

# Public Document Pack

## Policy, Governance & Finance

### Committee Meeting of Witney Town Council



**Monday, 21st November, 2022 at 6.00 pm**

To members of the Policy, Governance & Finance Committee - J Aitman, O Collins, L Duncan, H Eaglestone, V Gwatkin, A D Harvey, M Jones and R Smith (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) in advance.

#### **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**

##### **1. Apologies for Absence**

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

**Standing Order 30(a)(v)** permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

##### **2. Declarations of Interest**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

##### **3. Minutes (Pages 5 - 12)**

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 3 October 2022 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

**Policy**

5. **Standing Orders – 2022 Review** (Pages 13 - 44)

To receive the report of the Deputy Town Clerk

**Governance**

6. **Payment of Accounts** (Pages 45 - 82)

To receive and consider the schedule of accounts paid and bank reconciliations.

7. **Annual Investment Strategy 22-23**

To receive and consider the report of the Town Clerk – to follow

**Finance**

8. **Financial Report & Associated Matters**

To receive the joint report of the Town Clerk/C.E.O & Deputy Town Clerk – to follow

9. **Discretionary Grant Request - Riverside Gardens Sandbag Store** (Pages 83 - 84)

To receive the report of the Operations Manager.

10. **Schedule of Proposed Fees & Charges 23-24** (Pages 85 - 90)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached are the schedules of charges which have all been approved by the respective spending committees.

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges
- iii. Recreation Fees & Charges

11. **Revenue Budget - Revised 22-23, Estimates 23-24**

To receive and consider the report of the Town Clerk – to follow

12. **Revenue Growth, Special Revenue and Capital Projects**

To receive and consider the report of the Town Clerk – to follow

13. **Vehicle Replacement** (Pages 91 - 94)

To receive the report of the Operations Manager.

14. **Exclusion of Press and Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

15. **Memorandum of Understanding Partnership Agreement** (Pages 95 - 102)

To receive the confidential report of the Deputy Town Clerk.

16. **Town Hall External Decoration** (Pages 103 - 104)

To receive the report of the Operations Manager.

17. **Major Strategic Projects**

To receive and consider the confidential report of the Town Clerk – to follow

18. **Property & Legal Matters**

To receive and consider the confidential report of the Town Clerk – to follow

19. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on October 2022, and agree the recommendations contained therein.



Town Clerk

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**POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 3 October 2022**

**At 6.00 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor J Aitman (Chair)

Councillors:	O Collins	V Gwatkin
	L Duncan	R Smith
	H Eaglestone	
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
Others:	None.	

**F488 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M Jones and Councillor D Harvey.

**F489 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

**F490 MINUTES**

The minutes of the meeting of the Committee held on 18 July 2022 were received.

**Resolved:**

That, the minutes of the Policy, Governance & Finance Committee held 18 July 2022 be approved as a correct record of the meeting and be signed by the Chair.

**F491 PUBLIC PARTICIPATION**

*The Committee adjourned for this item.*

The Committee received representations from Barry Beadle of Volunteer Link Up regarding Agenda Item 10b.

*The Committee reconvened*

**F492 ANNUAL GRANT - VOLUNTEER LINK UP (VLU)**

With the permission of the Chair, this item was moved up the agenda so the member of public could hear the discussion and outcome.

The Committee received and considered the report from the Deputy Town Clerk.

Members considered what value VLU provided to the community and how important that was at a time when spending was such an issue for residents.

Members also discussed the amount of the annual grant. It had remained at £500 for a number of years but the request before them was for an increased amount of £2,000. Members were supportive of the request and asked to see this reviewed when the budget was set for 2023/24

A vote was called on the proposed increase with all Members being in favour apart from Councillor H Eaglestone who voted against awarding the additional £1,500 grant.

**Resolved:**

1. That, the report be noted and,
2. That, the additional £1,500 grant for Volunteer Link Up is awarded and,
3. That, this grant be awarded under the General Power of Competence from budget line (4162/407) and the remaining £1,500 funded from the Grants General budget line (4100/407),
4. That, the annual grant is reviewed and increased when the 2023/24 budget is set.

*With the express permission on the Chair, Jeff Hunter of Courtside Hubs then addressed the Committee regarding a matter included under Agenda Item 14.*

**F493 PAYMENT OF ACCOUNTS**

The Committee received the report of the Deputy Town Clerk with the accompanying payment schedules, bank statements and reconciliations.

**Resolved:**

That, the report, bank statements and reconciliations be noted, and the following schedule of payments be approved:

<b>Cheque No's</b>	<b>In the sum of:</b>	<b>Account</b>
Cheques 101185-101187, DDs, and Standing Orders June 2022	£36,521.35	General CB 1
Cheques 33582-33643, DDs, and Standing Orders June 2022	£149,308.88	Imprest CB 2
Cheque 101188, DDs, and Standing Orders July 2022	£14,678.72	General CB 1
Cheques 33644-33679, DDs, and Standing Orders July 2022	£135,376.01	Imprest CB 2

DD's and Standing Orders August 2022	£4,920.42	General CB 1
Cheques 33680-33712, DDs, BACs, and Standing Orders August 2022	£137,704.62	Imprest CB 2

**F494 EXTERNAL AUDIT - OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS**

The Committee received and considered the correspondence from SAAA Ltd regarding the option to opt-out of the appointment of external auditors. The Town Clerk explained what this would entail and the risks to the Council. The Committee agreed unanimously to continue with the current arrangements.

**Resolved:**

1. That, the correspondence and verbal update be noted, and
2. That, the Council remains opted in to the SAAA Ltd arrangements.

**F495 CONCLUSION OF AUDIT FOR YEAR ENDING 31ST MARCH 2022**

The Members reviewed the correspondence received from the Council's External Auditor, Moore, and thanked the officers for their work in achieving the certification in a difficult year.

The Town Clerk confirmed that the certificates had been published for public view.

**Resolved:**

That, the outcome of the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2022 be noted.

**F496 FINANCIAL REPORT & ASSOCIATED FINANCIAL MATTERS**

The Committee received and considered the report of the Deputy Town Clerk and Town Clerk.

PR446 – A member advised that the £1,250 was for the cost of anti-slip testing, should it be required, and not the cost for re-coating the courts. However the Town Clerk was able to provide an update that the Witney Lawn Tennis club had reported that the courts were not as slippery – therefore it was unlikely the Council needed to proceed with this slip test after all.

Regarding the Corn Exchange pavement licence, District Council Member at the meeting advised that the £100 cost of the renewal would be waived by West Oxfordshire District Council.

**Resolved:**

1. That, the report be noted, and
2. That, PR446 wording is amended to reflect the cost of anti-slip testing, and
3. That, Corn Exchange pavement licence renewal to be submitted, and
4. That, the cost of £1,700 for the additional core sample is noted, and
5. That, the cost of update to M365 licenses is noted, and
6. That, the costs of upgrading the Councils IT infrastructure to be added to 2023/24 budget is noted.

**F497    BUDGET PARAMETERS 2023/24, CAPITAL & SPECIAL REVENUE PROJECTS 2023/24 AND BEYOND**

The Committee received and considered the report of the Town Clerk/RFO, in which she was seeking some guidance in respect of Members expectations so that she could try and calculate as accurate budget as possible.

The Members noted that that the national pay negotiations would result in higher staff costs for the current year than previously budgeted. And that most public services were being pressured to offer double digit % increases.

The Committee asked that RPI was used as a consideration when reviewing the fees and charges for its services – such as Halls, pitches and cemeteries.

Members were pleased to hear that currently the Council is contracted to very competitive rates of energy, however this contract is due to end in March 2023 and if rates have not settled or decreased there would be a significant increase in energy costs. Though some assistance may be available from a government support scheme.

**Resolved:**

That, the report be noted, and the Town Clerk base her budget calculations as per the discussions.

**F498    YOUTH SERVICES GRANT AWARDS 2022-23**

The Committee considered six applications for funding from the Youth Services Grant funding for 2022 and noted that the grant totals requested totalled £103,573.58, exceeding the £40,000 which was allocated.

The Chair of the Stronger Communities Committee updated Members on what they had heard during public participation at the meeting on 26 September and it was agreed that all the applicants were worthy causes that supported young people in and around the town. However, the award scheme was funded by Witney rate payers and therefore should benefit its residents. A percentage share of the budget had been considered but it was felt that the applicants offering the most pressing and direct services should receive larger amounts, whilst those that had reserves or other funding opportunities should receive less or no award at all.

To that respect the Committee agreed the following distribution:

Got2B CIC	£20,000
Home-start Oxford	£10,000
APCAM	£5,000
Oxfordshire Music & Arts Trust (OxMAT)	£2,500
Parish of Witney	£2,500
Aspire Oxfordshire	No Award

**Resolved:**

1. That the report be noted and,
2. That the Youth Services Grant totalling £40,000 be distributed as detailed above.

**F499 GRANT CORRESPONDENCE**

The Committee received letters of thanks from OxMAT and Witney Voicebox Choir in relation to recent grant awards and payments.

**Resolved:**

That, the correspondence be noted.

**F500 EXCLUSION OF PRESS AND PUBLIC**

**Resolved:**

That in accordance with section (1(2) of the Public Bodies (admission to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

**F501 EXTERNAL CONTRACTS & LICENCES**

The Committee received and considered the confidential report of the Town Clerk/CEO concerning contracts and licences that were approaching renewal.

Members considered the options for Human Resources and Health & Safety support. The Committee discussed the merits of using a new provider who was local and could offer a more bespoke service in respect of these areas.

The Town Clerk updated the Committee that further to her report that the current food vendor at West Witney had advised that he would be removing his van and therefore consideration should be made for a replacement vendor. Members considered the request from Olive's Kitchen who had approached the Council and agreed that we offer a 6-month trial period at an already agreed rate for this pitch.

**Recommended:**

1. That, the confidential report of the Town Clerk/CEO be noted and,
2. That, YouHR Consultancy be appointed as the Council's new HR provider and,
3. That, GH Safety be appointed as the Council's new H&S provider and,
4. That, annual renewal of the ModenGov software is agreed and,
5. That Bidwells are appointed on a retained basis as professional property and estate management consultants and,
6. That, Agreement is drawn up with Olive's Kitchen as food vendor at West Witney Sports Ground.

**F502 PROPERTY & LEGAL MATTERS**

The Committee received and considered the confidential report of the Town Clerk/CEO concerning Property and legal matters.

The Town Clerk advised that due to the withdrawal of the external decorating contractor some of the work had commenced and would be completed by the Council's maintenance operatives.

However, Officers would have to once again go out to tender for the remaining works to be completed in the Spring 2023.

Members were advised that a number of assets due to be transferred to the Town Council from the District Council, were continuing to be delayed for legal reasons.

Members considered the unauthorised use of the lake at the country park by boaters and paddleboarders and that due to the safety issue urgent action was required. It was agreed that the budget set aside for Water Safety/Education could be used to fund safety signage.

The Committee considered the report regarding the Carillon at St Marys Church. It was felt that as there was currently a fundraising effort around the bells, this work wasn't urgent and in fact, given the significant cost, depending on the success of the fundraising funding might be found elsewhere.

**Recommended:**

1. That, the confidential report of the Town Clerk/CEO be noted and,
2. That, the Park Ranger looks into suitable safety signage for the lake to deter unauthorised boaters and paddleboarders as a matter for urgency and,
3. That, the required non urgent repairs to St Marys Clock are noted.

**F503 MAJOR CAPITAL & REVENUE PROJECTS**

The Committee received and considered the confidential report of the Town Clerk and she was requesting that Members give consideration to the priority of these projects.

The Members considered the three major projects identified in the report and were concerned about the considerable cost of each project. One of these projects' propositions had changed significantly, potentially leaving the Council exposed to a much greater risk. Members felt that the skatepark project needed to be progressed as a standalone project; the Deputy Town Clerk confirmed that in fact the contractors had included they could assist with fundraising as part of the brief.

To fund all three projects, it would be necessary for the Council to take out a substantial public works loan. Further information was required as to whether this was affordable given the current economic climate.

**Recommended:**

1. That, the confidential report is noted and,
2. That, the skate park project be progressed as a standalone project and,
3. That, Officers explore the cost and funding of three project outlined in the report with an update being provided at a future meeting.

**F504 CHANGE PROGRAMME - CONFIDENTIAL UPDATE**

The Committee received and considered the confidential update from the Town Clerk.

Members were advised that there was a lack of works vehicles for the grounds maintenance team to operate effectively, particularly as one had recently broken down. Plans for electric vehicles had been reviewed and current prices and availability of a suitable vehicle were proving

problematic. Officers were suggesting, as a short-term solution a small second-hand diesel van be purchased, and that the replacement of the flatbed would also need to be diesel.

Members considered options for Emergency call out and agreed that the former system should be reinstated.

**Recommend:**

1. That, the confidential update be noted and,
2. That, the Council purchases a small second-hand works vehicle with a view to replacing with an electric vehicle in the future and,
3. That, the flatbed lorry be replaced with a diesel van
4. That, the Council's emergency callout system is reinstated and operated on a rota basis.

