- **26/01495/F – A E Properties Ltd - St Annes House, 1 Dashwood Terrace, Dashwood Road, Banbury** - Formation of means of access and associated dropped kerb and change of use of dwelling to HMO for up to 12 people.
  - **Banbury Town Council** – No objections.
- **23/01633/F - Tri7 Banbury LLP - Site at Calthorpe Street & Marlborough Road, Banbury – Re-consultation** - Demolition of existing retail units and public car park and redevelopment for residential dwellings (C3 Use), provision of private car parking, hard and soft landscaping and photovoltaic (PV) panels on roof, and associated works.
  - **Banbury Town Council** – Banbury Town Council strongly object to the proposal on the following grounds;
    - 1 The proposal, by reason of its scale, height, size and materials, is considered to be serious over-development of the site which will have a detrimental impact upon the character and appearance of the Banbury Conservation Area, the setting of listed buildings, the townscape of the surrounding roads and potentially the residential amenity of nearby properties. It will be out of place in a market town like Banbury.

- 2** The failure of the proposal to provide any affordable housing is contrary to national and Local Plan policy and is considered to be a serious shortcoming. The Town Council does not accept that a scheme could not be promoted that would be of a lesser scale but could still produce affordable housing.
  - 3** The removal of all public parking and the very limited car parking proposed for the development is considered to be a significant shortcoming, which will detrimentally impact upon the use by others of town centre car parks and result in significant on-street parking in an area where this is already in short supply. These impacts will be to the overall detriment of the commercial vitality of the town centre, and to the residential amenity of existing residents nearby
- **26/01745/OUT – Mr Neil Simpkins - Percy Gilkes, Station Approach, Banbury** - Demolition of existing depot building and replacement development comprising residential and commercial units.
    - **Banbury Town Council** – No Objections.
  - **26/01784/MA56 – Zara Ali – 29/30 High Street, Banbury** - Change of Use of the upper floors from Class E commercial Use to 3no Class C3 residential apartments.
    - **Banbury Town Council** – No objections, but remind CDC that cycle and bin storage is a necessary requirement that should be secured.
  - **26/02008/F – Mr A Khattak - 13 Gatteridge Street, Banbury - RETROSPECTIVE** - Conversion of dwelling into three separate flats.
    - **Banbury Town Council** – No objections but seek CDC's assurance that the possible outstanding matters are agreed by their Housing Officers.

**PL.48/26**

**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.49/26**

**Decision Notices**

None

Date of next meeting – **Wednesday 14 Oct 2026 at 18:30pm**

The meeting ended at **7.38pm**

**GENERAL SERVICES COMMITTEE**

Minutes of a Meeting of the General Services Committee held at **6.30pm on Tuesday 25 August 2026** at the Town Hall, Banbury.

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

Alternate: Councillor Creed for Councillor Richards

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

**BTC.21/26 Apologies for Absence**  
Cllr Richards

**BTC.22/26 Declarations of Interest**  
None.

**BTC.23/26 Minutes of the Last Meeting**  
**IT WAS RESOLVED** that the Minutes of the Meeting held on the 02 June 2026 be approved as a correct record and signed by the Chair, seconded by Councillor Biegel.

**BTC.24/26 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.  
Cleansing Service.  
Bus Shelters.  
The Café - People's Park.  
Hard Surface Contract - Sports Facilities.  
Play Area Refurbishment Contract.  
Walled Garden Hard Landscaping Contract – People's Park.  
Cemetery Extension – Hardwick Hill.

**Parks & Cemeteries Team**

- ◆ Grass cutting in the Cemeteries and People's Park has slowed up due to the hot weather.
- ◆ The planting of the summer floral bedding in People's Park and the Cemeteries was undertaken following the delivery from the nursery in June, watering has needed to increase to keep plants alive.
- ◆ Planting day in the Park on the 17th June was a great success again. The schools really embraced this year's theme celebrating the 100th anniversary of Winnie the Pooh. The children enjoyed a great day of planting the beds and they created amazing creative centre pieces. One of the highlights of the day was a visit to the rose garden by Winnie the Pooh and Tigger (thanks to staff Simon and Scott for being good sports).

- ◆ The cemetery team continue to undertake burial duties in our cemeteries delivering a high standard of service in line with funeral bookings.
- ◆ The work, although challenging due to the hot dry weather, has continued on the maintenance of the fine turf facilities, bowls and cricket, ensuring they are in good condition for club fixtures

#### **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 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 ranger team have also been supporting the Events Manager with the setup and running of the Council's summer events programme.

#### **4th Corner Landscape Contract**

- ◆ The Contractors performance against the work schedule is on track.
- ◆ The second weed treatment of roadside kerbs was completed in July.
- ◆ Discussions are still on-going with 4th Corner Landscaping Ltd regarding the available 3 year extension to the Grounds Maintenance Contract.

