

Public Document Pack

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 30th January, 2023 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 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 Communities Clerk 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 21 November 2022.
- 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. **Third Party Events – Policy Review** (Pages 13 - 22)

To receive the report of the Venue & Events Officer.

6. **Partnership Agreement - Witney Music Festival** (Pages 23 - 30)

To receive the report of the Deputy Town Clerk.

Governance

7. **Internal Audit - Interim Report 2022/23** (Pages 31 - 38)

To receive and consider the interim report of the Internal Auditor for 2022/23.

8. **Annual Investment Strategy** (Pages 39 - 42)

To receive the report of the RFO.

9. **Annual Town Meeting 2023** (Pages 43 - 48)

To receive the report of the Deputy Town Clerk.

10. **Calendar of Meetings** (Pages 49 - 50)

To receive and consider the draft calendar of meetings for 2023-24.

Finance

11. **Payment of Accounts** (Pages 51 - 84)

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

12. **Grants & Subsidised Lettings** (Pages 85 - 186)

To receive the report of the Deputy Town Clerk.

13. **Financial Report & Associated Matters** (Pages 187 - 234)

To receive the reports of the RFO and Deputy Town Clerk.

14. **Splash Pad - large Scale Repairs** (Pages 235 - 238)

To receive the report of the Operations Manager.

15. **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

16. **Property & Legal Matters**

To receive the confidential verbal update from the Town Clerk/C.E.O.

17. **Major Strategic Projects** (Pages 239 - 244)

To receive the confidential report of the Town Clerk/C.E.O.

18. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 21 December 2022, 11 January 2023 and 25 January 2023 (circulated under separate cover), 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, 21 November 2022

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

Present:

Councillor J Aitman (Chair)

Councillors:	O Collins H Eaglestone	V Gwatkin R Smith
Officers:	Adam Clapton Sharon Groth Derek Mackenzie	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk
Others:	1 members of the public.	

F589 APOLOGIES FOR ABSENCE

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

F590 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

F591 MINUTES

The minutes of the meeting of the Policy, Governance & Finance Committee meeting held on 3 October 2022 were received.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 3 October 2022 be approved as a correct record of the meeting and be signed by the Chair.

F592 PUBLIC PARTICIPATION

The Committee heard from a resident of Riverside Gardens in respect of agenda item 9.

F593 DISCRETIONARY GRANT REQUEST - RIVERSIDE GARDENS SANDBAG STORE

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 discussed the written report of the Operations Manager.

Members agreed with the purchase of a sandbag store provided a grant application was submitted to the council by the residents, they asked that assistance is provided to Councillor Andrew Cole in the purchase of the additional store to ensure that these were ordered at the most beneficial cost and installed together at the earliest opportunity.

Resolved:

1. That, the report be noted and,
2. That, the purchase of a sandbag store is agreed to the value of £2,200 before VAT subject to receipt of a completed grant application form and,
3. That, this be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in the future and,
4. That, officers assist District County Councillor Coles in the procurement of the other sandbag store

F594 STANDING ORDERS – 2022 REVIEW

The Committee received the written and verbal report of the Deputy Town Clerk explaining the proposed changes to Standing Orders in line with legislation and best practice, for consideration by members.

Members discussed the retention of meeting recordings, Standing Order 11g, it was agreed that these recording should be kept for the purposes of minute writing but need not be retained after the minutes of that meeting were duly agreed and signed by the Chair. The Deputy Town Clerk reminded members of the importance of raising discrepancies in the minutes when they were presented for approval.

In respect of Standing Order 16a, members asked that this is reworded to say that members were welcome to stand. The Deputy Town Clerk confirmed that this is due to respecting other members and would affect other standing orders such as those that require silence if the Chair rises.

The Deputy Town Council confirmed that a decision does not need to be taken on adopting the revised Standing Orders until the February cycle of meetings, therefore members have time to consider the proposed changes further once presented to Full Council on 6 December.

Resolved:

That, the report and verbal update be noted.

F595 PAYMENT OF ACCOUNTS

The Committee received and considered the financial report showing figures for items under its remit for the last quarter, provided by the Deputy Town Clerk.

The Deputy Town Clerk answered questions from members relating to the payment for the Corn Exchange pavement licence as it was believed this would be free this year and the description of items listed. On the latter it was advised the accounts system would only allow a certain number of characters.

Members were also advised that quarterly stocktakes were carried out in the Corn Exchange to mitigate risk in relation to supplier costs at the 1863 Café bar..

The Town Clerk advised members that the multiple transfers of £1.5m showing on the statement related to a transfer between internal accounts. Barclays Bank were having internal processing issues and were hoping to resolve imminently.

Resolved:

1. That, the current financial position be noted.
2. That, the cheque payments to WODC for the Corn Exchange pavement licence would not be presented for payment.

F596 ANNUAL INVESTMENT STRATEGY 22-23

The Town Clerk advised this item would be deferred to the next Policy, Governance & Finance meeting on 30 January 2023 due to the time spent on budget commitments.

F597 FINANCIAL REPORT & ASSOCIATED MATTERS

The Committee received the joint report of the Deputy Town Clerk and Town Clerk/CEO.

The Deputy Town Clerk gave a verbal update to explain that a Fire Safety Strategy was needed for the Corn Exchange once the retractable seating was installed, further quotes were awaited in addition to the one received but the amount of £2,750 would be the likely cost.

Members discussed the awarding of an additional grant amount of £100s to Witney Rotary Club in respect of the Christmas Light switch on event and also the annual £2,000 grant award to Citizens Advice (Witney). Members agreed that these awards should be made due to the community benefit.

Members discussed the Burwell Hall toilet refurbishment; it was agreed that the proposal put forward by the Operations Manager was a good solution within the budget constraints that exist.

Resolved:

1. That, the report, and verbal updates be noted and,
2. That, the recommendations of the spending committees as detailed in the report be approved and,
3. That, the Council employs a company to complete a fire strategy and,
4. That, Witney Rotary Club be awarded an additional £100 towards the cost of the Christmas Light switch on event and,
5. That, this be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in the future and,
6. That, the annual grant of £2,000 be approved to Citizens Advice (Witney) and,
7. That, this grant be awarded under Section 142(2a) of the Local Government Act 1972 from budget line (4101/407)
8. That, repairs to Burwell Hall Toilets to be carried out by the council works team within the £12,000 allocated budget.

F598 SCHEDULE OF PROPOSED FEES & CHARGES 23-24

The Committee discussed the proposed increase to fees for Halls, Sports and Cemeteries.

Members agreed that the 10% increase was in line with similar increases nationally and were needed to protect the council as costs continue to increase. also, It was right that the increase be the same across all of the council services so as not to favour one over another.

The Deputy Town Clerk advised that the Corn Exchange Working Party would discuss an additional level of charge specifically for the hire of the Corn Exchange for local group performance groups at its meeting on 24 November 2022. This fee, if approved would be added to the Schedule of Public Hall charges.

Even with the 10% increase, members noted that sports hire charges would still be subsidised as the Council's costs to maintain the sports facilities was much greater than the charges made.

Resolved:

That, the 10% increase to the council Schedule of fees and charges is applied.

F599 REVENUE BUDGET - REVISED 22-23, ESTIMATES 23-24

The Committee received the report and verbal update of the Town Clerk.

In response to a question from a member the Town Clerk confirmed that the Corn Exchange café staff were not usually engaged in other work within the Hall other than the occasional locking up duty. The activity in the Corn Exchange was picking up with the increases of events in the schedule after the Covid Pandemic and that it was important to remember the community benefit the Corn Exchange provided, the council had received some great feedback regarding the return of events.

Members were pleased to hear that the Town Clerk had managed to limit any draft precept increase within the agreed budget parameters

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Resolved:

That, the report and verbal update be noted

F600 REVENUE GROWTH, SPECIAL REVENUE AND CAPITAL PROJECTS

The Committee received a verbal update from the Town Clerk to confirm that she was still working on this, and it would be provided in the special Council budget meeting on 12 December 2022.

F601 VEHICLE REPLACEMENT

The Committee received the report of the Operation Manager.

Members understood the pressing need for a vehicle. They ideally wished to procure a further electric vehicle to enhance the fleet, however they recognised the limitations in terms of loads and carrying so deferred the decision to the Chair of the Climate, Biodiversity & planning

Committee for her to discuss and understand the options open to the Council with the Operations Manager.

Resolved:

1. That, the report be noted and,
2. That, discussion on what vehicle should be purchased be delegated to the Operations Manager in consultation with the Chair of the Climate, Biodiversity & planning Committee.

F602 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.

F603 MEMORANDUM OF UNDERSTANDING PARTNERSHIP AGREEMENT

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

Members were pleased to see the draft of the agreement and how it was a positive step towards building a better relationship with the Witney Music Festival (WMF) organisers.

Members asked that the agreement was amended to ensure clear understanding that the free hire of They Leys was for the main WMF weekend only and that any additional use would be chargeable.

Also, members would like to see further year-round promotion by both parties and acknowledgement of the Council's contribution in the week of the main festival.

Resolved:

1. That, the report be noted and,
2. That, the agreement is updated reflecting the above comments and sent for review by WMF and,
3. That, decision to be made on final agreement at a meeting of the Full Council in January 2023.

F604 TOWN HALL EXTERNAL DECORATION

The committee received the report of the Operation Manager

Members agreed the work to the external sections of the Corn Exchange was required under the Council's obligations to Witney Town Charity as Landlords of the building. Members agreed to delegate the selection of a new contractor to the Operations Manager.

Resolved:

1. That, the report be noted and,
2. That, the selection of the contractor be delegated to the Operations Manager within the allocated budget.

F605 MAJOR STRATEGIC PROJECTS

The Committee received the confidential written report and verbal update from the Town Clerk.

Members discussed the Leys Masterplan and were happy with an agreement in principle to pledge £250,000 as matched funding to enable Courtside Hubs CIC to apply for a substantial grant. Members stipulated the £250,000 would only be paid if the grant application was successful. Subject to further discussion, members also agreed to waive historic utility charges to assist the fundraising for the project.

Regarding Burwell Hall members discussed and agreed to proceed with a replacement gas boiler. There was little support to indicate a Fuel Cell CHP boiler would be the best option given the sporadic use of the Hall and limited case studies

The Town Clerk updated members on discussions with the Chair of West Witney Sports & Social Club.

Members discussed the ownership of the pitches and pavilion being provided at Windrush Place. The Committee requested that it is made clear to WODC that the council was happy for the sports pitch and pavilion to be transferred to the council.

Resolved:

1. That, the report and verbal update be noted and,
2. That, £250,000 be agreed in principle subject to a successful grant application by Courtside Hubs and,
3. That, historic utility charges for Courtside Hubs be waived to assist with fundraising, subject to further discussion and,
4. That, A new efficient gas boiler be installed at Burwell Hall and,
5. That, Town Clerk to follow up with WWSCC with a request for progress and,
6. That, Town Clerk corresponds with WODC that the town council wishes to take responsibility for Windrush Place sports pitches.

F606 PROPERTY & LEGAL MATTERS

The Town Clerk had nothing to report.

F607 STAFFING MATTERS

The Committee received the confidential minutes of the Personnel Sub Committee meeting held on 26 October 2022, which had been circulated ahead of the meeting.

Resolved:

That, the minutes of the Personnel Sub-Committee meeting held on 26 October 2022 be noted and the recommendations contained therein be approved.

The meeting closed at: 7.48 pm

Chair

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Witney Town Council Event Hosting Policy

2019 - 2020



Contents

Introduction.....	3
The Objective of this Policy.....	3
Definitions	3
List of areas available to hire under this policy:	4
Event Types	4
Approval Process.....	4
Deposit	5
Agreement in Principle.....	5
Payment	5
Issuing of Event Permit.....	5
Event Permit.....	5
Rejected Application	6
Event Assessment.....	6
Terms and Conditions.....	6
Use of Event Location	6
Right of Entry/Access	7
Cancellation	7
Event Management Plan (EMP)	7
Waste Disposal & Sanitary Provisions.....	7
Not Permitted.....	8
Law	8
Health and Safety Law	8
Enforcement of Local authority's and HSE.....	8
Licensing	9
Public Liability Insurance.....	9
Safety Advisory Group (SAG)	9
Children or Vulnerable Adults	9
Indemnity and Insurance	9
Environmental Policy.....	10
Waste.....	10
Noise.....	10
Light	10

Introduction

Witney Town Council is the custodian for the Leys Recreation Ground, Queen Elizabeth II Field (Burwell), King George V Playing Field (Newland) and West Witney Sports Ground. The Town Council manages these areas on behalf of the residents of Witney and they are used extensively by the sports teams in the town and residents.

The Town Council encourages anyone who would like to organise an event to contact them for information as to the suitability of the venues available and managed by the Town Council.

An event can be anything from a community picnic or sponsored walkthrough to large-scale music or food festivals and sports tournaments. The details of each location, size, parking, facilities in relation to all these areas can be found on the Town Council's website below or by contacting the Administration Assistant on 01993 704379.

<http://www.witney-tc.gov.uk/public-halls-2/outside-venues/>

The Objective of this Policy

The main objective of this policy is to ensure the safe running of events taking place on Witney Town Councils land. The policy outlines guidelines to ensure the following.

- Health and Safety requirements
- Sufficient event planning
- Council policies are adhered to
- Equality and diversity
- Waste management
- Environmental impact

This policy also aims to set out the application and conditions for approval. The approval comes from Witney Town Council once satisfied with the event's safety.

Large-scale outdoor events such as festivals, sporting events and concerts are increasingly popular, regularly attracting large crowds of people. Most of these events pass off without incident, due to good planning and organisation by the organisers. This guidance provides some useful additional advice for organisers to help them run such events safely.

Definitions

WTC: Witney Town Council

Event Organiser: The person/group requesting to run an event on Witney Town Council land.

Event: The purpose for which the location has been booked

EMP: Event Management Plan

HSE: The Health and Safety Executive is a UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare.

SAG: Safety Advisory Group

Event Permit: The permit that will be granted authorising the event on council land

List of areas available to hire under this policy:

- The Leys Recreation Ground
- Burwell QE2 Field
- West Witney Sports Ground
- King Georges Field

Areas that are used for football are not available for booking from the second weekend in May until the last weekend of June.

Event Types

- Charity Event: An event organised by a registered Charity, an organisation with exclusively charitable purposes and registered with the Charity Commission.
- Commercial Event: An event organised around an identifiable commercial business or group of businesses which will be beneficiaries of the event.
- Non-Commercial Event: An event organised by a 'Not for Profit Organisation', an organisation that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.
- Community Event: An event organised by a Witney Town Council based group of people who come together to create an event in their shared self-interest.

Please refer to the Council Fees & Charges document on the website (www.witney-tc.gov.uk) or available at the Town Hall for current prices.

Approval Process

Witney Town Council will consider applications received on the prescribed forms and the advertised times only. We are unable to take booking for events outside the prescribed times. All event applications have to be submitted with an event management plan, Witney Town Council will use this to access the initial suitability of the event for the land requested.

No event can take place on Witney Town Council's land or be advertised until all the following requirements have been met:

- 1. A signed application form has been completed and submitted by the hirer**
- 2. Deposit has been received and hirer informed about the possibility of extra charges being made over the level of deposit if damage is incurred above the value of 1k**
3. Issued with an event permit issue and signed exclusively by Witney Town Council
4. Have in place valid public liability insurance up to the value of £10 million
- 5. EMP with sufficient level of detail to the scale of event signed off by Witney Town Council – The Council will accommodate Martyn's Law when this comes into effect. Martyn's Law is new legislation going through parliament to offer greater protection against possible terrorist attacks during large gatherings, being brought in in the aftermath of the Manchester Arena Bombings 2017.**
6. All requested Health & Safety documentation provided including but not limited to risk assessments, insurance documentation, food safety certificate, Licenses and inspection certification for rides.

WTC accepts no responsibility **or financial liability** for non-arrival of application forms, supporting information, remittances or cancellations.

All EMP's and H&S documentation are made available to WTC, HSE and relevant parties. Event organisers may be required to attend the SAG as part of the application process dependant on the level of risk associated with the event. Failure to attend this meeting could result in the event being unsafe to run and the application being refused.

WTC may require changes and additions to EMP's after submission before an agreement in principle is issued. Refusal to make such amendments will result in no agreement in principle or event permit being issued. WTC are unable to review or accept any changes to an EMP when a permit has been issued.

WTC will make their decision and send an agreement in principle after all required paperwork with requested amendments and additions has been submitted.

Events will not be authorised when the health & safety risk is considered too high by WTC or SAG. Or if required licences, consent or permission required has not been granted.

Deposit

For large scale events a deposit of £1000 is required, this is payable upon WTC accepting an event application. The deposit will cover the cost of part/all of any damages to the field and possible cancellation of the event from the organiser. For smaller scale events a reduced deposit will be requested.

Agreement in Principle

WTC will provide in writing a final decision on the event. This will contain an agreement in principle and an invoice for the event. Also included will be our standard condition of hire and may contain any additional conditions relevant to the event at the discretion of WTC.

WTC will then issue an event permit once a signed copy of the agreement in principle has been returned and full payment of the invoice is received. The event permit will contain and confirm the following information.

Payment

An invoice will be sent along with the agreement in principle that will contain the following.

- Cost to hire the event location
- Other associated charges for use of our services

The invoice does not include any fees and charges relating to other applications. **This fee should be paid at least 30 days before the event.**

Issuing of Event Permit

The event organiser is required to return a signed copy of the agreement in principle along with the following information.

1. Have in place valid public liability insurance up to the value of £10 million
2. Deposit received for booking
3. EMP with sufficient level of detail to the scale of event signed off by Witney Town Council
4. All requested Health & Safety documentation provided including but not limited to risk assessments, insurance documentation, food safety certificate, Licenses and inspection certification for rides.

After all, information requested is received and accepted by Witney Town Council an event permit will be issued.

Event Permit

A copy of the permit will be signed and issued by Witney Town Council. the event permit will contain the below information.

- Event Name
- Permitted event date(s) and times including set-up/set-down
- Event Location
- Organiser's details
- Conditions of the permit

An event permit is non-transferrable and cannot be sublet to any other organiser.

Rejected Application

When an application for event hosting on WTC land has been refused a full explanation for the refusal will be provided by writing. Refused applications can be reviewed if you believe WTC has not followed their procedures.

Event Assessment

An event permit will be issued that grants permission to hold an event on WTC land. To ensure compliance with the original Event Plan submitted and all requested paperwork regular site visits will be made. The objective of these visits is to ensure the safe operation of the event and the submitted EMP is being followed. These visits will be broken down into four stages.

1. Pre site assessment with the event organiser. This is where the land is handed over to the event organiser to begin set up.
2. Pre-event authorisation. This visit will ensure that the set-up of the event is in line with the EMP and there are no adverse risks to the public and employees.
3. Ongoing assessment during the event running period. These assessments can consist of scheduled and unscheduled visits. The purpose of these is to assess the event is running in accordance with the submitted EMP, council policies and there are no heightened safety risks.
4. Post-event assessment, this visit will take place during the end of the set-down. The site will be handed back to WTC during this visit. An assessment will be made on the method of the set-down, condition of the land and the environmental impact the event has caused.

It is mandatory that WTC officers are permitted on the event land to carry out these assessments and at all but the ongoing assessments they are accompanied by event organisers and or health and safety representatives.

We reserve the right to demand the removal of any equipment considered unsafe or about which complaints are received.

Terms and Conditions

Use of Event Location

The Event must not start or finish outside the authorised date(s) and time(s) shown on the Event Permit. This includes the time required to set up, breakdown and clearing the site.

All property associated with the Event must also be removed by the end of the period of hire. If you fail to do this we may remove and store any property that is left and all reasonable costs incurred will be charged to you. We are entitled to sell (in such a manner as we think fit) any property removed and stored if it is not claimed within 28 days and the proceeds of the sale shall be the Councils.

We accept no responsibility for the property at the Event Location before, during or after the hire period.

We shall not be held responsible for any damage to or theft of property during its removal or storage.

If Council land or property at the event location is damaged, destroyed, stolen or removed, during the period of the event, whether caused by you or others associated with the event, the cost of reinstating, repairing, replacing or cleaning will be charged to you. Our valuation of any damage/loss is final.

Right of Entry/Access

Authorised Council officers or Members shall be permitted entry to the Event Location at all times during the period of hire.

We reserve the right to refuse admission to or evict any person from the Event Location.

We reserve the right to fix a maximum limit for the number of persons attending the Event/Activity.

You shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the event location and that any highway in the event location remains open unless the relevant road closure order has been obtained and duly executed.

You must ensure that all users of the Event Location, whether event participants or not, have unrestricted access to the permanent public toilet facilities located within the Event Location.

Cancellation

We may need to cancel an event when the event location is affected by an emergency of any kind. We will consider refunding part or all of any fees and charges paid and the amount shall be at our sole discretion.

We reserve the right to withdraw permission to use an Event location. However, we will repay any fee paid to hire the location on cancellation but shall be under no liability for the expense incurred or loss sustained by you as a result of the cancellation.

If you cancel your Event you must tell us in writing. Your confirmation will take effect from the working day it is received by us. Any fees paid are non-refundable.

Event Management Plan (EMP)

An event organiser has a legal duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks. This is covered in detail relevant to the event size in an EMP. It is compulsory for all event organisers on Witney Town Council land to complete and submit an event plan for review by officers. Essential information an EMP should contain is listed below. However, WTC may request additional information is included if deemed necessary by its officers. This information must then be added and resubmitted for review by WTC.

- Details of the event and who is attending
- Location of the event with site plans
- Staffing structure and information, including subcontractors
- Handling of public & employee health and Safety
- Schedule of event including set up and set down
- Equipment being used for the event
- Licensing
- Detailed emergency action procedures and plans
- The process to deal with adverse weather conditions
- Review plans after event completion including environmental impact

Waste Disposal & Sanitary Provisions

Event organisers must ensure that sufficient waste disposal provisions have been made. It is the event organiser's responsibility that the land is regularly litter picked and bins are emptied. Organisers EMP must contain a detailed waste management system. **It is also the responsibility of the hirer to make provision to remove all bins and waste from the hired site at the end of their allocated booking time.**

Not Permitted

All events approved by WTC are to be held in accordance with the standards conditions shown and any additional conditions that may be applied specifically to any event. Below is a list of what we do not permit on WTC land.

- Liquid waste to be disposed of into the sewer system
- Council waste bins to be used for the disposal of any waste generated by the event
- Campsites
- Campfires, fire pits or the use of disposable or temporary BBQ's
- Interference with or anything to be attached to any item of street or parks furniture
- Any council notices or displays at the event location to be removed or covered
- The release of sky lanterns or helium balloons
- Any excavation
- Performing animals (Included fairs with fish as prizes)
- Events continuing after 11 pm

WTC officers will use there event assessment site visits to ensure organisers are not in breach of WTC conditions.

Law

Health and Safety Law

As an event's organiser, you have the prime responsibility for the health and safety of your workers, Members of the public and contractor working at the event. What the law entails is available on <http://www.hse.gov.uk/event-safety/>. And guidance on health and safety directly relating to events can be obtained from the purple guide.

The event organiser should ensure the event venue is designed appropriately for its intended purpose regarding health and safety law. Further details of the venues can be requested from Witney Town Council directly.

Enforcement of Local authority's and HSE

HSE and Local Authority (LAs) are responsible for enforcing health and safety legislation. Meaning an organiser's health and safety documentation for events will be reviewed by Witney Town Council. Any event run by Witney Town Council HSE will be responsible for enforcement.

HSE enforcement policy for HSE and local authorities (WTC) can be found on <http://www.hse.gov.uk/lau/>

HSE has the enforcement responsibility for

- Fairgrounds (includes all fairground rides not coin-operated street fairs and bouncy castles)
- Film and video broadcasting
- Security guards

Thames Valley Police

- Road Traffic Issues

Environment Agency

- Waste Disposal

Licensing

In addition to health and safety law, some event may also require licenses from other authorities under different legislation/regulations such as.