**F505 STAFFING MATTERS**

The Committee received and considered the confidential minutes of the Personnel Sub-Committee meeting held on 6th September 2022 which had been circulated ahead of the meeting.

The Town Clerk requested that a delegation be agreed in respect of the actions relating to minute S184(1) and recruitment.

The Chair of Personnel Sub-Committee reiterated the confidential nature of the minutes and reminded those present that none of the information should be divulged outside of the Committee.

**Resolved:**

1. That, the minutes of the Personnel Sub-Committee meeting held on 6th September be noted and the recommendations contained therein approved and,
2. That, future decisions under minute S184(1) be delegated to the Town Clerk in consultation with the Chair of Personnel Sub-Committee, and the Leader or the Deputy Leader in order to progress matters in a timely manner, if needs be.

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The meeting closed at: 7.53 pm

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Chair

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## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday, 21 November 2022

**Title:** Standing Orders Review

**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### Background

Standing Orders are the written rules of the Council and are used to confirm its internal, organisational, administrative procedures and procedural matters for meetings.

The Standing orders do not contain financial regulations, which contain separate procedures to regulate the councils' financial affairs and accounting procedures.

Members will be aware that officers have reviewed the Town Council's Standing Orders to ensure they are in line with current legislation, practice and are based upon the National Association of Local Councils (NALC) Model Standing Orders 2018 for England (revised 2020).

### Current Situation

The proposed, revised Standing Orders are attached as **Appendix A**. Those in **bold** contain statutory requirements while others are included to help the Council operate effectively to the Council's needs.

On agreement, in line with the Current Standing Order 47(b), the following process will be applied:

*'A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer.'*

Administrative changes to the standing orders include:

- Changing Chairman/Vice-Chairman to Chair/Vice-Chair\*
- Taking out reference to he/she and his/her in line with other Oxfordshire Councils\*
- Updating relevant officer positions and titles
- Updating relevant committee names
- Updating meeting days and terms since the last review

\*It should be noted for legal reference that although these terms have been changed in the standing orders as proposed, the original terms are listed in the legislation.

Key proposed changes include:

- Affirming delegation to committees on matters which have a time set by statute (Climate, Biodiversity and Planning). Standing Order 8(xv) refers
- **Statutory voting limitations for members who have a disclosable pecuniary interest.** Standing Order 10(b) refers
- Adhering to NALC model standing orders on Notices of Motion. Standing Order 13 refers
- Destruction of draft minute notes and recordings of meetings once minutes have been approved. Standing Order 18(g) refers
- **Rules regarding non-councillors being elected to sub-committees, advisory committees and working parties.** Standing Order 30 refers
- Council rules on in-person meetings and delegations from Advisory meetings. Standing Order 32(b) refers.
- **New wording relating to the disclosure of confidential information or personal data without legal justification.** Standing Order 40(b) refers
- Altering the order of business to take a matter on which the public are offering representations. Standing Order 42(g) refers
- Placing a maximum of 25 minutes on Public Participation. Standing Order 42(h) refers.
- **Clarification on reporting during a meeting.** Standing Order 42(i) refers.
- Observation by all Councillors to the NALC Civility & Respect Pledge. Standing Order 45(c) refers.
- Simplification of the rules regarding to the regular review of Standing Orders. Standing Order 47(d) refers.
- **Management of Information.** Standing Order 49 refers.
- **Responsibilities to provide Information** Standing Order 50 refers.
- **Responsibilities under Data Protection Legislation** Standing Order 51 refers.
- Relations with the Press & Media. Standing Order 52 refers.
- Signature of Documents Standing Order 53 refers.

Following amendment/agreement of this Committee, the proposed Standing Orders will be presented to the Full Council meeting on 5 December 2022.

As best practice, the revised Standing Orders will then stand adjourned for the Council meeting scheduled for 13 February 2022 and it is at that meeting that the revised standing orders will be discussed.

The period between the Full Council meetings is intended to give members plenty of time to read through and consider the proposed revised standing orders which are an important document and state how the council operate and are the written rules of the council.

### **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.

**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.

**Financial implications**

There are no financial implications from this report.

**Recommendations**

Members are invited to note this report and;

- 1) Review the policy document and,
- 2) Note the administrative changes and acknowledge legislation terms and,
- 3) Agree revised Standing Orders are presented to the Full Council meeting on 5 December 2022 by way of four Councillors providing written notice to the Proper Officer/ Town Clerk.

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**WITNEY**  
TOWN COUNCIL

## **STANDING ORDERS**

**Reviewed October 2022**

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# **WITNEY TOWN COUNCIL STANDING ORDERS**

## **1. TIME OF MEETINGS**

Meetings of the Full Council shall be held at the Corn Exchange at 7pm on a Monday unless the Council decides otherwise.

Committee meetings shall generally be held at the Corn Exchange at 6pm on a Monday unless the Council decides otherwise. The exception being the Climate, Biodiversity & Planning meeting which shall generally be held at 6pm on a Tuesday unless the Council decides otherwise.

## **2. ANNUAL MEETING OF THE COUNCIL**

- (a) In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- (b) In a year which is not an election year, the annual meeting of a council shall be held on such a day in May as the council may direct.**
- (c) If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

## **3. ORDINARY MEETINGS**

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

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

## **4. OFFICE HOLDERS OF THE COUNCIL**

- (a) The Chair, known as the Town Mayor, who shall chair meetings of the Council and be an ex-officio voting member of every committee and carry out civic duties as required.**
- (b) The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- (c) The Vice-Chair, known as the Deputy Town Mayor, who shall deputise for the Mayor in all duties in the Mayor's absence.**



**(d) The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

(e) The Leader of the Council, who shall be an ex-officio voting member of every committee.

(f) The Deputy-Leader, who shall deputise for the Leader in all duties in the Leader's absence.

## **5. ELECTION OF MAYOR DESIGNATE**

At the council meeting prior to the annual meeting of the council, the Mayor designate shall be appointed for the forthcoming year.

## **6. COUNCIL MEETING – CHAIR**

(a) **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

(b) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council.**

## **7. EXTRAORDINARY COUNCIL MEETINGS**

(a) **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

(b) **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the council. The public notice giving the time, place, and agenda for such a meeting shall be signed by the two Councillors.**

## **8. PROPER OFFICER**

(a) The Proper Officer shall be either the Town Clerk/Chief Executive Officer or other staff member appointed by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

(b) The Proper Officer shall:

(c) **At least three clear days before a meeting of the Council, a committee, or a sub committee,**

- i. **Serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a summons confirming the time, date, place, and the agenda (provided the Councillor has consented to service by email), and**
- ii. **Provide, in a conspicuous place, a public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by Councillors is signed by them).**

Clarification on notice periods is as follows:

#### **Full Council Meetings**

**The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

#### **Committee Meetings**

**The minimum three clear days' notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

- iii. include on the agenda all motions in the order received unless a Councillor has given written notice before the meeting confirming withdrawal of it.
- iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from Councillors;
- viii. retain a copy of every Councillor's register of interests;
- ix. respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the council's policies and procedures relating to the same;
- x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. arrange for legal deeds to be executed;

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority.
- xv. refer a planning application received by the Council to the Chair, Vice-Chair and/or the Climate, Biodiversity & Planning committee to facilitate a response if the nature or deadline of the consultation requires consideration before its next ordinary meeting. In such case, the details shall be raised as an agenda item at the next ordinary meeting to formalize the response.
- xvi. manage access to information about the council via the publication scheme;
- xvii. retain custody of the seal of the council which shall not be used without a resolution to that effect.

## 9. QUORUM

- (a) **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the Quorum of a meeting be less than three.**
- (b) **Six members shall constitute a quorum of the council**, but a motion to suspend or amend this standing order shall not be moved without written notice signed by twice as many Members as constitute the quorum.
- (c) If, after 10 minutes a Quorum is not present, or **if a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

## 10. VOTING

- (a) **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present at voting.**

*See standing order 4 and 11 for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- (b) **A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- (c) **Unless standing orders provide otherwise, voting on a question shall be by a show of hands at council, committee, and sub-committee meetings;**

- (d) **At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that item.** Such record shall also show members present but abstaining from voting.
- (e) Any member may request immediately after a vote has been taken that the minutes record the way they cast their vote.
- (f) Subject to (f) and (g) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.
- (g) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office, they may not give an original vote in an election for the Mayor.
- (h) The person presiding must give a casting vote whenever there is an equality of votes in an election for the Mayor.

## **11. ORDER OF BUSINESS AT ANNUAL MEETING OF THE COUNCIL**

- (a) **The first business shall be to elect a Chair** (Town Mayor, see standing order 4) **the Vice-Chair** (Deputy Town Mayor) and the Leader and Deputy Leader of the Council.
- (b) **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- (c) **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- (d) Following the elections and appointments at paragraph 11(a) above, the business at the annual meeting shall include:
  - i. **in an election year, delivery by the Town Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. to receive apologies for absence;

- iii. to receive any declarations of interests;
- iv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- v. confirmation of the accuracy of the minutes of the last meeting of the council;
- vi. Receipt of the minutes of the committee cycle and consideration of its recommendations (if appropriate);
- vii. appointment of members to committees, working parties, advisory committees, and outside organisations;
- viii. review of any delegation arrangements to committees, sub-committees, staff, and other local authorities;
- ix. review of the terms of reference for committees;
- x. appointment of any new committees in accordance with standing order 30;
- xi. to review and adopt appropriate standing orders, financial regulations and other Council policies;
- xii. review of representation on or work with external bodies and arrangements for reporting back;
- xiii. in an election year, to review the Council's eligibility to exercise the general power of competence.

## **12. ORDER OF BUSINESS AT ORDINARY MEETINGS**

- (a) **The Chair of the Council, if present, shall preside at the meeting. If the Chair is absent from the meeting, the Vice Chair of the Council if present, shall preside. If both the Chair and the Vice Chair are absent from a meeting, a Councillor as chosen by the councillors present at the meeting shall preside at the meeting (as the first item of business).**
- (b) After the first business has been completed at meetings other than the annual meeting, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:
  - i. to receive apologies;
  - ii. to receive any declarations of interests;
  - iii. **to approve and adopt the minutes as a correct record in accordance with standing order 18;**

- iv. **to deal with business expressly required by the statute to be done before any other business;**
- v. to consider any requests for public participation in accordance with standing order 42;
- vi. to receive and agree the Committee minutes including considering recommendations;
- vii. to receive the Mayor's report;
- viii. to dispose of business, if any, remaining from the last meeting;
- ix. to agree the schedules of financial payments recommended by the Policy, Governance & Finance Committee;
- x. to receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with;
- xi. to consider motions in the order in which they have been notified;
- xii. to consider any other matters specified in the summons, including reports from officers;
- xiii. to receive correspondence for information;
- xiv. questions to the Leader of the Council in accordance with standing order 15;
- xv. to authorise the sealing of documents;
- xvi. to consider confidential and exempt matters.

### **13. NOTICES OF MOTION**

- (a) A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- (b) No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- (c) The Proper Officer may, before including a motion on the agenda received in accordance with standing order 13(a), correct obvious grammatical or typographical errors in the wording of the motion.
- (d) If the Proper Officer considers the wording of a motion received in accordance with standing order 13(a) is not clear in meaning, the motion shall be rejected until the

mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.

- (e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- (f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- (g) Motions received shall be recorded and numbered in the order in which they are received and entered in a book which shall be open for inspection by any member of the Council.
- (h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- (i) The Clerk/Chief Executive Officer shall insert in the summons for every meeting all notices of motion properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he/she intends to move at some later meeting or that he/she withdraws it.
- (j) If a motion specified in the summons is not moved at the meeting, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (k) If the subject matter of a motion comes within the responsibility of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

#### **14. MOTIONS MOVED WITHOUT NOTICE**

- (a) Resolutions dealing with the following matters may be moved without written notice to the proper officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to approve the minutes;
  - iii. to move to a vote;
  - iv. to defer consideration of a motion;
  - v. to refer a motion or matter to a particular committee or sub-committee;
  - vi. to appoint a person to preside at a meeting;

- vii. to amend a motion, or to withdraw a motion or amendment;
- viii. to change the order of business on the agenda;
- ix. to proceed to the next business on the agenda;
- x. to require a written report;
- xi. to appoint a committee or sub-committee and their members;
- xii. to extend the time limits for speaking;
- xiii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xiv. to not hear further from a councillor or a member of the public;
- xv. to exclude a councillor or member of the public for disorderly conduct in accordance with standing order 22;
- xvi. to temporarily suspend the meeting;
- xvii. to suspend a particular standing order (unless it reflects mandatory statutory requirements) to allow a free and open debate;
- xviii. to adjourn the meeting;
- xix. to close a meeting.