#### **Arboricultural Works and Tree Survey**

- ◆ The contract awarded to Keystone Environmental Ltd for the surveying of all the Council's tree stock has now been completed and fully recorded on the EzyTreev tree management software package.
- ◆ Officers are now analysing the work recommendations in preparation for issuing packages of tree works for pricing.
- ◆ Young tree maintenance of the newly planted trees continues, with watering never being more important than it has been this year.

#### **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.
- ◆ The advert was placed for the Cleansing Operative vacancies, we will be undertaking interviews of the shortlisted candidates with a view to recruiting as soon as possible.
- ◆ 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**

- ◆ The new bus shelter on Highlands, damaged by a vehicle, has now been installed.
- ◆ The costs for the replacement will be recovered from the Council's insurance.

### **People's Park Café Update**

- ◆ The Café continues to go from strength to strength in terms of attracting People to the Park.
- ◆ "The Café" is well promoted and has been very busy during summer, the Operator is pleased to see a regular repeat customer base developing.

### **Sports Facility - Hard Surfaces Update**

- ◆ The contract for the refurbishment of sports surfaces by Sovereign Sports Ltd is now complete.
- ◆ The improvements to the Tennis Courts and MUGA's ensured that users have been enjoying the refurbished facilities over the summer.

### **Play Area Refurbishment Contract – Update**

- ◆ The Play Area Tender opportunity was advertised for the refurbishment of:
  - Hill View Play Area – Combined LEAP/LAP.
  - Windrush Play Area – Combined LEAP/LAP.
  - Griffith Road Play Area – LAP.
- ◆ Tender return date is 28th August 2026, following evaluation and award, the planned installation to start in October 2026.

### **Walled Garden Hard Landscaping Contract – People's Park Update**

- ◆ Following tender returns and evaluation the Hard Landscape Contract was awarded to Fergal Contracting Ltd.
- ◆ They took over the site on Monday 3rd of August and aim to complete the works complete by October 2026.

### **Hardwick Hill Cemetery Extension Update**

- ◆ The additional information was submitted to Cherwell District Council's Planning Department, in connection with the Landscape and Ecology Maintenance Plan, Tree Planting Proposals and Cycle Parking, satisfying the queries raised by consultees.
- ◆ We are awaiting the draft S106 Agreement for signing from Cherwell District Council's Legal team followed by the decision notice. They have indicated this will be complete and determined by the end of August.

The Committee is invited to **RESOLVE**

To note the Parks and Cemeteries Service Update.

To note the Ranger Service / Play Area Update.

To note the 4th Corner Landscape Contract Update.

To note the Tree Survey / Arboricultural Works Update.

To note the Cleansing Service Update.

To note the Bus Shelter Update.

To note the People's Park Café Update.

To note the Sports Facility – Hard Surfaces Update.

To note the Play Area Refurbishment Contract Update.

To note the Walled Garden Hard Landscaping Contract – People's Park Update.

To note the Cemetery Extension Update – Hardwick Hill.

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

#### **BTC.25/26 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 August 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 the Operations team, with recruitment underway.
- ◆ Expenditure on ClearSkies software license to manage burial space records will be accommodated within the annual budget process.
- ◆ Water charges are subject to a credit due to leaks following a replacement meter by water authorities at Peoples Park.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of August invoice.
- ◆ Landscaping costs include new extended seating area hardstanding outside the café in People's Park.
- ◆ Tree works orders have been scheduled from recommendations of the independent arboriculture inspections over an ongoing three-year timeframe.
- ◆ The second of three weed spraying sessions was completed in July as programmed, with snagging currently being completed and invoicing to follow.
- ◆ Vehicle fleet charges for annual servicing has been completed
- ◆ Cricket continue to be well used over the season, as well as wider sports facilities. Hire of PlayZones continues to increase, and provision of tennis camps aim to further support engagement in healthy activities across parks.
- ◆ Replacement of the boiler at Hanwell Fields pavilion is planned to be completed before the football season commences, as is works on Legionella prevention and risk management measures.
- ◆ The final invoice for Space for Girls at Princess Diana Park is anticipated following completion of snagging issues raised with the contractor.
- ◆ Replacement bus shelter costs is subject to insurance claim from the insured driver of the vehicle involved in the RTA.

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 06 October 2026 at 18:30pm**

The meeting ended at 7:08pm

**RESOURCES COMMITTEE**

Minutes of a meeting of the Resources Committee held at **6.30pm**  
**on Tuesday 01 September 2026** in the Town Hall, Banbury.

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

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

**R.34/26 Apologies for Absence**  
None

**R.35/26 Declarations of Interest**  
None

**R.36/26 Minutes of the last Meeting**  
**IT WAS RESOLVED** that the Minutes of the Meeting held on the 09 June 2026 be approved as a correct record and signed by the Chairman, seconded by Councillor Beere.