Alcohol Licensing

<https://www.gov.uk/guidance/alcohol-licensing>

Entertainment Licensing

<https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act>

PRS for music

<https://www.prsformusic.com/>

Security licensing (SIA)

<https://www.sia.homeoffice.gov.uk/pages/licensing.aspx>

Public Liability Insurance

Organisers with events Insurance should have public liability insurance up to the value of £10 million included in their policy.

Large scale event will have a large influx of public and equally public interaction. Event's Organisers have a duty of care towards its attendees. While it's likely that you are doing everything in your power to avoid accidents happening, sometimes these things can't be avoided.

As the custodian for land owned by Witney Town Council and its residents upon it, Witney Town council have set a minimum insurance value up to the value of £10 Million. Documentation supporting this will be requested as part of the approval process.

Safety Advisory Group (SAG)

SAG help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. Large events involving 2000 persons brought to SAG's attention will be automatically reviewed.

Children or Vulnerable Adults

Event organisers must ensure all staff that are coming into direct contact with unsupervised children or vulnerable adults must hold DBS checks. WTC will request clarification in writing from event organisers that required staff have had DBS checks.

Indemnity and Insurance

We are not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the event location, unless where the loss, damage, injury or death is caused in whole as the result of any act or omission on the part of us.

As the event organiser, you agree to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.

You agree to have in place public liability Insurance cover to a value no less than £10,000,000.00 (ten million pounds). We reserve the right to require a higher limit if deemed necessary. You are required to produce evidence of such insurance.

In addition, you will be required to produce, copies of valid public liability insurance required to be held by any exhibitor, ground entertainer, sub-contractor, or caterer authorised to appear at the

Event. Under no circumstances shall their cover be less than £5,000,000.00 (five million pounds) and we reserve the right to require a higher limit if deemed necessary.

Failure to provide proof of insurance cover will lead to an event not being authorised.

Environmental Policy

Witney Town Council is committed to becoming carbon neutral by 2028. WTC is requesting that all events on their land consider their environmental impact. Areas to consider that should be contained in their event management plan are listed below.

Waste

As a minimum WTC requested that all events provide recycling bins and promote the use of reusable products for its attendees. It is encouraged that festivals, fairs and circus's use reusable plastic cups and dispose of food remains separate to general waste.

Noise

Organisers need to consider the impact noise pollution can have on wildlife and the surrounding residents. WTC requires that organisers provided sufficient notice for events taking place that could affect residents. To help the relationship with the town of Witney and these organisers it is encouraging that organiser offer free or discounted access to their events for these residents.

Light

Light pollution the same as noise pollution can have an impact on both wildlife and local residents. We expect that festivals limit the use of lighting where necessary.

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date:	Monday, 30 January 2023
Title:	Partnership Agreement – Witney Music Festival
Contact Officer:	Deputy Town Clerk – Adam Clapton

Background

At the last meeting of this committee, a draft Memorandum of Understanding Partnership Agreement (F603) was agreed between Witney Town Council and Witney Music Festival.

Current Situation

The draft agreement was sent to the Witney Music Festival team for their comments and a response was received to advise there was nothing further to add.

The agreement, as amended from the last meeting, is attached as Appendix 1 to this report for ratification at Full Council on 13th February, subject to a resolution from this Committee.

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

- The Partnership Agreement commits the Town Council to a financial contribution to help facilitate the WMF event on the Leys annually.

Recommendations

Members are invited to note the report and

1. Agree the Memorandum of Understanding Partnership Agreement as Council policy, subject to Full Council approval.

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Witney Town Council

Internal Audit Report 2022-23: Interim

Adrian Shepherd-Roberts

***For and on behalf of
Auditing Solutions Ltd***

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Witney Town Council since 2003.

This report sets out the work undertaken in relation to the 2021-22 financial year to date which was undertaken on 22nd & 23rd November 2022. We wish to thank the Clerk the Deputy Town Clerk and staff for assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date. We have ensured that governance and financial controls remain effective.

Internal Audit Approach

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

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

We are also pleased to record that, in the areas examined, no major issues or concerns have been identified and that we consider the Clerk and her staff continue to operate generally effective control procedures in each relevant area. We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

The Council maintains its accounting records using Omega software and continues to operate three bank accounts with Barclays, the Current account being used for the receipt of income and processing of high value payments, with the second Imprest account used for all routine payments and the third for retention of surplus funds and to provide funding for the former two accounts.

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

- Ensured that the ledger remains in balance at the current date;
- Verified the opening trial balance detail with that reported in the 2020-21 Accounts and Annual Return;
- Checked and agreed transactions in the three bank account cashbooks to the relevant bank statements for April and September 2022 noting that these records continue to be maintained in a timely and accurate manner;
- Checked and agreed all inter account “sweep” transactions between the Imprest and premium accounts, to retain a daily balance on the former of £1,000, for the same months; and
- Checked detail on bank reconciliations as at 30th April 2022 and 30th September 2022 for each account to ensure that no long-standing uncleared cheques or other potentially anomalous balancing entries exist.

Conclusions

We are pleased to record that no issues have been identified from work completed in this area for the financial year. We will undertake further work at our interim update audit.

Review of Corporate Governance

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

- Noted previously that the Financial Regulations were reviewed and formally approved at the Full Annual Council meeting in April 2021. The Standing Orders are under review and will subsequently be approved by Full Council later in the year;
- Noted previously that General Powers of Competence were adopted at the May 2019 Full Council meeting; and
- Have undertaken our review of the Council’s minutes and consideration of other governance issues for the year to identify whether or not any issues exist that may have

an adverse effect, through litigation or other causes, on the Council's future financial stability.

Conclusions

We are pleased to record that no issues have been identified from work currently undertaken in this area.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate records, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for the acquisition of goods or service delivery, where one would be anticipated;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced our testing in this area, examining a sample of payments.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to September 2022 confirming that the detail correlates to that in the Omega VAT control account.

Conclusions

No matters arise in this area warranting formal comment or recommendation. We will undertake further work at our interim update audit.

Assessment and Management of Risk

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

We note that the LCRS based risk assessment documentation was formally re-adopted by Council in 2021-22 financial year and will again be adopted for this financial year.

We have also examined the Council's insurance policy schedule for 2022-23, with cover again provided by Zurich Municipal, noting that Fidelity Guarantee cover is in place at £5 million, Public Liability at £15 million & Employer's Liability at £10 million.

Conclusions

No matters arise in this area warranting formal comment or recommendation. We will undertake further work at our interim update audit.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

The Council will commence consideration of the 2023-24 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2023-24 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

The Council receives income from a plethora of sources in addition to the annual precept including allotments, cemeteries, sports pitches and the Corn Exchange. We have previously agreed a five-year strategic plan of cover of these areas with the Town Clerk and Council, which is subject to ongoing review and update, where necessary, following any changes in service provision. We have: -

- Examined the controls in place over the identification and recovery of income due to the Council from the two cemeteries together with the invoicing, tracing detail from the source documents and the burial records to the subsequent receipt and banking of the fees.
- Examined the controls in place over the identification and recovery of income due to the Council from the Corn Exchange together with the invoicing, tracing detail from the Invoices to the subsequent receipt and banking of the fees.

Also reviewed the unpaid invoices relating to the outstanding debtor position. We have discussed this debtor position with the Town Clerk and we consider that there is satisfactory monitoring and control in respect of these invoices.

Conclusions

There are no matters requiring recommendation in this area of our review process. We will undertake a further review of the Sales Ledger and café income at our interim update audit.

Petty Cash Account

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

We have checked the cash and reviewed the holding from the information that we have been provided.

We have also reviewed the fuel Card accounts data and consider that the controls regarding its use are satisfactory.

Conclusions

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

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2021 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in September 2022, ensuring that: -

- Gross salaries are paid in accord with the approved NJC scale points;
- The correct PAYE codes and NIC tables were being applied;
- Appropriate rates of superannuation deductions are being applied;
- Timesheets are prepared, signed by the employee and certified as correct for payment by their supervising officer; and
- Net salary payments, via the BACS banking process, were in accord with staff payslips for the month.

Conclusions

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

Investments and Loans

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

The Council has two specific investments with CCLA Investment Management Limited, a deposit account and a long-term investment in the CCLA Property Fund, with the remaining surplus funds being held in the Barclays Business Premium account.

We also note that the Council have provided a loan to the Witney Town Bowls Club repayable over a ten-year term.

Conclusions

We are pleased to report that no issues have been identified in this area of our review. We will undertake further work at our interim update audit.

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date:	Monday 30 January 2023
Title:	Annual Investment Strategy
Contact Officer:	Responsible Financial Officer (RFO) – Nigel Warner

Background

The Council is required to approve an Investment Strategy on an annual basis.

The Investment Strategy should set out what the Council intends to do with any surplus funds and is there to ensure that the Council invests prudently to achieve the optimum return, bearing in mind the security (safety) and liquidity (ease of access) of the funds invested. These requirements form a basis to create clear treasury management objectives and to structure sound treasury management policies and practices.

Investment Strategy

Revised statutory guidance on Local Government Investments (3rd Edition) has been published and was effective from financial years commencing on or after 1 April 2018.

It should be noted that the Committee reserves the right to make variations to the attached Strategy at any time, subject to the approval of the Council.

By implementing this strategy the Officers foresee no changes to the current process for investing surplus funds.

Current Process for Investing Surplus Funds

The Investment Strategy details how the Council invests surplus funds held on behalf of the community. With the appointment of an RFO and in recognition that this is an operational matter, the revised policy delegates the choice of institution for the investment of such funds to the RFO in consultation with the Town Clerk rather than the Chair of the Policy, Governance and Finance Committee. However the revised policy then requires that these matters are reported to the Policy, Governance and Finance Committee.

Financial Regulations require that the RFO together with the Proper Officer (Town Clerk) assists the Council to secure economy, efficiency and effectiveness in the use of its resources. Consequently the Council will invest surplus funds for the best income return having regard both to the requirements of the Local Government Act 2003 and the absolute requirement to avoid capital loss.

Financial Implications

There are no direct financial implications arising from this report.

Recommendation

The Committee is invited to note this report and

1. confirm approval of the current investment in secure banks and the Town Clerk/RFO continues to monitor interest rates to ensure that the Council receives the most advantageous interest rates.
2. that the attached appendix being the Annual Investment Strategy 2022/23 is formally approved by the Committee, and subsequently full Council on 13 February 2023.

Witney Town Council

Investment Strategy

The Town Council acknowledges the importance of prudently investing surplus funds held on behalf of the community. All investments will be made in line with the Council's financial procedures and observations or advice received from the Council's internal and external auditors, supported as necessary by advice from the Council's financial advisors.

Financial Policies

The Council will ensure it has adequate though not excessive cash resources, overdraft or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

When considering financial plans and preparing the annual budget, the Council will aim to:

- a) Maintain a working bank account balance of approximately 1 – 3 months net anticipated expenditure.
- b) Surplus monies will be placed within suitable bank accounts or funds that are accessible immediately or with a specified period of notice in order to generate a suitable level of interest on return.
- c) Maintain a General Revenue Reserve, not earmarked for specific purposes, to cushion the impact of unexpected events or emergencies or to smooth out cashflow when undertaking works prior to the receipt of approved grants or Developer Contributions; and maintained at between 3-6 months of gross revenue expenditure.
- d) Maintain Earmarked Reserves, for both capital and revenue expenditure, to meet known or predicted liabilities, identified individually in the Council's budgets.

Investment Objectives

- 1. The Council's investment priorities are the security of reserves and adequate liquidity of its investments.
- 2. The Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity.
- 3. The Council will seek to ensure that investment income is consistent one year to the next.
- 4. Where external investment managers are used, they will be contractually required to comply with this Strategy.
- 5. In balancing risk against return, this Council is more concerned to avoid risks than to maximise returns.
- 6. All investments will be in sterling.

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and maturation of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Witney Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.
- *The choice of institution and length of deposit will be at the discretion of the Responsible Financial Officer in consultation with the Town Clerk. This information will then be reported to the Policy, Governance and Finance Committee.*

Non-Specified Investments

These investments have greater potential risk such as investments in the money market, stocks and shares. Should the Council decide to make non specified investments it will use the services of an appointed FCA accredited financial advisor on the investment of these funds. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives

Long term investments, defined as greater than 36 months, will be used to support the 3-5 year Capital Programme which will be reviewed and agreed annually. Capital growth of the fund should be maximised but at least equal to RPI whilst being consistent with the required level of security and all other public investment criteria.

The Council will expect the Investment Manager to invest in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. The Investment Manager should consider social, ethical and/or environmental factors or criteria when selecting, retaining or disposing of assets.

End of Year Investment Report

At the end of each financial year the Fund Manager will present a report on the Investment activity to Full Council.

Review and Amendment of Regulations

This Strategy will be reviewed annually by the Policy, Governance & Finance Committee. The Committee reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council.

Reviewed: PG & F Committee, 30 January 2023. Amendment to previously agreed policy shown in italics.

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 30 January 2023

Title: Annual Town Meeting

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

The Annual Town Meeting, the holding of which is a statutory requirement, is scheduled to be held on Wednesday 15 March 2023. This is not a Town Council meeting but is administered by it as the parish council.

The format of this meeting usually remains the same, due to the fact that it is principally a meeting for local electors to meet any Councillors who may be present to discuss parish/town affairs.

In an election year, following the Covid-19 pandemic, it is anticipated a higher number of residents will attend the meeting.

It should however be noted, this is not a political meeting nor an opportunity for debate or canvassing by electoral candidates or political party members; only electors of the parish are permitted to speak/ask questions during the meeting.

Current Situation

Officers held a meeting New layout and seating in the Corn Exchange. The Council has two options now the retractable seating has been added:

1. To have the seating out as an auditorium event with Councillors and participants on the stage (capacity 135)
2. To have the seating retracted, apart from the bottom two rows, with large round tables in front running towards the back of the Hall (Capacity 80-90)

The second option is broadly along the lines of the most recent meetings so is the one discussed by Officers (however, the other could be discussed). It offers a more inclusive feel for the electorate and gives the opportunity to be more informal, particularly during Q&A sessions with Members at the end of the meeting.

The details of the meeting are as follows:

- It is a statutory requirement to advertise the meeting in a local newspaper. The advert invites questions to be submitted to the Town Clerk ahead of the meeting.
- The meeting is Chaired by The Mayor, who has the Leader sat near to them providing a welcome, presenting their report and welcoming questions on all matters from the public

- Each Chair & The Mayor need to write a report about the work undertaken by their committee during the last year,. The meeting falls outside of the pre-election 'purdah' period so Chairs presenting reports do not need to worry if they are reporting on the work of the town council.
- There is an official agenda, copies are prepared for the public and usually put on a table at the front of the hall and this would include the Chairs' reports.
- Witney Ward members from WODC/OCC are invited but do not take part in the formal part of the meeting.
- Thames Valley Police are invited to attend and usually present a verbal report and answer questions.
- Round Tables are designated as 'Committee tables' which Chairs sit at and meet residents at after the main part of the meeting so they may discuss items relating to that committee.
- There will be the need for several members of staff to be present on the evening some of whom will need to walk around with a microphone so the public can hear the questions raised. The Senior Officers of the Council will be on hand to help direct Chairs with any answers to questions.
- It has been customary to provide non-alcoholic refreshments which could be covered by the opening of 1863.
- Officers usually create a PowerPoint presentation of the Town Council's work during the previous year which is shown at the meeting.

Other suggestions:

Publicity

In addition to the advertisement in the Witney Gazette, officers intend to advertise in the annual delivered newsletter (timeframe permitting), place posters in all of the town centre and town council locations, on the Website, and publish on social media.

Community Engagement

Members are asked to consider whether any external parties to come along on the evening. This is usually groups to whom grants have been provided to in the previous year. This may also be an opportunity for the Ranger to carry out some ad-hoc customer feedback.

Security

Officers are acutely aware of negative treatment of Councillors and Council staff in recent months, on this and other Oxfordshire Councils. Officers will cover security in the event's risk assessment.

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.

Given recent actions directed at Councillors from other authorities, members may like to consider whether additional security is required during the performance.

Financial implications

- There is a charge for advertising the Annual Town Meeting in the local newspaper and there is an allocated budget of £250 for this (budget line 4031/701).
- There is no further budget for this meeting.

Recommendations

Members are invited to note the report and

1. Agree the layout and format so necessary arrangements can be made and;
2. Consider potential community engagement on the evening.

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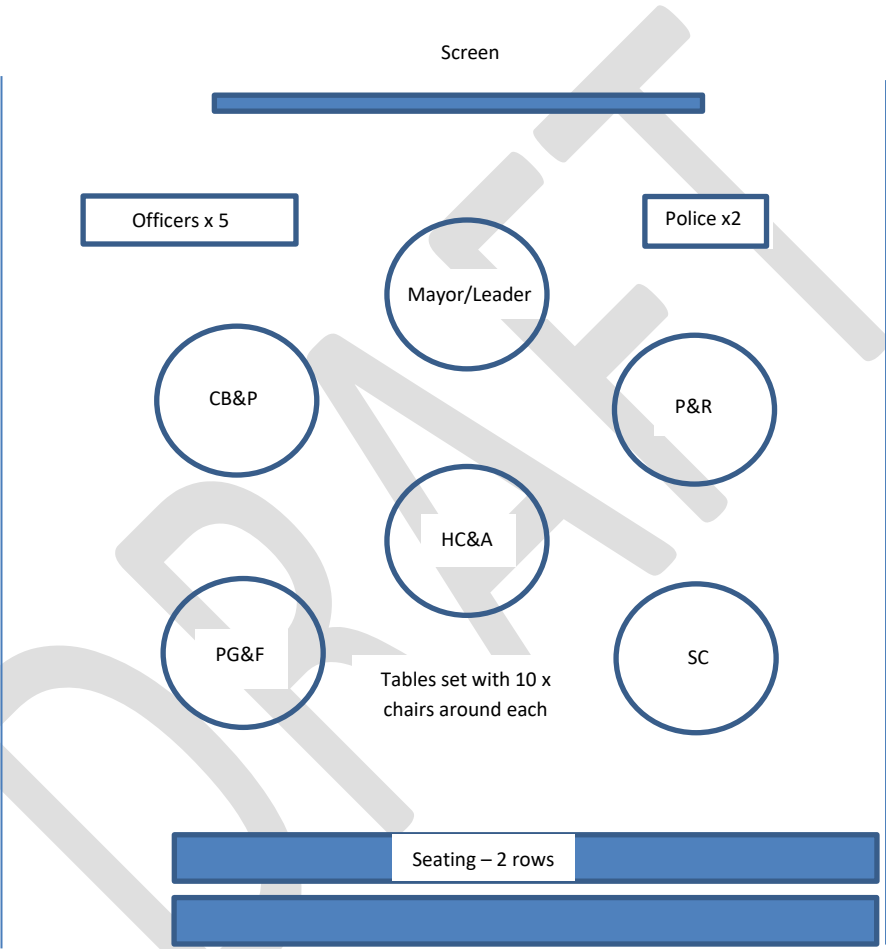
Annual Town Meeting Running Order (Wednesday 15th March 2023)

6.45pm	Corn Exchange Doors Open Refreshments available to purchase at 1863 café Bar
	<u>Agenda</u>
7.30pm	Introductions and Welcome from the Mayor of Witney, Cllr Liz Duncan Official Noting of the Town Councillor apologies for Absence To receive and approve the Minutes of the Annual Town Meeting of 25 April 2022 <i>Following the formality of the minutes, Mayor to introduce the police representative – name tbc</i> Thames Valley Police Report (5 minutes) <i>NB. Questions for the police to be taken with the general questions to the Council.</i> To receive Reports from Each of the Town Council's Standing Committee <i>Mayor to introduce verbal reports from Committee Chairs (1 minute each). Full reports will be provided on tables.</i> Mayor's Report Policy, Governance & Finance Report Climate, Biodiversity & Planning Report Park's & Recreation Report Halls, Cemeteries & Allotments Report Stronger Communities Report Open Forum to discuss matters raised by the general public at the Meeting <i>Questions with roving mic – Mayor before opening the floor, please ask people to put their hands up and state their name and address before speaking</i> Town Mayor's closing remarks and thanks <i>Mayor to invite attendees to speak to councillors or particular Committee Chairs following the meeting</i>
9.00pm	Meeting Closes
9.30pm	1863 Café Bar Closes

Incidentals

- Agendas, minutes & Report Packs to be available on each round table
- Satisfaction Surveys & Precept information to be available on each round table

Main Hall Plan



Witney Town Council – Calendar of Meetings 2023-24

			All meetings held at the Corn Exchange, Witney unless otherwise stated on the published Agenda						
CLIMATE, BIO-DIVERSITY & PLANNING	6pm	Tuesday	18 May 2 May 23 May 13 June*†	4 July 25 July*†	15 August 5 September 26 September*†	17 October 7 November 28 November*†	19 December 9 January 30 January*†	20 February 12 March 9 April*†	23 April 14 May*†
PARKS & RECREATION	6pm	Monday	22 May	3 July	4 September	30 October	15 January	4 March	
HALLS, CEMETERIES AND ALLOTMENTS	6pm		5 June ^x	10 July	11 September	6 November	22 January	11 March	
STRONGER COMMUNITIES	6pm		12 June	17 July	18 September	13 November	29 January	18 March	
POLICY, GOVERNANCE & FINANCE (& Personnel sub-committee)	6pm		19 June	24 July	25 September	20 November	5 February	25 March	
COUNCIL	7pm		26 June***	31 July	9 October	4 December 11 December**	19 February	15 April ^x	

Sub- Committees

Working parties

Annual Council Meeting – Wednesday 15th May 2024

Annual Town Meeting – Wednesday 20th March 2024

NOTE: CHRISTMAS BREAK – Meetings will not be called between 19 December 2022 and 3 January 2024 unless deemed necessary

* Indicates full Planning Committee Meeting, including minutes † Meeting to incorporate Environmental/Climate Items
Full Planning/Environmental meetings will be held 'in person' with other planning meetings being held online.

** Meeting on 11 December 2023 for budget purposes only

*** Meeting for adoption of AGAR

^x Meeting outside of normal schedule due to Bank Holiday

Witney Traffic Advisory Committee at 2.30pm – 6th June 2023, 26th September 2023, 16th January 2024, 26th March 2024

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 30 January 2023

Title: Payment of Accounts

Contact Officer: Responsible Financial Officer – Nigel Warner

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 November & December 2022.

2. Payment of Accounts

Attached are the payment schedules for November & December 2022.

Recommendations

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

Cheque Numbers	In the sum of:	Account
Cheque 101194 - 101199, DDs, and Standing Orders November 2022	£87,282.11	General CB 1
Cheques 33805 - 33886, DDs, BACS, and Standing Orders November 2022	£186,421.33	Imprest CB 2
DDs, and Standing Orders December 2022	£8,970.86	General CB 1
Cheques 33887 - 33914, DDs, BACS, and Standing Orders December 2022	£158,688.55	Imprest CB 2

Report ends.