## **15. QUESTIONS**

- (a) A Member of the Council may ask the Leader of the Council any question concerning the business of the Council. Any such questions shall be put when the item "Questions to the Leader of the Council" is reached.
- (b) A Member of the Council, with or without notice, may ask the Chair of a Committee any question upon the proceedings of the Committee then before the Council if the question is put before the Council's consideration of those proceedings is finished.
- (c) Every question shall be put and answered without debate.
- (d) A person to whom a question has been put may decline to answer.
- (e) Where the desired information to a question is contained in any of the Council's publications, it shall be deemed a sufficient reply if the publication containing the reply is indicated.
- (f) Where the reply to any question cannot be conveniently given orally it shall be deemed a sufficient reply if the answer is circulated to the members of the Council with the minutes of the Meeting at which the question has been asked.



## **16. RESPECT FOR THE CHAIR**

- (a) A member shall stand when speaking unless permitted otherwise by the Chair;
- (b) Whenever the Chair rises during a debate all other members shall be seated and silent

## **17. POINT OF ORDER AND PERSONAL EXPLANATION**

- (a) A member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith.
- (b) A point of order shall relate only to the alleged breach of a standing order or statutory provision and the member shall identify the standing order or statutory provision and the way in which they consider it has been broken.
- (c) A personal explanation shall be confined to some material part of a former speech by the member, which may appear to have been misunderstood in the present debate.
- (d) The ruling of the Chair on a point of order and on the admissibility of a personal explanation shall not be open to discussion.

## **18. MINUTES OF THE COUNCIL**

- (a) The minutes of the meeting shall include an accurate record of the following:
  - I. The time and place of the meeting
  - II. The names of the councillors who are present and the names of the councillors who are absent with apologies received
  - III. Interests that have been declared by councillors with voting rights
  - IV. The grant of dispensations (if any) to councillors with voting rights
  - V. Whether a councillor with voting rights left the meeting when matters that they held interests in were being considered
  - VI. If there was a public participation session
  - VII. The resolutions made
- (b) The Chair shall propose that the minutes of the Council be approved as a correct record and seek a seconder.
- (c) The Chair shall go through the minutes to allow members to raise any points of accuracy.
- (d) No motion or discussion shall take place upon the minutes except upon their accuracy.
- (e) The Chair shall sign the minutes.

- (f) The Chair shall then page through the minutes for questions to the Leader of the Council as to the progress of any item.
- (g) Subject to the publication of draft minutes and resolution which confirms their accuracy, the draft minutes, or recordings of the meetings for which approved minutes exist shall be destroyed.

## **19. PRESENTATION OF COMMITTEE MINUTES**

- (a) At each ordinary meeting of the council every standing committee shall present reports and recommendations in the form of draft minutes of any meeting held since the previous ordinary meeting of the council.
- (b) The Committee Chair, or the member presenting the minutes, shall page through the minutes, and members may ask questions for answering.
- (c) The Committee Chair, or member presenting the minutes, shall then propose that the minutes be adopted, and once seconded shall be discussed and dealt with by the council.
- (d) Where an amendment is proposed prior to the adoption of the minutes by the council, the subject of any such amendment shall be discussed and disposed of before the adoption of the minutes are considered by the council.
- (e) In moving the adoption of the minutes, the mover is deemed to have moved the minutes in their entirety and all paragraphs and recommendations contained therein shall be deemed to have been adopted unless any amendment thereto has been moved.
- (f) Paragraphs which do not contain recommendations, or which relate to matters specifically and fully delegated to standing committees, may be discussed but no motion shall be considered other than a motion as to the future work of a committee in such matters.

## **20. RULES OF DEBATE**

### Motions and Amendments

- (a) A motion or amendment shall be proposed and seconded before it is debated and if the Chair so requires it shall be put into writing.

### Secunder's Speech

- (b) A member when seconding a motion or amendment may, if they then declare their intention to do so, reserve his or her speech until a later period of debate.

#### Only one member to stand at a time

- (c) A member, when speaking shall stand and address the Chair. If two or more members rise, the Chair shall call on one to speak; the other or others shall then sit. While the member is speaking the other member shall remain seated, unless rising to a point of order or in a personal explanation.

#### Content and length of speeches

- (d) A member shall direct their speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Council.

#### When a Member may speak again

- (e) A member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:
- i. to speak once on an amendment proposed by another member;
  - ii. if the motion has been amended since they last spoke, to propose a further amendment;
  - iii. subject to paragraph (k) below, a member may not speak further in respect of any one motion except to speak once on an amendment proposed by another member or to make a point of order or to give a personal explanation;
  - iv. in exercise of a right of reply given by paragraph (k) or (l) below;
  - v. on a point of order;
  - vi. by way of personal explanation.

#### Amendments to motions

- (f) An amendment shall be relevant to the motion and shall be:
- i. to refer a subject of debate to a committee for consideration or reconsideration;
  - ii. to omit words;
  - iii. to omit words and insert or add others;
  - iv. to insert or add words;

But such omission, insertion or addition of words shall not have the effect of introducing a substantially new proposal, or of negating the motion before the council.

- (g) Only one amendment may be proposed and discussed at a time and no further amendment shall be proposed until the amendment under discussion has been disposed of, providing that the Chair may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the council's business.
- (h) If an amendment is lost, other amendments may be proposed on the original motion. If an amendment be carried, the motion, as amended, shall take the place of the original motion and shall become the motion upon which any further amendment may be proposed.
- (i) A member may, with the consent of his seconder, move amendments to their own motion.

#### Alteration of Motion

- (j) The proposer of a motion may, with the consent of their seconder, and of the council signified without discussion:
  - i. alter a motion of which they have given notice;
  - or
  - ii. alter a motion, which they have proposed;if (in either case) the alteration is one which could be made as an amendment thereto.

#### Withdrawal of motion

- (k) A motion or amendment may be withdrawn by the proposer with the consent of the council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

#### Right to reply

- (l) The proposer of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed, the proposer of the original motion shall also have a right to reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The proposer of the amendment shall not have a right of reply to the debate on their amendment. A member exercising a right of reply shall not introduce new matter.

#### Motions which may be proposed during debate

- (m) When a motion is under debate no other motion shall be proposed except:
  - i. to amend the motion;

- ii. to adjourn the meeting;
- iii. to adjourn the debate;
- iv. to proceed to the next business;
- v. to put the motion to a vote;
- vi. to ask a person to be no longer heard or to leave the meeting;
- vii. by a member understanding order 22, disorderly conduct;
- viii. a motion under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 or standing order 41, to exclude the public and press;
- ix. To refer a motion to a committee or sub-committee for consideration.
- x. To suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

## **21. CLOSURE MOTIONS**

- (a) A member may propose without comment at the conclusion of a speech of another member “that the council proceed to the next business”, “that the question be now put”, “that the debate be now adjourned”, or “that the council do now adjourn”, on the seconding of which the Chair shall proceed as follows:
- i. on a motion to proceed to the next business; unless in the Chair’s opinion the matter before the meeting has been insufficiently discussed, they shall first give the proposer of the original motion the right to reply, and then put to the vote the motion to proceed to the next business;
  - ii. on a motion that the question be now put; unless in the Chair’s opinion the matter before the meeting has been insufficiently discussed, they shall first put to the vote the motion that the question be now put, and if it is passed then give the proposer of the original motion their right of reply under paragraph (i) of standing order 20 before putting their motion to the vote;
  - iii. on a motion to adjourn the debate or the meeting; if in the Chair’s opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion, they shall put the adjournment motion to the vote without giving the proposer of the original motion their right of reply on that occasion.

## **22. DISORDERLY CONDUCT**

- (a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

- (b) If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- (c) If a resolution made under paragraph (b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **23. RESCISSION OF PREVIOUS RESOLUTION**

- (a) A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four members of the council to be given to the Proper Officer in accordance with standing order 13 above, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- (b) When a motion moved pursuant to standing order 23(a) above has been disposed of, no similar motion may be moved within a further six months.

## **24. VOTING ON APPOINTMENTS**

Where more than two persons have been nominated for any position to be filled by the council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

## **25. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the council, it shall not be considered until the council or committee (as the case may be) has decided whether or not the public and press shall be excluded.

## **26. DELEGATION OF URGENT AND ROUTINE MATTERS**

- (a) There shall be delegated to the Town Clerk/Chief Executive Officer the authority to act in respect of any function of the council on a matter, which in their opinion does not admit of delay. This delegated authority shall only be exercised in consultation with the Leader or Deputy Leader.
- (b) There shall be delegated to the Town Clerk/Chief Executive Officer the authority to act in respect of any function of a committee or sub-committee, which in their opinion either does not admit of delay or is routine. This delegated authority shall only be exercised in consultation with the Chair or Vice-Chair of the committee or sub-committee within whose terms of reference the particular function lies.

- (c) Each exercise of delegated authority under this standing order shall be reported for information to the next meeting of the committee or sub-committee within whose terms of reference the particular function lies and to Council.
- (d) The Town Clerk/Chief Executive Officer shall notify all members of any action taken under this standing order.
- (e) The delegations in this standing order are in addition to and without prejudice to the powers of the council or its committees to arrange for the discharge of any of its functions by a sub-committee or an officer.

## **27. MOTIONS ON EXPENDITURE**

If any motion proposed, would, in the opinion of the Chair, if carried substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any committee, or would involve capital expenditure, it shall, when proposed and seconded stand adjourned without discussion until such time as any committee affected by it and the Policy, Governance & Finance Committee has reported on the matter.

## **28. ACCOUNTS, FINANCIAL PROCEDURES & EXPENDITURE**

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

## **29. SEALING OF DOCUMENTS**

- (a) A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- (b) **Subject to standing order 29(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Chair of the Council who shall sign the deed as witness.**

## **30. COMMITTEES AND SUB-COMMITTEES**

- (a) **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by that committee**
- (b) **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council**
- (c) **Unless the Council determines otherwise, all the members of an advisory committee and sub-committee of the advisory committee may be non-councillors.**

(d) The council may, at its annual meeting, appoint members to standing committees and may at any other time appoint such other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. may permit committees to determine the dates of their meetings;
- iii. shall appoint and determine the term of office of councillor or non- councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- iv. shall appoint the Chair of a committee;
- v. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer before the meeting that they are unable to attend;
- vi. an ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
- vii. may dissolve a committee at any time.

### **31. EX-OFFICIO MEMBERS OF COMMITTEES**

The Mayor and Leader of the Council shall be an ex-officio member with voting rights on all committees.

### **32. STANDING COMMITTEES**

(a) The following provisions shall apply to standing committees:

- i. standing order 42, public participation; the agenda for committee meetings shall be sent to all Council members, such members of the press who request notification of meetings, and advertised on public notice boards or otherwise in such a way as to draw it to the attention of the public, although failure to comply with this standing order shall not invalidate the proceedings of the committee;
- ii. may appoint sub-committees for purposes to be specified by the committee but such sub-committee shall submit all recommendations to the committee unless power to act has been granted by the council for a specified purpose;
- iii. the Chair of the committee shall be a member of every sub- committee appointed by it unless wishing not to serve and such is recorded in the minutes of the committee appointing the sub- committee;



- iv. except where ordered by the council in the case of a committee or by the council or by the appropriate committee in the case of a sub- committee, the quorum of a committee or sub-committee shall be 4 and 3 members respectively;
  - v. every committee shall at its first meeting elect a Vice-Chair, who shall hold office until the next annual meeting of the council;
  - vi. the standing orders on rules of debate (except those parts relating to standing and to speaking more than once), voting and the standing order on interests of members and the code of conduct shall apply to committee and sub-committee meetings in so far as they are appropriate.
- (b) In the event that an in-person meeting cannot be held, or if the business of the meeting is subject to a time limit set by statute and delegation is given to a committee under its terms of reference, it may be held virtually as an Advisory Committee with the same rules of debate as other committees. Any recommendations being affirmed at the full meeting of that committee, Full Council or under delegations to the Town Clerk/CEO.

### **33. SPECIAL COMMITTEE MEETINGS**

- (a) The Chair of a committee or a sub-committee may convene a special meeting of the committee or the sub-committee at any time.
- (b) If the Chair of a committee or a sub-committee does not or refuses to call a special meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee and the sub-committee may convene a special meeting of that committee and a sub-committee.

### **34. WORKING PARTIES & WORKING GROUPS**

- (a) The Council may from time to time appoint working parties or groups to deal with a specific function or project.
- (b) Membership and terms of reference of such working parties or groups, including possible external membership, the number required for a quorum and voting rights, shall be determined at their formation.
- (c) The provisions relating to committees and sub-committees in standing orders will apply, with the exception of standing order 4(a) and 4(e) which provides for the Mayor and Leader being ex-officio voting members of every committee.

### **35. PRESENCE OF NON-MEMBERS OF COMMITTEES AND SUB-COMMITTEES AT MEETINGS**

- (a) A Member who has proposed a motion which has been referred to any committee of which he/she is not a member, may explain their motion to the committee but shall not vote.

- (b) Any Member shall, unless the council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which they are not a Member and may speak if so invited but shall not vote.

