

Stronger Communities Committee Meeting of Witney Town Council



Monday, 16th November, 2020 at 6.00 pm

To members of the Stronger Communities Committee - O Collins, L Ashbourne, J Aitman, T Ashby, D Enright, D Butterfield, H Eaglestone and V Gwatkin (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

Agenda

- a) **Revised revenue budget 2020/21 and base revenue budget for 2021/22 F_PR**
To receive and consider the report of the Town Clerk/RFO (TO FOLLOW) and the Draft Revised Revenue Budget for 2020/21 and Draft Budget for 2021/22 (ENCLOSED).

- c) **Revenue Growth Items and Capital/Special Revenue Projects Programme 2021/22 and beyond F_PR**
To receive and consider the report of the Town Clerk/RFO (TO FOLLOW) relating to items identified during the course of the year for inclusion as Revenue Growth Items in the Council's Revenue Budget as well as items for the Capital/Special Revenue Projects Programme 2021/22 and beyond.

A handwritten signature in blue ink, appearing to be 'S. J. R. C.', written over a horizontal line.

Town Clerk

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STRONGER COMMUNITIES COMMITTEE

Date: Monday 16 November 2020

Title: Financial Report: (a) Revised Budget 2020/21 and Proposed Budget 2021/22

Contact Officer: Town Clerk/RFO – Sharon Groth

Background

The purpose of this report is to present to Members the revised budget for 2020/21 and the first draft revenue budget for 2021/22 – in the document previously circulated under part a of this agenda item. Additionally, the Town Clerk/RFO will try to explain the key variances in the various budget lines within each cost centre for information so that members can try to understand how the accounts are formed, and why she has taken the action she has.

Recharge from Works Department, Central Support and for the Grounds Maintenance

In order to get a true cost of its services, the Council recharges the total cost of its Works Department (Cost Centre 601) and Central Support (Cost Centre 602) across its services. For the Works Department this is done based on the weekly time sheets, and for the Central Support is based on the apportionment of responsibilities of the Officers – time spent administering each department or service of the Council.

It should be noted when reviewing the accounts that the recharge from the Works Department and Central Support are yet to be made in this financial year and therefore these accounts have been excluded from this summary. Only when the budget for both these departments have been agreed by the Policy, Governance & Finance Committee will the Town Clerk/RFO be in the position to calculate the revised recharges and the estimates for 2021/22. However, there is an added complication/delay this year as the Council is currently undergoing an organisational review which may impact pay costs – until the new staffing structure is agreed the Town Clerk is unable to calculate salary costs – these have also therefore been removed from the draft budgets in order that Members can compare like for like.

Similarly with regard to the Grounds Maintenance Contract – [shown as 4891- Agency Services Recharge] – Members will note that the present contract comes to an end 30 September 2021 and the Policy, Governance & Finance Committee have requested a root and branch review of this contract- so for the purposes of this report the current year's figures have been retained in order to be able to make comparison on a like for like basis across the two years.

Members should also remember that with regard to patterns of income and expenditure, there will always be some variations over the course of the year and for that reason the Council works to annual budgets rather than monthly or quarterly.

Format of the Council's Base Revenue Budget

With regard to the Halls, Cemeteries and Allotments budget, the Committee's services are divided into 12 base revenue cost centres, responsibilities as follows:

<u>Cost Centre</u>	<u>Area</u>	<u>Description</u>
402	Community Infrastructure	This cost centre relates to the infrastructure found in the town like bus shelters, bins, benches, cycle racks, defibrillators, church clock, floral displays – and the maintenance of them.
408	Community Activities	This relates to community events like the advent fayre, remembrance Sunday parade, anniversaries, as well as supporting the Youth Council.

This Committee also is responsible for the Christmas Lights Display in the town centre, the grant funding towards the Children & Youth provision, Carnival, supporting the Twinning Association although the accounting of this falls with the accounts presented to PGF under Cost Centre 407 – Grant & Donations (S137).

