Banbury Town Council

Mark Hassall ACMA, MA
Town Clerk & RFO

The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340

Our Ref: GS-A25082026
Please ask for: Helen Durkin
Email: helen.durkin@banbury.gov.uk

Date: 17 August 2026

To: All Members of the General Services Committee.

You are hereby summoned to attend a Meeting of the **GENERAL SERVICES COMMITTEE** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **TUESDAY 25 August 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 as correct the Minutes of the Meetings held on 02 June 2026 **(Enclosed).**

4 Parks and Open Spaces - Monitoring Report
To consider the report of the Director of Environment **(Enclosure 4)**

5 Income & Expenditure Report
To consider the report of the Town Clerk & RFO. **(Enclosure 5)**

Notes on declaration of interest
(i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;
(ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.

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

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

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.

Parks & Cemeteries Team

- 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

GENERAL SERVICES COMMITTEE

25 AUGUST 2026

REPORT OF THE DIRECTOR OF ENVIRONMENT

PARKS AND CEMETERIES SERVICE

1. Introduction and Purpose of Report

1.1. To provide an update for Members on:

1.1.1. Parks & Cemeteries Team.
1.1.2. Park Ranger Service / Play Areas.
1.1.3. 4th Corner Landscape Contract.
1.1.4. Tree Survey / Arboricultural Works.
1.1.5. Cleansing Service.
1.1.6. Bus Shelters.
1.1.7. The Café - People's Park.
1.1.8. Hard Surface Contract - Sports Facilities.
1.1.9. Play Area Refurbishment Contract.
1.1.10. Walled Garden Hard Landscaping Contract – People's Park.
1.1.11. Cemetery Extension – Hardwick Hill.

2. Wards Affected

2.1. All Banbury Wards.

3. Effect on Policy

3.1. Nil.

4. Contact Officer

4.1. Paul Almond (01295 817315).

5. Parks & Cemeteries Team Service Update

5.1. Grass cutting in the Cemeteries and People's Park has slowed up due to the hot weather.

5.2. 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.

5.3. 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).

5.4. The cemetery team continue to undertake burial duties in our cemeteries delivering a high standard of service in line with funeral bookings.

5.5. 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.

6. Park Ranger Service / Play Area Update

6.1. They continue to carry out weekly visual Health & Safety inspections formally recording utilising the new mobile PSS Live software package.

6.2. The team continue to undertake repair work on the findings made as a result of the inspection reports.

6.3. The PlayZone inspections and maintenance continues weekly to be undertaken by the ranger team at both sites.

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

7. 4th Corner Landscape Contract Update

7.1. The Contractors performance against the work schedule is on track.

7.2. The second weed treatment of roadside kerbs was completed in July.

7.3. Discussions are still on-going with 4th Corner Landscaping Ltd regarding the available 3 year extension to the Grounds Maintenance Contract.

8. Tree Survey / Arboricultural Works Update

8.1. 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.

8.2. Officers are now analysing the work recommendations in preparation for issuing packages of tree works for pricing.

8.3. Young tree maintenance of the newly planted trees continues, with watering never being more important than it has been this year.

9. Cleansing Service Update

9.1 Cleaning of public toilets is ongoing, no problems to report.

9.2 The weekly cleaning of all sports pavilions continues in-line with fixtures.

9.3 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.

9.4 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.

10. Bus Shelter Update

10.1 The new bus shelter on Highlands, damaged by a vehicle, has now been installed.

10.2 The costs for the replacement will be recovered from the Council's insurance.

11. The Café - People's Park Update

11.1 The Café continues to go from strength to strength in terms of attracting People to the Park.

11.2 "The Café" is well promoted and has been very busy during summer, the Operator is pleased to see a regular repeat customer base developing.

12. Hard Surface Contract – Sports Facilities Update

12.1 The contract for the refurbishment of sports surfaces by Sovereign Sports Ltd is now complete.

12.2 The improvements to the Tennis Courts and MUGA's ensured that users have been enjoying the refurbished facilities over the summer.

13. Play Area Refurbishment Contract – Update

13.1 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.

13.2 Tender return date is 28th August 2026, following evaluation and award, the planned installation to start in October 2026.

14. Walled Garden Hard Landscaping Contract – People's Park Update

14.1 Following tender returns and evaluation the Hard Landscape Contract was awarded to Fergal Contracting Ltd.

14.2 They took over the site on Monday 3rd of August and aim to complete the works complete by October 2026.

15. Cemetery Extension - Hardwick Hill Update

15.1 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.

15.2 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.

16. Financial Effects & Risk Assessment

16.1 There are no risks arising from these items and all financial effects can be contained within existing budgets.

17. Recommendations

The Committee is invited to **RESOLVE**

17.1 To note the Parks and Cemeteries Service Update.
17.2 To note the Ranger Service / Play Area Update.
17.3 To note the 4th Corner Landscape Contract Update.
17.4 To note the Tree Survey / Arboricultural Works Update.
17.5 To note the Cleansing Service Update.
17.6 To note the Bus Shelter Update.
17.7 To note the Café – People's Park Update.
17.8 To note the Hard Surface Contract – Sports Facilities Update.
17.9 To note the Play Area Refurbishment Contract Update.
17.10 To note the Walled Garden Hard Landscaping Contract – People's Park Update.
17.11 To note the Cemetery Extension – Hardwick Hill Update.

Background Papers: Nil

GENERAL SERVICES COMMITTEE
25 August 2026

RESOURCES COMMITTEE
1 September 2026

REPORT OF THE TOWN CLERK & RFO

INCOME & EXPENDITURE TO 21 August 2026

1. **Introduction and Purpose of Report**

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

2. **Wards Affected**

   2.1 All Wards.

3. **Effect on Policy**

   3.1 Nil.

4. **Contact Officer**

   4.1 Mark Hassall (01295 817313)

5. **Background**

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

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

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

6. **Present Position**

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

7. **General Services variances are principally**

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

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

8. Underspends on Resources Committee also principally

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

9. Financial Effects & Risk Assessment

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

10. Recommendations

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

Background Papers: Nil

Banbury Town Council

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

Month No: 5

Committee Report

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

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

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

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

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

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

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

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

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

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Resources Committee

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

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

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

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

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

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