### **36. REPRESENTATION ON OUTSIDE BODIES – TERMINATION OF MEMBERSHIP**

The appointment of Members of the Council to outside bodies in their capacity as a Member of the Town Council shall, subject to the rules of that body, terminate if the Member appointed ceases to be a Member of the Council.

### **37. INSPECTION OF DOCUMENTS**

A Member may for the purposes of their duty as such (but not otherwise), inspect any document relevant to such purpose in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

### **38. UNAUTHORISED ACTIVITIES**

- (a) No Member of the Council or of any committee or sub-committee shall in the name of, or on behalf of, the Council;
- i. inspect any land or premises which the Council has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.

unless authorised to do so by the council or the relevant committee or sub- committee.

### **39. CANVASSING OF RECOMMENDATIONS BY, AND RELATIONSHIP TO MEMBERS**

- (a) Canvassing of Members or of any committee, directly or indirectly, for any appointment under the council shall disqualify the candidate for such appointment. The Proper Officer shall make known this sub-paragraph to every candidate.
- (b) A Member of the Council shall not solicit for any person any appointment under the council or recommend any person for such appointment or for promotion, but, nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.
- (c) If a candidate for any appointment under the council is to their knowledge related to any Member of, or the holder of any office under, the council, they and the person to whom they are related shall disclose the relationship in writing to the Proper Officer. Any breach of this standing order is to be reported to the council.
- (d) This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

#### **40. CONFIDENTIAL BUSINESS**

- (a) **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- (b) **Councillors, staff, the Council's contractors and agents shall not disclose confidential Information or personal data without legal justification.**

#### **41. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

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

**"that in view of the confidential nature of the business about to be transacted it is advisable that, in accordance with the public bodies (admission to meetings) act 1960, the public and press be temporarily excluded, and they are instructed to withdraw."**

#### **42. PUBLIC PARTICIPATION**

- (a) For all meetings of the Council and its standing committees, an item entitled "public participation" shall be included on the agenda for that meeting immediately after "minutes"
- (b) Members of the public may speak for a maximum of five minutes each during the period of public participation. Matters raised shall relate to items on the agenda for that particular meeting.
- (c) Following submission by a member of the public, any Member of the Council may, through the Chair, ask questions of the person(s) concerned for clarification purposes or on points of information.
- (d) Any question from the member of the public shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- (e) A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- (f) Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking. If more than one person wants to speak on the same or a similar issue, they shall elect one person to speak on their behalf.

- (g) The Chair may move the order of business be altered to take the matter on which the public has made representations immediately after the minutes of the meeting have been approved, or in such other place as seems appropriate.
- (h) Total public participation lasts no longer for 25 minutes. Questions not answered within that period will receive a written reply.
- (i) **Subject to standing order (42g), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- (j) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

#### **43. PRESS FACILITIES**

**The press shall be provided with reasonable facilities for taking their report of all or part of a meeting at which they are entitled to be present.**

#### **44. GENERAL POWER OF COMPETENCE**

- (a) **Before exercising the general power of competence, a meeting of the full council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**
- (b) **The Council's period of eligibility begins on the date that the resolution under standing order 44(a) above was made and expires on the day of the annual meeting of the council that takes place in a year of ordinary elections.**
- (c) **After the expiry of its preceding period of eligibility, the council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the general power of competence which was not completed before the expiry of the council's preceding period of eligibility referred to in standing order 44(b) above.**

#### **45. CODE OF CONDUCT, MEMBERS INTERESTS AND DISPENSATIONS**

- (a) **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- (b) **All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.**

- (c) All Councillors will observe the NALC Civility & Respect Pledge taken by the town council.
- (d) Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they have the interest.
- (e) Unless a dispensation has been granted, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- (f) **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- (g) A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.
- (h) A dispensation request shall confirm;
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought;
  - iv. an explanation as to why the dispensation is sought.
- (i) Subject to paragraphs (e) and (g) above, dispensations requests shall be considered at the start of the meeting for which the dispensation is required.
- (j) **A dispensation may be granted in accordance with paragraph (f) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business, or**
  - ii. **granting the dispensation is in the interests of persons living in the council's area, or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 46. CODE OF CONDUCT COMPLAINTS

- (a) Upon notification by West Oxfordshire District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 40 above, report this to the council.
- (b) Where the notification in standing order 46(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 46(d) below.
- (c) The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- (d) **Upon notification by West Oxfordshire District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## 47. STANDING ORDERS

- (a) All or part of a standing order, except one that incorporates mandatory statutory requirements and are in bold type, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- (b) A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 13 above.
- (c) A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council, and if so directed, upon a report of the Policy, Governance & Finance Committee.
- (d) The scheduled review of Standing Orders shall be initiated by the Proper Officer and once proposed and seconded, will stand adjourned without discussion to the next ordinary meeting of the Council and, if so directed, upon a report to the Policy, Governance & Finance Committee (as the only exception to standing order 47b)
- (e) The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.

- (f) The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

#### **48. DURATION OF MEETINGS**

- (a) No council or committee meeting shall extend beyond 2 hours unless it has been specifically agreed by that meeting.
- (b) Where it has been agreed that a meeting is to extend beyond 2 hours, there shall be an adjournment of 15 minutes after 1 hour or as soon as possible after 1 hour when it is likely that the meeting will extend beyond 2 hours.

#### **49. MANAGEMENT OF INFORMATION**

- a) The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b) The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

#### **50. RESPONSIBILITIES TO PROVIDE INFORMATION**

- (a) In accordance with the freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council
- (b) The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

#### **51. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

- (a) The Council may appoint a Data Protection Officer
- (b) The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- (c) The Council shall have a written policy in place for responding to and managing a personal data breach.
- (d) The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

- (e) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- (f) **The Council shall maintain a written record of its processing activities.**

## **52. RELATIONS WITH THE PRESS & MEDIA**

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **53. SIGNATURE OF DOCUMENTS**

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



## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday, 21 November 2022

**Title:** Payment of Accounts

**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### Background

Members should note from previous reports that the Council currently banks with Barclays Bank and runs three active accounts – the General Account, Imprest Account, and the Business Premium.

The payment schedules, bank statements and bank reconciliations are brought to the Policy, Governance & Finance committee as part of the Council's due diligence.

### Current Situation

#### 1. Bank Reconciliation and Bank Statements

Attached are bank reconciliations and associated bank statements for September & October 2022

#### 2. Payment of Accounts

Attached are the payment schedules for September & October 2022

### Recommendations

Members are invited to note the report and bank reconciliations and that the following schedule of payments be approved:

Cheque No's	In the sum of:	Account
Cheque 101189, DDs, and Standing Orders September 2022	£87,610.88	General CB 1
Cheques 33713-33775, DDs, BACS, and Standing Orders September 2022	£129,190.16	Imprest CB 2
Cheques 101190-101193, DDs, and Standing Orders October 2022	£1,582,080.31	General CB 1
Cheques 33776-33804, DDs, BACS, and Standing Orders October 2022	£165,518.25	Imprest CB 2

Report ends.

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**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL A/C**  
**List of Payments made between 01/09/2022 and 30/09/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/22	Wodc Ctax Ndr - 30421105	Std Ord	£150.00		WODC - Rates Burwell Hall
01/09/22	Wodc Ctax Ndr - 30623704	Std Ord	£389.00		WODC - Rates Tower Hill
01/09/22	Wodc Ctax Ndr - 30685600	Std Ord	£222.00		WODC - Rates Corn Exchange
01/09/22	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/09/22	Wodc Ctax Ndr - 90024629	Std Ord	£549.00		WODC - Rates Windrush Cemetery
01/09/22	Wodc Ctax Ndr - 90170575	Std Ord	£1,048.00		WODC Rates - 51 Market Square
08/09/22	Peninsula	DD1	£334.88		15083/employment services
12/09/22	Barclaycard Charges Aug2022	DD	£53.36		Barclaycard Charges Aug2022
12/09/22	Barclaycard Charges Aug2022	DD	£50.00		Barclaycard Charges Aug2022
12/09/22	Fuel Card Services Ltd	DD2	£6.00		14830/mileage count
14/09/22	Unpaid Cheque In-Witney Bridge	DR	£240.00		Unpaid Cheque In-Witney Bridge
15/09/22	Pitney Bowes	DD	£50.00		Pitney Bowes -Postage Reset
15/09/22	Continental Landscapes Ltd	101189	£79,302.70		14496/ground maint June
16/09/22	Sage UK	DD3	£156.00		15085/payroll & HR
16/09/22	Peninsula	DD4	£548.16		15084/business safe
20/09/22	Fuel Card Services Ltd	DD5	£31.44		15079/fuel
21/09/22	Restore Datashred	DD6	£66.50		14791/confidential waste
26/09/22	Fuel Card Services Ltd	DD7	£178.34		15080/fuel
29/09/22	Witney Town Council	Std Ord	£3,437.50		Witney TC
<b>Total Payments</b>			<b>£87,610.88</b>		

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance























### 28 Sep - 04 Oct 2022

Date	Description	Money out £	Money in £	Balance £
28 Sep	Start Balance			2,510,245.39
	<b>Giro</b> Direct Credit From Robson Cjm Ref: Mr Charles Robson		15.00	2,510,260.39
	<b>Giro</b> Direct Credit From BCard1577926260922		40.00	2,510,300.39
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719643387723659 E		167.90	2,510,468.29
	<b>Giro</b> Direct Credit From Colliers Intl Pro		3,405.00	2,513,873.29
29 Sep	<b>STO</b> Standing Order to Witney Town Counci Ref:- Town Hall Rent	3,437.50		2,510,435.79
	<b>STO</b> Standing Order From Inclusive Care and Ref:- Rent		6,246.90	2,516,682.69
	<b>Giro</b> Direct Credit From Mallon G Ref: Mallon Hire Burwel		76.79	2,516,759.48
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719644253159143 E		201.67	2,516,961.15
	<b>Giro</b> Direct Credit From BCard1577926270922		1,158.00	2,518,119.15
30 Sep	<b>Giro</b> Direct Credit From BCard1577926280922		20.00	2,518,139.15
	<b>Giro</b> Direct Credit From Witney Royal Ref: W Royals B4691		66.50	2,518,205.65
	<b>Giro</b> Direct Credit From Witney Filling Ref: Witney F-Station		82.59	2,518,288.24
	<b>Giro</b> Direct Credit From The Little L Ref: Inv B4678		133.50	2,518,421.74
	<b>Giro</b> Direct Credit From Tas West Oxon Ref: Taswox		133.50	2,518,555.24

Continued

Start balance	£2,510,245.39
Money out	£12,301.25
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£22,314.66
End balance	£2,520,258.80

Your deposit is eligible for protection  
by the Financial Services  
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				2,518,555.24
30 Sep	 Direct Credit From Adyen N.V. Ref: 2719645116388902 E		142.97	2,518,698.21
	 Direct Credit From J Timms Ref: K9Dreamers Sept 22		240.00	2,518,938.21
	 Direct Credit From Harrison Toogood Ref: Harrison Toogood		272.00	2,519,210.21
	 Direct Credit From Cundy A B Ref: C133		510.00	2,519,720.21
	 Direct Credit From E Taylor and SW F Ref: Mem App T/L Harris		167.00	2,519,887.21
	 Deposit Re 45Witney 101346		3,223.75	2,523,110.96
	 Direct Credit From Mynt Image Ltd F Ref: Invoice B4684 Mynt		405.50	2,523,516.46
	 Direct Credit From Ligh Pari Wit Ref: Venue of Worship		257.92	2,523,774.38
3 Oct	 Direct Debit to Fuel Card Services Ref: Shb303621	250.16		2,523,524.22
	 Direct Debit to Wod Ndr DD Ref: 03 90170575	1,048.00		2,522,476.22
	 Direct Debit to Wod Ndr DD Ref: 30421105	150.00		2,522,326.22
	 Direct Debit to Wod Ndr DD Ref: 30623704	389.00		2,521,937.22
	 Direct Debit to Wod Ndr DD Ref: 30685600	222.00		2,521,715.22
	 Direct Debit to Wod Ndr DD Ref: 30903104	798.00		2,520,917.22
	 Direct Debit to Wod Ndr DD Ref: 90024629	549.00		2,520,368.22
	 Cheque Issued Ref: 101186	5,457.59		2,514,910.63
	 Standing Order From Lily's Attic Ltd Ref:- Rent		1,662.50	2,516,573.13
	 Direct Credit From Johnson CC&SJ Ref: Invoice B4707		39.25	2,516,612.38
	 Direct Credit From Work Account Ref: Moncrieff B4683		39.25	2,516,651.63
	 Direct Credit From BCard1577926290922		50.00	2,516,701.63
	 Direct Credit From Brasier SJ&H Ref: B4706 H Brasier		76.79	2,516,778.42
	 Direct Credit From Witney Speakers CL Ref: B4681		117.00	2,516,895.42
	 Direct Credit From C Codd Ref: B4696		144.00	2,517,039.42
	 Direct Credit From Spartan Rangers Ref: Invoice B4692		199.50	2,517,238.92

Continued

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			2,517,238.92
3 Oct	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719645979976413 E		248.21	2,517,487.13
	<b>Giro</b> Direct Credit From Witney Vikings You Ref: B4697		395.00	2,517,882.13
	<b>Giro</b> Direct Credit From Tower Hill Footbal Ref: B4695 Pitch Hire		1,213.00	2,519,095.13
4 Oct	<b>Giro</b> Direct Credit From Elisa Cristina Mar Ref: Pop Up Beauty		114.00	2,519,209.13
	<b>Giro</b> Direct Credit From BCard1577926300922		511.61	2,519,720.74
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719648573385890 E		538.06	2,520,258.80
4 Oct	Balance carried forward			2,520,258.80
	Total Payments/Receipts	12,301.25	22,314.66	

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

#### Barclays Base Rate Information

Rate effective from 22 Sep 2022 was	2.250%
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### Dispute resolution

**If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.**

### Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme.