Budget Parameters – Draft Estimates 2021-22

Draft budgets are prepared on current activities and patterns of income and expenditure – in a normal year! Obviously COVID-19 has impacted on the generation of income from the Council's facilities significantly due to the lockdown earlier in the financial year, and continues to be affected due to government guidelines operating within COVID-19 safe measures. In some areas additional expenditure has also been incurred.

The format of this report is quite straightforward; the first two columns relate to the original budget from 2019/20 against the actual figures for last year. The middle section of three columns relate to the current years original budget, actual expenditure year to date, the projected budget to 31st of March 2021. The remaining section of the report relates to the draft budget for 2021/22.

The Committee's revenue budget growth items for 2021/22, and its capital/special revenue projects programme for 2021/22 and beyond are dealt with as a separate budget item.

Revenue Budget Summary

The Base Revenue Budget for this Committee is summarised on the last page of the attached schedules.

In summary, the overall net costs have decreased by £4290 if comparing the original estimate for 2020/21 with the draft budget for 2021/22.

This Committee has very limited, if any, income streams – as mostly income is from grant awards or donations.

In respect of expenditure, a few savings have been identified due to COVID – where events haven't taken place – such as the full In Bloom Competition, and Events like the Advent Fayre, and Remembrance Sunday this has resulted in a saving of £25011 in the current financial year.

Cost Centre 402 Community Infrastructure

1170 – Grants Received. This relates to the funding received via WODC for Community Clean Ups and has been agreed that the majority of it would be spent on providing additional waste receptacles, and a small portion to buy equipment such as litter pickers for the community groups which help keep the town clean and tidy. It also includes a £500 donation towards the lights purchased to be used in light up the Corn Exchange to recognise community groups and national days throughout the year.

4013 – Rent Paid. Members may be aware that Woodgreen and Little Green adjacent to Woodstock Road is in fact in the historic ownership of Hailey Parish Council – but maintained by Witney Town Council as it now falls within the towns boundary. Several years ago the Council agreed to purchase this land for £100 in order to bring its ownership into the correct boundary. This is something the Town Clerk is now trying to progress with the Council's new Legal Advisors but is waiting on information from Hailey PC at the time of writing this report.

4017 – Contract Clean/Waste. This budget line relates to the purchase of bins and the associated emptying costs. There is a programme of replacement and upgrade to recycle bins and therefore it is expected that this will be used by the end of the financial year. This expenditure is offset against the grant received mentioned above.

4035 – Bus Shelter Maintenance. At agenda item 9 of this meeting there are two items relating to bus shelters and public transport infrastructure. With 18 bus shelters to maintain it is important that the Council has the necessary resources. The Town Clerk/RFO would be reluctant to remove this budget line in the current year as it is likely the Works Team will do their annual spruce up in the Spring. Members may also be aware of a project the Council facilitated with the college a few years ago – Bus Shelter Art Project. Members may wish to revisit this as part of the strategic plan in the new year. For the time being the funding will be retained for the current year and reduced to £2000 for next year.

4036 – Property Maintenance. This relates to the maintenance and refurbishment of benches, cycle racks, the two war memorials and other infrastructure in the town not covered by individual budgets. Whilst this budget line is currently unspent, like the bus shelter maintenance the Town Clerk would be reluctant to remove this budget line for the time being as the Works Team tend to do bench maintenance during the Spring.

4037 – Grounds Maintenance & 4039 – Horticulture. The Town Clerk has removed these budget – where were for watering the additional hanging baskets for the In Bloom – however this now forms part of the GM Contract and is covered off elsewhere within the Council's accounts. A budget has been put in for next year because of the planters agreed on the High Street as part of the temporary COVID road closures – this will allow for the planting in the spring and the ongoing maintenance of them.