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WITNEY TOWN COUNCIL
BARCLAYS GENERAL A/C
List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/22	Wodc Ctax Ndr - 30421105	Std Ord	£150.00		WODC - Rates Burwell Hall
01/11/22	Wodc Ctax Ndr - 30623704	Std Ord	£389.00		WODC - Rates Tower Hill
01/11/22	Wodc Ctax Ndr - 30685600	Std Ord	£222.00		WODC - Rates Corn Exchange
01/11/22	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/11/22	Wodc Ctax Ndr - 90024629	Std Ord	£549.00		WODC - Rates Windrush Cemetery
01/11/22	Wodc Ctax Ndr - 90170575	Std Ord	£1,048.00		WODC Rates - 51 Market Square
07/11/22	Pitney Bowes	DD	£50.00		Pitney Bowes -Postage Reset
07/11/22	Fuel Card Services Ltd	DD1	£20.40		15329/new card & card charge
08/11/22	Peninsula	DD2	£334.88		15670/employment services
10/11/22	Barclaycard Charges Oct2022	DD	£53.36		Barclaycard Charges Oct2022
10/11/22	Barclaycard Charges Oct2022	DD	£50.00		Barclaycard Charges Oct2022
11/11/22	Castle Water Ltd - Leys Splash	101195	£6,800.41		15189/01.04.22 - 30.09.22
11/11/22	Continental Landscapes Ltd	101196	£39,651.35		15073/ground maint August
11/11/22	P.A. Turney Ltd	101197	£20,102.40		15171/Dennis cylinder mower
11/11/22	APCAM	101198	£5,000.00		15225/PGF 03/10/22 F498
14/11/22	Unpaid Cheque In -Spiritualist	DR	£187.85		Unpaid Cheque In -Spiritualist
15/11/22	Castle Water Ltd - Tower Hill	DD3	£128.15		15653/01.09.22 - 28.02.23
15/11/22	Castle Water Ltd - Burwell Hal	DD4	£175.23		15654/01.09.22 - 28.02.23
16/11/22	Sage UK	DD5	£156.00		15673/payroll & HR
16/11/22	Peninsula	DD7	£548.16		15671/business safe
16/11/22	Restore Datashred	DD8	£66.50		15344/confidential waste
21/11/22	Tallis Amos Group Limited	101199	£10,740.00		15404/Scag stand on mower
29/11/22	Pitney Bowes	DD	£61.42		Pitney Bowes -Postage Reset
29/11/22	Pitney Bowes	DD	-£61.42		Pitney Bowes -Postage Reset
29/11/22	Pitney Bowes	DD	£61.42		Pitney Bowes - Postage Reset
Total Payments			£87,282.11		

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**Bank Reconciliation Statement as at 30/11/2022
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	30/11/2022	1	2,413,072.88
			<u>2,413,072.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
03/10/2022 101191 BARCLAYS B P A		1,500,000.00	
11/11/2022 101196 Continental Landscapes Ltd		39,651.35	
11/11/2022 101198 APCAM		5,000.00	
21/11/2022 101199 Tallis Amos Group Limited		10,740.00	
			<u>1,555,391.35</u>
			857,681.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			857,681.53
		Balance per Cash Book is :-	857,681.53
		Difference is :-	0.00

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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

30 Nov - 06 Dec 2022

Date	Description	Money out £	Money in £	Balance £
30 Nov	Start Balance			2,432,958.53
	Cheque Issued Ref: 101197	20,102.40		2,412,856.13
	Direct Credit From Adyen N.V. Ref: 2719697857407516 E		216.75	2,413,072.88
1 Dec	Direct Debit to Wod Ndr DD Ref: 03 90170575	1,048.00		2,412,024.88
	Direct Debit to Wod Ndr DD Ref: 30421105	150.00		2,411,874.88
	Direct Debit to Wod Ndr DD Ref: 30623704	389.00		2,411,485.88
	Direct Debit to Wod Ndr DD Ref: 30685600	222.00		2,411,263.88
	Direct Debit to Wod Ndr DD Ref: 30903104	798.00		2,410,465.88
	Direct Debit to Wod Ndr DD Ref: 90024629	549.00		2,409,916.88
	Cheque Issued Ref: 101196	39,651.35		2,370,265.53
	Direct Credit From Witney Filling Ref: Witney F-Station		82.59	2,370,348.12
	Direct Credit From J Timms Ref: K9Dreamers Nov 22		144.00	2,370,492.12
	Direct Credit From Work Account Ref: Moncrieff B4769		196.25	2,370,688.37
	Direct Credit From Adyen N.V. Ref: 2719698721634947 E		196.84	2,370,885.21
	Direct Credit From Mynt Image Ref: Inv B4772Mynt Ima		405.50	2,371,290.71
	Direct Credit From Business Fixe Ref: Wwssc 17741		2,181.25	2,373,471.96

Start balance	£2,432,958.53
Money out	£62,931.64
Commission charges	£0.00
Interest paid	£0.00
Money in	£18,001.89
End balance	£2,388,028.78

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

Continued

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WITNEY TOWN COUNCIL
BARCLAYS IMPREST A/C
List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/11/22	BNP Paribas Leasing Solutions	DDR	£3,030.00		Deposit Trimax mower
02/11/22	BNP Paribas Leasing Solutions	DDR	£360.70		1st Instalment Trimax mower
02/11/22	BNP Paribas Leasing Solutions	DDR	£100.00		Doc Fee Trimax mower
08/11/22	5A's Tool & Plant Hire	33805	£264.61		15197/various items
08/11/22	A Podbery	33806	£180.00		15198/clearance work on meadow
08/11/22	Amazon Payments UK Ltd	33807	£278.71		15204/business card holder
08/11/22	Badgemaster Limited	33808	£41.20		15190/new staff badges
08/11/22	DCK Accounting Solutions Ltd	33809	£1,026.12		15185/Accounting & book keeping
08/11/22	Border Sundials Ltd	33810	£1,180.00		15193/cotswold roman sundial
08/11/22	George Browns Ltd	33811	£847.38		15168/Turf aerator & tyres
08/11/22	Cleansing Service Group Ltd	33812	£173.00		15176/cesspit change
08/11/22	Green-Tech Limited	33813	£3,439.50		15173/grass seed & loam
08/11/22	Henley Theatre Services Ltd	33814	£409.22		15192/stage handrails
08/11/22	KJ's Motor Car Engineers Ltd	33815	£396.00		15174/fit tow bar to FL68 TLU
08/11/22	London Hearts	33816	£1,453.20		15196/C1A defib & cabinet
08/11/22	Newzlink	33817	£146.90		15195/newspapers for cafe
08/11/22	Office Furniture Online	33818	£165.59		15179/Office equipment
08/11/22	Playsafety Ltd	33819	£1,329.60		15191/post-install inspection
08/11/22	Ridge	33820	£1,104.00		15217/feasibility fees
08/11/22	Rotary Club of Witney	33821	£2,030.00		15224/grant for 2022 lights
08/11/22	Seldram Supplies Oxford Ltd	33822	£558.30		15182/disposable gloves
08/11/22	SLCC Enterprises Ltd	33823	£531.00		15216/leadership skills
08/11/22	Spaldings Limited	33824	£2,229.05		15223/hedgetrimmers
08/11/22	Zurich Municipal	33825	£154.13		15167/additional premium
14/11/22	Amenity Horticultural Services	33826	£1,258.62		15040/manure & top dressing
14/11/22	Blueprint Imaging Limited	33827	£30.00		15305/open mic/batsman banners
14/11/22	Brake Bros Limited	33828	£2,160.20		15269/cafe supplies
14/11/22	Cotteswold Dairy Ltd (Cheltenham)	33829	£211.44		15301/milk for cafe
14/11/22	F1 Diesel Services Limited	33830	£108.76		15339/repair of OV09GNN
14/11/22	Lyd's Bakes and Cakes	33831	£1,110.00		15294/cakes & cookies
14/11/22	CASH	33832	£480.32		15355/cash -
14/11/22	Royal British Legion	33833	£107.50		15298/poppy wreaths
14/11/22	Rumbl Ltd	33834	£504.00		15297/annual web hosting
14/11/22	Simply Foods 2 Go	33835	£540.00		15303/coffee bar supplies
14/11/22	West Oxfordshire District Council	33836	£757.20		LH waste & recycling
14/11/22	Watson Fuels	DD1	£1,690.20		15351/900 litres of diesel
15/11/22	Green Energy (UK) Plc	DD2	£3,835.98		15669/1557817 October 22
15/11/22	Bacs Payments	BACS	£50,378.12		Bacs
18/11/22	AMAZON	33858	£0.00		VOID CHEQUE
18/11/22	Agriframes	33837	£499.00		15399/childrens memorial arch
18/11/22	Agrovista UK Ltd	33838	£1,773.53		15316/outcast fertilizer
18/11/22	Banbury Memorials Ltd	33839	£30.00		15410/stone plaque
18/11/22	BASICS	33840	£75.86		15295/cafe supplies
18/11/22	Brewers Decorator Centres	33841	£342.60		15340/paint & primer
18/11/22	Customer name	33842	£100.00		15414/deposit refund 12/11/22
18/11/22	Copy Right Systems Ltd	33843	£173.41		15317/5789348 photocopier
18/11/22	Defib Store Limited	33844	£300.00		15409/defib pads and battery
18/11/22	F1 Diesel Services Limited	33845	£972.00		15339/repair of OV09GNN
18/11/22	Customer name	33846	£150.00		15413/deposit refund 29/10/22
18/11/22	MARGARET L. JOHNSON LTD.	33847	£225.00		15411/recycled paper/ stationery
18/11/22	The Keyholding Company	33848	£1,900.80		15405/alarm sub Jan-Dec 23
18/11/22	Labosport Limited	33849	£1,500.00		15318/slip resistant testing
18/11/22	M & M Skip Hire Limited	33850	£1,032.00		15312/skip exchange
18/11/22	Oak Garden Machinery	33851	£255.54		15403/leaf blower hire
18/11/22	Project Design Services Ltd	33852	£1,728.00		15350/energy performance certs
18/11/22	Seldram Supplies Oxford Ltd	33853	£61.02		15304/cleaning supplies
18/11/22	Tudor Environmental	33854	£404.41		15402/rakes, shovels, knives
18/11/22	Ue Coffee Roasters Ltd	33855	£597.80		15408/cafe supplies
18/11/22	Viking Payments	33856	£774.51		15412/various items
18/11/22	Workwear Express Ltd	33857	£703.37		15309/clothing
18/11/22	Amazon Payments UK Ltd	33859	£685.54		15406/office supplies

21/11/22	BNP Paribas Leasing Solutions	DDR	£360.70	2nd Instalment Trimax mower
21/11/22	Southern Electric	DD3	£9.62	15675/October
24/11/22	STL Communications Limited	DD4	£1,248.82	15676/phone charges October
24/11/22	STL Communications	DD4	£0.01	STL Communications Adjustment
25/11/22	Epos Now Ltd	DD5	£69.60	15658/support plan
25/11/22	Bacs Payments	BACS	£66,829.54	Bacs Payments
28/11/22	BNP Paribas Leasing Solutions	DDR	£4,515.00	Deposit Grillo Mower
28/11/22	BNP Paribas Leasing Solutions	DD	£556.68	1st Instalment Grillo
28/11/22	BNP Paribas Leasing Solutions	DDR	£100.00	Doc Fee Grillo Mower
28/11/22	BNP Paribas Leasing Solutions	DDR	-£0.10	Correct inst Grillo Mower
28/11/22	Time Vendor	Std Ord	£155.72	Academy Leasing-Coffee Machine
29/11/22	5A's Tool & Plant Hire	33859	£337.50	15476/vacuum shredder
29/11/22	Agrovista UK Ltd	33860	£908.76	15479/various items
29/11/22	Amazon Payments UK Ltd	33861	£552.11	15530/office supplies
29/11/22	Azura Limited	33862	£350.64	15480/install RCD
29/11/22	Baker Ross Ltd	33863	£319.25	15481/craft items
29/11/22	Simon Batsman	33864	£100.00	15482/music event 11.11.22
29/11/22	Blueprint Imaging Limited	33865	£75.00	15483/open mic & advent poster
29/11/22	Michaela Churchill	33866	£100.00	15484/damage deposit refund
29/11/22	Cotteswold Dairy Ltd (Cheltenham)	33867	£219.36	15487/cafe milk supplies
29/11/22	G&O Engineers Limited	33868	£927.60	15489/gas service
29/11/22	Green-Tech Limited	33869	£1,014.40	15490/grass seed renovations
29/11/22	GS Window Cleaning	33870	£136.00	15491/window cleaning
29/11/22	Sarah Keenan	33871	£150.00	15492/damage deposit refund
29/11/22	Lyd's Bakes and Cakes	33872	£480.00	15497/cafe cakes & cookies
29/11/22	M & M Skip Hire Limited	33873	£258.00	15498/skip exchange
29/11/22	M + S Sound Systems	33874	£514.69	15499/remembrance sound
29/11/22	Witney Town Mayors Charity Acc	33875	£620.00	15501/Mayor's allowance
29/11/22	Newzlink	33876	£167.40	15502/cafe papers
29/11/22	Fenland Leisure Products Ltd	33877	£309.60	15504/wooden poles returned
29/11/22	Seldram Supplies Oxford Ltd	33878	£69.59	15505/gloves & rubbish bags
29/11/22	Short Drag Roger	33879	£400.00	15506/Sea Shanty evening
29/11/22	Simply Foods 2 Go	33880	£325.00	15507/cafe supplies
29/11/22	Start Traffic Ltd	33881	£1,150.02	15508/remembrance sunday
29/11/22	Tudor Environmental	33882	£1,214.38	15509/various items
29/11/22	P.A. Turney Ltd	33883	£1,478.40	15510/Dennis scarifier
29/11/22	Ue Coffee Roasters Ltd	33884	£959.80	15513/coffee m/c valet
29/11/22	Viking Payments	33885	£367.30	15516/equipment etc
29/11/22	Witney Plant Hire Limited	33886	£186.00	15517/Excavator hire
Total Payments			£186,421.33	

**Bank Reconciliation Statement as at 30/11/2022
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	30/11/2022	1	1,000.00
			0.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
14/10/2021 33287 COTTSWAY HOUSING ASSOCIATION	5.00
14/10/2021 33307 Seldram Supplies Oxford Ltd	160.72
14/01/2022 33419 SLCC Enterprises Ltd	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
29/09/2022 33754 Irrigation & Garden Services	117.60
25/10/2022 33794 Medic 1 Direct Ltd	1,248.00
25/10/2022 33804 Witney & District Swimming Clu	100.00
08/11/2022 33815 KJ's Motor Car Engineers Ltd	396.00
08/11/2022 33818 Office Furniture Online	165.59
08/11/2022 33822 Seldram Supplies Oxford Ltd	558.30
08/11/2022 33823 SLCC Enterprises Ltd	531.00
14/11/2022 33835 Simply Foods 2 Go	540.00
18/11/2022 33837 Agriframes	499.00
18/11/2022 33842 Rosaria Di Ceglie	100.00
18/11/2022 33847 MARGARET L. JOHNSON LTD.	225.00
18/11/2022 33850 M & M Skip Hire Limited	1,032.00
18/11/2022 33851 Oak Garden Machinery	255.54
18/11/2022 33853 Seldram Supplies Oxford Ltd	61.02
29/11/2022 33859 5A's Tool & Plant Hire	337.50
29/11/2022 33860 Agrovista UK Ltd	908.76
29/11/2022 33861 Amazon Payments UK Ltd	552.11
29/11/2022 33862 Azura Limited	350.64
29/11/2022 33863 Baker Ross Ltd	319.25
29/11/2022 33864 Simon Batsman	100.00
29/11/2022 33865 Blueprint Imaging Limited	75.00
29/11/2022 33866 Michaela Churchill	100.00
29/11/2022 33867 Cotteswold Dairy Ltd (Cheltenham)	219.36
29/11/2022 33868 G&O Engineers Limited	927.60
29/11/2022 33869 Green-Tech Limited	1,014.40
29/11/2022 33870 GS Window Cleaning	136.00
29/11/2022 33871 Sarah Keenan	150.00
29/11/2022 33872 Lyd's Bakes and Cakes	480.00
29/11/2022 33873 M & M Skip Hire Limited	258.00
29/11/2022 33874 M + S Sound Systems	514.69
29/11/2022 33875 Witney Town Mayors Charity Acc	620.00
29/11/2022 33876 Newzlink	167.40
29/11/2022 33877 Fenland Leisure Products Ltd	309.60
29/11/2022 33878 Seldram Supplies Oxford Ltd	69.59
29/11/2022 33879 Short Drag Roger	400.00

**Bank Reconciliation Statement as at 30/11/2022
for Cashbook 2 - BARCLAYS IMPREST A/C**

			<u>Amount</u>	<u>Balances</u>
29/11/2022	33880	Simply Foods 2 Go	325.00	
29/11/2022	33881	Start Traffic Ltd	1,150.02	
29/11/2022	33882	Tudor Environmental	1,214.38	
29/11/2022	33883	P.A. Turney Ltd	1,478.40	
29/11/2022	33884	Ue Coffee Roasters Ltd	959.80	
29/11/2022	33885	Viking Payments	367.30	
29/11/2022	33886	Witney Plant Hire Limited	186.00	
				<u>20,100.57</u>
				-19,100.57
<u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				<u>0.00</u>
				-19,100.57
Balance per Cash Book is :-				-19,100.57
Difference is :-				0.00

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

30 Nov - 06 Dec 2022

Date	Description	Money out £	Money in £	Balance £
30 Nov	Start Balance			1,000.00
	Cheque Issued Ref: 033841	342.60		657.40
	Cheque Issued Ref: 033849	1,500.00		-842.60
	Transfer From Account 70974641		1,842.60	1,000.00
1 Dec	Cheque Issued Ref: 033815	396.00		604.00
	Cheque Issued Ref: 033847	225.00		379.00
	Transfer From Account 70974641		621.00	1,000.00
5 Dec	Direct Debit to Payflow /Payl Ref: BACS	18,769.59		-17,769.59
	Transfer From Account 70974641		1,000.00	-16,769.59
	Transfer From 20-97-48 70974641 Referlist		17,769.59	1,000.00
6 Dec	Balance carried forward			1,000.00
	Total Payments/Receipts	21,233.19	21,233.19	

Start balance	£1,000.00
Money out	£21,233.19
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£21,233.19
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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WITNEY TOWN COUNCIL
BARCLAYS GENERAL A/C
List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/22	Wodc Ctax Ndr - 30421105	Std Ord	£150.00		WODC - Rates Burwell Hall
01/12/22	Wodc Ctax Ndr - 30623704	Std Ord	£389.00		WODC - Rates Tower Hill
01/12/22	Wodc Ctax Ndr - 30685600	Std Ord	£222.00		WODC - Rates Corn Exchange
01/12/22	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/12/22	Wodc Ctax Ndr - 90024629	Std Ord	£549.00		WODC - Rates Windrush Cemetery
01/12/22	Wodc Ctax Ndr - 90170575	Std Ord	£1,048.00		WODC Rates - 51 Market Square
05/12/22	Fuel Card Services Ltd	DD1	£21.89		15659/OY10WBF 25-11-22
08/12/22	Peninsula	DD2	£334.88		15850/employment services
12/12/22	Barclaycard Service Charges	DD	£94.54		Barclaycard Service Charges
12/12/22	Barclaycard Service Charges	DD	£50.00		Barclaycard Service Charges
12/12/22	Fuel Card Services Ltd	DD3	£98.99		15660/OV09GNN 29-11-22
13/12/22	Castle Water Ltd - Corn Exchan	DD4	£819.61		15656/01.10.22 - 31.03.23
14/12/22	Restore Datashred	DD5	£66.50		15672/confidential waste
14/12/22	Pitney Bowes	DD	£59.60		Pitney Bowes -Meter Reset
16/12/22	Sage UK	DD6	£196.00		15853/payroll & HR
16/12/22	Peninsula	DD7	£548.16		15851/business safe
28/12/22	Fuel Card Services Ltd	DD8	£27.59		15847/OY10WBF 14.12.22
29/12/22	Witney Town Council	Std Ord	£3,437.50		Witney TC
30/12/22	Pitney Bowes	DD	£59.60		Pitney Bowes -Meter Reset
Total Payments			<u>£8,970.86</u>		

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**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/12/2022	1	2,397,379.33
			<u>2,397,379.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
03/10/2022 101191 BARCLAYS B P A		1,500,000.00	
21/11/2022 101199 Tallis Amos Group Limited		10,740.00	
			<u>1,510,740.00</u>
			886,639.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			886,639.33
		Balance per Cash Book is :-	886,639.33
		Difference is :-	0.00

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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

24 Dec 2022 - 03 Jan 2023

Date	Description	Money out £	Money in £	Balance £
24 Dec	Start Balance			2,393,192.77
28 Dec	DD Direct Debit to Fuel Card Services Ref: Shb303621	27.59		2,393,165.18
	Giro Direct Credit From Harrison Toogood Ref: Harrison Toogood		102.00	2,393,267.18
	Giro Direct Credit From Adyen N.V. Ref: 2719718592080804 E		535.50	2,393,802.68
29 Dec	STO Standing Order to Witney Town Council Ref:- Town Hall Rent	3,437.50		2,390,365.18
	STO Standing Order From Inclusive Care and Ref:- Rent		5,733.21	2,396,098.39
	Giro Direct Credit From FC Mills Ref: FC Mills-Inv B4794		66.50	2,396,164.89
	Giro Direct Credit From The Little L Ref: Inv B4797		133.50	2,396,298.39
	Giro Direct Credit From J Timms Ref: K9D's -Dec22		144.00	2,396,442.39
	Giro Direct Credit From Adyen N.V. Ref: 2719722913774350 E		796.61	2,397,239.00
	Direct Credit From Laurel Lea S Ref: B4798Lleaf		48.00	2,397,287.00
30 Dec	DD Direct Debit to Pitney Bowes Ref: 6335052400185413	59.60		2,397,227.40
	Giro Direct Credit From 772304 85722368 Ref: Ref B4807		151.93	2,397,379.33
3 Jan	DD Direct Debit to Wod Ndr DD Ref: 03 90170575	1,048.00		2,396,331.33
	DD Direct Debit to Wod Ndr DD Ref: 30421105	150.00		2,396,181.33

Continued

Start balance £2,393,192.77

Money out £6,680.69

► Commission charges £0.00

► Interest paid £0.00

Money in £12,975.21

End balance £2,399,487.29

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

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WITNEY TOWN COUNCIL
BARCLAYS IMPREST A/C
List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/12/22	Bacs Payments	BACS	£18,769.59		Bacs Payments
15/12/22	BNP Paribas Leasing Solutions	Std Ord	£556.58		HP Grillo Mower
15/12/22	BOOKER LIMITED	DD1	£390.62		15652/cafe supplies
15/12/22	Green Energy (UK) Plc	DD2	£6,278.89		15864/1557816 November 22
19/12/22	Bacs Payments	BACS	£109,966.94		Bacs
19/12/22	Biffa Waste Services Limited	DD3	£97.97		15846/waste collect contract
19/12/22	Southern Electric	DD4	£9.82		15855/951808973 Dec 22
21/12/22	BNP Paribas Leasing Solutions	Std Ord	£360.70		Trimax Mower HP
22/12/22	5A's Tool & Plant Hire	33887	£815.34		15591/timberwolf chipper hire
22/12/22	A Podbery	33888	£1,284.00		15593/pitch renovations
22/12/22	Customer name	33889	£868.27		15683/cancelled booking
22/12/22	BASICS	33890	£67.38		15595/cafe supplies
22/12/22	DCK Accounting Solutions Ltd	33891	£1,145.82		15616/Accounting & bookkeeping
22/12/22	Blueprint Imaging Limited	33892	£235.20		15598/pull-up banner stand
22/12/22	Brewers Decorator Centres	33893	£381.66		15603/beige paint
22/12/22	West Oxfordshire Citizens Adv	33894	£2,000.00		15688/annual grant
22/12/22	Copy Right Systems Ltd	33895	£377.28		15615/7601434 - copier charges
22/12/22	Cotteswold Dairy Ltd (Cheltenham)	33896	£292.48		15692/cafe supplies
22/12/22	Edmondson Electrical Ltd	33897	£1,510.37		15617/two electric radiators
22/12/22	Customer name	33898	£100.00		15684/damage deposit refund
22/12/22	MARGARET L. JOHNSON LTD.	33899	£49.09		15618/stationery
22/12/22	Lister Wilder	33900	£744.00		15622/Kubota G23 hire
22/12/22	Lyd's Bakes and Cakes	33901	£270.00		15625/cakes & cookies
22/12/22	M & M Skip Hire Limited	33902	£498.00		15626/skip exchange
22/12/22	Poulton Hill Estate Limited	33903	£292.02		15689/cafe supplies
22/12/22	Auditing Solutions Ltd	33904	£1,152.00		15594/first interim audit
22/12/22	Ridge	33905	£420.00		15627/initial advice fee
22/12/22	Rotary Club of Witney	33906	£100.00		15685/addl funds for lights
22/12/22	Cotswold Security Systems Ltd	33907	£4,897.41		15613/CCTV system 22/23
22/12/22	Seldram Supplies Oxford Ltd	33908	£15.96		15640/drain cleaner
22/12/22	Brady Corporation Ltd	33909	£347.22		15642/tags for equipment
22/12/22	Customer name	33910	£529.85		15687/cancelled booking
22/12/22	Spaldings Limited	33911	£49.81		15643/mower blade & chain
22/12/22	Tallis Amos Group Limited	33912	£600.00		15644/ride on mower hire
22/12/22	Tudor Environmental	33913	£16.80		15647/outdoor team
22/12/22	Ue Coffee Roasters Ltd	33914	£383.60		15648/cafe supplies
23/12/22	STL Communications Limited	DD5	£1,150.46		15845/phone charges November
23/12/22	Watson Fuels	DD6	£1,361.23		15677/749 litres of diesel
28/12/22	Time Vendor	Std Ord	£155.72		Academy Leasing-Coffee Machine
29/12/22	Barclays Charges 5Sep-4Dec	DR	£76.87		Barclays Charges 5Sep-4Dec
29/12/22	Epos Now Ltd	DD7	£69.60		15849/epos plan January
Total Payments			£158,688.55		