We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

### Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

#### What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

#### What can you do to help avoid or limit an unarranged overdraft?

**Get In Touch.** If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

**Register for Text Alerts.** Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit [barclays.co.uk/business-banking/ways-to-bank/mobile-banking](http://barclays.co.uk/business-banking/ways-to-bank/mobile-banking) for more information. Terms and conditions apply.

**Go online for more support.** For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit [barclays.co.uk/business-banking/borrow](http://barclays.co.uk/business-banking/borrow)

For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

### Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at [barclays.co.uk/business-banking](http://barclays.co.uk/business-banking).

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

### Online

[barclays.co.uk](http://barclays.co.uk)

### On the phone

**0345-605-2345**

**Talk to an advisor 7am - 11pm  
or use our 24-hour automated service**

### Write to us

**Barclays,  
Leicester  
LE87 2BB**

### Your branch

**LEICESTER,  
LE87 2BB**

### Lost and stolen cards

**01604 230 230**

**– 24 hours**

#### Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

### Follow us

 [www.facebook.com/barclaysbusinessuk](http://www.facebook.com/barclaysbusinessuk)

 [www.twitter.com/barclaysbizchat](http://www.twitter.com/barclaysbizchat)

 [youtube.com/BarclaysUK](http://youtube.com/BarclaysUK)

 [www.linkedin.com/BarclaysBusinessBanking](http://www.linkedin.com/BarclaysBusinessBanking)



**Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/09/2022	1	2,523,774.38
			<u>2,523,774.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/06/2022 101186 Henley Theatre Services Ltd		5,457.59	
29/07/2022 101188 Oxford Direct Services Trading		9,802.44	
15/09/2022 101189 Continental Landscapes Ltd		79,302.70	
			<u>94,562.73</u>
			<u>2,429,211.65</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			<u>2,429,211.65</u>
		<b>Balance per Cash Book is :-</b>	<b>2,429,211.65</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**WITNEY TOWN COUNCIL**  
**BARCLAYS IMPREST A/C**  
**List of Payments made between 01/09/2022 and 30/09/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/09/22	5A's Tool & Plant Hire	33713	£97.99		14758/file sharpening kits
14/09/22	Amazon Payments UK Ltd	33714	£111.61		14816/till rolls
14/09/22	BASICS	33715	£756.22		14810/new menu holders
14/09/22	DCK Accounting Solutions Ltd	33716	£513.06		14829/Rachel visit 17.08.22
14/09/22	Barlow and Sons (Hermitage) Li	33717	£883.93		14822/steel wire
14/09/22	Blueprint Imaging Limited	33718	£189.00		14764/short drag Roger posters
14/09/22	Brake Bros Limited	33719	£4,932.90		14838/cafe supplies
14/09/22	Breakthrough Communications &	33720	£36.00		14767/civility & respect 11/10
14/09/22	Cleansing Service Group Ltd	33721	£180.00		14769/wasted journey charge
14/09/22	Megan Coombes	33722	£150.00		14770/damage deposit refund
14/09/22	Copy Right Systems Ltd	33723	£109.27		14828/5789348 - mono
14/09/22	GS Window Cleaning	33724	£136.00		14783/window cleaning 18/08
14/09/22	Kernahan Service	33725	£355.85		14410/EJ17YNK Mot service tyres
14/09/22	Lyd's Bakes and Cakes	33726	£60.00		14817/cakes for cafe
14/09/22	M & M Skip Hire Limited	33727	£1,032.00		14831/skip exchange
14/09/22	Fenland Leisure Products Ltd	33728	£683.76		14832/play equipment reps
14/09/22	Rialtas Business Solutions Ltd	33729	£355.20		14843/cemeteries software
14/09/22	Roberts Environmental Ltd	33730	£3,270.00		14834/further investig'n costs
14/09/22	Seldram Supplies Oxford Ltd	33731	£217.05		14813/cleaning materials
14/09/22	Spaldings Limited	33732	£262.27		14795/various
14/09/22	Structural Solutions Managemen	33733	£1,038.00		14705/floor slab check
14/09/22	Tudor Environmental	33734	£618.92		14803/gardening equipment
14/09/22	P.A.Turney Ltd	33735	£4,132.80		14836/billy goat truck loader
14/09/22	Ue Coffee Roasters Ltd	33736	£507.00		14811/coffee bar supplies
14/09/22	Viking Payments	33737	£39.52		14804/stationery items
14/09/22	Witney Plant Hire Limited	33738	£120.00		14806/crane lorry hire
14/09/22	West Oxfordshire District Coun	33739	£27.55		14805/newland dog bins Aug
14/09/22	Workwear Express Ltd	33740	£68.34		14807/litter pick hi-viz vests
15/09/22	Bacs Payments	BACS	£33,374.42		Bacs
15/09/22	BOOKER LIMITED	DD1	£65.70		14815/cake for cafe
15/09/22	Green Energy (UK) Plc	DD2	£4,052.18		15096/1557817 august
20/09/22	Southern Electric	DD3	£10.02		15087/charges 02.08 - 01.09
23/09/22	Bacs Salaries September 2022	BACS	£42,752.51		Bacs Salaries September 2022
23/09/22	STL Communications Limited	DD4	£1,055.48		15097/charges august
27/09/22	Barclays Charges 6Jun-4Sep	DR	£67.99		Barclays Charges 6Jun-4Sep
27/09/22	Epos Now Ltd	DD5	£16.80		15077/protect now plan
27/09/22	Epos Now Ltd	DD6	£22.80		15078/Epos now payment plan
27/09/22	Epos Now Ltd	DD7	£30.00		15076/standard support licence
28/09/22	Time Vendor	Std Ord	£155.72		Academy Leasing-Coffee Machine
29/09/22	5A's Tool & Plant Hire	33741	£345.39		14903/chain saw repairs
29/09/22	Amazon Payments UK Ltd	33742	£117.32		14945/hoover hose
29/09/22	BASICS	33743	£351.02		14946/various equipment
29/09/22	DCK Accounting Solutions Ltd	33744	£492.00		14914/VAT partial exempt form
29/09/22	Barlow and Sons (Hermitage) Li	33745	£159.42		14909/incorrect goods sent
29/09/22	Blueprint Imaging Limited	33746	£15.00		14947/open mic poster
29/09/22	Brake Bros Limited	33747	£4,572.47		14952/cafe supplies
29/09/22	Chew Valley Trees Ltd	33748	£4,674.00		14911/various trees
29/09/22	Cool Beans Coffee UK Limited	33749	£210.00		14556/filter for machine
29/09/22	Cotteswold Dairy Ltd (Cheltenham)	33750	£91.96		14955/cafe milk supplies
29/09/22	Robert Courts MP	33751	£133.50		14912/invoice overpayment
29/09/22	Dab Lift & Electrical Services	33752	£226.80		14913/lift repairs
29/09/22	Drainwizards 24/7 Limited	33753	£367.20		14915/pump repairs
29/09/22	Irrigation & Garden Services	33754	£117.60		14916/2 new pop ups
29/09/22	KJ's Motor Car Engineers Ltd	33755	£520.63		14918/FL68TLU mot & service
29/09/22	Lyd's Bakes and Cakes	33756	£445.50		14960/cafe cakes & cookies
29/09/22	M & M Skip Hire Limited	33757	£834.00		14920/skip exchange
29/09/22	Witney Town Mayors Charity Acc	33758	£10.00		14921/J Cooper Mayor's quiz
29/09/22	Monarch Hose & Hydraulics Ltd	33759	£93.00		14922/karcher parts
29/09/22	Moore	33760	£2,880.00		14923/external audit 21/22
29/09/22	CASH	33761	£452.52		14896/cash -
29/09/22	POST OFFICE LTD	33762	£290.00		14897/FL68 TLU 12 months
29/09/22	POST OFFICE LTD	33763	£290.00		14898/OY62 UXC 12 months
29/09/22	Ridge	33764	£2,040.00		14901/BH extension plans
29/09/22	Sampson Training Limited	33765	£1,410.00		14835/line marking training
29/09/22	Seldram Supplies Oxford Ltd	33766	£210.52		14961/dishwasher cleaner
29/09/22	Simply Foods 2 Go	33767	£537.50		14962/cafe supplies
29/09/22	SLCC Enterprises Ltd	33768	£234.00		14930/Kate ILCA fee
29/09/22	A.K. Timms and Sons Limited	33769	£390.13		14932/decking & timber
29/09/22	Tudor Environmental	33770	£965.11		14937/screwdriver holder & hook
29/09/22	Ue Coffee Roasters Ltd	33771	£883.90		14966/cafe supplies
29/09/22	Uttings Limited	33772	£93.99		14899/explorer jacket for Carl
29/09/22	Tabcom	33773	£1,363.07		14941/works team ppe
29/09/22	West Oxfordshire District Coun	33774	£100.00		14900/pavement licence 22/23
29/09/22	West Oxfordshire District Coun	33775	£784.75		14942/newland dog bins sept
<b>Total Payments</b>			<b>£129,190.16</b>		

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



5/6

# Your Business Current Account

## At a glance

### 28 Sep - 04 Oct 2022

Date	Description	Money out £	Money in £	Balance £
28 Sep	Start Balance			1,000.00
	Cheque Issued Ref: 033733	1,038.00		-38.00
	Transfer From Account 70974641		1,038.00	1,000.00
30 Sep	Cheque Issued Ref: 033739	27.55		972.45
	Transfer From Account 70974641		27.55	1,000.00
4 Oct	Cheque Issued Ref: 033713	97.99		902.01
	Transfer From Account 70974641		97.99	1,000.00
4 Oct	Balance carried forward			1,000.00
	Total Payments/Receipts	1,163.54	1,163.54	

Start balance	£1,000.00
Money out	£1,163.54
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£1,163.54
End balance	£1,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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**Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	30/09/2022	1	1,000.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
23/09/2021 33271 THAMES SECURITY MANAGEMENT LTD	126.00
14/10/2021 33287 COTTSDAY HOUSING ASSOCIATION	5.00
14/10/2021 33307 Seldram Supplies Oxford Ltd	160.72
11/11/2021 33360 ThamesSecurity Management Limi	210.00
14/01/2022 33419 SLCC Enterprises Ltd	210.00
07/03/2022 33472 ThamesSecurity Management Limi	210.00
29/04/2022 33526 Victoria Moore	30.00
16/06/2022 33592 CO-OP Funeral Service	25.00
16/06/2022 33610 Seldram Supplies Oxford Ltd	640.29
29/06/2022 33639 Seldram Supplies Oxford Ltd	243.37
27/07/2022 33669 Seldram Supplies Oxford Ltd	283.21
18/08/2022 33710 Ubico Limited	76.22
14/09/2022 33713 5A's Tool & Plant Hire	97.99
14/09/2022 33719 Brake Bros Limited	4,932.90
14/09/2022 33722 Megan Coombes	150.00
14/09/2022 33728 Fenland Leisure Products Ltd	683.76
14/09/2022 33729 Rialtas Business Solutions Ltd	355.20
14/09/2022 33731 Seldram Supplies Oxford Ltd	217.05
14/09/2022 33735 P.A.Turney Ltd	4,132.80
29/09/2022 33741 5A's Tool & Plant Hire	345.39
29/09/2022 33742 Amazon Payments UK Ltd	117.32
29/09/2022 33743 BASICS	351.02
29/09/2022 33744 DCK Accounting Solutions Ltd	492.00
29/09/2022 33745 Barlow and Sons (Hermitage) Li	159.42
29/09/2022 33746 Blueprint Imaging Limited	15.00
29/09/2022 33747 Brake Bros Limited	4,572.47
29/09/2022 33748 Chew Valley Trees Ltd	4,674.00
29/09/2022 33749 Cool Beans Coffee UK Limited	210.00
29/09/2022 33750 Cotteswold Dairy Ltd (Cheltenham)	91.96
29/09/2022 33751 Robert Courts MP	133.50
29/09/2022 33752 Dab Lift & Electrical Services	226.80
29/09/2022 33753 Drainwizards 24/7 Limited	367.20
29/09/2022 33754 Irrigation & Garden Services	117.60
29/09/2022 33755 KJ's Motor Car Engineers Ltd	520.63
29/09/2022 33756 Lyd's Bakes and Cakes	445.50
29/09/2022 33757 M & M Skip Hire Limited	834.00
29/09/2022 33758 Witney Town Mayors Charity Acc	10.00
29/09/2022 33759 Monarch Hose & Hydraulics Ltd	93.00
29/09/2022 33760 Moore	2,880.00
29/09/2022 33761 CASH	452.52
29/09/2022 33762 POST OFFICE LTD	290.00
29/09/2022 33763 POST OFFICE LTD	290.00

**Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 2 - BARCLAYS IMPREST A/C**

			<u>Amount</u>	<u>Balances</u>
29/09/2022	33764	Ridge	2,040.00	
29/09/2022	33765	Sampson Training Limited	1,410.00	
29/09/2022	33766	Seldram Supplies Oxford Ltd	210.52	
29/09/2022	33767	Simply Foods 2 Go	537.50	
29/09/2022	33768	SLCC Enterprises Ltd	234.00	
29/09/2022	33769	A.K. Timms and Sons Limited	390.13	
29/09/2022	33770	Tudor Environmental	965.11	
29/09/2022	33771	Ue Coffee Roasters Ltd	883.90	
29/09/2022	33772	Uttings Limited	93.99	
29/09/2022	33773	Tabcom	1,363.07	
29/09/2022	33774	West Oxfordshire District Coun	100.00	
29/09/2022	33775	West Oxfordshire District Coun	784.75	
				39,491.81
				<u>-38,491.81</u>
<b><u>Receipts not Banked/Cleared (Plus)</u></b>				
			0.00	
				<u>0.00</u>
				-38,491.81
		<b>Balance per Cash Book is :-</b>		<b>-38,491.81</b>
		<b>Difference is :-</b>		<b>0.00</b>



MG 029200 F1VI303A 709F305EJ00141 39800 A 57075

WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG


# Your Business Premium Account

At a glance

28 Sep - 04 Oct 2022

Date	Description	Money out £	Money in £	Balance £
28 Sep	Start Balance			678,679.90
	Giro to 70974765 Automatic	1,038.00		677,641.90
30 Sep	Giro to 70974765 Automatic	27.55		677,614.35
4 Oct	Giro to 70974765 Automatic	97.99		677,516.36
4 Oct	Balance carried forward			677,516.36
	Total Payments/Receipts	1,163.54	0.00	

Start balance	£678,679.90
Money out	£1,163.54
Money in	£0.00
► Gross interest earned	£0.00
End balance	£677,516.36

Your deposit is eligible for protection  
by the Financial Services  
Compensation Scheme.

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	30/09/2022	1	677,614.35
			<u>677,614.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			677,614.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			677,614.35
		Balance per Cash Book is :-	677,614.35
		Difference is :-	0.00

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**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL A/C**  
**List of Payments made between 01/10/2022 and 31/10/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/22	Wodc Ctax Ndr - 30421105	Std Ord	£150.00		WODC - Rates Burwell Hall
01/10/22	Wodc Ctax Ndr - 30623704	Std Ord	£389.00		WODC - Rates Tower Hill
01/10/22	Wodc Ctax Ndr - 30685600	Std Ord	£222.00		WODC - Rates Corn Exchange
01/10/22	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/10/22	Wodc Ctax Ndr - 90024629	Std Ord	£549.00		WODC - Rates Windrush Cemetery
01/10/22	Wodc Ctax Ndr - 90170575	Std Ord	£1,048.00		WODC Rates - 51 Market Square
03/10/22	Fuel Card Services Ltd	DD1	£250.16		15081/fuel
03/10/22	Containers Direct Ltd	101190	£9,114.00		14894/modibox office container
03/10/22	BARCLAYS B P A	101191	£1,500,000.00		WTC Barclays General A/c
10/10/22	Barclaycard Charges Sep2022	DD	£99.19		Barclaycard Charges Sep2022
10/10/22	Barclaycard Charges Sep2022	DD	£60.44		Barclaycard Charges Sep2022
10/10/22	Fuel Card Services Ltd	DD2	£104.54		15082/fuel
10/10/22	Peninsula	DD3	£334.88		15341/employment services
14/10/22	Pitney Bowes Finance Limited	DD4	£150.73		15343/quarterly rent & maint
17/10/22	Fuel Card Services Ltd	DD5	£77.60		15349/OY10WBF
17/10/22	Sage UK	DD6	£156.00		15345/payroll & HR
17/10/22	Peninsula	DD7	£548.16		15342/business Safe
24/10/22	Fuel Card Services Ltd	DD8	£353.86		15327/OY62UXC 11.10.22
26/10/22	Restore Datashred	DD9	£66.50		15098/waste collect 16.09
28/10/22	Pitney Bowes	DD	£50.00		Pitney Bowes - Postage
28/10/22	Trade Vans UK Ltd	101192	£7,607.80		15165/Peugoet expert BT14 UJP
28/10/22	George Browns Ltd	101193	£59,826.00		15164/Cub Sprayer
31/10/22	Fuel Card Services Ltd	DD10	£124.45		15328/EJ17YNK 21.10.22
<b>Total Payments</b>			<b>£1,582,080.31</b>		

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

### 26 Oct - 01 Nov 2022

Date	Description	Money out £	Money in £	Balance £
26 Oct	Start Balance			2,476,369.55
	<b>DD</b> Direct Debit to Restore Datashred Ref: 4788117	66.50		2,476,303.05
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719667580708993 E		238.56	2,476,541.61
	<b>Giro</b> Direct Credit From Pulse Finance Ref: Witney Town Council		78.50	2,476,620.11
27 Oct	Cheque Issued Ref: 101191	1,500,000.00		976,620.11
	<b>Giro</b> Direct Credit From BCard1577926251022		30.00	976,650.11
	<b>Giro</b> Direct Credit From Banbury Memorials Ref: C179		167.00	976,817.11
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719668444756541 E		213.27	977,030.38
	Deposit Re Unpaid Cheque 101191		1,500,000.00	2,477,030.38
28 Oct	<b>DD</b> Direct Debit to Pitney Bowes Ref: 6335052400185413	50.00		2,476,980.38
	<b>Giro</b> Direct Credit From Rawson M G Ref: B4715		76.79	2,477,057.17
31 Oct	<b>DD</b> Direct Debit to Fuel Card Services Ref: Shb303621	124.45		2,476,932.72
	Cheque Issued Ref: 101191	1,500,000.00		976,932.72
	<b>Giro</b> Direct Credit From Work Account Ref: Moncrieff B4734		117.75	977,050.47
	<b>Giro</b> Direct Credit From Spartan Rangers Ref: Invoice B4741		133.00	977,183.47

Continued

Start balance	£2,476,369.55
Money out	£3,003,396.95
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£3,007,079.67
End balance	£2,480,052.27

Your deposit is eligible for protection  
by the Financial Services  
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				977,183.47
31 Oct	<b>Giro</b> Direct Credit From The Little L Ref: Inv B4726		133.50	977,316.97
	<b>Giro</b> Direct Credit From Harrison Toogood Ref: Harrison Toogood		136.00	977,452.97
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719669877845330 E		223.06	977,676.03
	<b>Giro</b> Direct Credit From Tas West Oxon Ref: Taswox		229.50	977,905.53
	<b>Giro</b> Direct Credit From BCard7888266301022		241.10	978,146.63
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719670171206237 E		276.42	978,423.05
	<b>Giro</b> Direct Credit From Lamit Property Fun Ref: 621000501		678.35	979,101.40
	<b>—</b> Deposit Re Unpaid Cheque 101191		1,500,000.00	2,479,101.40
	<b>□</b> Direct Credit From Mynt Image Ltd F Ref: Invoice B4735 Mynt		405.50	2,479,506.90
1 Nov	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 03 901 70575	1,048.00		2,478,458.90
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30421105	150.00		2,478,308.90
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30623704	389.00		2,477,919.90
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30685600	222.00		2,477,697.90
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30903104	798.00		2,476,899.90
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 90024629	549.00		2,476,350.90
	<b>Giro</b> Direct Credit From Witney Filling Ref: Witney F-Station		82.59	2,476,433.49
	<b>Giro</b> Direct Credit From Holcombe&Fellows Ref: B4711		150.00	2,476,583.49
	<b>Giro</b> Direct Credit From BCard7888266311022		176.50	2,476,759.99
	<b>Giro</b> Direct Credit From J Timms Ref: K9Dreamers Oct 22		192.00	2,476,951.99
	<b>Giro</b> Direct Credit From Deer Park Rangers Ref: Pitch Hire		199.50	2,477,151.49
	<b>Giro</b> Direct Credit From Amanda Paton T/A D Ref: Dancemania B4719		384.00	2,477,535.49
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: 2719672801836219 E		567.28	2,478,102.77
	<b>Giro</b> Direct Credit From Tower Hill Footbal Ref: B4744 Pitch Hire		1,303.50	2,479,406.27

Continued



Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			2,479,406.27
1 Nov	<b>Giro</b> Direct Credit From Dignity Funerals Ref: 008932		646.00	2,480,052.27
1 Nov	Balance carried forward			2,480,052.27
	Total Payments/Receipts	3,003,396.95	3,007,079.67	

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

#### Barclays Base Rate Information

Rate effective from 22 Sep 2022 was 2.250%

## Dispute resolution

**If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.**

## Important information about compensation arrangements

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and businesses – are covered by the scheme. We will issue the FSCS information sheet and exclusions list which set out in detail what is, and is not, covered by the FSCS, once a calendar year usually with your account statement.

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk).

## Important information about going overdrawn without an agreed overdraft limit or exceeding your agreed overdraft limit

An unarranged overdraft rate of 29.5% will apply if there is not enough money in your account(s) to make a payment and so cause an unarranged overdraft on your account(s).

### What is an unarranged overdraft?

An unarranged overdraft occurs where either:

- a) you go overdrawn on your account without agreeing an overdraft with us first; or
- b) you exceed your agreed overdraft limit.
- c) not every Barclays product will allow you to go overdrawn or exceed your agreed overdraft limit. Please check your terms and conditions for more information.

If you try to make any payment from your account and you don't have the funds available, or if we have reasonable grounds to believe that you won't have sufficient funds on the date that the payment will be made from your account, we will treat this as a request to make, or extend, the use of our unarranged overdraft facilities. It's within our discretion to process the payment or return it unpaid.

### What can you do to help avoid or limit an unarranged overdraft?

**Get In Touch.** If you become aware in advance that payments may take your account into an unarranged overdraft, please contact us as early as possible so that we can discuss the ways we could help. This will maximise the chances of us being able to:

- a) understand any changes in your business and explore the options available;
- b) consider options for authorised borrowing facilities;
- c) facilitate payments being made;
- d) limit the costs associated with unarranged borrowing;
- e) address any concerns that you may have.

**Register for Text Alerts.** Business banking customers can register for our 'Near Limit' Text Alert which is designed to help you avoid going overdrawn (if you don't have an agreed overdraft limit), or exceeding your agreed overdraft limit, by notifying you when your balance falls below a figure you specify. Once you have signed up for this Text Alert, if your account goes into an unarranged overdraft, we'll send you a Text Alert the following working day (Monday – Friday) to let you know. By acting on this information you have the opportunity to clear your unarranged overdraft.

You can register for Text Alerts through Online Banking, in any of our branches or over the phone. Visit [barclays.co.uk/business-banking/ways-to-bank/mobile-banking](http://barclays.co.uk/business-banking/ways-to-bank/mobile-banking) for more information. Terms and conditions apply.

**Go online for more support.** For useful tips to keep on top of your cashflow, helpful downloadable tools, and a simple guide to borrowing, visit [barclays.co.uk/business-banking/borrow](http://barclays.co.uk/business-banking/borrow). For details relating to unarranged borrowing, please refer to your banking services tariff guide.

- For Business Banking customers, this can be found online at <https://www.barclays.co.uk/business-banking/accounts/rates-and-charges>

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

## Interest

Interest is calculated daily on the cleared balance of your account at the close of business. We'll let you know if interest is calculated on the statement balance rather than the cleared balance. The cleared balance includes only credits and debits that have cleared. Ask your branch or Barclays Business Team for details of clearance times and the dates when we pay or charge interest. The rates of interest shown are current at the time of printing this statement and may have changed during the period of the statement.

In accordance with UK tax legislation, from 6 April 2016 interest is paid gross. For UK resident individuals (including sole traders or partnerships), if you are a UK taxpayer you may have to pay tax on interest earned in excess of your Personal Savings Allowance. For information and guidance please refer to HMRC's website.

The management of your tax affairs is your responsibility, including making any required declarations to the relevant tax authority(ies), where you are tax resident. If the statement shows that we have applied interest to your account, we'll give you on request details of the rate(s) of interest used and a clear explanation of how the interest was calculated. Details of Barclays interest rates for business customers are available at [barclays.co.uk/business-banking](http://barclays.co.uk/business-banking).