4040 – Arboriculture/ 4066 – Tree Replacement/ 4067 – Tree Survey. The Council has an extensive tree stock of some 9000+ trees, the majority of which are mature trees. Consequently, and given the damage that trees can cause, the Council needs a budget to be able to carry out regular proactive maintenance (based on findings of a professional tree survey carried out each year) and reactive when sudden unexpected damage is brought about through bad weather. Not all last years tree budget was spent in that year but was committed and therefore rolled over into the current year – hence why this years budget is higher than originally agreed at £19,000. What usually happens is the central budget is held under this cost centre however if the tree works in question are for an example on the Leys Recreation Ground it will be charged there and the budget vired over to that cost centre when the invoices is processed.

The Council's Policy is to replace trees felled, where possible, and therefore a budget is provided for that accordingly. The Council is committed to regularly surveying its tree stock and has a rolling programme for these works. Having clear records of maintenance of its tree stock is important particularly when defending claims from householders through the Council's insurers for property damage. These have proved invaluable to demonstrate that the Council carries out regular maintenance and addresses problems identified in these professional reports.

4166 – Defibrillator maintenance. The Council has several defibrillators it now maintains – and Members will recall at a recent meeting it took over responsibility of the one procured by Tower Hill FC and sited on the West Witney Sports & Social Club. Next years budget has been increased slightly to take account of the additional replacement parts. Any unspent budget will be put into an earmarked reserve for the eventual replacement of the units.

4200 – Street Furniture. The unbudgeted expenditure relates to cycle stands which are to be funded through the OCC Councillor Priority Fund – this income will be shown in 1170/402 Grants Received when it is eventually reimbursed.

4205 – Climate Emergency. The Town Clerk is scheduled to meet with the Compliance & Environment Officer in order to discuss items of expenditure to be covered under this budget line in the current financial year. Members will recall that the Council has set a rather ambitious objective of being carbon neutral by 2028, the budget of £10000 has therefore been retained for the next year.

4210 – Church Clock. Historically the Council has maintained the clock on St Mary's Church, as it falls under its responsibility. There is a nominal budget for the annual service, and in this

years budget a sum of £1000 has been put aside for the eventual replacement of the motor. This, like the Buttercross clock, is maintained by Steve Fletcher of Clockworks following a long line of familiar tradition. Obviously with his involvement in the TV show Repair Shop his availability is somewhat restricted these days.

4215 – In Bloom – including Schools Challenge. Due to COVID the Thames & Chilterns In Bloom competition was cancelled this year, and therefore the majority of this budget was not used. It has been reduced but retaining a small budget in the current year to cover the cost of the temporary planters for the COVID road closure of the High Street, which Council agreed it would cover at the meeting of 12 October. Next years budget has been reduced to £6000 – although it is the Councils intention to enter the Leys Recreation Ground and the Cemetery in special categories, but this is covered off elsewhere in the Council's accounts.

4891 – Agency Services Recharge. The bulk of this cost centres expenditure relates to maintaining the open/amenity spaces across the town and housing estates. As mentioned at the beginning of this report the contract is up for renewal as it expires 30 September 2021. The Council has agreed that it needs an Open Spaces Strategy and will be commissioning these works through the Policy, Governance & Finance Committee in due course. For the time being the Town Clerk has retained the revised budget as the budget for 2021/22 at this stage the exact content of the contract is unknown. It may be the Council decides to bring certain areas of its grounds maintenance in house or contract out additional areas.

4990 – Contribution to CCTV Scheme. Historically the Council has contributed £10000 towards the Town's CCTV Scheme – this is for the running costs. It is administered by WODC and run by TVP. The future of the scheme has been under review for a long time now as the equipment/system has become outdated and needs upgrading.

Cost Centre 408 Community Activities

The only small adjustment to this Cost Centre is a reduction on the Youth Council Grant at 4103 – this was used by the Youth Council to facilitate fund raising events – they were raising funds towards installing a water fountain in the town; along with a reduction in the Council's Events budget at 4141 – because due to COVID events like the Advent Fayre, Remembrance etc haven't been able to take place as they normally do.