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**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/12/2022	1	1,000.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
14/10/2021 33287 COTTSWAY HOUSING ASSOCIATION	5.00
14/10/2021 33307 Seldram Supplies Oxford Ltd	160.72
14/01/2022 33419 SLCC Enterprises Ltd	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
25/10/2022 33794 Medic 1 Direct Ltd	1,248.00
25/10/2022 33804 Witney & District Swimming Clu	100.00
08/11/2022 33822 Seldram Supplies Oxford Ltd	558.30
08/11/2022 33823 SLCC Enterprises Ltd	531.00
18/11/2022 33853 Seldram Supplies Oxford Ltd	61.02
29/11/2022 33862 Azura Limited	350.64
29/11/2022 33873 M & M Skip Hire Limited	258.00
29/11/2022 33876 Newzlink	167.40
29/11/2022 33878 Seldram Supplies Oxford Ltd	69.59
29/11/2022 33881 Start Traffic Ltd	1,150.02
29/11/2022 33882 Tudor Environmental	1,214.38
22/12/2022 33887 5A's Tool & Plant Hire	815.34
22/12/2022 33888 A Podbery	1,284.00
22/12/2022 33889 Aida Do Carmo Ferreira Morias	868.27
22/12/2022 33890 BASICS	67.38
22/12/2022 33891 DCK Accounting Solutions Ltd	1,145.82
22/12/2022 33892 Blueprint Imaging Limited	235.20
22/12/2022 33893 Brewers Decorator Centres	381.66
22/12/2022 33894 West Oxfordshire Citizens Advi	2,000.00
22/12/2022 33895 Copy Right Systems Ltd	377.28
22/12/2022 33896 Cotteswold Dairy Ltd (Cheltenham)	292.48
22/12/2022 33897 Edmondson Electrical Ltd	1,510.37
22/12/2022 33898 Husna George	100.00
22/12/2022 33899 MARGARET L. JOHNSON LTD.	49.09
22/12/2022 33900 Lister Wilder	744.00
22/12/2022 33901 Lyd's Bakes and Cakes	270.00
22/12/2022 33902 M & M Skip Hire Limited	498.00
22/12/2022 33903 Poulton Hill Estate Limited	292.02
22/12/2022 33904 Auditing Solutions Ltd	1,152.00
22/12/2022 33905 Ridge	420.00
22/12/2022 33906 Rotary Club of Witney	100.00
22/12/2022 33907 Cotswold Security Systems Ltd	4,897.41
22/12/2022 33908 Seldram Supplies Oxford Ltd	15.96
22/12/2022 33909 Brady Corporation Ltd	347.22
22/12/2022 33910 Mrs Gill Sherwood	529.85
22/12/2022 33911 Spaldings Limited	49.81

Bank Reconciliation Statement as at 31/12/2022
for Cashbook 2 - BARCLAYS IMPREST A/C

			<u>Amount</u>	<u>Balances</u>
22/12/2022	33912	Tallis Amos Group Limited	600.00	
22/12/2022	33913	Tudor Environmental	16.80	
22/12/2022	33914	Ue Coffee Roasters Ltd	383.60	
				<u>25,732.63</u>
				-24,732.63
<u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				<u>0.00</u>
				-24,732.63
Balance per Cash Book is :-				-24,732.63
Difference is :-				0.00

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

24 Dec 2022 - 03 Jan 2023

Date	Description	Money out £	Money in £	Balance £
24 Dec	Start Balance			1,000.00
28 Dec	DD Direct Debit to Time Vendor Ref: 018826	155.72		844.28
	Cheque Issued Ref: 033864	100.00		744.28
	Giro Transfer From Account 70974641		255.72	1,000.00
29 Dec	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyzfms	69.60		930.40
	Cheque Issued Ref: 033879	400.00		530.40
	209748 70974765 Comm 05Sep/04Dec	76.87		453.53
	Giro Transfer From Account 70974641		546.47	1,000.00
3 Jan	Cheque Issued Ref: 033901	270.00		730.00
	Giro Transfer From Account 70974641		270.00	1,000.00
3 Jan	Balance carried forward			1,000.00
	Total Payments/Receipts	1,072.19	1,072.19	

Start balance	£1,000.00
Money out	£1,072.19
Commission charges	£76.87
Interest paid	£0.00
Money in	£1,072.19
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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MG 024281 F1V1189A 709F305GL00132 39800 A 02004

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Premium Account

At a glance

30 Nov - 06 Dec 2022

Date	Description	Money out £	Money in £	Balance £
30 Nov	Start Balance			309,556.88
	Giro to 70974765 Automatic	1,842.60		307,714.28
1 Dec	Giro to 70974765 Automatic	621.00		307,093.28
5 Dec	Giro to 70974765 Automatic	1,000.00		306,093.28
	Transfer to 20-97-48 70974765 Referlist	17,769.59		288,323.69
	% Interest Earned Gross For The Period 5 Sep - 4 Dec		572.57	288,896.26
6 Dec	Balance carried forward			288,896.26
	Total Payments/Receipts	21,233.19	572.57	

Start balance	£309,556.88
Money out	£21,233.19
Money in	£572.57
► Gross interest earned	£572.57
End balance	£288,896.26

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 30/11/2022
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	30/11/2022	1	307,714.28
			<u>307,714.28</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			307,714.28
<u>Receipts not Banked/Cleared (Plus)</u>			
03/10/2022 101191		1,500,000.00	
			<u>1,500,000.00</u>
			1,807,714.28
		Balance per Cash Book is :-	1,807,714.28
		Difference is :-	0.00

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MG 029604 F1VI022A 709F303DA00148 39800 A 19996

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Premium Account

At a glance

24 Dec 2022 - 03 Jan 2023

Date	Description	Money out £	Money in £	Balance £	
24 Dec	Start Balance			156,032.55	Start balance £156,032.55
28 Dec	Giro to 70974765 Automatic	255.72		155,776.83	Money out £1,072.19
29 Dec	Giro to 70974765 Automatic	546.47		155,230.36	Money in £0.00
					► Gross interest earned £0.00
3 Jan	Giro to 70974765 Automatic	270.00		154,960.36	End balance £154,960.36
3 Jan	Balance carried forward			154,960.36	
	Total Payments/Receipts	1,072.19	0.00		

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 31/12/2022
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	31/12/2022	1	155,230.36
			<u>155,230.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			155,230.36
<u>Receipts not Banked/Cleared (Plus)</u>			
03/10/2022 101191		1,500,000.00	
			<u>1,500,000.00</u>
			1,655,230.36
		Balance per Cash Book is :-	1,655,230.36
		Difference is :-	0.00

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POLICY, GOVERNANCE AND FINANCE COMMITTEE

Date: Monday, 30th January 2023

Title: Grants & Subsidised Lettings

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

The budget for general grants (4100/407) for the financial year, 2022-23, budget cycle was £23,740*

*£3,740 was brought forward from the previous year

The budget for subsidised lettings (4110/407) for the financial year, 2022-23, budget cycle was £1,800.

Discretionary Grant Applications

The following applications for discretionary grants have been received: -

1. Witney Town Band (Training Band)

A request for £300 has been received from the Witney Town Band Training Band towards the routine running of the band and maintenance repair of training instruments.

Members should note that £660 was awarded to the Senior Witney Town Band within this financial year at the June 2022 meeting of this committee. The Band were advised that as the training band were a completely different group, that this application could be considered within the same year.

2. Clean Slate

A request for £500 has been received from Clean Slate to help towards support those suffering domestic abuse in the cost of living crisis.

3. Witney Talking News

A request for £500 has been received from Witney Talking News to help towards funding publicity and new recording/editing software.

Subsidised Letting Applications

The following applications for subsidised letting of the Council's premises have been received: -

1. Wear Without Waste

A request for £283.33 for subsidised hire of the Corn Exchange to hold a fashion show on 18 February has been received. This new business is trying to repurpose second hand garments to build sustainability and promote a circular fashion system.

Youth Services Grant 2022-23

The Parish of Witney contacted Officers to advise that they would not be claiming the award of £2,500 agreed by the Council in October 2022.

The reasons why are in the email provided as an appendix to this report. Members should consider whether these funds are retained, redistributed or ring-fenced for the Parish of Witney Project in the new financial year.

Additional Financial Requests & Matters

Witney Music Festival

As part of the Council's desired commitment to an ongoing partnership with Witney Music Festival, the Council should consider the amount of funds available to the Leys event in the new financial year (June 2023). The request is for £10,000.

In addition to the amount provided, the Council should also consider the subsidised letting cost of this event which will be £2,214.

Witney Carnival Committee

Witney Carnival has submitted a grant request form for £2,100 towards the 2023 Carnival to be held on The Leys in July.

In addition to the amount provided, the Council should also consider the subsidised letting cost of this event which will be £1,660.50.

LibFest

LibFest will hold its last event in June 2023 and has submitted an application for subsidised hire of The Leys for £1,476.

Witney Pride

Witney Pride will be holding a day's event at The Leys on 27th May. Members should consider whether to allow subsidised hire of the ground which will be £738.

A damage deposit of £1,000 will need to be paid prior to all the events above and will be returned after the event providing there is no damage.

Oxfordshire Play Association

The new year's OPA Play Day has been set for 3rd August and will be held at Oxlease. The event is classed as a Town Council event, but OPA manage and administer the event. OPA have submitted a grant form for this year's event for £1,000 and as usual, will source grant funding from other organisations.

Volunteer Link Up

The Council has received a letter of thanks from Volunteer Link Up for the grant of £2,000 awarded in 2022/23.

Environmental impact

There would be no direct environmental impact if these requests were granted. The environmental impact for events on the Recreation Ground will be dealt with by the committees that have the jurisdiction over them.

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 Council has a policy and criteria for which it uses to award its grants to ensure public funds are allocated and used appropriately.

The Council has the General Power of Competence (GPC) which generally discretionary grants are awarded under.

Financial implications

As outlined in the report and grant applications.

- The remaining budget for discretionary grant applications in the current year is £18,366.66*
- The remaining budget for subsidised lettings is £960.43
- Subsidised Lettings at The Leys come under budget line 4110/202 which has a budget of £10,000 for 2023/24 and would therefore cover all these Leys community events charges (£4,612.90).
- The grant request for Witney Carnival and Rotary Xmas Lights Switch is budgeted in the new year for the amount of £4,500 on line 4104/408
- The grant request for Witney Music Festival will need to be covered from an underspend in the discretionary grant budget (4100/407).
- Oxfordshire Play Association has a separate budget agreed for £1,000 in 23/24 (4106/408)

*does not include any award to Clean Slate or Witney Town Band Training Band

Recommendations

Members are invited to note this report and;

1. Consider the requests for discretionary grant funding from Witney Town Band Training Band, Clean Slate, and Witney Talking News and;
2. Consider the request for subsidised letting from Wear Without Waste and;
3. Consider what action it would like to take concerning the Parish of Witney unclaimed Youth Services Grant and;

4. Consider The Leys subsidised letting requests and allocation for Witney Music Festival, Witney Carnival, LibFest, and Witney Pride and;
5. Consider grant requests from Witney Music Festival and Witney Carnival and;
6. Consider releasing the payment of £1,000 to Oxfordshire Play Association and;
7. Note the letter of thanks from Volunteer Link Up.



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Witney Town Band (Training Band)	
Correspondence Address		[REDACTED]	
Post Code	[REDACTED]	Tel No.	[REDACTED]
Contact Name	Jon Warwick		
Position in Organisation	Treasurer (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>Witney Town Band (WTB) is a community brass band with approx. 30 members and welcome all new players. However, players do need to have reasonable proficiency with their instrument and a key source of new players comes from the Training Band. This is a small band (currently approx. 10 players) under the expert guidance of Mrs A Howes, and as players develop and mature, they progress to the main band when suitable, and continue their musical journey. The training band is therefore a vital source of new players.</p> <p>The aim of Training Band is to teach relative newcomers to brass the essentials of their wind instruments and ensemble playing. The band rehearses for 1 hour per week, term time, in the main hall of the High Street Methodist Church. Unlike the main band, the Training band cannot generate funds through performance and so a nominal charge is made for band membership.</p>			
(2) Membership			
How many members do you have?		10	
Approximately how many of your members live in Witney?		Almost all members live in Witney or in the surrounding area	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		£35 per pupil, per term.	

Are you affiliated to a national organisation? If so, which one?	We pay membership to the Oxfordshire District Brass Band Association (ODDBA)		
Local venue/meeting place	Witney Methodist Hall		
(3) Grants			
Purpose for which the grant is required:			
<p>(1) To help finance the routine functioning of the band, and the grant will supplement the income received from membership fees. There are fixed costs relating to Methodist Hall rental, and expenses for the Musical Director. Variable costs relate to music purchase, competition entry, and instrument purchase & maintenance.</p> <p>(2) Many of the training band instruments need service & repair. There are certain instruments (for example, a student Eb bass) that require over-hall. The membership fees collected are not sufficient to allow this.</p>			
Amount of grant applied for	£300		
Has your organisation previously applied to the Town Council for a grant?			No
If YES please give details			
Have you applied for a grant to any other body or organisation?			NO
If YES please give details			
(4) Financial			
<p><i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i></p> <p>As a community society we do not have audited accounts. Neither do we intend to generate profit, or file tax returns. We are not a business. We do produce a Treasurer's annual report that is made available to all members at our AGM (attached).</p> <p>The Training Band is a separate entity to the Witney Town Main Band, with a separate bank account.</p> <p>The Training Band has not previously applied for grant funding.</p>			
(5) Fundraising			
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>Nil</p>			
(6) General			

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

WTB (**Main Band**) does not charge subscriptions to its members but relies on generating sufficient income through performance. A community band that is free to join, participate in and enjoy is an important part of its ethos. However, the **Training Band** is unable to do this, but is closely linked to the Main Band in some respects (it shares an insurance policy), and players will progress to main band as their skills develop. The financial constraints of the Covid era have required the Training Band to become more financially self-sufficient, since regular performance income for Main Band fell to zero for over 2 years. The Training Band now pays for its share of rehearsal venue hire and instrument service & maintenance. Whilst wishing to keep membership fees as affordable as possible, we are seeking further external grant funding to help with the operation of this community band.

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

Signed: Jon Warwick

Date: 7/9/22

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Clean Slate	
Registered Address*			
Post Code		Tel No.	
Contact Name		Nadia Brown	
Position in Organisation		CEO (i.e. Chairman, Treasurer, Secretary)	
Registered Charity	YES/NO	Registration No.	1197726
<p><i>What are the activities and/or aims of the organisation:</i> The purpose of Clean Slate is to provide long term emotional support for male and female survivors of abuse in the UK, particularly in Cherwell and wider Oxfordshire. We aim to encourage individuals to explore their own mental health needs and adopt positive coping strategies for long term recovery. To support Men, Women and their families who have been victim too or witnessed domestic, sexual, mental, emotional, and financial abuse.</p>			
(2) Membership			
How many members do you have?		370 + clients per year	
Approximately how many of your members live in Witney?		15% from witney and surrounding areas	
Is membership restricted in any way?		no	
What is your annual subscription, if any?		donations if affordable but no one gets turned away	
Are you affiliated to a national organisation? If so, which one?		no	
Local venue/meeting place		On-Line counselling, freedom programme and courses	

(3) Grants		provision of extra support.
Purpose for which the grant is required:		In the current climate with the cost-of-living crisis and so many families struggling, this increases the numbers at risk of domestic abuse, this includes children witnessing or experiencing domestic abuse.
Amount of grant applied for	£ 500.00	
Has your organisation previously applied to the Town Council for a grant?		YES/NO
If YES please give details	we used to run group in witney methodist 2012	
Have you applied for a grant to any other body or organisation?		YES/NO
If YES please give details	All other local parish and town councils	
(4) Financial		
Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.		
(5) Fundraising		
What fundraising events or activities will your organisation be holding this year? We will be running charity bingo events and some individuals are doing sponsored events but with the deepening financial crisis fundraising is difficult		
(6) General		
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature. Please provide or attach any additional information which may assist the Council in reaching its decision.		
I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.		
Signed: N Brown		Date: 22/8/22

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

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

Document is Restricted

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Office Opening Times

Monday to Thursday 9am – 3pm

Fridays Closed

How to Refer

If you would like to access this service or refer a friend/client, please visit our website.

Mission Statement

We have everything we need within ourselves to make the changes required to improve our lives, talking therapies enable us to discover this.

Who We Are?

About Us

Survivors supporting survivors to deal with the effects of abuse

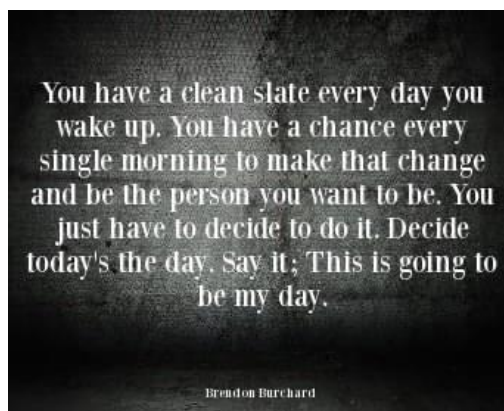
Contact Us

Phone: 01869 232461

Email: office@cleanslate.org.uk

Web: www.cleanslate.org.uk

Clean Slate,
The Chapel, Building 572
Brice Road, Upper Heyford, Oxon,
OX25 5TE



If you would like to donate you can donate through our website

All donations greatly received!



A Helping Hand To
Move On

**LISTENING AND
SUPPORT SERVICE
FOR MALE AND
FEMALE VICTIMS OF
PHYSICAL, SEXUAL,
EMOTIONAL AND
MENTAL ABUSE**

Registered charity: 1197726

ABOUT US

We provide a service that empowers, builds self-esteem, and develops the talking and coping skills of victims of abuse.

We have been providing this service for 12 years in Oxfordshire. The service has developed over the years as it has become more apparent that it is the individual's mental health that is worst effected as a result of abuse.

We support male and female victims of physical, sexual, mental, emotional, and financial abuse regardless of age, race, culture, sexuality. Our aim is to improve mental health and build healthy pathways for the future, for clients and their families.

Why do I need support or counselling?

Sometimes it is difficult to talk about trauma, the feelings and emotions associated with it, this is often because we are worried about being judged or burdening our family or friends or maybe they are involved in your history. Many people feel ashamed, guilty, sadness, anger, fear, and helplessness after their experience.

Talking can help you to get a better understanding of these feelings and emotions towards the events in your life, as well as how you might change things that are no longer working for you.

What we offer?

Counselling

Individuals, confidential support for men & women 16 and over who have been victims of abuse.

- Clients can self-refer or can be referred by agencies.
- Support is currently online; however, we can offer face to face sessions if necessary.
- Short-term & Long-term support offered.
- Evening and weekend appointments are available on request but is subject to availability.

Please note that we currently have 3 months waiting list for counselling.

Emotional Support Sessions

Sometimes it is good to be able to talk to someone to get some perspective and gain some emotional stability.

Each session is 30 minutes duration and is facilitated by experienced listeners. We offer a safe space where we provide information, signposting, advice, and emotional support.

Courses & Groups

Women's Support Group
Self-Love Journey
Wednesday's 10am -12noon

Freedom Programme - Online
Monday's 7pm - 9pm

Healing the Inner Child – Online
Healing the Inner Child – In person
Dealing with the Narcissist - Online

For more information on courses or workshops or to book a place please visit our website or call us on 01869 232461

Resources

Useful links to different services and support available, self-help guides, helplines, and assistance.

Cost

We offer affordable counselling and support to people who are otherwise unable to afford it. We cover part of the costs from charitable fundraising and donors. It costs us £40 to deliver a session and we ask for donations towards this cost to enable us to continue delivering the service.

No one will ever be turned away for lack of funds.

Clean Slate Service's



We have everything we need within ourselves to make the changes required to improve our lives, talking therapies enable us to discover this.

Counselling and 1-to-1 support

Individuals, confidential support for men & women 16 and over who have been victims of abuse.

- Clients can self-refer or can be referred by agencies.
- Support is currently online; however, we can offer face to face sessions if necessary.
- Short-term & Long-term support offered

Freedom Programme

Freedom Programme is a national Domestic Abuse Programme which aims to help women understand and make sense of the abuse they have suffered. It is a rolling programme. It is a 12-week programme, and each session are 2 hours long.

Mondays 7.30pm-9pm (online) – Starting 12th September 22

Healing the Inner Child

Discover the concept of the inner child - what it is, the effects of denying it, how to heal our inner child, and the benefits of doing so. You'll be introduced to some of the most important figures in the industry, explore case studies, and learn how to use inner child work to complete your own emotional healing journey.

Start Date: 7th September 2021
Time: 12.30pm -2pm
Venue: Bicester

Start Date: 15th September 2021
Time: 7.30pm -9pm
Venue: Online

Women's Support Group

Wednesdays 10am – 12pm

Weekly meetings offering confidential support, information, and strategies for positive change.

Open to all women who are experiencing abuse or who have been abused in the past. Participants share feelings, concerns, and fears with one another and learn to work on their own mental health & wellbeing as the effect of living with domestic abuse can be far reaching and affect the whole family. We work with women to find themselves, set goals for the future, access volunteering which could lead to paid work, organise family events to encourage families to learn to have fun together and to learn from each other about positive relationships.

Dealing with the Narcissist Course

There are many different types of narcissists that you may have come across in life – you may work for someone with narcissistic traits, you may be married to a narcissist. This course has been created to help you recognise narcissism, avoid emotional manipulation, deal with narcissism, and recover from narcissistic or damaging relationships.