Any reference to Bank of England Base Rate or Barclays Base Rate is the same rate. In the event that either of these rates is less than zero, the rate will be shown as zero on your statement. This does not affect our rights and obligations under our terms and conditions. If you require further information on the calculation of your interest rate, please contact us.

## Online

**[barclays.co.uk](http://barclays.co.uk)**

## On the phone

**0345-605-2345**

**Talk to an advisor 7am - 11pm or use our 24-hour automated service**

## Write to us

**Barclays,  
Leicester  
LE87 2BB**

## Your branch

**LEICESTER,  
LE87 2BB**

## Lost and stolen cards

**01604 230 230**

**– 24 hours**

### Tell us straight away if:

- you do not receive a Barclays card you were expecting
- any of your cards are lost, stolen, or damaged
- you think someone else may know your PIN.

Call charges will apply (please check with your service provider). We may monitor or record calls for quality, security, and training

## Follow us

 [www.facebook.com/barclaysbusinessuk](http://www.facebook.com/barclaysbusinessuk)

 [www.twitter.com/barclaysbizchat](http://www.twitter.com/barclaysbizchat)

 [youtube.com/BarclaysUK](http://youtube.com/BarclaysUK)

 [www.linkedin.com/BarclaysBusinessBanking](http://www.linkedin.com/BarclaysBusinessBanking)

**Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/10/2022	1	2,479,506.90
			<u>2,479,506.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
03/10/2022 101191 BARCLAYS B P A		1,500,000.00	
28/10/2022 101192 Trade Vans UK Ltd		7,607.80	
28/10/2022 101193 George Browns Ltd		59,826.00	
			<u>1,567,433.80</u>
			912,073.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			912,073.10
		<b>Balance per Cash Book is :-</b>	<b>912,073.10</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**WITNEY TOWN COUNCIL**  
**BARCLAYS IMPREST A/C**  
**List of Payments made between 01/10/2022 and 31/10/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/10/22	Bacs Payments	BACS	£84,007.18		Bacs
17/10/22	BOOKER LIMITED	DD1	£474.53		15072/cafe supplies
17/10/22	Green Energy (UK) Plc	DD2	£3,858.11		15338/1561422 september
21/10/22	Southern Electric	DD3	£10.02		15347/951808973 september
24/10/22	STL Communications Limited	DD4	£2,486.94		15352/phone charges september
25/10/22	A Podbery	33776	£1,590.00		15039/mowing meadows
25/10/22	Amazon Payments UK Ltd	33777	£110.38		15118/pumpkin syrup
25/10/22	Amethyst Horticulture Ltd	33778	£4,975.80		15125/winter planting
25/10/22	Banbury Memorials Ltd	33779	£350.00		15070/Godfrey memorial refix
25/10/22	Barlow and Sons (Hermitage) Li	33780	£111.85		15099/machined rails
25/10/22	Brake Bros Limited	33781	£978.48		14953/cafe supplies
25/10/22	George Browns Ltd	33782	£2,406.00		15102/kawasaki mower
25/10/22	Castle Water Ltd - Town Hall O	33783	£139.44		15121/01.08.22 - 31.01.23
25/10/22	Ben Church	33784	£76.58		15116/cancellation refund
25/10/22	Copy Right Systems Ltd	33785	£121.22		15075/5789348 - mono
25/10/22	Cotteswold Dairy Ltd (Cheltenham)	33786	£145.52		15120/cafe supplies
25/10/22	GARDNER LEADER	33787	£374.40		15100/unterhaching park fees
25/10/22	Green-Tech Limited	33788	£4,932.60		15103/logs, stakes & plants
25/10/22	GS Window Cleaning	33789	£119.50		15104/window cleaning 29.09
25/10/22	Healthmatic Limited	33790	£2,739.60		15105/cleaning 01.10 - 31.12
25/10/22	Huck Nets	33791	£61.99		15106/arrow hooks
25/10/22	The Keyholding Company	33792	£113.40		15107/alarm call out sept
25/10/22	M & M Skip Hire Limited	33793	£690.00		15108/waste disposal/assessmnt
25/10/22	Medic 1 Direct Ltd	33794	£1,248.00		15126/remembrance medic
25/10/22	Real Christmas Trees Limited	33795	£2,874.00		15124/two christmas trees
25/10/22	Brady Corporation Ltd	33796	£21.58		15123/break glass notice
25/10/22	Southern Electric	33797	£484.29		15109/floodlights 30.06-26.09
25/10/22	Spaldings Limited	33798	£396.00		15110/HV pro battery
25/10/22	Structural Solutions Managemen	33799	£120.00		15111/floor slab check fees
25/10/22	Ue Coffee Roasters Ltd	33800	£297.60		15112/cafe supplies
25/10/22	Vale Training Services Ltd	33801	£1,140.00		15113/tractor driving D & A
25/10/22	VOLUNTEER LINK UP	33802	£2,000.00		15114/annual grant
25/10/22	Bob Wilson & Sons Leisure Ltd	33803	£1,000.00		15071/damage deposit refund
25/10/22	Witney & District Swimming Clu	33804	£100.00		15117/damage deposit refund
25/10/22	Bacs Payments	BACS	£44,737.92		Bacs
27/10/22	Epos Now Ltd	DD5	£69.60		15325/payments pro
28/10/22	Time Vendor	Std Ord	£155.72		Academy Leasing-Coffee Machine
<b>Total Payments</b>			<b>£165,518.25</b>		

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

### 26 Oct - 01 Nov 2022

Date	Description	Money out £	Money in £	Balance £
26 Oct	Start Balance			1,000.00
27 Oct	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	69.60		930.40
	DD Direct Debit to Time Vendor Ref: 018826	155.72		774.68
	Cheque Issued Ref: 033757	834.00		-59.32
	Giro Transfer From Account 70974641		1,059.32	1,000.00
1 Nov	Cheque Issued Ref: 033728	683.76		316.24
	Cheque Issued Ref: 033764	2,040.00		-1,723.76
	Cheque Issued Ref: 033777	110.38		-1,834.14
	Cheque Issued Ref: 033783	139.44		-1,973.58
	Cheque Issued Ref: 033785	121.22		-2,094.80
	Giro Transfer From Account 70974641		3,094.80	1,000.00
1 Nov	Balance carried forward			1,000.00
	Total Payments/Receipts	4,154.12	4,154.12	

Start balance	£1,000.00
Money out	£4,154.12
Commission charges	£0.00
Interest paid	£0.00
Money in	£4,154.12
End balance	£1,000.00

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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**Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/10/2022	1	1,000.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
23/09/2021 33271 THAMES SECURITY MANAGEMENT LTD	126.00
14/10/2021 33287 COTTSWAY HOUSING ASSOCIATION	5.00
14/10/2021 33307 Seldram Supplies Oxford Ltd	160.72
11/11/2021 33360 ThamesSecurity Management Limi	210.00
14/01/2022 33419 SLCC Enterprises Ltd	210.00
07/03/2022 33472 ThamesSecurity Management Limi	210.00
29/04/2022 33526 Victoria Moore	30.00
16/06/2022 33592 CO-OP Funeral Service	25.00
14/09/2022 33722 Megan Coombes	150.00
14/09/2022 33728 Fenland Leisure Products Ltd	683.76
14/09/2022 33735 P.A.Turney Ltd	4,132.80
29/09/2022 33751 Robert Courts MP	133.50
29/09/2022 33754 Irrigation & Garden Services	117.60
29/09/2022 33755 KJ's Motor Car Engineers Ltd	520.63
29/09/2022 33758 Witney Town Mayors Charity Acc	10.00
29/09/2022 33764 Ridge	2,040.00
29/09/2022 33774 West Oxfordshire District Coun	100.00
25/10/2022 33776 A Podbery	1,590.00
25/10/2022 33777 Amazon Payments UK Ltd	110.38
25/10/2022 33778 Amethyst Horticulture Ltd	4,975.80
25/10/2022 33779 Banbury Memorials Ltd	350.00
25/10/2022 33780 Barlow and Sons (Hermitage) Li	111.85
25/10/2022 33781 Brake Bros Limited	978.48
25/10/2022 33782 George Browns Ltd	2,406.00
25/10/2022 33783 Castle Water Ltd - Town Hall O	139.44
25/10/2022 33784 Ben Church	76.58
25/10/2022 33785 Copy Right Systems Ltd	121.22
25/10/2022 33786 Cotteswold Dairy Ltd (Cheltenham)	145.52
25/10/2022 33787 GARDNER LEADER	374.40
25/10/2022 33788 Green-Tech Limited	4,932.60
25/10/2022 33789 GS Window Cleaning	119.50
25/10/2022 33790 Healthmatic Limited	2,739.60
25/10/2022 33791 Huck Nets	61.99
25/10/2022 33792 The Keyholding Company	113.40
25/10/2022 33793 M & M Skip Hire Limited	690.00
25/10/2022 33794 Medic 1 Direct Ltd	1,248.00
25/10/2022 33795 Real Christmas Trees Limited	2,874.00
25/10/2022 33796 Brady Corporation Ltd	21.58
25/10/2022 33797 Southern Electric	484.29
25/10/2022 33798 Spaldings Limited	396.00
25/10/2022 33799 Structural Solutions Managemen	120.00
25/10/2022 33800 Ue Coffee Roasters Ltd	297.60

Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 2 - BARCLAYS IMPREST A/C

			<u>Amount</u>	<u>Balances</u>
25/10/2022	33801	Vale Training Services Ltd	1,140.00	
25/10/2022	33802	VOLUNTEER LINK UP	2,000.00	
25/10/2022	33803	Bob Wilson & Sons Leisure Ltd	1,000.00	
25/10/2022	33804	Witney & District Swimming Clu	100.00	
				38,583.24
				-37,583.24
<u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				0.00
				-37,583.24
			Balance per Cash Book is :-	-37,583.24
			Difference is :-	0.00

MG 026172 F1V1145A 709F306BK00148 39800 A 76362

WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG


# Your Business Premium Account

## At a glance

### 26 Oct - 01 Nov 2022

Date	Description	Money out £	Money in £	Balance £
26 Oct	Start Balance			513,031.60
	Miscellaneous Credit		1,500,000.00	2,013,031.60
27 Oct	Unpaid Chq Unp 101191	1,500,000.00		513,031.60
	to 70974765 Automatic	1,059.32		511,972.28
28 Oct	Miscellaneous Credit		1,500,000.00	2,011,972.28
31 Oct	Unpaid Chq Unp 101191	1,500,000.00		511,972.28
1 Nov	to 70974765 Automatic	3,094.80		508,877.48
	Miscellaneous Credit		1,500,000.00	2,008,877.48
1 Nov	Balance carried forward			2,008,877.48
	Total Payments/Receipts	3,004,154.12	4,500,000.00	

Start balance	£513,031.60
Money out	£3,004,154.12
Money in	£4,500,000.00
► Gross interest earned	£0.00
End balance	£2,008,877.48

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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Bank Reconciliation Statement as at 31/10/2022  
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	31/10/2022	1	511,972.28
			<u>511,972.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			511,972.28
<u>Receipts not Banked/Cleared (Plus)</u>			
03/10/2022 101191		1,500,000.00	
			<u>1,500,000.00</u>
			2,011,972.28
		Balance per Cash Book is :-	2,011,972.28
		Difference is :-	0.00

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## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday, 21 November 2022

**Title:** Discretionary Grant Request - Sandbag Store

**Contact Officer:** Operations Manager - Angus Whitburn

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### Background

Officers have been meeting with Riverside Gardens residents and Witney Flood mitigation Group to see where Witney Town Council can help with the flooding issues they have. Already, the council has agreed to make its public halls available to the District Council in emergency situations and use the Town Council's in-house maintenance team in flooding preparations during normal working hours.

### Current Situation

There are many engineered solutions which would help with the flooding situation, but all are expensive, take time to review, install and seek funding. An option presented to Riverside Gardens was the provision of sandbags on site after a review of the issues present during the 2020 flooding.

It is important to realise that the installation of a sandbag store is not the ultimate solution for Riverside Gardens. It is only a solution that will help tackle a raised issue with the 2020 flood. Residents were not able to collect sandbags from UBICO's depo. With this solution, there are situated on site, so the fire brigade, volunteers, and residents have a local store they can utilise.

This report is to support a grant request from the residents, but it is also understood they have put a request in for a porting of Cllr Coles County Councillor Priortiy fund and also West Oxford District council have now offered them sandbags on site.

### 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.

Due to climate change, these flooding events would be expected to become more frequent and the infrequent flooding across witney may become more common.

## **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.

The freehold of Riverside gardens is owned by Grange who are also the riparian owners of the riverbank alongside Riverside Gardens. Riverside Gardens residents pay a maintenance cost to Grange which covers grounds & building maintenance, gritting salt etc. In a certain context, this reads as Grange is ultimately responsible to install safety measures for the residents. With this understanding, the question has to be raised that if it is the responsibility of the Town Council to assist with flood protection in this area.