4109 – Blue Plaques. A budget of £1,000 was set aside in last year's budget (2019/20) and has been rolled over to the current year for Blue Plaques and in particular acknowledging Alice Batt on Batt House in Witney. The Oxfordshire Blue Plaques Board has recently awarded a plaque to commemorate her invaluable role of women in WWI. It is understood that as Batt House is Grade II* listed a planning application will need to be submitted to WODC. They have therefore scheduled a ceremony for 2022 as they currently have a backlog due to COVID. Members are asked to consider how much they wish to award to towards this plaque.

Cost Centre 407 Community Activities

As mentioned at the introduction there are some budget lines which fall under this Cost Centre but are under the jurisdiction of this Committee – namely:

4104 – Grant Carnival/Xmas to Rotary Club of Witney. The Council supports the Witney Carnival by giving over a grant towards the rental of more public toilets. The Rotary Club of Witney also puts on the Christmas Lights Switch-on event and the Council pays a grant to them to support the costs of the event. Due to COVID neither events have taken place this year so the budget provision has been removed but left in for 2021/22.

4105 – Xmas Lights. Members will be aware from previous reports that the Council's lights contract expired last year and it was the intention it should be tendered for 2020, however due to constraints on Officers time this was unachievable with COVID and therefore the Operations & Estates Officer got three quotes for a scaled back display in the town centre. This was agreed at the last meeting along with two Christmas Trees. The whole scheme should come within half the budget set – however the Town Clerk would suggest that it is all retained and rolled over to the next financial year as Officers are aware that the Council wishes to improve its infrastructure which supports the lights in order to make the more green and energy efficient in line with the Council's Climate emergency declaration.

Next years budget has been left at £40000 but Members may wish to consider the level of budget in light of the savings this year.

4107 – Witney Dementia Alliance. The Council has always supported the Witney in Blue Day to raise awareness of Dementia in the town and provided a grant up to £1000 to facilitate various activities in the town, and offering use of the Council's facilities such as the Corn Exchange. Due to COVID this years events didn't take place. Members are therefore asked to consider if they wish the funding to be deferred to 2021 to hopefully support the event when it is able to run safely.

4108 – Grant Oxfordshire Play Association (Play Day). Each year the Council puts on a free play day for the Community on one of its recreation grounds. This is usually in partnership and facilitated by Oxfordshire Play Association but also involved other funders such as Cottsway Housing Association. For obvious reasons this years didn't take place on 6 August as planned, but Officers have received communication from OPA confirming they plan to hold the events on the say day in 2021. It is therefore suggested that the budget is deferred until next year.

4160 – Town Twinning & 4161 – Town Twinning Room Hire. Ordinarily the Council provides an annual grant to the Witney & District Twinning Association of £500 to help administer the association. It also provides a meeting space via its halls. Both these grants were increased for 2020/21 in order to assist with the anniversary celebrations which should have taken place in April this year – due to COVID these didn't go ahead. The Association still hope to be able to achieve some sort of celebration next year but they have also applied to the Council for an additional £2498 towards raising the profile of the Association – this application will be

discussed under item 13C when considering items for the Revenue Growth Budget and Capital/Special Revenue.

4167 – WOCT Bus Service. Last year the Council agreed to increase the Council's grant to WOCT from £18000 to £21000 and commit to that for a further two years thereafter. However due to COVID and subsequent temporary withdrawal of the bus service during lock down it was agreed to continue to pay the £18000 for the current year and implement the higher rate of £21000 in 21/22 financial year.