Start Date: Thursday 15th September (10 weeks)
Time: 10am – 12.30pm
Venue: Online

To refer a client please visit our website www.cleanslate.org.uk

All courses and programmes can be booked online

Or for more information please call 01869 232461 or email outreach@cleanslate.org.uk

Registered charity No: 1197726

Clean Slate, The Chapel, Brice Road, Upper Heyford, Bicester, Oxon, OX25 5TE

Tel: 01869 232461, E-mail: office@cleanslate.org.uk

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Clean Slate's Courses & Programmes for September 2022

All courses and programmes can be booked online – www.cleanslate.org.uk

Start Date	Time	Training and link	Format	Description
Any date	Anytime	Healing the Inner Child Healing the Inner Child Clean Slate	Self-paced training on online learning platform	Discover the concept of the inner child - what it is, the effects of denying it, how to heal our inner child, and the benefits of doing so. You'll be introduced to some of the most important figures in the industry, explore case studies, and learn how to use inner child work to complete your own emotional healing journey.
7 th September 2022	10am-12pm	Women's Support Group WSG - Survivor to Thriver Clean Slate	Face to Face (Bicester)	Building Resilience after abuse. We will be looking at how narcissistic abuse has affected us and how we can recover, rebuild, and rejuvenate our lives to build a brighter future.
7 th September 2022	12.30pm-2pm	Healing the Inner Child Healing the Inner Child - Face-to-Face Clean Slate	Face to Face (Bicester)	Discover the concept of the inner child - what it is, the effects of denying it, how to heal our inner child, and the benefits of doing so. You'll be introduced to some of the most important figures in the industry, explore case studies, and learn how to use inner child work to complete your own emotional healing journey.
12 th September 2022	7.30pm-9.30pm	Freedom Programme Freedom Programme - MON PM Clean Slate	Online	Freedom Programme is a national Domestic Abuse Programme which aims to help women understand and make sense of the abuse they have suffered. It is a rolling programme. It is a 12-week programme, and each session are 2 hours long.
15 th September 2022	10am-11.30am	Dealing with the Narcissist Dealing with the Narcissist - Online Clean Slate	Online	There are many different types of narcissists that you may have come across in life – you may work for someone with narcissistic traits, you may be married to a narcissist. This course has been created to help you recognise narcissism, avoid emotional manipulation, deal with narcissism, and recover from narcissistic or damaging relationships.
15 th September 2022	7.30pm-9pm	Healing the Inner Child Healing the Inner Child - Online Course Clean Slate	Online	Discover the concept of the inner child - what it is, the effects of denying it, how to heal our inner child, and the benefits of doing so. You'll be introduced to some of the most important figures in the industry, explore case studies, and learn how to use inner child work to complete your own emotional healing journey.

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		WITNEY TALKING NEWS	
Registered Address*			
Post Code		Tel No.	
Contact Name		BYRON RUSSELL	
Position in Organisation		PUBLICITY OFFICER / TRUSTEE (i.e. Chairman, Treasurer, Secretary)	
Registered Charity		<input checked="" type="radio"/> YES / <input type="radio"/> NO	Registration No. 277434
<p>What are the activities and/or aims of the organisation: WITNEY TALKING NEWS (WTN.ORG) HAS PROVIDED A WEEKLY SPOKEN NEWS RECORDING FOR THE LOCAL BLIND / VISUALLY IMPAIRED COMMUNITY, AND THOSE WHO CANNOT HOLD OR READ A NEWSPAPER. RECORDINGS ARE AVAILABLE ONLINE AND (FOR THOSE WITHOUT A COMPUTER OR INTERNET) VIA A USB STICK AND PLAYER; THESE ARE SUPPLIED FREE OF CHARGE, AND POSTAGE COSTS (FOR THE WEEKLY USB-STICK RECORDING) ARE COVERED BY ROYAL MAIL. WE WERE ESTABLISHED 40 YEARS AGO AND ARE ENTIRELY RUN BY VOLUNTEERS, WHO PROFESSIONALLY RECORD THE PROGRAMMES + ADMINISTER THE SERVICE.</p>			
(2) Membership			
How many members do you have?		58 (AVERAGE 98 REGULAR LISTENERS ONLINE)	
Approximately how many of your members live in Witney?		APPROX 30;	
Is membership restricted in any way?		USE OF THE FREE POSTAL SERVICE IS RESTRICTED TO REGISTERED BLIND MEMBERS	
What is your annual subscription, if any?		NONE	
Are you affiliated to a national organisation? If so, which one?		TALKING NEWS FEDERATION	
Local venue/meeting place		METHODIST CHURCH WITNEY (RECORDINGS)	

(3) Grants

Purpose for which the grant is required:

- NEW POSTERS + PUBLICITY MATERIALS TO RAISE AWARENESS
- NEW RECORDING + EDITING SOFTWARE

Amount of grant applied for

£ 500 - 00

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

~~YES~~/NO

If YES please give details

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

YES/NO

If YES please give details

BARTETT TAYLOR TRUST
WITNEY TOWN CHARITY
BRIAN CRAWFORD TRUST

(4) Financial

Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.

(5) Fundraising

What fundraising events or activities will your organisation be holding this year?

NONE PLANNED, AS YET

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

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

Signed:

Date: 24/01/2023

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation

Name of Organisation	Wear Without Waste		
Registered Address*	[REDACTED]		
Post Code	OX29 9UA	Tel No.	[REDACTED]
Contact Name	Naomi Bridges		
Position in Organisation	Business owner/partner (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO	Registration No.	

What are the activities and/or aims of the organisation:

We are a new local small business trying to repurpose second hand garments to build sustainability and promote a circular fashion system.
Selling and altering evening wear at a range of prices, suitable for all budgets.
We want to hold some events to showcase our stock, targeting the prom/bridal market.

(2) Membership

How many members do you have?	N/A
Approximately how many of your members live in Witney?	N/A
Is membership restricted in any way?	N/A
What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	N/A
Local venue/meeting place	N/A

(3) Grants

Purpose for which the grant is required: Hire of the Corn Exchange

Amount of grant applied for

£

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

NO

If YES please give details

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

NO

If YES please give details

(4) Financial

Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.

(5) Fundraising

What fundraising events or activities will your organisation be holding this year?

N/A

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

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

Signed: Naomi Bridges

Date: 6/12/2022

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

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

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Dear Adam

I would firstly like to thank you and the team for the amazing work you are all doing within the council, and to thank you all for being supporters of the vision for 'The Tent'

Unfortunately, at this time, with deep regret, we will be returning the grant, not because we do not need or want it but because, with the amount allocated, it is impossible to carry out the vision as a great part of the funding was for the Portacabin (The Tent) to be able facilitate and run the activities for children youth and the community.

I apologise for the delay in responding , but we were trying every avenue we could think of to try and raise more money to make up the shortfall, but to no avail.

I would hope that we would be able to apply again in the future as we will persevere with this vision, knowing that it will meet the need of many. We don't give up, we just re-adjust.

Once again, thank you very much for both your time and support.

Laverne

Laverne Williams

Schools Chaplain | Youth Lead | Director ODBE

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Witney Music Festival	
Registered Address*			
Post Code		Tel No.	
Contact Name	Eric Marshall		
Position in Organisation	Chairman <small>(i.e. Chairman, Treasurer, Secretary)</small>		
Registered Charity	NO	Registration No.	We are a social enterprise
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>The aim is to give opportunities to young musicians in witney to showcase their talent and attract people to Witney for the festival to benefit local hotels, pubs, restaurants and other commercial activities for visitors to Witney. Also, to allow the population of witney to celebrate music and have fun over a two day period</p>			
(2) Membership			
How many members do you have?		We have 4 directors	
Approximately how many of your members live in Witney?		All directors live in witney	
Is membership restricted in any way?		There is not a membership as such and our activities are open to everyone	
What is your annual subscription, if any?		none	
Are you affiliated to a national organisation?		We are a social enterprise	

If so, which one?		
Local venue/meeting place		
(3) Grants		
Purpose for which the grant is required:		
To aid cash flow before the festival as so much cost is required before we can raise money on the day		
Amount of grant applied for	£10,000	
Has your organisation previously applied to the Town Council for a grant?		YES
If YES please give details	We have applied for grants every year primarily for the free use of the Leys	
Have you applied for a grant to any other body or organisation?		NO
If YES please give details		
(4) Financial		
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>		
(5) Fundraising		
What fundraising events or activities will your organisation be holding this year?		
We hope to run some events in the Corn Exchange		
(6) General		
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.		
Please provide or attach any additional information which may assist the Council in reaching its decision.		
We are entering a partnership with the council for all future events and as part of this we will brand the main stage to demonstrate the partnership and also carry out press coverage and social media coverage to promote the partnership to help demonstrate the good things the council do to support the people of Witney. Happy to collaborate on these things to ensure the council perspective is covered.		
I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.		

Signed: [Redacted]	Date: 24/01/2023
--------------------	------------------

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

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

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

Address for correspondence:	[Redacted]
Telephone number:	[Redacted]
E mail address:	[Redacted]

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		WITNEY CARNIVAL	
Registered Address*			
Post Code		Tel No.	
Contact Name	SIMON HAMILTON		
Position in Organisation	CHAIR OF WITNEY CARNIVAL COMMITTEE (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	-YES/NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>TO ARRANGE THE WITNEY CARNIVAL PROCESSION AROUND WITNEY FOLLOWED BY THE WITNEY CARNIVAL ON THE LEYS.</p>			
(2) Membership			
How many members do you have?		14	
Approximately how many of your members live in Witney?		NOT KNOWN	
Is membership restricted in any way?		RESTRICTED TO MEMBERS OF WITNEY ROTARY CLUB, WITNEY LIONS, WITNEY ROUND TABLE AND WITNEY ATC STAFF	
What is your annual subscription, if any?		NIL	
Are you affiliated to a national organisation? If so, which one?		NONE	
Local venue/meeting place		WITNEY ATC HEADQUARTERS	

(3) Grants	
Purpose for which the grant is required: TO SPONSOR AND SUPPORT WITNEY CARNIVAL 2023	
Amount of grant applied for	£ 2100
Has your organisation previously applied to the Town Council for a grant?	YES/NO
If YES please give details	PREVIOUS WITNEY CARNIVALS
Have you applied for a grant to any other body or organisation?	YES/NO
If YES please give details	
(4) Financial	
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>	
(5) Fundraising	
What fundraising events or activities will your organisation be holding this year? ONLY WITNEY CARNIVAL 2023	
(6) General	
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.	
Please provide or attach any additional information which may assist the Council in reaching its decision.	
<i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i>	
Signed:	Date: 3 DEC 2022

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

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



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		LIBFEST	
Registered Address*			
WITNEY		OXFORDSHIRE	
Post Code		Tel No.	
Contact Name		FAVE CARRICK	
Position in Organisation		CHAIR OF LIBFEST <small>(i.e. Chairman, Treasurer, Secretary)</small>	
Registered Charity	YES <input checked="" type="radio"/> NO <input type="radio"/>	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>TO PUT ON A ONE DAY FESTIVAL IN MEMORY OF LIBERTY BAKER WHO WAS A 14 yr OLD GIRL WHO WAS KILLED BY A DANGEROUS DRIVER WHILST WALKING TO SCHOOL IN WITNEY. WE RAISE MONEY FOR 3 NOMINATED CHARITIES EACH TIME WE HOLD A FESTIVAL</p>			
(2) Membership			
How many members do you have?		THE LIBFEST TEAM IS 10 PEOPLE	
Approximately how many of your members live in Witney?		8 live in Witney, 2 in Abingdon.	
Is membership restricted in any way?		N/A	
What is your annual subscription, if any?		N/A	
Are you affiliated to a national organisation? If so, which one?		N/A	
Local venue/meeting place		ADDRESS AS ABOVE FOR COMMITTEE MEETINGS.	

(3) Grants	
Purpose for which the grant is required: TO COVER THE COST OF THE HIRE OF THE LEYS FOR 24TH JUNE 2023	
Amount of grant applied for	£ 1,476.00
Has your organisation previously applied to the Town Council for a grant? (YES/NO)	
If YES please give details	PREVIOUS YEARS OF LISPET - 2015, 2016, 2017, 2019
Have you applied for a grant to any other body or organisation? (YES/NO)	
If YES please give details	
(4) Financial	
Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.	
(5) Fundraising	
What fundraising events or activities will your organisation be holding this year? General fundraising - Oxford Half Marathon, New York Marathon, raffle, street collection, 'snail race' night, music event in local pubs.	
(6) General	
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.	
Please provide or attach any additional information which may assist the Council in reaching its decision.	
I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.	
Signed:	Date: 05/01/23

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation

Name of Organisation	Witney Pride		
Registered Address*	[REDACTED]		
Post Code	[REDACTED]	Tel No.	[REDACTED]
Contact Name	Beth Sherlock and Mark Lambert		
Position in Organisation	Chair and Vice Chair (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	No	Registration No.	n/a

What are the activities and/or aims of the organisation:

Organise events and activities, to raise awareness and support the LGBTQ+ community in West Oxfordshire.
For example, Quizzes, Games nights, Country Walks, supporting awareness and memorial activities put on by members (attended by Liz Duncan on behalf of Witney Town council in her role as Mayor), Organising Pride March and festival day

(2) Membership

How many members do you have?	6 members
Approximately how many of your	4

members live in Witney?			
Is membership restricted in any way?	<i>At the moment membership is limited by the Community Interest Company (CIC) Membership rules</i>		
What is your annual subscription, if any?	<i>No</i>		
Are you affiliated to a national organisation? If so, which one?	<i>EPOA (European Pride Organisers Association)</i>		
Local venue/meeting place	<i>No</i>		
(3) Grants			
Purpose for which the grant is required: <i>Cover the fee of hiring The Leys for the Witney Pride Festival day (Saturday 27 May)</i>			
Amount of grant applied for	<i>£200 or whatever the chargeable fee is for the hiring of The Leys</i>		
Has your organisation previously applied to the Town Council for a grant?			<i>Yes</i>
If YES please give details	<i>In 2019 , We applied for and received £200 for a film showing to raise awareness for Terrence Higgins Trust</i>		
Have you applied for a grant to any other body or organisation?			<i>Yes</i>
If YES please give details	<i>In 2022 we received grants from various district councillors including Cllr Enright, Cllr Coles and Cllr Walker, to help with the costs of the festival</i>		
(4) Financial			
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation. attached</i>			
(5) Fundraising			

What fundraising events or activities will your organisation be holding this year?

**Quizzes,
Festival day selling merchandise
Raffles**

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

Although we only have 6 members, we have anything between 10 and 1500 people attend our events , we are expecting approximately 2000 people for this year pride

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

Signed: **M LAMBERT**

Date: **22/01/2023**

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Oxfordshire Play Association (OPA)	
Registered Address*		Suite 7-03, Unit 7-8, Area C, Radley Road Industrial Estate Radley Road Abingdon, Oxon	
Post Code	OX14 3RY	Tel No.	07436 270267
Contact Name		Martin Gillett	
Position in Organisation		OPA Manager / Project Manager <small>(i.e. Chairman, Treasurer, Secretary)</small>	
Registered Charity	YES	Registration No.	1160320
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>Vision = To improve lives through Play</p> <p>Mission Statement = To champion and to support the rights of all Children and Young People to have access to high quality, inclusive Play opportunities to improve physical, mental and spiritual wellbeing</p> <p>Purpose, Values and Objectives</p> <ul style="list-style-type: none"> • Create Playful communities for Children and their Families • Raise awareness amongst parents and carers of the importance of Play in their Children's lives • Promote the importance of Play to Statutory, Corporate and Voluntary organisations • Increase the number of qualified Playworkers delivering high quality Play as part of a qualified workforce • Provide services and support to settings and partnerships that promote and influence Play and Playwork 			
(2) Membership			
How many members do you have?		We no longer operate a membership Scheme due to the administration costs involved	
Approximately how many of your members live in Witney?		N/A	
Is membership restricted in any way?		All of our projects and services offer both FREE Entrance and FREE Activities to ensure an Inclusion for ALL	

What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	Play England
Local venue/meeting place	Countywide / Across Oxfordshire

(3) Grants

Purpose for which the grant is required: Witney Play & Activity Day 2023

The event will be delivered on Thursday 3rd August 2023 at Oxlease, Waddards Meadow.

Each year OPA organises a series of Play and Activity days at multiple venues across Oxfordshire in line with the ethos of National Playday, the celebration of the Child's Right to Play, (www.playday.org.uk)

From 2012 to 2022 we have delivered almost 130 events across Oxfordshire and beyond which have been attended by over 145,000 'guests'
(Our 2020 Events were postponed due to Coronavirus Lockdowns / Restrictions)

The key selling point of our project is that all of our events offer both FREE Entrance and FREE Activities to ensure an Inclusion for ALL.

These events were already becoming increasingly important with the savage cuts previously imposed on Children and Families services in Oxfordshire (including the closure of local Children's Centres and Youth Services) in terms of providing activities and information on services available to local families. These needs were further exacerbated by the issues caused by Covid-19.

For more than a year, children and their families across the UK were forced to spend time indoors, inactive and isolated from friends due to Covid-19 restrictions. It is not surprising that we have seen unprecedented increases in children's mental health problems and loneliness, alongside reduced physical activity.

In response, child psychologists, paediatricians and educators have independently and urgently called for play to be central to children's recovery from the Covid-19 pandemic, and many others agree.

In addition to Austerity and Covid, Families now face an unprecedented Cost of Living Crisis.

Play is vital to children's physical and mental health and development, and it happens when children and young people follow their own ideas and interests, in their own way, and for their own reasons. Play provides opportunities for social interaction and physical activity, it can reduce children's stress and promote wellbeing and is a dynamic facilitator of creativity. Importantly, social connection and play offer myriad learning opportunities and positively support children's academic attainment and learning.

All of our Playday events are very well received and our events in Witney are always very well attended.

These events were extremely popular before the Covid pandemic but are more needed now than ever as Families and Communities continue to recover from numerous Lockdowns and Restrictions which have had a detrimental effect on the Physical and Mental Wellbeing of everyone

We are the only organisation in Oxfordshire that delivers large scale Community events like these offering both FREE Entrance and FREE Activities so that we ensure an inclusion for ALL

Our project / event will have the following key, Aims and Objectives;

- 1) Promote Positive Behaviours & Activities (reduce anti-social behaviour)
- 2) Promote Increased Levels of Physical Activity
- 3) Promote a Healthy Lifestyle (healthy choices)
- 4) Promote Healthy Weight Management (obesity reduction)
- 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

For Parents / Carers

- 1) Provide an Event offering both FREE Entrance & FREE Activities to Ensure an Inclusion for ALL
- 2) Demonstrate how Play can be achieved on a Zero / Minimal Budget using Natural & Recycled materials
- 3) Provide information on services and activities available in the local and wider area

For Communities

- 1) Encourage a greater sense of belonging to promote Active & Engaged Communities (Love where you Live)
- 2) Promote local clubs, groups and societies
- 3) Involve local groups, communities and Children & Young People in the planning and delivery of each event

Amount of grant applied for

£1,000

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

YES

If YES please give details

2022 = Witney Play & Activity Day (Burwell Meadow) = £1,000
 2021 = Witney Play & Activity Day (Oxlease) = £1,000
 2019 = Witney Play & Activity Day (West Witney S&SC) = £1,000
 2018 = Witney Play & Activity Day (The Leys) = £850
 2017 = Witney Play & Activity Day (King George V Playing Field) = £500

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

YES

If YES please give details

West Oxon DC (Community Activities Grant) = £500
 Cottsway Community Fund = £1,000
 Witney Town Hall Charity = £1,000
 Grants & Trusts = £1,000

(4) Financial

Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.

(5) Fundraising

What fundraising events or activities will your organisation be holding this year?

We do not hold public, fundraising events although we do offer a monthly donation scheme through 'Friends of OPA' and the Council Charitable Lotteries

We fundraise through Grants and Trusts and via Contacts

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

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

Signed: M Gillett (submitted electronically)

Date: 4th January 2023

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

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

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VOLUNTEER LINK-UP

Volunteer Link Up (West Oxfordshire), Volunteer Centre West Oxfordshire
Methodist Church Centre, 10 Wesley Walk, Witney, Oxon, OX28 6ZJ.
Tel/Fax: 01993 776277, email: office@vlu.org.uk. www.vlu.org.uk

21/11/22

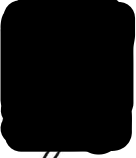
Dear Adam

Could I please ask you to thank all members of Witney Town Council for the generous grant of £2000.00.

We are a very small charity and this sum of money will make a major difference to what we are able to do.

We will use your grant to keep connecting volunteers with vulnerable people within the Witney Area.

With best wishes to all
at Witney Town Council



Barry Beade
GENERAL MANAGER

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date:	Monday, 30 January 2023
Title:	Financial Report & Associated Matters
Contact Officer:	Deputy Town Clerk - Adam Clapton Responsible Financial Officer (RFO – Nigel Warner)

BACKGROUND

The purpose of this report is to provide information to Members on the financial position of the Council as part of the internal controls and due diligence.

CURRENT SITUATION

Detailed income and expenditure statements for the whole of the Council's approved budgets for the period up to 31 December 2022.

It should be noted that income and expenditure is not necessarily spread equally over the 12-month period.

For information, the current salary and overhead allocations position is:

- Salaries – have been added to 31.12.22
- Dept 503 and 601 agency and works – closed at end of month 6. No estimates for 23/24
- Dept 602 – office allocations have been added to 30.11.22
- Dept 604. This started 1.10.22. Budgets have been allocated but no actuals for month 7, 8 and 9 have been added.
- Dept 605 – general maintenance has been added to 30.11.22
- Dept 606 – grounds (ex. Agency) This started 1.10.22. Budgets have been allocated but no actuals have been added for month 7, 8 and 9.

If Members have any specific questions please email the RFO before the meeting so that he will be able to respond and provide an answer at the meeting.

FINANCIAL IMPLICATIONS OF RECOMMENDATIONS MADE BY SPENDING COMMITTEES

It is the Council's usual practice that all matters discussed, and recommendations made by spending committees which have financial implications, are reported to this committee. This committee is responsible for the overall fiscal management of the Council.

Additional financial matters and updates are also included in this report for transparency.

Parks & Recreation Committee – 9th January 2023

PR19 – Leys Area Play Surfacing. The committee agreed that the entrance and swing area in the park should be repaired from the existing Leys Maintenance budget.

Halls Cemeteries & Allotments Committee- 16th January 2023

H33 – Holy Trinity Churchyard Tree Works. The committee agreed to remove three trees in the churchyard from the existing arboriculture budget.

H34 - Allotment Gates. The committee agreed to a request from Witney Allotment Association to install gates at each of the allotment sites from the existing allotments EMR. A three-year-old wooden gate at Hailey Road will be retained for future use on the Council's estate.

Stronger Communities Committee- 23rd January 2023

SC41 – Communications Report. The Committee agreed the annual newsletter should be created and distributed by Contractor 2, which would be within or near to the scheduled budget of £3,000.

ASSOCIATED FINANCIAL MATTERS

Asset Disposal

Corn Exchange Tiered Seating Platform (Picture attached)

Prior to the installation of the new retractable seating, performance seating could be accommodated by using a tiered seating platform which was purchased by the Council on the urgent closure of the Corn Exchange in 2011 for approximately £15,000.

Officers would like to dispose of this asset, with the agreement of this committee in line with the Council's financial regulations,

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Policy and Finance Committee, together with any other consents required by law.

Due to the lack of storage space, it is not practical for the Council to retain the platform and Burwell Hall is never used as a performance space. The platform has the wear and tear associated with items of this age but is structurally sound when erected. The Council has the following options:

- Dispose of the seating platform by selling for the best offer
- Dispose of the tiered seating platform for scrap metal value
- Dispose of the seating platform by offering to another community group/hall

Children's Christmas Lights

The Council holds an annual competition amongst schoolchildren to design a Christmas Light which is then created and added to the town's display. The year's winning entry is attached to the Town Hall, and each year the previous six winning entries are attached to the restaurant opposite. Each year, the oldest light (seventh oldest) is stored by the current lights' contractor. At the end of any contract, these lights are returned to the Council.