**R.37/26 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 August 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 the Operations team, with recruitment underway.
- ◆ Expenditure on ClearSkies software license to manage burial space records will be accommodated within the annual budget process.
- ◆ Water charges are subject to a credit due to leaks following a replacement meter by water authorities at Peoples Park.
- ◆ Timing of invoicing for grounds maintenance works impacted by timing of August invoice.
- ◆ Landscaping costs include new extended seating area hardstanding outside the café in People's Park.
- ◆ Tree works orders have been scheduled from recommendations of the independent arboriculture inspections over an ongoing three-year timeframe.
- ◆ The second of three weed spraying sessions was completed in July as programmed, with snagging currently being completed and invoicing to follow.
- ◆ Vehicle fleet charges for annual servicing has been completed.

- ◆ Cricket continue to be well used over the season, as well as wider sports facilities. Hire of PlayZones continues to increase, and provision of tennis camps aim to further support engagement in healthy activities across parks.
- ◆ Replacement of the boiler at Hanwell Fields pavilion is planned to be completed before the football season commences, as is works on Legionella prevention and risk management measures.
- ◆ The final invoice for Space for Girls at Princess Diana Park is anticipated following completion of snagging issues raised with the contractor.
- ◆ Replacement bus shelter costs is subject to insurance claim from the insured driver of the vehicle involved in the RTA.

***Underspend 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 to fall in line with expectations, receipt follows a settlement period with our online booking system used with stallholders
- ◆ Town Hall – includes utility costs to be recharged to OCC under the lease of first floor.
- ◆ Other services to the Public include timing of small grants which have attracted strong interest, and timing of contribution funding to Cherwell Crime Partnership.
- ◆ Other Costs & Income are projected to achieve interest income target over the full budget year.

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.38/26 Internal Auditor Review**

The Committee is invited to **receive and note** the review and to **confirm** the re-appointment of the internal auditors approved by the Chairman, seconded by Councillor Beere.

**IT WAS RESOLVED** to receive and note the review and to confirm the re-appointment of the internal auditors, and to request inclusion within the scope of the internal auditors review of the council's responsibilities, as a sole trustee of the charity GV Ball (People's Park) Banbury (Charity No' 289391).

**R.39/26 External Auditor**

Members were made aware of the external auditor report which will be taken to Full Council.

**IT WAS RESOLVED** to note the external auditor report.

**R.40/26 Health & Safety Policy**

The Committee is invited to **receive and note** the Health & Safety Policy Statement.

**IT WAS RESOLVED** to receive and note the Health & Safety Policy Statement.

**R.41/26 Pay Award 26/27**

To receive and note the local Government Services Pay Agreement 2026/27.

**IT WAS RESOLVED** to receive and note the 26/27 Pay Award Scheme.

**R.42/26 Local Government Reorganisation Working Party**

The committee is invited to establish the creation of a 2:2 member Local Government Reorganisation Working Party, to include the leader & deputy leader of the controlling party and the main opposition party, with meetings to be held as necessary, which should be chaired by the controlling party.

**IT WAS RESOLVED** to receive and note the report and to **agree** the creation of the working group, appointed councillors and frequency of meetings.

| <b>Labour</b>     | <b>Conservative</b> |
|-------------------|---------------------|
| <b>1. Hussain</b> | <b>1. Mallon</b>    |
| <b>2. Biegel</b>  | <b>2. Harwood</b>   |

Date of next meeting – **Tuesday 20 October 2026 at 18:30pm**

The meeting ended at 7:24pm

## Section 3 - External Auditor 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 limited assurance opinion 2025/26

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

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

On the initial submission of Section 2 of the Annual Governance and Accountability Return there was a typographical error contained within boxes 3 and 4 for the comparative year (figures should have read £796,413 and £959,994 but it read £959,994 and £1,580,615). This was later corrected, resubmitted, and correctly republished on the council's website, we have no further concerns in this area. When inputting the comparative numbers for the return, care should be taken to ensure this agrees to the prior year's audited return accurately.

Incorrect information was provided with the initial supporting data submitted for review with regards to explaining significant variances to within the higher of 15% or £500, the correct year's information was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

The Internal Auditor has provided a 'Not applicable' response at control objective P on the Annual Internal Audit Report which relates to whether the council met its responsibilities as a trustee. We would expect this control objective to be covered by the internal auditor and answered 'Yes' or 'No' to confirm whether the council met the responsibilities as it is a sole trustee of the Charity of G V Ball (People's Park) Banbury (Charity No. 289391). In future the council should ensure the scope of the internal audit covers all relevant areas.

Last year the External Audit Report noted that the Notice of Public Rights was incorrectly provided as the period was announced and commenced on the same day contrary to the Accounts and Audit Regulations 2015, Part 15(3). The Internal Auditor provided a 'No' response to control objective 'N', however, we expected a 'No' response to control objective M on the Annual Internal Audit Report regarding this matter.

### 3 External auditor certificate 2025/26

We 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.

External Auditor Name



External Auditor Signature

A handwritten signature in black ink, appearing to read "Moore", written over a horizontal line.

Date

12/08/2026