4169 – Children & Youth Provision. At the last meeting of this Committee the full budget of £30000 was awarded to three organisations to undertake work in the town to the benefit of children and youth based on the Council's policy and criteria. At the same meeting it was agreed to budget the same amount in the next years budget, and will be classed as a recurring revenue growth item.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

As mentioned in the introduction the Council will be undertaking a root and branch review of its grounds maintenance contract. By reviewing the grounds maintenance contract this will enable the Council to take into consideration greener measures in order to work towards its objective for carbon neutrality by 2028. This, along with the budget allocated to Climate Emergency should help to facilitate projects yet to be identified in the Council's strategic plan which will be drafted early in the new year.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

All the Council's Committees receive financial reports in order to carry out its checks and balances. The Town Clerk has approached the budget with prudence so as accurate budget as possible can be set. However, at this stage of the budget setting cycle there are still many unknowns – particularly around future staff costs and the Grounds Maintenance Contract.

The Council Officers continue to keep under review the guidance and regulations relating to COVID-19 in order to safeguard staff and the public from contracting the virus – this may result in additional unplanned expenditure.

Financial implications

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure incurred to be reviewed and to be compared with the Council's budgets.

Recommendations

Members are invited to note the report and

1. consider how much they wish to contribute towards the Blue Plaque for Alice Batt of Batt House (budget line 4109/408); and
2. confirm the Council still wishes to support the following events by way of grant funding:
 - a. Witney Carnival & Christmas Lights Switch-on Event 2021 – grant to Rotary Club of Witney for £3100;
 - b. Witney Dementia Alliance – continue to support Witney in Blue with a grant of up to £1000;
 - c. Free Play Day for the Community on 5 August 2021 – in partnership with OPA by providing a grant of £1000;
 - d. Twinning Association is dealt with under item 13C;
3. agree in principal that the revised base revenue budget for 2020/21 and the estimated base revenue budgets for 2021/22, as detailed in the draft estimates be approved – subject to any further adjustments necessary.

Witney Town Council
Stronger Communities Committee
Revised Budget 2020-21 and Estimate for 2021-22

<i>Stronger Communities</i>		<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		Budget	Actual	Total	Actual YTD	Projected	<u>2021-22</u> Agreed
402	<u>COMMUNITY INFRASTRUCTURE</u>						
1085	INSURANCE CLAIMS RECEIVED	0	-19503	0	0	0	0
1170	GRANTS RECEIVED	0	436	0	7865	7865	0
	Total Income	0	-19067	0	7865	7865	0
4013	RENT PAID	5	1	5	0	5	5
4014	ELECTRICITY	750	1443	750	452	750	800
4017	CONTRACT CLEAN/WASTE	4000	4586	4100	136	4100	4000
4025	INSURANCE	130	112	130	112	112	125
4035	BUS SHELTER MAINTENANCE	2000	92	3800	0	3800	2000
4036	PROPERTY MAINTENANCE	2630	1755	3630	0	3630	2630
4037	GROUNDS MAINTENANCE	2791	2791	3000	0	0	3000
4039	HORTICULTURE	750	0	750	0	0	750
4040	ARBORICULTURE	15250	3100	24550	12350	24550	19000
4066	TREE REPLACEMENT	4000	2152	6000	0	6000	4000
4067	Tree Survey	5000	3570	5000	0	5000	5000
4166	DEFIBRILLATOR EXPENDITURE	1000	805	2200	781	2200	2500
4200	STREET FURNITURE	0	925	0	342	342	0
4205	CLIMATE EMERGENCY	0	0	10000	0	10000	10000
4209	WWI Commemorations 16-18	0	519	0	0	0	0
4210	CHURCH CLOCK	500	0	1500	0	1500	1500
4215	IN BLOOM - INC SCHOOLS CHALLENGE	12009	6268	14800	625	3000	6000
4491	TFR TO EARMARKED RES	0	18150	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-18150	-18150	-18150	0
4891	AGENCY SERVICES RECHARGE	144144	148409	152727	71369	150692	150692
4990	CONTRN TO CCTV SCH.	10000	10000	10000	0	10000	10000
	Total Expenditure	204959	204678	224792	68017	207531	222002
	NET COST to the Council	-204959	-223745	-224792	-60152	-199666	-222002