## **Financial implications**

Described here or as stated in the report above.

- 1 x SOLMHA™ KDC+ Garden Motorbike Container £1,978.80
- The installation of the storage unit would be handled by Town Council operatives including ground preparations.

## **Recommendations**

Members are invited to note the report and consider the following:

1. Due to some of the recent confusion over multiple parties' grant funding and assistance, Witney Town Council agrees to supply a grant sum to cover the cost of procurement and installation of one storage unit (subject to the completion of a grant form) and;
2. Riverside Gardens will then communicate with the District Council in order to fill the unit with sandbags.



## WITNEY TOWN COUNCIL

### SCHEDULE OF BURIAL CHARGES

**SOME OF THE CHARGES LISTED BELOW ARE SUBJECT TO THE CHILDREN'S FUNERAL FUND FOR ENGLAND AND CAN BE RECLAIMED ACCORDINGLY**

#### 1. Internments

- a) Foetal remains pre 24 weeks gestation
- b) Baby in baby plot
- c) Under 18 yrs if using Child size Grave Double depth
- d) Under 18 yrs Second burial in existing double depth Child size grave
- e) Double depth grave Adult size grave
- f) Second burial in existing double depth grave Adult size grave
- g) Internment of ashes for person
- h) Burial in single depth grave at Tower Hill Cemetery

#### 2. Purchase of Exclusive Right of Burial

(75 years at Tower Hill/50 years in Windrush Cemetery)

- a) Exclusive right of burial for baby
- b) Exclusive right of burial for child under 18 years of age
- c) Exclusive right of burial for person over 18 years of age
- d) Exclusive right of burial for family ashes plot (Tower Hill only)
- e) Exclusive right of burial for ashes plot

#### 3. Use of Tower Hill Chapel (Includes VAT)

#### 4. Memorials and Memorial Inscriptions

- a) For the right to erect an approved memorial - baby
- b) For the right to erect an approved memorial
- c) For the right to place a desk tablet 18' x 18' only (Windrush Cemetery)
- d) For each additional inscription (to include moving of headstone if required)
- e) For the replacement of an existing memorial

#### 5. Memorial Plaques on Wall of Remembrance at Tower Hill Cemetery

- a) Reservation of plaque space on memorial wall
- b) Single/Double plaque including fixing

#### 6. Transfer of Exclusive Right of Burial Deed

#### 7. Charge for Late Arrival at Cemetery (Per hour or part thereof)

#### 8. Administration Charge for Burial Searches

2022-23	2023-24
	10% rounded
no charge	no charge
£ 229.50	£ 252.50
£ 340.00	£ 374.00
£ 214.00	£ 235.50
£ 674.50	£ 742.00
£ 428.50	£ 471.50
£ 149.50	£ 164.50
£ 496.50	£ 546.00
£ 186.50	£ 205.00
£ 274.00	£ 301.50
£ 549.00	£ 604.00
£ 360.50	£ 396.50
£ 199.00	£ 219.00
£ 110.00	£ 121.00
£ 57.50	£ 63.50
£ 167.00	£ 183.50
£ 144.00	£ 158.50
£ 69.00	£ 76.00
no charge	no charge
£ 26.00	£ 28.50
£ 36.50	£ 40.00
£ 110.00	£ 121.00
£ 26.00	£ 28.50

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# WITNEY TOWN COUNCIL

## SCHEDULE OF PUBLIC HALL CHARGES

### Corn Exchange (Vatable)

#### The Main Hall - Weekday

Group 1 - Charity or local Organisation	£ 133.50	£ 147.00
Group 2 - Non-Charitable Events	£ 197.00	£ 216.50
Group 3 - Commercial and Sales	£ 313.50	£ 345.00

#### The Main Hall - Weekend

Group 1 - Charity or local Organisation	£ 170.00	£ 187.00
Group 2 - Non-Charitable Events	£ 256.00	£ 281.50
Group 3 - Commercial and Sales	£ 405.50	£ 446.00

#### The Gallery Room - Weekday

Group 1 - Charity or local Organisation	£ 58.50	£ 64.50
Group 2 - Non-Charitable Events	£ 86.00	£ 94.50
Group 3 - Commercial and Sales	£ 131.00	£ 144.00

#### The Gallery Room - Weekend

Group 1 - Charity or local Organisation	£ 81.00	£ 89.00
Group 2 - Non-Charitable Events	£ 112.50	£ 124.00
Group 3 - Commercial and Sales	£ 149.00	£ 164.00

### Refundable Damage Deposit from £50 to £300

### Burwell Hall (Not Vatable)

#### The Main Hall - Weekday

Group 1 - Charity or local Organisation	£ 48.00	£ 53.00
Group 2 - Non-Charitable Events	£ 75.50	£ 83.00
Group 3 - Commercial and Sales	£ 97.00	£ 106.50

#### The Main Hall - Weekend

Group 1 - Charity or local Organisation	£ 69.50	£ 76.50
Group 2 - Non-Charitable Events	£ 107.00	£ 117.50
Group 3 - Commercial and Sales	£ 138.50	£ 152.50

#### The Meeting Room - Weekday

Group 1 - Charity or local Organisation	£ 32.00	£ 35.00
Group 2 - Non-Charitable Events	£ 43.00	£ 47.50
Group 3 - Commercial and Sales	£ 53.50	£ 59.00

#### The Meeting Room - Weekend

Group 1 - Charity or local Organisation	£ 43.00	£ 47.50
Group 2 - Non-Charitable Events	£ 59.00	£ 65.00
Group 3 - Commercial and Sales	£ 80.00	£ 88.00

### Refundable Damage Deposit from £50 to £250

### Wedding Charges - Corn Exchange Only

The Gallery Room (Ceremony - 2 hours)	£ 245.50	£ 270.00
The Main Hall (Ceremony - 2 hours)	£ 336.50	£ 370.00

The Gallery Room (Exclusive Use of building - 2 hours)	£ 421.50	£ 463.50
The Main Hall (Exclusive Use of building - 2 hours)	£ 421.50	£ 463.50

All day (Exclusive Use of building)	£ 1,045.50	£ 1,150.00
-------------------------------------	------------	------------

### Equipment Hire (Per Session)

Projector & Screen	£ 10.50	£ 11.50
Flipchart	£ 5.00	£ 5.50
Moving/Extending Stage	£ 31.00	£ 34.00
Kitchen Use	£ 10.50	£ 11.50
Additional hire for running over session time (per hour) (if over 2 hours a full 4 hour session charge will be applied)	£ 26.00	£ 28.50

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# WITNEY TOWN COUNCIL

## SCHEDULE OF RECREATIONAL CHARGES

EFFECTIVE FROM 1ST APRIL 2023	2022-23	2023-24
	INC VAT	10% rounded
<b>CRICKET</b>		
ADULTS	£ 71.50	£ 78.50
JUNIOR TEAMS (UNDER 16)	£ 36.50	£ 40.00
<b>BOWLS</b>		
GREEN FEES PER HOUR PER PERSON	£ 5.50	£ 6.00
WOODS - HIRE OF PAIR PER HOUR	£ 3.00	£ 3.50
SEASON TICKETS	£ 93.00	£ 102.50
<b>TENNIS - Premier Tennis</b>		
<b>MINI GOLF - Premier Tennis</b>		
<b>PAVILLION HIRE - Premier Tennis</b>		
CHANGING ROOMS - The Leys	£ 38.50	£ 42.50
<b>FOOTBALL</b>		
ADULTS/OVER 16'S	£ 66.50	£ 73.00
JUNIOR TEAMS (UNDER 16)	£ 33.00	£ 36.50
MINI TEAMS (UNDER 10) SMALL PITCHES ONLY	£ 22.50	£ 24.50
HARDCOURT PLAY AREA - BURWELL - LIGHTING CHANGE	£ 27.50	£ 30.00
DEPOSIT FOR HIRE OF EQUIPMENT	£ 10.50	£ 11.50

THESE CHARGES WILL BE REVIEWED FOR THE 2023/24 SEASON

# WITNEY TOWN COUNCIL

<b>SCHEDULE OF RECREATIONAL CHARGES</b>		
EFFECTIVE FROM 1ST APRIL 2023		
<b>CLUBS AND COMMERCIAL USE</b>		
WEST WITNEY TENNIS CLUB	£ 4,520.00	£ 4,970.00
WEST WITNEY BOWLS CLUB (3 RINKS)	£ 2,770.00	£ 3,050.00
WITNEY MILLS BOWLS CLUB (3 RINKS)	£ 2,770.00	£ 3,050.00
PROJECTILE RANGE CONSORTIUM	£ 2,650.00	£ 2,915.00
WITNEY TOWN BOWLS CLUB (5 RINKS)	£ 4,620.00	£ 5,080.00
MINOR FAIRS		
CIRCUS AND SIMILAR PERFORMANCES		
HORSE SHOWS AND GYMKHANAS		
WITNEY FEAST		
PARK HIRE - PER ACRE (FOOTBALL PITCH SIZE) FOR <b>COMMUNITY AND REGISTERED CHARITY</b>		
The Leys -EVENTS - SMALLER AREAS PRO RATA	£ 167.50	£ 184.50
All other areas - EVENTS - SMALLER AREAS PRO RATA	£ 74.50	£ 82.00
WITNEY LAKE - FISHING RIGHTS (WITNEY ANGLING SOCIETY)	£ 834.00	£ 917.50
WINDRUSH RIVER - FISHING RIGHTS (NEWLAND ANGLING CLUB )	£ 618.00	£ 680.00
ALLOTMENTS (EXCLUDING WATER AND VAT) - PARK ROAD	£ 16.00	£ 17.50

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## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday, 21 November 2022

**Title:** Vehicle Replacement

**Contact Officer:** Operations Manager - Angus Whitburn

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### Background

In the Policy Governance and Finance meeting in July the council agreed to the purchase of its first electric vehicle to replace the oldest vehicle in the Town Council fleet. The Nissan Primera box van's replacement fund covered the cost of a fully electric UTV, expanding the council operations. To assist with the vehicle requirements of bringing the grounds contract in house the Nissan Primera van was retained – it was hoped to keep this as long as possible.

Due to the long lead times of new vehicles its recommend that the council look at replacing the next vehicle due for renewal. The next vehicle is a Nissan Cabstar flatbed tipper which is a 2012 model

### Current Situation

#### Status of the vehicle

The Nissan Cabstar is the best vehicle in the council's fleet. It is compact, can tow large loads, has a 3-seater cab, is reliable and has a large payload capacity. Due to this it would be recommended that the Council retains the vehicle for as long as possible but purchase its replacement within this financial year and when viable, decommission the Nissan Primera, as it has now become unreliable and costly to maintain since the summer.

#### Requirements of the replacement vehicle

The replacement vehicle would have to have a large payload capacity to match that of the Cabstar. A vehicle with the ability to tow trailers with plant equipment is the ideal replacement, however if we retain the Cabstar which has been reliable this could remove this requirement.

#### Electric Options

There are multiple electric options which are small utility vehicles mainly used in multiplicities across Europe. They are starting to become more common with councils as their smaller size and payload capabilities make them ideal options for grounds maintenance work and increased access across parks, and small streets. The Operations Manager has test driven multiple options and they would be perfectly suited for work across the town.

The negative side to this option is they are not cable of towing plant equipment and they aren't safe to be used on dual carriageways, so would remove a vehicles option for picking up materials outside of the Town.

### **Diesel options**

There are two good direct replacements on the market for the Cabstar in the Mitsubishi Fuso Canter and the Isuzu N35 grafter. They are both diesel vehicles with similar capabilities as the current Cabstar vehicle.

### **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.

The conversion of the council vehicle fleet to electric is a positive step forward in achieving carbon neutrality. In purchasing a new diesel vehicle, the council are delaying that process.

### **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.

Due to the long lead time of new vehicles if the if the council do not agree to make a purchase of a new vehicle the council runs the risk that when a vehicle does fail it will have a major impact on operations.

The electric vehicles are not capable of towing heavy plant, this would have an impact on operations if the Cabstar was to become unreliable. However, by retaining the Cabstar we can help mitigate this issue and give the industry time to catch up with electric towing options.

### **Financial implications**

Described here or as stated in the report above.

The following are the current quotes for vehicles option listed in the above report.

- **Electric Option:** Goupil G4 with tipper body and cage: £38,161.74
- **Diesel:** Mitsubishi Fuso Canter 3S13 Tipper £31,500.00
- **Diesel:** Isuzu N35 grafter £29140.00

There is a renewals fund of £17,669.00 available against the Nissan Cabstar and an estimate £10,000.00 reaming in the earmark reserve for an electric vehicle.

### **Recommendations**

Members are invited to note the report and consider the following:



1. If additional finances can be identified, it is recommended that the council agree to purchase an electric utility vehicle and delegate to officers to procure one with a specification that best suit the council's requirements.
2. If additional funds cannot be identified, then the council agree to the direct replacement of the Cabstar with a diesel equivalent. Due to the lead times of new vehicles and the risk of running an old fleet.

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