There is currently no policy on the disposal of these assets and previously they have been stripped and the metal sold for scrap to re-coup costs.

Officers have been approached by the parent of a child whose winning entry is no longer part of the display regarding the possibility of buying it.

If the committee is agreeable, a policy could be formulated that all lights are offered to winning entrant families at the end of their seven displayed years and for what price they are sold for disposal.

Corn Exchange Refurbishment – Projector Equipment

At the meeting of the Corn Exchange Working Party on 24th November, it was agreed that as an extension to the audio and lighting tender and within existing budgets, that the Council should go ahead and procure projection equipment for the Corn Exchange.

For the purposes of financial transparency, this item had been added as an optional extra in the original tender so fell within financial regulations of the Council.

LGA Associate Membership Offer Through NALC

Please see the attached email relating to the Super Council's Network offer of Associate Membership to the Local Government Association for 2023-24.

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 regarding its facilities and services it operates.

RISK

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

All the Council's Committees receive financial reports to conduct its checks and balances, and consideration is given to budgets and funding availability when agreeing expenditure.

With regards to the tiered seating platform, the Council should be looking to recoup costs to the public purse.

FINANCIAL IMPLICATIONS

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

Reported here or in the report above.

- In the current contract, the cost for producing the child's Christmas light is £600 per year
- The reduced cost of the associate LGA membership for 2023-24 is £530+VAT

RECOMMENDATIONS

Members are invited to note the report and;

1. Agree the recommendations of the spending committees as detailed above and,
2. Consider the disposal method of the redundant tiered seating platform at the Corn Exchange and;
3. Consider the disposal of Children's Christmas lights at the end of their display life and the price for which they are sold (if agreed) and;
4. Note the purchase of Projection Equipment in the Corn Exchange as an addition to the audio and lighting and;
5. Consider membership of the LGA, at a reduced cost through NALC.

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
102	<u>LANGDALE HALL</u>									
1050	RENT RECEIVED	20,000	20,302	20,302	15,227	20,302	0	20,302	0	0
1052	EXPENSES RECOVERED	0	217	0	100	435	0	200	0	0
1058	WATER RECOVERED	900	795	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	630	575	605	607	607	0	650	0	0
Total Income		21,530	21,889	20,907	15,934	21,344	0	21,152	0	0
4012	WATER RATES	900	296	0	-29	-29	0	0	0	0
4021	TELEPHONE/FAX	160	179	0	134	200	0	200	0	0
4025	INSURANCE	630	555	605	696	696	0	750	0	0
4036	PROPERTY MAINTENANCE	1,000	690	1,000	0	1,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VATABLE)	450	429	450	325	325	0	450	0	0
4059	OTHER PROF FEES	1,000	0	2,000	450	2,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1,000	-1,000	-1,000	0	0	0	0
4888	O/S STAFF RCHG	888	234	853	70	302	0	0	0	0
4890	O/S O'HEAD RCHG	160	55	174	14	96	0	0	0	0
4892	C/S STAFF RCHG	706	3,526	4,136	2,256	3,677	0	4,492	0	0
4893	C/S O'HEAD RCHG	0	1,018	1,148	688	1,037	0	1,294	0	0
4896	MTCE STAFF RECHARGE	0	0	0	198	568	0	1,057	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	30	47	0	103	0	0
4899	DEPOT REALLOCATION	0	0	0	0	60	0	110	0	0
5199	Depreciation Charge to Service	0	13,131	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		6,894	22,112	10,366	3,832	9,979	0	11,456	0	0
Movement to/(from) Gen Reserve		14,636	(222)	10,541	12,102	11,365		9,696		
103	<u>BARS</u>									
1000	BAR SALES - DRINK	8,000	15,698	22,500	15,899	19,000	0	22,500	0	0
1001	BAR SALES - FOOD	2,000	5,233	25,050	14,428	18,000	0	20,000	0	0
1002	BAR HIRE CHARGE	0	392	504	608	750	0	750	0	0
1009	CAFE SALES - HOT DRINKS	6,000	22,866	27,300	37,388	39,000	0	39,000	0	0
Total Income		16,000	44,189	75,354	68,323	76,750	0	82,250	0	0
3000	BAR PURCHASES - DRINK	4,000	7,695	11,500	12,344	11,500	0	11,500	0	0
3001	BAR PURCHASES - FOOD	1,000	3,464	12,525	11,948	10,000	0	10,000	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	1,000	4,529	13,650	8,882	13,650	0	14,000	0	0
Direct Expenditure		6,000	15,688	37,675	33,174	35,150	0	35,500	0	0
4001	SALARIES	22,912	31,328	62,227	46,215	59,493	0	66,953	0	0
4002	ER'S NIC	0	0	5,050	2,058	3,712	0	7,356	0	0
4003	ER'S SUPERANN	4,972	1,681	6,155	1,909	2,856	0	3,459	0	0
4007	PROTECTIVE CLOTHING	100	92	450	493	750	0	750	0	0
4016	CLEANING MATERIALS	0	0	0	15	250	0	300	0	0
4038	OTHER MAINTENANCE	0	0	0	220	500	0	750	0	0
4042	EQUIPMENT	3,450	3,399	3,000	5,289	7,000	0	5,000	0	0
4059	OTHER PROF FEES	0	0	0	450	600	0	700	0	0
4099	MISCELLANEOUS	0	0	0	639	1,000	0	1,000	0	0
4892	C/S STAFF RCHG	1,765	8,815	10,339	5,641	9,191	0	11,229	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	0	2,546	2,869	1,720	2,592	0	3,235	0	0
	Overhead Expenditure	33,199	47,859	90,090	64,648	87,944	0	100,732	0	0
	Movement to/(from) Gen Reserve	(23,199)	(19,358)	(52,411)	(29,500)	(46,344)		(53,982)		
104	<u>CORN EXCHANGE</u>									
1007	CORN EXCHNGE LETTING	20,000	23,625	35,000	29,635	35,000	0	38,500	0	0
1014	EVENTS INCOME	1,000	829	2,000	833	1,000	0	4,000	0	0
1015	TEA DANCE INCOME	0	171	1,500	844	1,200	0	1,500	0	0
1016	FUNCTION REFRESHMENT	500	213	250	0	0	0	0	0	0
1017	CORN EXCHANGE WEDDING LETTING	0	0	0	485	485	0	500	0	0
1049	FACILITY HIRE - EQUIP	0	8	100	0	0	0	0	0	0
	Total Income	21,500	24,846	38,850	31,798	37,685	0	44,500	0	0
4001	SALARIES	42,949	24,998	67,136	32,605	54,416	0	61,962	0	0
4002	ER'S NIC	2,629	1,571	2,500	2,274	3,614	0	4,395	0	0
4003	ER'S SUPERANN	6,264	3,586	6,900	5,446	8,122	0	9,387	0	0
4007	PROTECTIVE CLOTHING	200	160	300	88	300	0	300	0	0
4008	TRAINING	500	150	850	125	850	0	1,000	0	0
4011	RATES	4,665	1,134	4,665	1,999	2,225	0	4,500	0	0
4012	WATER RATES	500	300	500	1,317	1,000	0	1,100	0	0
4014	ELECTRICITY	5,200	4,826	5,200	5,471	9,000	0	36,000	0	0
4015	GAS	5,200	4,022	6,300	5,031	8,750	0	26,250	0	0
4016	CLEANING MATERIALS	2,310	1,375	2,460	1,387	2,500	0	3,000	0	0
4017	CONTRACT CLEAN/WASTE	5,500	2,539	3,850	3,188	3,850	0	3,500	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4018	PHOTOCOPIER COSTS	150	89	100	34	50	0	50	0	0
4021	TELEPHONE/FAX	600	632	700	593	850	0	900	0	0
4025	INSURANCE	650	651	690	795	795	0	850	0	0
4028	I.T.	1,400	1,296	1,400	1,052	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	1,000	0	1,500	0	500	0	1,000	0	0
4032	PUBLICITY	4,000	228	6,000	367	6,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	5,000	4,677	8,000	3,271	8,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	3,342	4,000	1,749	4,000	0	4,000	0	0
4042	EQUIPMENT	750	741	1,500	587	1,500	0	2,000	0	0
4043	SMALL TOOLS & EQUIPT	350	194	150	84	150	0	150	0	0
4045	LICENCES	2,300	1,977	4,000	405	4,000	0	4,000	0	0
4048	ENG.INSPEC.(VATABLE)	300	290	300	318	318	0	350	0	0
4064	HEALTH & SAFETY	0	28	100	7	100	0	100	0	0
4141	EVENTS	2,000	1,338	8,000	2,000	8,000	0	10,000	0	0
4142	TEA DANCE COSTS	0	0	6,000	3,204	6,000	0	6,000	0	0
4143	REFRESHMENT COSTS	300	0	300	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	10,000	15,950	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,700	-1,700	-15,950	-15,950	-15,950	0	0	0	0
4888	O/S STAFF RCHG	3,296	6,455	3,165	3,396	1,120	0	0	0	0
4890	O/S O'HEAD RCHG	595	1,466	646	1,026	356	0	0	0	0
4892	C/S STAFF RCHG	10,910	17,629	20,679	11,282	18,382	0	22,459	0	0
4893	C/S O'HEAD RCHG	0	5,091	5,738	3,441	5,184	0	6,470	0	0
4896	MTCE STAFF RECHARGE	0	0	0	403	2,109	0	3,922	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	64	176	0	384	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	0	0	0	0	410	0	410	0	0
5198	Deferred Grants Released	0	-8,422	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	53,451	0	0	0	0	0	0	0
Overhead Expenditure		121,818	150,063	157,679	77,059	148,077	0	226,839	0	0
Movement to/(from) Gen Reserve		(100,318)	(125,218)	(118,829)	(45,261)	(110,392)		(182,339)		
105	<u>BURWELL HALL</u>									
1000	BAR SALES - DRINK	0	0	0	5,507	6,000	0	6,000	0	0
1002	BAR HIRE CHARGE	0	50	150	0	150	0	150	0	0
1005	BURWELL HALL LETTING	12,000	19,004	18,000	17,146	22,000	0	22,500	0	0
1016	FUNCTION REFRESHMENT	0	387	0	0	0	0	0	0	0
Total Income		12,000	19,441	18,150	22,654	28,150	0	28,650	0	0
4001	SALARIES	28,632	24,730	38,090	26,017	36,277	0	41,308	0	0
4002	ER'S NIC	1,753	1,751	3,050	1,868	2,409	0	2,930	0	0
4003	ER'S SUPERANN	4,176	4,143	4,600	4,344	5,415	0	6,258	0	0
4007	PROTECTIVE CLOTHING	300	0	0	0	0	0	300	0	0
4008	TRAINING	250	0	500	0	500	0	500	0	0
4009	TRAVELLING	125	0	0	0	0	0	0	0	0
4011	RATES	3,150	764	1,200	1,347	1,500	0	3,000	0	0
4012	WATER RATES	1,000	317	2,100	204	1,000	0	1,200	0	0
4014	ELECTRICITY	2,700	1,120	2,500	1,701	2,980	0	11,920	0	0
4015	GAS	4,000	3,775	4,000	3,940	6,445	0	15,000	0	0
4016	CLEANING MATERIALS	2,000	435	3,500	1,272	2,000	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4017	CONTRACT CLEAN/WASTE	3,000	1,188	3,000	703	2,000	0	2,200	0	0
4021	TELEPHONE/FAX	300	199	300	146	300	0	300	0	0
4025	INSURANCE	365	320	340	516	516	0	550	0	0
4028	I.T.	2,000	538	1,000	396	1,000	0	1,000	0	0
4030	RECRUITMENT ADVT'G	200	0	200	0	0	0	0	0	0
4032	PUBLICITY	1,850	0	2,000	0	2,000	0	1,000	0	0
4036	PROPERTY MAINTENANCE	3,000	1,084	5,000	804	5,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	2,831	2,100	1,496	2,100	0	2,100	0	0
4042	EQUIPMENT	1,050	725	1,500	0	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	100	1	0	0	0	0	0	0	0
4045	LICENCES	500	539	750	61	500	0	750	0	0
4048	ENG.INSPEC.(VATABLE)	160	143	160	300	300	0	325	0	0
4059	OTHER PROF FEES	150	6	150	450	450	0	0	0	0
4491	TFR TO EARMARKED RES	0	5,650	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-900	-900	-3,650	-3,650	-3,650	0	0	0	0
4888	O/S STAFF RCHG	16,518	14,274	15,862	778	5,615	0	0	0	0
4890	O/S O'HEAD RCHG	2,982	3,378	3,236	261	1,786	0	0	0	0
4892	C/S STAFF RCHG	9,039	3,588	4,136	2,256	3,677	0	4,492	0	0
4893	C/S O'HEAD RCHG	0	1,018	1,148	688	1,037	0	1,294	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	10,568	0	19,654	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	883	0	1,924	0	0
4899	DEPOT REALLOCATION	0	0	0	0	2,054	0	2,054	0	0
5199	Depreciation Charge to Service	0	4,056	0	0	0	0	0	0	0
Overhead Expenditure		90,500	75,672	96,772	45,900	96,162	0	128,559	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(78,500)</u>	<u>(56,230)</u>	<u>(78,622)</u>	<u>(23,247)</u>	<u>(68,012)</u>		<u>(99,909)</u>		
106	<u>MADLEY PARK COMMUNITY CENTRE</u>									
1060	INSURANCE RECOVERED	430	376	400	412	412	0	440	0	0
	Total Income	<u>430</u>	<u>376</u>	<u>400</u>	<u>412</u>	<u>412</u>	<u>0</u>	<u>440</u>	<u>0</u>	<u>0</u>
4025	INSURANCE	420	376	400	412	412	0	440	0	0
4036	PROPERTY MAINTENANCE	2,000	0	0	0	0	0	0	0	0
4038	OTHER MAINTENANCE	150	0	150	0	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	700	654	700	0	0	0	700	0	0
4059	OTHER PROF FEES	1,300	0	2,800	0	2,800	0	1,500	0	0
4164	MADLEY PARK TRUST GRANT	0	0	0	5,000	5,000	0	0	0	0
4491	TFR TO EARMARKED RES	0	1,300	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,000	-1,000	-1,300	-6,300	-6,300	0	0	0	0
4888	O/S STAFF RCHG	13	0	12	49	4	0	0	0	0
4890	O/S O'HEAD RCHG	2	0	3	16	1	0	0	0	0
4892	C/S STAFF RCHG	0	643	827	451	735	0	898	0	0
4893	C/S O'HEAD RCHG	0	204	230	138	208	0	259	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	8	0	15	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	1	0	1	0	0
4899	DEPOT REALLOCATION	0	0	0	0	2	0	2	0	0
5198	Deferred Grants Released	0	-16,189	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	16,189	0	0	0	0	0	0	0
	Overhead Expenditure	<u>3,585</u>	<u>2,177</u>	<u>3,822</u>	<u>-233</u>	<u>2,871</u>	<u>0</u>	<u>3,815</u>	<u>0</u>	<u>0</u>