Witney Town Council
Stronger Communities Committee
Revised Budget 2020-21 and Estimate for 2021-22

<i>Stronger Communities</i>		<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u>
		Budget	Actual	Total	Actual YTD	Projected	<u>2021-22</u> Agreed
408	<u>COMMUNITY ACTIVITIES</u>						
1171	DONATIONS RECEIVED	0	898	0	0	0	0
	Total Income	0	898	0	0	0	0
4103	GRANT YOUTH COUNCIL	500	27	500	0	250	500
4109	BLUE PLAQUES	1000	0	1000	0	1000	0
4141	EVENTS	5000	521	12500	0	5000	11000
4491	TFR TO EARMARKED RES	0	1428	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1000	-1000	-1000	0
	Total Expenditure	6500	1976	13000	-1000	5250	11500
	NET COST to the Council	-6500	-1078	-13000	1000	-5250	-11500
	Stronger Communities - Income	0	-18169	0	7865	7865	0
	Expenditure	211459	206654	237792	67017	212781	233502
	OVERALL NET COSTS	-211459	-224823	-237792	-59152	-204916	-233502

Witney Town Council
Stronger Communities Committee
Revised Budget 2020-21 and Estimate for 2021-22

<i>Stronger Communities</i> <i>SUMMARY</i>	<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u> <u>2021-22</u>
	Budget	Actual	Total	Actual YTD	Projected	Agreed
402 COMMUNITY INFRASTRUCTURE	-204959	-223745	-224792	-60152	-199666	-222002
408 COMMUNITY ACTIVITIES	-6500	-1078	-13000	1000	-5250	-11500
OVERALL NET COST	-211459	-224823	-237792	-59152	-204916	-233502

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WITNEY TOWN COUNCIL
STRONGER COMMUNITIES 16/11/2020

Item 13C

Revenue Growth Items & Capital/Special Revenue Projects Programme 2020/21

	Estimate	
	Budget	Comments
Defibrilators Min C234 Ongoing Maint/Replacement Fund	2500	Revenue Growth Item - now taken on Tower Hill FC Defib at WWSG
Climate Emergency Fund	10000	Officers/Cllrs draw up Strategic Plan
Bins & Benches Rolling Programme	3500	
Salt/Grit Bins	1000	
Bus Shelter - Additional to be identified	6000	Include bins/cycle rack
Welch Way Planters £2k for yr 2 of 5 years	2000	Move to EMR
Roundabouts - impact planting	?	
Xmas Lights Contract/Timers & LED ref Climate Emergency	40000	R/over underspend for infrastructure & tender for 2021
Witney & District Twinning Association - Running Costs	2498	See Grant application
WOCT Bus	21000	Due to COVID reduced support increase to £21k 21/22
Children & Young People Grant Funding	30000	
	118498	

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Witney Twinning Association	
Registered Address*		Hexagon House, Ave Four, Station Lane, Witney	
Post Code	OX28 4BN	Tel No.	07970874418
Contact Name		John Thornton	
Position in Organisation		Chairman <small>(i.e. Chairman, Treasurer, Secretary)</small>	
Registered Charity	NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i> The Twinning Association nurtures the relationship between our Twin Towns and encourages residence, businesses and schools to broaden their reach by interacting with their counterparts.</p>			
(2) Membership			
How many members do you have?		66	
Approximately how many of your members live in Witney?		55	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		£0	
Are you affiliated to a national organisation? If so, which one?		No	

Local venue/meeting place

(3) Grants

Purpose for which the grant is required: To generate awareness of our association, bring in more members and continue to interact with our Twin Towns.

Amount of grant applied for

£2,498.00

Has your organisation previously applied to the Town Council for a grant?

YES/NO

If YES please give details

Yes, for an annual contribution as well as for funds to hold anniversary celebrations.

Have you applied for a grant to any other body or organisation?

NO

If YES please give details

(4) Financial

	In	Out	Balance £
Opening Balance 18th Sept 2019			2675.69
AGM 2018			2675.69
Membership	24.00		2699.69
Remembrance Day	150.00	342.30	2507.39
Concert	1033.40	68.20	3472.59
Wreaths		34.00	3438.59
Petty Cash		100.00	3338.59
Unterhaching Phonebox Library		16.92	3321.67
Unterhaching Hotel Stay	68.64	70.00	3320.31
Admin		14.64	3305.67
Interest	1.58		3307.25
Witney Twon Council Funding	500.00		3807.25
Closing Balance			3807.25
Invoice to be Paid			
AGM 2019		62.92	3744.33

(5) Fundraising

What fundraising events or activities will your organisation be holding this year?
 The main activities to raise fund will come from holding a couple of Dinners throughout the year as soon as it becomes safe where we will be holding a raffle that will generate funds.

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.
 Please provide or attach any additional information which may assist the Council in reaching its decision.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.

Signed: *John Thornton*

Date: 16/09/20

Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK

For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	

*Please note that if your address and telephone number are personal information and not that of the company or organisation, please complete the form below which will not be published on our website and will be held in accordance with GPDR regulations. By submitting this form, you are agreeing to the Town Council storing your personal information.

Address for correspondence:	
Telephone number:	07970874418
E mail address:	email@johnthornton.net

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Witney Twinning Association



Budget Application 2020/21

In hope that the situation around the Coronavirus will show signs of improvement, we would like to focusing on growing our membership in the FY21 as well as supporting schools an local businesses in Witney and surrounding areas.

Having needed to postpone the anniversary celebration, we did not lose any funds and the whole celebration will take place according to the previous agenda. All our suppliers were excited to rebook the events with the Twinning Association, therefore no further funds are needed to finance the anniversary.

In order to be more visible and create more awareness of the association we will need to organise more events at which existing and new members can get together.

To function properly the association would appreciate funding by the town council in the amount of £2,498 for the financial yearFY21. None of the funds will be used to compensate the membership or the committee for the time spent organising these events.

The Twinning Association will be not only be looking at entertaining members and new prospects, the Association will be actively communicating with local companies, that will generate more awareness and support schools and local businesses.

Witney Twinning Association



Here are a few priority activities:

- School Exchanges between Witney and Unterhaching
- Finding Businesses to participate in Work Experiences for schools
- Rescheduling of the Twin Town Challenge in 2021
- Engage local Clubs and Businesses with Twin Towns
- Supporting local residents with Brexit after 31st December 2020
- Job Referrals & Internships for Unterhaching and Le Touquet

Application for funds in FY20/21

Running costs & Marketing Assets:

Running costs		£200
Leaflets A%	500	£65
Cards	500	£45
Pull-up Banner	x2	£150
Welcome and on-boarding		£40
Subtotal:		£500

Travel to Unterhaching:

Flight:	£150.00
Parking:	£50.00
Fuel:	£20.00
Food:	£50.00
Subtotal:	£500.00

Travel to Le Touquet:

Eurostar:	£80.00
Parking:	£20.00
Fuel:	£80.00
Food:	£50.00

Witney Twinning Association



Gathering for the Membership and introduction of New Members:

Easter Fundraising Event 2021:

Food: £375.00 (25 @ £15.00 per head)
Drinks: £91.00 (25 @ £3.50 per head)

May/June Fundraising Event 2021:

Food: £375.00 (25 @ £15.00 per head)
Drinks: £91.00 (25 @ £3.50 per head)

Summer 2021:

Food: £375.00 (25 @ £15.00 per head)
Drinks: £91.00 (25 @ £3.50 per head)

September AGM 2021:

Food: £37.50 (25 @ £1.50 per head)
Drinks: £62.50 (25 @ £2.50 per head)

Subtotal: £1,498

Running costs	£200
Marketing	£300
Travel	£500
Events	£1,498
Total:	<u>£2,498</u>

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