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(3,155)</u>	<u>(1,801)</u>	<u>(3,422)</u>	<u>645</u>	<u>(2,459)</u>		<u>(3,375)</u>		
201	<u>SPLASHPARK</u>									
4012	WATER RATES	12,000	3,797	12,000	9,510	12,000	0	12,000	0	0
4016	CLEANING MATERIALS	300	368	275	86	275	0	300	0	0
4036	PROPERTY MAINTENANCE	5,000	2,827	5,000	1,311	5,000	0	5,000	0	0
4047	PLAY EQUIP MAINTENCE	2,500	0	2,500	13	2,500	0	2,500	0	0
4048	ENG.INSPEC.(VATABLE)	500	454	500	434	434	0	500	0	0
4491	TFR TO EARMARKED RES	0	4,500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	7,962	1,715	7,646	6,298	2,707	0	0	0	0
4890	O/S O'HEAD RCHG	1,437	403	1,560	1,648	861	0	0	0	0
4891	AGENCY SERVICES RECHARGE	13,274	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	5,094	0	9,474	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	426	0	927	0	0
4899	DEPOT REALLOCATION	0	0	0	0	990	0	990	0	0
5198	Deferred Grants Released	0	-25,082	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	68,207	0	0	0	0	0	0	0
Overhead Expenditure		<u>42,973</u>	<u>57,190</u>	<u>29,481</u>	<u>19,299</u>	<u>30,287</u>	<u>0</u>	<u>31,691</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(42,973)</u>	<u>(57,190)</u>	<u>(29,481)</u>	<u>(19,299)</u>	<u>(30,287)</u>		<u>(31,691)</u>		
202	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	1,000	2,331	1,000	318	750	0	2,000	0	0
1021	SPORTS - CRICKET	500	0	0	0	0	0	0	0	0
1043	GREEN FEES - WTBC	4,485	4,485	4,620	4,620	4,620	0	5,080	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1050	RENT RECEIVED	1,000	1,000	3,080	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	18,520	11,338	11,175	17,979	17,979	0	15,000	0	0
1052	EXPENSES RECOVERED	500	60	150	120	120	0	150	0	0
1058	WATER RECOVERED	175	175	150	175	150	0	150	0	0
1059	ELECTRICITY RECOVER	0	0	0	0	4,500	0	20,000	0	0
1099	MISCELLANEOUS INCOME	0	1,000	0	0	0	0	0	0	0
Total Income		26,180	20,388	20,175	24,213	29,119	0	43,380	0	0
4001	SALARIES	0	0	0	0	0	0	0	0	0
4002	ER'S NIC	0	0	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	0	0	0	0	0	0	0	0
4012	WATER RATES	4,000	0	3,000	0	0	0	0	0	0
4014	ELECTRICITY	0	43	7,000	8,390	15,890	0	24,800	0	0
4016	CLEANING MATERIALS	150	0	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	16,500	10,415	9,500	10,227	9,500	0	10,000	0	0
4021	TELEPHONE/FAX	0	0	0	18	0	0	0	0	0
4025	INSURANCE	250	224	240	224	224	0	240	0	0
4036	PROPERTY MAINTENANCE	10,000	6,220	7,500	200	7,500	0	7,500	0	0
4037	GROUNDS MAINTENANCE	5,000	144	5,000	4,588	5,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,500	0	4,000	142	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	2,000	73	4,000	160	4,000	0	4,000	0	0
4047	PLAY EQUIP MAINTENANCE	6,500	0	5,000	475	5,000	0	5,000	0	0
4048	ENG.INSPEC.(VATABLE)	430	398	430	499	499	0	550	0	0
4049	PLAY RISK ASSESSMENT	1,750	123	1,000	126	126	0	500	0	0
4059	OTHER PROF FEES	0	0	10,000	0	10,000	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4099	MISCELLANEOUS	0	320	0	0	0	0	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	0	10,000	5,343	6,000	0	10,000	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	1,000	0	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	6,500	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-2,750	-2,750	-3,500	-3,500	-3,500	0	0	0	0
4888	O/S STAFF RCHG	35,073	45,860	33,680	10,964	11,922	0	0	0	0
4890	O/S O'HEAD RCHG	6,332	9,685	6,872	4,078	3,792	0	0	0	0
4891	AGENCY SERVICES RECHARGE	44,046	87,664	34,101	34,101	34,101	0	0	0	0
4892	C/S STAFF RCHG	12,675	14,103	16,543	9,025	14,706	0	17,967	0	0
4893	C/S O'HEAD RCHG	0	4,073	4,590	2,752	4,147	0	5,176	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	6,604	0	23,566	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	4,071	0	8,701	0	0
4896	MTCE STAFF RECHARGE	0	0	0	5,111	22,439	0	41,731	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	799	1,875	0	4,084	0	0
4899	DEPOT REALLOCATION	0	0	0	0	2,357	0	4,361	0	0
Overhead Expenditure		155,456	183,097	159,956	93,722	169,753	0	176,676	0	0
Movement to/(from) Gen Reserve		(129,276)	(162,708)	(139,781)	(69,510)	(140,634)		(133,296)		
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,000	5,141	3,000	4,371	6,500	0	6,500	0	0
1021	SPORTS - CRICKET	525	1,507	1,751	1,464	1,464	0	1,500	0	0
1041	RENTAL - TENNIS CLUB	4,325	4,390	4,520	4,520	4,520	0	4,970	0	0
1042	RENTAL- PROJ.RANGE	2,530	2,570	2,650	2,650	2,650	0	2,915	0	0
1044	GREEN FEES - WMBC	2,650	2,690	2,770	2,770	2,770	0	3,050	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1045	GREEN FEES - WWBC	2,650	2,690	2,770	2,770	2,770	0	3,050	0	0
1050	RENT RECEIVED	10,300	17,491	21,820	15,268	9,850	0	9,850	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	6	0	6	0	0
1058	WATER RECOVERED	500	0	500	0	0	0	0	0	0
1060	INSURANCE RECOVERED	375	331	350	363	363	0	400	0	0
Total Income		26,861	36,816	40,137	34,181	30,893	0	32,241	0	0
4012	WATER RATES	1,250	0	750	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	200	4,566	0	0	0	0	0	0	0
4025	INSURANCE	610	555	590	676	676	0	725	0	0
4036	PROPERTY MAINTENANCE	500	1,693	1,500	98	1,500	0	1,500	0	0
4037	GROUNDS MAINTENANCE	1,500	3,151	2,500	0	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	0	73	1,000	604	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	175	159	175	175	175	0	200	0	0
4059	OTHER PROF FEES	5,000	460	7,000	250	7,000	0	2,000	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-2,000	-2,000	0	0	0	0	0
4888	O/S STAFF RCHG	10,666	13,158	10,242	5,528	3,626	0	0	0	0
4890	O/S O'HEAD RCHG	1,925	3,019	2,090	1,752	1,153	0	0	0	0
4891	AGENCY SERVICES RECHARGE	51,542	55,441	26,486	26,486	26,486	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	6,604	0	23,566	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	4,071	0	8,701	0	0
4896	MTCE STAFF RECHARGE	0	0	0	2,095	6,824	0	12,690	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	332	570	0	1,242	0	0
4899	DEPOT REALLOCATION	0	0	0	0	717	0	1,326	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5199	Depreciation Charge to Service	0	584	0	0	0	0	0	0	0
	Overhead Expenditure	73,368	84,861	50,333	35,995	61,902	0	54,450	0	0
	Movement to/(from) Gen Reserve	(46,507)	(48,045)	(10,196)	(1,815)	(31,009)		(22,209)		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	1,500	5,690	3,500	3,712	3,500	0	3,850	0	0
	Total Income	1,500	5,690	3,500	3,712	3,500	0	3,850	0	0
4036	PROPERTY MAINTENANCE	1,000	762	1,000	0	1,000	0	1,000	0	0
4037	GROUNDS MAINTENANCE	0	1,214	1,000	0	1,000	0	0	0	0
4046	SPORTS EQUIPMENT	0	0	2,000	0	3,000	0	3,000	0	0
4047	PLAY EQUIP MAINTENCE	2,000	768	2,000	160	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VATABLE)	475	456	475	499	499	0	550	0	0
4049	PLAY RISK ASSESSMENT	1,200	62	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	2,703	7,985	2,596	3,843	919	0	0	0	0
4890	O/S O'HEAD RCHG	488	1,948	530	1,045	292	0	0	0	0
4891	AGENCY SERVICES RECHARGE	24,033	25,851	12,350	12,350	12,350	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	4,717	0	16,833	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	29,098	0	6,215	0	0
4896	MTCE STAFF RECHARGE	0	0	0	2,251	1,730	0	3,217	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	370	145	0	315	0	0
4899	DEPOT REALLOCATION	0	0	0	0	182	0	336	0	0
	Overhead Expenditure	31,899	39,046	22,051	20,580	56,995	0	33,566	0	0
	Movement to/(from) Gen Reserve	(30,399)	(33,356)	(18,551)	(16,869)	(53,495)		(29,716)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	250	1,747	1,600	663	500	0	1,000	0	0
	Total Income	250	1,747	1,600	663	500	0	1,000	0	0
4036	PROPERTY MAINTENANCE	500	6	500	0	500	0	500	0	0
4037	GROUNDS MAINTENANCE	0	36	2,000	0	2,000	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	400	376	400	412	412	0	450	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4100	GRANTS GENERAL	500	0	1,000	0	500	0	500	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-500	-500	-500	0	0	0	0
4888	O/S STAFF RCHG	8,814	788	8,464	1,246	2,996	0	0	0	0
4890	O/S O'HEAD RCHG	1,591	198	1,727	402	953	0	0	0	0
4891	AGENCY SERVICES RECHARGE	11,532	12,404	5,926	5,926	5,926	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	1,415	0	5,050	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	872	0	1,865	0	0
4896	MTCE STAFF RECHARGE	0	0	0	243	5,639	0	10,487	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	40	471	0	1,026	0	0
4899	DEPOT REALLOCATION	0	0	0	0	592	0	1,096	0	0
	Overhead Expenditure	24,837	14,870	20,117	7,832	22,339	0	23,574	0	0
	Movement to/(from) Gen Reserve	(24,587)	(13,123)	(18,517)	(7,169)	(21,839)		(22,574)		
206	<u>WITNEY COUNTRY PARK</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1030	FISHING RIGHTS	1,400	1,200	1,450	0	1,450	0	1,500	0	0
1054	EASEMENTS/WAYLEAVES	0	1,500	0	0	0	0	0	0	0
Total Income		1,400	2,700	1,450	0	1,450	0	1,500	0	0
4001	SALARIES	17,217	0	27,852	4,905	21,429	0	32,410	0	0
4002	ER'S NIC	1,185	0	2,861	510	1,701	0	3,217	0	0
4003	ER'S SUPERANN	3,736	0	6,044	1,064	4,650	0	7,033	0	0
4007	PROTECTIVE CLOTHING	0	0	0	271	400	0	400	0	0
4026	BOOKS/PUBLICATIONS	20	0	20	39	100	0	100	0	0
4036	PROPERTY MAINTENANCE	100	34	100	309	500	0	500	0	0
4040	ARBORICULTURE	2,400	800	2,400	0	2,400	0	1,000	0	0
4042	EQUIPMENT	12,700	620	15,000	9,101	15,000	0	15,000	0	0
4059	OTHER PROF FEES	0	750	1,000	0	1,000	0	1,000	0	0
4064	HEALTH & SAFETY	0	558	1,500	333	1,500	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	20,120	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,600	-1,600	-4,100	-4,100	-4,100	0	0	0	0
4888	O/S STAFF RCHG	19,481	14,799	18,707	12,306	6,622	0	0	0	0
4890	O/S O'HEAD RCHG	3,517	3,206	3,817	4,695	2,106	0	0	0	0
4891	AGENCY SERVICES RECHARGE	6,151	6,617	3,161	3,161	3,161	0	0	0	0
4892	C/S STAFF RCHG	1,448	1,763	2,068	1,128	1,838	0	2,246	0	0
4893	C/S O'HEAD RCHG	0	509	574	344	519	0	647	0	0
4894	GROUND STAFF RECHARGE	0	0	0	0	472	0	1,683	0	0
4895	GROUND O'HEAD RECHARGE	0	0	0	0	291	0	622	0	0
4896	MTCE STAFF RECHARGE	0	0	0	857	12,463	0	23,179	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	137	1,042	0	2,269	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	0	0	0	0	1,309	0	2,422	0	0
	Overhead Expenditure	66,355	48,177	81,004	35,062	74,403	0	94,728	0	0
	Movement to/(from) Gen Reserve	(64,955)	(45,477)	(79,554)	(35,062)	(72,953)		(93,228)		
207	<u>MOORLAND ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	250	218	250	239	239	0	275	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	2,333	522	2,240	0	793	0	0	0	0
4890	O/S O'HEAD RCHG	421	106	457	0	252	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	1,492	0	2,775	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	125	0	272	0	0
4899	DEPOT REALLOCATION	0	0	0	0	157	0	290	0	0
	Overhead Expenditure	4,504	1,408	3,547	302	3,621	0	4,212	0	0
	Movement to/(from) Gen Reserve	(4,504)	(1,408)	(3,547)	(302)	(3,621)		(4,212)		
208	<u>WOOD GREEN PITCHES/PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	260	238	260	260	260	0	300	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	2,777	182	2,667	61	944	0	0	0	0
4890	O/S O'HEAD RCHG	501	52	544	22	300	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4891	AGENCY SERVICES RECHARGE	2,271	0	1,167	1,167	1,167	0	0	0	0
4894	GROUND STAFF RECHARGE	0	0	0	0	1,415	0	5,050	0	0
4895	GROUND O'HEAD RECHARGE	0	0	0	0	872	0	1,865	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	1,777	0	3,305	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	148	0	323	0	0
4899	DEPOT REALLOCATION	0	0	0	0	187	0	345	0	0
Overhead Expenditure		7,309	1,033	5,238	1,574	7,633	0	11,788	0	0
Movement to/(from) Gen Reserve		(7,309)	(1,033)	(5,238)	(1,574)	(7,633)		(11,788)		
209	<u>ETON CLOSE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	0	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	175	159	175	174	174	0	200	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4222	TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
4491	TFR TO EARMARKED RES	0	250	0	0	0	0	0	0	0
Overhead Expenditure		1,575	470	675	237	637	0	700	0	0
Movement to/(from) Gen Reserve		(1,575)	(470)	(675)	(237)	(637)		(700)		
210	<u>OXLEASE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	1,536	500	478	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	450	436	450	521	521	0	550	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	4,148	5,874	3,983	3,645	1,410	0	0	0	0
4890	O/S O'HEAD RCHG	748	1,365	813	1,122	448	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4891	AGENCY SERVICES RECHARGE	13,566	0	6,971	6,971	6,971	0	0	0	0
4894	GROUND STAFF RECHARGE	0	0	0	0	1,415	0	5,050	0	0
4895	GROUND O'HEAD RECHARGE	0	0	0	0	872	0	1,865	0	0
4896	MTCE STAFF RECHARGE	0	0	0	149	2,654	0	4,935	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	25	222	0	483	0	0
4899	DEPOT REALLOCATION	0	0	0	0	279	0	516	0	0
Overhead Expenditure		20,412	9,272	12,817	12,974	15,355	0	13,999	0	0
Movement to/(from) Gen Reserve		(20,412)	(9,272)	(12,817)	(12,974)	(15,355)		(13,999)		
211	<u>FIELDMERE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	768	250	12	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	275	258	275	260	260	0	300	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	4,111	75	3,948	61	1,398	0	0	0	0
4890	O/S O'HEAD RCHG	742	15	805	22	445	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	2,630	0	4,892	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	220	0	479	0	0
4899	DEPOT REALLOCATION	0	0	0	0	276	0	511	0	0
Overhead Expenditure		6,378	1,177	5,378	419	5,542	0	6,532	0	0
Movement to/(from) Gen Reserve		(6,378)	(1,177)	(5,378)	(419)	(5,542)		(6,532)		
212	<u>QUARRY ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	0	250	0	150	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	225	198	225	217	217	0	250	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	250	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	185	323	178	1,227	63	0	0	0	0
4890	O/S O'HEAD RCHG	33	81	36	660	20	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	1,123	119	0	221	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	173	10	0	22	0	0
4899	DEPOT REALLOCATION	0	0	0	0	12	0	23	0	0
Overhead Expenditure		1,693	914	789	3,463	654	0	866	0	0
Movement to/(from) Gen Reserve		(1,693)	(914)	(789)	(3,463)	(654)		(866)		
213	<u>RALEIGH CRESCENT PLAY AREA</u>									
4013	RENT PAID	5	5	5	0	5	0	5	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	1,000	0	100	0	0	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	3,740	51	3,591	0	1,271	0	0	0	0
4890	O/S O'HEAD RCHG	675	8	733	0	404	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	2,392	0	4,449	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	200	0	435	0	0
4899	DEPOT REALLOCATION	0	0	0	0	251	0	465	0	0
Overhead Expenditure		5,920	564	4,929	0	5,023	0	5,954	0	0
Movement to/(from) Gen Reserve		(5,920)	(564)	(4,929)	0	(5,023)		(5,954)		
214	<u>PARK ROAD PLAY AREA</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4013	RENT PAID	0	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	159	250	0	0	0	275	0	0
4049	PLAY RISK ASSESSMENT	0	0	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	0	1,221	0	187	0	0	0	0	0
4890	O/S O'HEAD RCHG	0	264	0	37	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	486	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	80	0	0	0	0	0
Overhead Expenditure		0	1,644	975	852	688	0	1,000	0	0
Movement to/(from) Gen Reserve		0	(1,644)	(975)	(852)	(688)		(1,000)		
301	<u>TOWER HILL CEMETERY</u>									
1050	RENT RECEIVED	11,350	11,918	11,350	13,620	13,620	0	13,620	0	0
1060	INSURANCE RECOVERED	225	190	200	0	400	0	225	0	0
1100	BURIAL FEES	3,500	6,721	3,500	5,468	6,475	0	4,000	0	0
1101	GRANT OF RIGHTS	350	1,391	1,000	1,686	1,400	0	1,000	0	0
1102	INTERMENT OF ASHES	6,000	5,438	3,000	7,785	9,000	0	9,000	0	0
1105	MEMORIAL FEES	3,000	4,927	3,511	3,908	4,000	0	3,500	0	0
1106	MEMORIAL PLAQUES	500	205	500	430	330	0	330	0	0
1108	CHAPEL FEES	0	428	214	107	107	0	214	0	0
1171	DONATIONS RECEIVED	0	0	0	443	0	0	0	0	0
Total Income		24,925	31,217	23,275	33,447	35,332	0	31,889	0	0
4001	SALARIES	7,077	6,548	11,970	9,166	10,402	0	12,541	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002	ER'S NIC	580	560	1,200	774	674	0	1,103	0	0
4003	ER'S SUPERANN	1,536	1,421	2,600	1,989	2,258	0	2,722	0	0
4007	PROTECTIVE CLOTHING	100	0	100	32	0	0	0	0	0
4011	RATES	3,809	3,385	3,555	3,503	3,892	0	4,250	0	0
4012	WATER RATES	100	209	220	187	220	0	250	0	0
4014	ELECTRICITY	450	445	450	272	450	0	1,000	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	1,605	2,560	645	2,560	0	1,000	0	0
4025	INSURANCE	250	190	200	208	208	0	225	0	0
4036	PROPERTY MAINTENANCE	6,000	2,197	6,000	322	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	52	0	0	0	0	0	0	0
4040	ARBORICULTURE	0	450	0	0	0	0	0	0	0
4042	EQUIPMENT	100	0	100	251	100	0	100	0	0
4059	OTHER PROF FEES	0	0	5,000	0	5,000	0	0	0	0
4064	HEALTH & SAFETY	0	14	100	0	100	0	100	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	0	0	200	0	0
4350	PLAQUES PURCHASED	500	194	0	329	264	0	300	0	0
4355	MEMORIAL MAINTENANCE	2,500	550	2,500	350	2,500	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	5,500	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-7,500	0	-7,500	0	0	0	0
4888	O/S STAFF RCHG	61,368	48,080	58,930	19,561	20,861	0	0	0	0
4890	O/S O'HEAD RCHG	11,080	10,438	12,023	5,682	6,635	0	0	0	0
4891	AGENCY SERVICES RECHARGE	35,588	38,281	18,288	18,288	18,288	0	0	0	0
4892	C/S STAFF RCHG	6,885	10,577	12,407	6,769	11,029	0	13,475	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	0	3,055	3,443	2,064	3,111	0	3,882	0	0
4894	GROUND STAFF RECHARGE	0	0	0	0	2,359	0	8,416	0	0
4895	GROUND O'HEAD RECHARGE	0	0	0	0	1,454	0	3,108	0	0
4896	MTCE STAFF RECHARGE	0	0	0	7,115	39,261	0	73,017	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	1,159	3,281	0	7,146	0	0
4899	DEPOT REALLOCATION	0	0	0	0	4,124	0	7,630	0	0
5199	Depreciation Charge to Service	0	3,877	0	0	0	0	0	0	0
Overhead Expenditure		140,713	137,627	134,376	78,665	137,561	0	148,995	0	0
Movement to/(from) Gen Reserve		(115,788)	(106,411)	(111,101)	(45,218)	(102,229)		(117,106)		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	16,500	15,146	9,630	18,716	19,000	0	15,000	0	0
1101	GRANT OF RIGHTS	15,000	18,495	17,500	22,596	20,000	0	20,000	0	0
1102	INTERMENT OF ASHES	5,000	3,023	5,250	3,824	5,250	0	5,500	0	0
1105	MEMORIAL FEES	3,500	6,096	5,500	4,361	5,500	0	6,000	0	0
1106	MEMORIAL PLAQUES	100	0	100	0	0	0	0	0	0
Total Income		40,100	42,759	37,980	49,497	49,750	0	46,500	0	0
4001	SALARIES	7,077	9,966	11,970	9,166	10,401	0	12,541	0	0
4002	ER'S NIC	580	788	1,200	774	674	0	1,103	0	0
4003	ER'S SUPERANN	1,536	2,163	2,600	1,989	2,257	0	2,721	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	0	0	0	0	0
4011	RATES	3,136	4,773	5,010	4,940	5,490	0	6,050	0	0
4012	WATER RATES	274	161	250	78	250	0	300	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	ELECTRICITY	1,750	1,820	2,000	1,051	2,000	0	4,000	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	1,000	815	1,000	478	1,000	0	1,000	0	0
4021	TELEPHONE/FAX	200	0	250	146	250	0	300	0	0
4025	INSURANCE	125	112	120	112	112	0	120	0	0
4036	PROPERTY MAINTENANCE	2,000	355	3,500	95	3,500	0	2,000	0	0
4037	GROUNDS MAINTENANCE	100	0	1,600	416	1,600	0	500	0	0
4038	OTHER MAINTENANCE	1,350	1,339	1,350	685	1,350	0	1,500	0	0
4041	EQUIPMENT HIRE	1,000	0	2,000	0	2,000	0	0	0	0
4042	EQUIPMENT	1,500	1,024	2,000	384	2,000	0	1,500	0	0
4059	OTHER PROF FEES	0	3,100	8,000	1,650	5,000	0	1,000	0	0
4064	HEALTH & SAFETY	0	14	100	0	100	0	100	0	0
4350	PLAQUES PURCHASED	500	0	500	25	100	0	500	0	0
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	0	2,000	0	2,000	0	0
4491	TFR TO EARMARKED RES	0	8,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-8,000	-6,000	-8,000	0	0	0	0
4888	O/S STAFF RCHG	110,326	65,509	105,943	29,283	37,503	0	0	0	0
4890	O/S O'HEAD RCHG	19,920	13,698	21,615	9,365	11,928	0	0	0	0
4891	AGENCY SERVICES RECHARGE	12,563	13,513	6,456	6,456	6,456	0	0	0	0
4892	C/S STAFF RCHG	6,885	10,577	12,407	6,769	11,029	0	13,475	0	0
4893	C/S O'HEAD RCHG	0	3,055	3,443	2,064	3,111	0	3,882	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	2,359	0	8,416	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	1,454	0	3,108	0	0
4896	MTCE STAFF RECHARGE	0	0	0	6,575	70,583	0	131,269	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4897	MTCE O'HEAD RECHARGE	0	0	0	1,036	5,899	0	12,848	0	0
4899	DEPOT REALLOCATION	0	0	0	0	7,414	0	13,718	0	0
5199	Depreciation Charge to Service	0	4,978	0	0	0	0	0	0	0
Overhead Expenditure		173,952	145,760	187,444	77,536	189,850	0	223,981	0	0
Movement to/(from) Gen Reserve		(133,852)	(103,001)	(149,464)	(28,039)	(140,100)		(177,481)		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
1060	INSURANCE RECOVERED	0	-1,108	0	0	0	0	0	0	0
Total Income		0	-1,108	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	25,150	157	11,000	7	11,000	0	11,000	0	0
4040	ARBORICULTURE	1,000	0	2,000	0	2,000	0	1,000	0	0
4059	OTHER PROF FEES	2,500	0	5,000	0	5,000	0	1,000	0	0
4355	MEMORIAL MAINTENANCE	0	0	0	3,326	3,326	0	0	0	0
4491	TFR TO EARMARKED RES	0	28,500	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-16,150	-16,150	-13,500	-6,826	-13,500	0	0	0	0
Overhead Expenditure		12,500	12,507	4,500	-3,493	7,826	0	13,000	0	0
Movement to/(from) Gen Reserve		(12,500)	(13,615)	(4,500)	3,493	(7,826)		(13,000)		
305	<u>ALLOTMENTS</u>									
1052	EXPENSES RECOVERED	0	142	0	0	0	0	0	0	0
Total Income		0	142	0	0	0	0	0	0	0
4013	RENT PAID	5	5	0	0	125	0	125	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036	PROPERTY MAINTENANCE	500	622	500	357	500	0	500	0	0
4037	GROUNDS MAINTENANCE	500	329	500	0	500	0	500	0	0
4888	O/S STAFF RCHG	999	15,346	959	3,976	339	0	0	0	0
4890	O/S O'HEAD RCHG	180	3,355	196	911	108	0	0	0	0
4891	AGENCY SERVICES RECHARGE	2,891	3,110	1,486	1,486	1,486	0	0	0	0
4892	C/S STAFF RCHG	706	2,644	3,102	1,692	2,757	0	3,369	0	0
4893	C/S O'HEAD RCHG	0	764	861	516	778	0	971	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	639	0	1,188	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	53	0	116	0	0
4899	DEPOT REALLOCATION	0	0	0	0	67	0	124	0	0
5198	Deferred Grants Released	0	-2,715	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	3,664	0	0	0	0	0	0	0
Overhead Expenditure		5,781	27,125	7,604	8,938	7,352	0	6,893	0	0
Movement to/(from) Gen Reserve		(5,781)	(26,983)	(7,604)	(8,938)	(7,352)		(6,893)		
401	<u>CIVIC ACTIVITIES</u>									
1099	MISCELLANEOUS INCOME	0	0	0	33	0	0	0	0	0
Total Income		0	0	0	33	0	0	0	0	0
4000	MAYORS ALLOWANCE	3,000	245	3,000	784	3,000	0	3,000	0	0
4150	CIVIC FUNCTIONS	2,000	241	2,500	692	2,500	0	2,000	0	0
4152	MAYOR'S CHAIN	200	268	300	0	300	0	300	0	0
4153	ANNUAL CIVIC AWARDS	200	0	200	0	200	0	200	0	0
4491	TFR TO EARMARKED RES	0	500	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4495	TFR FROM EARMARKED R	0	0	-500	-500	-500	0	0	0	0
4892	C/S STAFF RCHG	28,069	28,206	33,086	18,051	29,412	0	35,934	0	0
4893	C/S O'HEAD RCHG	0	8,146	9,181	5,505	8,294	0	10,352	0	0
5199	Depreciation Charge to Service	0	102	0	0	0	0	0	0	0
Overhead Expenditure		33,469	37,708	47,767	24,532	43,206	0	51,786	0	0
Movement to/(from) Gen Reserve		(33,469)	(37,708)	(47,767)	(24,498)	(43,206)		(51,786)		
402	<u>COMMUNITY INFRASTRUCTURE</u>									
1052	EXPENSES RECOVERED	0	2,488	0	0	0	0	0	0	0
1170	GRANTS RECEIVED	0	1,990	0	7,365	7,365	0	0	0	0
1171	DONATIONS RECEIVED	0	1,468	1,000	3,300	2,300	0	0	0	0
Total Income		0	5,945	1,000	10,665	9,665	0	0	0	0
4001	SALARIES	0	0	0	1,177	0	0	0	0	0
4002	ER'S NIC	0	0	0	126	0	0	0	0	0
4003	ER'S SUPERANN	0	0	0	255	0	0	0	0	0
4013	RENT PAID	5	0	5	0	0	0	0	0	0
4014	ELECTRICITY	800	1,189	1,000	1,469	2,100	0	4,100	0	0
4017	CONTRACT CLEAN/WASTE	4,000	1,015	5,000	1,768	5,000	0	3,000	0	0
4025	INSURANCE	125	112	120	112	112	0	120	0	0
4035	BUS SHELTER MAINTENANCE	2,000	18	2,000	20	2,000	0	2,000	0	0
4036	PROPERTY MAINTENANCE	2,630	438	2,630	625	2,630	0	2,630	0	0
4037	GROUPS MAINTENANCE	3,000	0	3,000	0	3,000	0	3,000	0	0
4038	OTHER MAINTENANCE	0	0	0	3	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4039	HORTICULTURE	750	209	750	0	750	0	750	0	0
4040	ARBORICULTURE	29,750	12,820	35,480	5,973	35,480	0	20,000	0	0
4066	TREE REPLACEMENT	8,000	5,836	6,000	4,450	6,000	0	8,000	0	0
4067	Tree Survey	6,250	6,201	8,000	0	8,000	0	8,000	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	0	44,752	35,120	31,877	40,000	0	44,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	2,500	1,161	4,000	1,461	4,000	0	4,000	0	0
4200	STREET FURNITURE	0	3,732	1,000	2,089	2,089	0	1,000	0	0
4205	CLIMATE EMERGENCY	25,788	788	0	0	0	0	0	0	0
4208	COVID-19 MEMORIAL	0	0	1,500	0	1,500	0	0	0	0
4210	CHURCH CLOCK	3,000	0	4,500	69	4,500	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	8,000	731	7,250	1,013	7,250	0	7,250	0	0
4491	TFR TO EARMARKED RES	0	57,430	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-29,500	-48,500	-33,730	-23,730	-33,730	0	0	0	0
4888	O/S STAFF RCHG	73,887	31,970	70,952	20,276	25,116	0	0	0	0
4890	O/S O'HEAD RCHG	11,601	7,126	14,476	5,880	7,989	0	0	0	0
4891	AGENCY SERVICES RECHARGE	150,692	170,187	81,866	81,866	81,866	0	0	0	0
4892	C/S STAFF RCHG	12,675	14,103	16,543	9,025	14,706	0	17,967	0	0
4893	C/S O'HEAD RCHG	0	4,073	4,590	2,752	4,147	0	5,176	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	19,812	0	70,697	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	12,212	0	26,103	0	0
4896	MTCE STAFF RECHARGE	0	0	0	17,031	47,271	0	87,913	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	2,710	3,951	0	8,604	0	0
4899	DEPOT REALLOCATION	0	0	0	0	4,965	0	9,187	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	10,000	0	10,000	0	10,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5198	Deferred Grants Released	0	-1,039	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,647	0	0	0	0	0	0	0
Overhead Expenditure		325,953	329,000	282,052	168,298	322,716	0	344,997	0	0
Movement to/(from) Gen Reserve		(325,953)	(323,054)	(281,052)	(157,633)	(313,051)		(344,997)		
403	<u>PLANNING</u>									
4892	C/S STAFF RCHG	19,948	19,392	22,747	12,410	20,221	0	24,705	0	0
4893	C/S O'HEAD RCHG	0	5,600	6,312	3,785	5,702	0	7,117	0	0
Overhead Expenditure		19,948	24,992	29,059	16,195	25,923	0	31,822	0	0
Movement to/(from) Gen Reserve		(19,948)	(24,992)	(29,059)	(16,195)	(25,923)		(31,822)		
407	<u>GRANTS & DONATIONS (INC S137)</u>									
1171	DONATIONS RECEIVED	0	0	0	0	0	0	0	0	0
Total Income		0	0	0	0	0	0	0	0	0
4099	MISCELLANEOUS	0	1,100	0	0	0	0	0	0	0
4100	GRANTS GENERAL	13,640	6,723	23,740	4,903	23,740	0	20,000	0	0
4101	GRANT CAB	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	3,100	0	0	0	0	0	0	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	54,000	450	0	44	0	0	0	0	0
4107	Witney Dementia Alliance	1,000	0	1,000	0	0	0	1,000	0	0
4108	DO NOT USE	1,000	1,000	0	0	0	0	0	0	0
4110	SUBSIDIZED LETTINGS	1,800	332	1,800	840	1,800	0	1,800	0	0
4111	WATER SAFETY/EDUCATION	0	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4160	TOWN TWINNING	2,000	0	0	0	0	0	0	0	0
4161	TOWN TWINNING ROOM HIRE	500	0	0	0	0	0	0	0	0
4162	GRANT VOLUNTEER LINK-UP	500	500	2,000	2,000	2,000	0	2,000	0	0
4167	BUS SERVICE	21,000	0	0	3,500	0	0	0	0	0
4169	CHILDREN & YOUTH PROVISION	40,250	0	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	6,900	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-34,390	-13,390	-11,240	-6,900	-6,900	0	0	0	0
Overhead Expenditure		106,400	5,615	19,300	6,387	22,640	0	26,800	0	0
Movement to/(from) Gen Reserve		(106,400)	(5,615)	(19,300)	(6,387)	(22,640)		(26,800)		
408	<u>COMMUNITY ACTIVITIES</u>									
4001	SALARIES	0	0	0	7,289	4,231	0	4,778	0	0
4002	ER'S NIC	0	0	0	710	449	0	502	0	0
4003	ER'S SUPERANN	0	0	0	1,582	918	0	1,037	0	0
4103	GRANT YOUTH COUNCIL	500	0	500	0	0	0	500	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	0	2,100	4,100	4,100	4,100	0	4,500	0	0
4106	GRANT - PLAY DAY	0	0	1,000	1,000	1,000	0	1,000	0	0
4109	BLUE PLAQUES	1,000	0	1,000	300	1,000	0	0	0	0
4111	WATER SAFETY/EDUCATION	0	0	10,000	0	10,000	0	2,000	0	0
4112	GRANT - WITNEY TOWN BAND	0	0	660	660	660	0	750	0	0
4141	EVENTS	10,212	2,501	9,000	5,437	9,000	0	9,000	0	0
4145	QUEENS JUBILEE (2022)	0	0	3,000	2,092	3,000	0	0	0	0
4146	KINGS CORONATION (2023)	0	0	0	0	0	0	3,000	0	0
4160	TOWN TWINNING	0	500	500	0	500	0	500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4161	TOWN TWINNING ROOM HIRE	0	0	500	0	250	0	500	0	0
4167	BUS SERVICE	0	21,000	21,000	12,250	21,000	0	21,000	0	0
4169	CHILDREN & YOUTH PROVISION	0	35,913	44,340	28,834	44,340	0	40,000	0	0
4170	ADVENT FAYRE	0	634	2,000	1,076	2,000	0	2,000	0	0
4491	TFR TO EARMARKED RES	0	5,340	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,000	-3,000	-1,000	-5,340	-5,340	0	0	0	0
4892	C/S STAFF RCHG	54,266	56,413	66,172	36,102	58,823	0	71,867	0	0
4893	C/S O'HEAD RCHG	0	16,291	18,362	11,010	16,589	0	20,704	0	0
5199	Depreciation Charge to Service	0	98	0	0	0	0	0	0	0
Overhead Expenditure		64,978	137,790	181,134	107,101	172,520	0	183,638	0	0
Movement to/(from) Gen Reserve		(64,978)	(137,790)	(181,134)	(107,101)	(172,520)		(183,638)		
502	<u>TOWN HALL MAINTEN'CE</u>									
1050	RENT RECEIVED	13,950	19,950	13,950	11,638	13,950	0	13,950	0	0
1052	EXPENSES RECOVERED	0	0	0	-109	0	0	0	0	0
1170	GRANTS RECEIVED	0	22,401	0	0	0	0	0	0	0
Total Income		13,950	42,351	13,950	11,529	13,950	0	13,950	0	0
4001	SALARIES	0	0	0	0	0	0	0	0	0
4002	ER'S NIC	0	0	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	0	0	0	0	0	0	0	0
4013	RENT PAID	19,000	15,500	15,500	10,313	15,500	0	16,500	0	0
4025	INSURANCE	1,250	872	925	934	934	0	1,000	0	0
4036	PROPERTY MAINTENANCE	4,100	22,703	4,500	1,971	4,500	0	4,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4038	OTHER MAINTENANCE	1,750	3,225	2,000	1,676	2,000	0	2,000	0	0
4041	EQUIPMENT HIRE	0	0	2,000	406	1,000	0	1,000	0	0
4059	OTHER PROF FEES	6,450	5,430	2,500	0	2,500	0	2,500	0	0
4495	TFR FROM EARMARKED R	-9,950	-9,950	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	1,074	25,750	1,031	3,141	365	0	0	0	0
4890	O/S O'HEAD RCHG	1,939	5,912	210	1,404	116	0	0	0	0
4892	C/S STAFF RCHG	3,248	3,526	4,136	2,256	3,677	0	4,492	0	0
4893	C/S O'HEAD RCHG	0	1,018	1,148	688	1,037	0	1,294	0	0
4896	MTCE STAFF RECHARGE	0	0	0	4,610	687	0	1,277	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	757	57	0	125	0	0
4899	DEPOT REALLOCATION	0	0	0	0	72	0	133	0	0
Overhead Expenditure		28,861	73,986	33,950	28,155	32,445	0	34,821	0	0
Movement to/(from) Gen Reserve		(14,911)	(31,635)	(20,000)	(16,627)	(18,495)		(20,871)		
503	<u>AGENCY SERVICES</u>									
4300	AGENCY MAINT'CE	362,951	413,068	198,257	198,257	198,257	0	0	0	0
4310	AGENCY MAINT'CE V O	5,000	0	0	0	0	0	0	0	0
4320	AGENCY SPECIAL ADVCE	200	51	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	5,000	0	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	-368,151	-413,068	-198,257	-198,257	-198,257	0	0	0	0
Overhead Expenditure		0	5,051	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(5,050)	0	0	0		0		
505	<u>PRECEPT</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1176	PRECEPT	1,691,877	1,691,877	1,829,398	1,829,398	1,829,398	0	1,953,834	0	0
Total Income		1,691,877	1,691,877	1,829,398	1,829,398	1,829,398	0	1,953,834	0	0
Movement to/(from) Gen Reserve		1,691,877	1,691,877	1,829,398	1,829,398	1,829,398		1,953,834		
506	INTEREST RECEIVED									
1190	INTEREST RECEIVED	4,500	3,101	2,500	12,757	16,000	0	36,000	0	0
Total Income		4,500	3,101	2,500	12,757	16,000	0	36,000	0	0
4051	BANK CHARGES	2,000	1,805	2,000	1,917	2,000	0	3,000	0	0
Overhead Expenditure		2,000	1,805	2,000	1,917	2,000	0	3,000	0	0
Movement to/(from) Gen Reserve		2,500	1,296	500	10,840	14,000		33,000		
601	WORKS DEPARTMENT (TO 30/09)									
1099	MISCELLANEOUS INCOME	0	195	0	341	341	0	0	0	0
Total Income		0	195	0	341	341	0	0	0	0
4001	SALARIES	276,737	230,913	97,515	97,515	97,515	0	0	0	0
4002	ER'S NIC	36,201	20,731	9,327	9,327	9,327	0	0	0	0
4003	ER'S SUPERANN	58,174	48,529	19,055	19,055	19,055	0	0	0	0
4007	PROTECTIVE CLOTHING	3,700	2,190	3,093	2,444	2,444	0	0	0	0
4008	TRAINING	5,900	5,858	5,178	4,957	4,957	0	0	0	0
4009	TRAVELLING	1,000	2,835	1,000	1,430	1,430	0	0	0	0
4014	ELECTRICITY	6,500	9,025	500	-756	-756	0	0	0	0
4016	CLEANING MATERIALS	300	310	273	222	222	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4017	CONTRACT CLEAN/WASTE	9,900	2,087	3,297	2,437	2,437	0	0	0	0
4021	TELEPHONE/FAX	2,000	1,980	1,253	1,029	1,029	0	0	0	0
4023	STATIONERY	150	192	29	29	29	0	0	0	0
4025	INSURANCE	125	112	120	0	0	0	0	0	0
4028	I.T.	650	692	750	330	330	0	0	0	0
4029	INTERVIEW EXPENSES	0	0	422	423	422	0	0	0	0
4030	RECRUITMENT ADVT'G	1,000	1,000	2,304	2,304	2,304	0	0	0	0
4036	PROPERTY MAINTENANCE	1,000	1,059	110	38	38	0	0	0	0
4038	OTHER MAINTENANCE	1,500	882	0	0	0	0	0	0	0
4040	ARBORICULTURE	175	0	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	800	557	612	527	527	0	0	0	0
4042	EQUIPMENT	2,360	2,192	1,469	1,469	1,469	0	0	0	0
4043	SMALL TOOLS & EQUIPT	1,000	981	923	662	662	0	0	0	0
4044	FUEL	4,000	2,895	3,250	2,124	2,124	0	0	0	0
4045	LICENCES	1,500	1,551	1,344	1,344	1,344	0	0	0	0
4050	VEHICLE MAINTENANCE	5,000	4,060	3,423	2,193	2,193	0	0	0	0
4052	VEHICLE INSURANCE	3,400	2,595	2,673	0	0	0	0	0	0
4064	HEALTH & SAFETY	0	105	85	85	85	0	0	0	0
4143	REFRESHMENT COSTS	100	97	3	3	3	0	0	0	0
4400	COVID-19 EXPENDITURE	0	0	0	370	370	0	0	0	0
4491	TFR TO EARMARKED RES	0	2,175	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-9,800	-9,800	-2,175	-2,175	-2,175	0	0	0	0
4888	O/S STAFF RCHG	-370,362	-300,173	-355,650	-125,896	-125,896	0	0	0	0
4890	O/S O'HEAD RCHG	-66,869	-65,778	-72,562	-40,043	-40,043	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4892	C/S STAFF RCHG	24,609	17,629	20,679	8,017	8,017	0	0	0	0
4893	C/S O'HEAD RCHG	0	5,091	5,738	1,993	1,993	0	0	0	0
5199	Depreciation Charge to Service	0	6,711	0	0	0	0	0	0	0
Overhead Expenditure		750	-719	-245,962	-8,545	-8,544	0	0	0	0
Movement to/(from) Gen Reserve		(750)	914	245,962	8,885	8,885		0		
602	<u>CENTRAL SUPPORT (Ex 501)</u>									
1052	EXPENSES RECOVERED	0	225	0	-225	0	0	0	0	0
1099	MISCELLANEOUS INCOME	0	12	0	0	0	0	0	0	0
Total Income		0	237	0	-225	0	0	0	0	0
4001	SALARIES	263,945	268,488	312,488	192,189	279,064	0	340,761	0	0
4002	ER'S NIC	34,969	25,631	33,280	19,991	28,025	0	34,467	0	0
4003	ER'S SUPERANN	56,986	58,361	67,809	41,705	60,557	0	73,944	0	0
4008	TRAINING	8,900	8,076	6,800	2,123	6,800	0	7,500	0	0
4009	TRAVELLING	3,500	1,289	3,500	321	1,500	0	1,500	0	0
4010	MISC STAFF COSTS	200	70	200	42	200	0	200	0	0
4011	RATES	8,237	17,831	21,530	16,617	18,500	0	21,000	0	0
4012	WATER RATES	450	413	450	132	450	0	550	0	0
4014	ELECTRICITY	7,000	7,995	8,000	4,624	8,000	0	24,000	0	0
4016	CLEANING MATERIALS	1,000	0	1,000	23	500	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	3,950	1,401	3,950	1,092	2,000	0	2,200	0	0
4018	PHOTOCOPIER COSTS	1,000	1,252	1,500	1,060	1,500	0	1,500	0	0
4020	COPIER RENTAL	4,200	1,452	4,200	0	1,500	0	4,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4021	TELEPHONE/FAX	4,000	5,378	5,500	4,021	5,500	0	6,000	0	0
4022	POSTAGE	7,000	-10,929	3,500	1,098	2,000	0	2,000	0	0
4023	STATIONERY	2,500	2,009	2,500	1,680	2,500	0	2,500	0	0
4024	SUBSCRIPTIONS	0	95	0	0	0	0	0	0	0
4025	INSURANCE	3,350	3,266	2,885	3,134	3,043	0	3,250	0	0
4026	BOOKS/PUBLICATIONS	300	226	300	121	300	0	300	0	0
4028	I.T.	10,000	17,163	12,750	13,247	16,000	0	18,000	0	0
4029	INTERVIEW EXPENSES	0	0	234	234	0	0	0	0	0
4030	RECRUITMENT ADVT'G	4,500	404	2,040	1,224	2,040	0	2,500	0	0
4036	PROPERTY MAINTENANCE	0	0	0	4	0	0	0	0	0
4038	OTHER MAINTENANCE	0	69	0	37	0	0	0	0	0
4042	EQUIPMENT	4,250	3,747	5,500	2,728	5,500	0	5,000	0	0
4045	LICENCES	250	100	250	0	0	0	0	0	0
4054	INTERNAL AUDIT	2,200	1,840	2,300	960	2,300	0	2,300	0	0
4055	ACCOUNTANCY FEES	6,000	7,064	7,000	4,584	7,000	0	3,500	0	0
4059	OTHER PROF FEES	20,000	31,455	20,000	17,228	20,000	0	20,000	0	0
4064	HEALTH & SAFETY	0	179	250	0	250	0	250	0	0
4099	MISCELLANEOUS	0	70	45	14	45	0	50	0	0
4143	REFRESHMENT COSTS	300	178	300	132	300	0	300	0	0
4400	COVID-19 EXPENDITURE	50	63	100	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	4,050	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-4,900	-4,900	-4,050	-4,050	-4,050	0	0	0	0
4892	C/S STAFF RCHG	-353,067	-352,479	-413,577	-225,637	-367,646	0	-449,172	0	0
4893	C/S O'HEAD RCHG	-95,537	-101,921	-114,760	-68,811	-103,678	0	-129,400	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5199	Depreciation Charge to Service	0	1,873	0	0	0	0	0	0	0
	Overhead Expenditure	5,533	1,260	-2,226	31,868	0	0	0	0	0
	Movement to/(from) Gen Reserve	(5,533)	(1,023)	2,226	(32,093)	0		0		
604	<u>WORKS DEPOT/VEH (FROM 01/10)</u>									
1099	MISCELLANEOUS INCOME	0	0	0	33	0	0	0	0	0
	Total Income	0	0	0	33	0	0	0	0	0
4014	ELECTRICITY	0	0	0	3,035	2,072	0	4,000	0	0
4016	CLEANING MATERIALS	0	0	27	141	201	0	400	0	0
4017	CONTRACT CLEAN/WASTE	0	0	351	1,075	2,860	0	2,000	0	0
4021	TELEPHONE/FAX	0	0	747	774	971	0	2,250	0	0
4023	STATIONERY	0	0	121	0	121	0	150	0	0
4025	INSURANCE	0	0	0	272	272	0	250	0	0
4028	I.T.	0	0	0	595	985	0	1,250	0	0
4036	PROPERTY MAINTENANCE	0	0	1,890	436	1,962	0	2,000	0	0
4038	OTHER MAINTENANCE	0	0	1,500	899	1,500	0	1,750	0	0
4041	EQUIPMENT HIRE	0	0	388	2,098	1,085	0	3,500	0	0
4042	EQUIPMENT	0	0	31	6	500	0	2,250	0	0
4043	SMALL TOOLS & EQUIPT	0	0	77	295	761	0	1,500	0	0
4044	FUEL	0	0	0	3,300	5,126	0	14,000	0	0
4045	LICENCES	0	0	156	290	500	0	2,000	0	0
4050	VEHICLE MAINTENANCE	0	0	1,577	1,491	2,807	0	5,000	0	0
4052	VEHICLE INSURANCE	0	0	327	2,673	3,000	0	3,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	OTHER PROF FEES	0	0	0	2,300	0	0	0	0	0
4064	HEALTH & SAFETY	0	0	165	0	165	0	250	0	0
4899	DEPOT REALLOCATION	0	0	0	0	-24,888	0	-46,050	0	0
	Overhead Expenditure	0	0	7,357	19,679	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	(7,357)	(19,646)	0		0		
605	<u>GENERAL MAINTENANCE</u>									
4001	SALARIES	0	0	172,485	52,134	177,625	0	326,143	0	0
4002	ER'S NIC	0	0	18,073	4,983	18,670	0	43,752	0	0
4003	ER'S SUPERANN	0	0	39,195	11,179	40,650	0	70,773	0	0
4007	PROTECTIVE CLOTHING	0	0	2,407	2,410	3,056	0	4,000	0	0
4008	TRAINING	0	0	822	543	1,043	0	6,000	0	0
4009	TRAVELLING	0	0	0	219	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	0	0	352	0	2,000	0	4,000	0	0
4029	INTERVIEW EXPENSES	0	0	0	392	0	0	0	0	0
4030	RECRUITMENT ADVT'G	0	0	0	682	0	0	0	0	0
4040	ARBORICULTURE	0	0	350	0	0	0	0	0	0
4143	REFRESHMENT COSTS	0	0	147	0	147	0	200	0	0
4892	C/S STAFF RCHG	0	0	0	3,265	10,365	0	22,459	0	0
4893	C/S O'HEAD RCHG	0	0	0	1,447	3,191	0	6,470	0	0
4896	MTCE STAFF RECHARGE	0	0	0	-48,245	-236,945	0	-440,668	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	-7,711	-19,802	0	-43,129	0	0
	Overhead Expenditure	0	0	233,831	21,298	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		0	0	(233,831)	(21,298)	0		0		
606	<u>GROUND'S MAINTENANCE (ExAgency)</u>									
4001	SALARIES	0	0	0	17,185	36,204	0	128,859	0	0
4002	ER'S NIC	0	0	0	1,469	3,112	0	11,504	0	0
4003	ER'S SUPERANN	0	0	0	3,729	7,856	0	27,963	0	0
4007	PROTECTIVE CLOTHING	0	0	0	434	0	0	3,000	0	0
4008	TRAINING	0	0	0	0	1,500	0	4,500	0	0
4017	CONTRACT CLEAN/WASTE	0	0	0	574	2,000	0	4,000	0	0
4030	RECRUITMENT ADVT'G	0	0	0	731	500	0	500	0	0
4039	HORTICULTURE	0	0	0	4,147	20,000	0	45,000	0	0
4062	SPORTS PITCH MATERIALS	0	0	0	3,083	5,000	0	5,000	0	0
4143	REFRESHMENT COSTS	0	0	0	0	75	0	150	0	0
4330	AGENCY CANCELLATION SAVINGS	0	0	105,547	0	0	0	0	0	0
4894	GROUND'S STAFF RECHARGE	0	0	0	0	-47,172	0	-168,326	0	0
4895	GROUND'S O'HEAD RECHARGE	0	0	0	0	-29,075	0	-62,150	0	0
Overhead Expenditure		0	0	105,547	31,350	0	0	0	0	0
Movement to/(from) Gen Reserve		0	0	(105,547)	(31,350)	0		0		
700	<u>STRATEGIC PLANNING INITIATIVES</u>									
4059	OTHER PROF FEES	0	7,180	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	-7,180	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	17,371	26,443	31,018	16,923	27,573	0	33,688	0	0
4893	C/S O'HEAD RCHG	0	7,636	8,607	5,161	7,776	0	9,705	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		17,371	34,080	39,625	22,084	35,349	0	43,393	0	0
Movement to/(from) Gen Reserve		(17,371)	(34,080)	(39,625)	(22,084)	(35,349)		(43,393)		
701	<u>CORPORATE MANAGEMENT</u>									
4022	POSTAGE	200	228	300	128	300	0	300	0	0
4025	INSURANCE	2,050	1,984	2,105	2,082	2,082	0	2,225	0	0
4031	OTHER ADVERTISING	2,250	78	2,250	771	2,250	0	250	0	0
4057	AUDIT FEES	2,500	2,400	2,500	0	2,520	0	2,520	0	0
4099	MISCELLANEOUS	150	0	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-2,000	-2,000	-2,000	0	0	0	0
4892	C/S STAFF RCHG	69,307	59,938	70,308	38,358	62,500	0	76,359	0	0
4893	C/S O'HEAD RCHG	0	17,310	19,509	11,698	17,625	0	21,998	0	0
Overhead Expenditure		76,457	83,939	94,972	51,037	85,277	0	103,652	0	0
Movement to/(from) Gen Reserve		(76,457)	(83,939)	(94,972)	(51,037)	(85,277)		(103,652)		
702	<u>DEMOCRATIC REP'N & MGMT</u>									
4008	TRAINING	3,500	950	5,000	30	2,500	0	2,500	0	0
4009	TRAVELLING	100	0	0	0	0	0	0	0	0
4024	SUBSCRIPTIONS	6,000	6,027	6,000	5,369	6,000	0	6,250	0	0
4028	I.T.	2,750	2,434	3,250	1,729	3,250	0	4,000	0	0
4034	NEWSLETTER	3,000	2,925	3,000	0	3,000	0	3,000	0	0
4120	ROOM HIRE/MEETING EXPS	2,000	429	2,000	1,641	2,000	0	2,250	0	0
4155	MODERN GOV/MTNG DIGITALISATION	6,000	7,605	7,605	0	8,555	0	9,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4180	ELECTION EXPENSES	3,000	0	4,500	0	13,916	0	15,000	0	0
4491	TFR TO EARMARKED RES	0	7,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,000	-1,000	-2,500	-2,500	-11,791	0	0	0	0
4892	C/S STAFF RCHG	72,555	53,063	62,243	33,958	55,330	0	67,600	0	0
4893	C/S O'HEAD RCHG	0	15,324	17,271	10,356	15,603	0	19,474	0	0
Overhead Expenditure		97,905	94,759	108,369	50,583	98,363	0	129,574	0	0
Movement to/(from) Gen Reserve		(97,905)	(94,759)	(108,369)	(50,583)	(98,363)		(129,574)		
800	<u>CAPITAL PROJECTS</u>									
1175	ASSET DISPOSALS	0	0	0	1,500	0	0	0	0	0
Total Income		0	0	0	1,500	0	0	0	0	0
4291	HP CAPITAL REPAYED	0	0	0	9,433	11,790	0	9,431	0	0
4295	HP INTEREST PAID	0	0	0	507	901	0	1,576	0	0
4490	CAP EXP FUNDED FROM RCP	0	-26,350	-165,095	-87,376	-167,012	0	-79,500	0	0
4491	TFR TO EARMARKED RES	25,000	259,469	79,500	79,500	79,500	0	79,500	0	0
4492	TFR TO RENEWALS FUND	14,292	8,169	3,595	0	30,066	0	28,149	0	0
4493	TFR FROM RENEWALS FD	0	-7,082	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	-16,689	-42,000	-19,050	-48,414	0	-11,007	0	0
4498	TFR TO TOWN HALL RESERVE	5,000	40,000	0	0	0	0	0	0	0
4902	CAP: REFURB C/EXCHANGE	0	0	0	22,262	22,012	0	0	0	0
4903	CAP: BURWELL HALL	0	1,500	12,000	0	12,000	0	0	0	0
4907	CAP: C/EX CINEMA EQPT	0	0	20,000	53,769	20,000	0	0	0	0
4914	CAP: TH CEM ACCESS ROAD/SIGNAG	15,000	0	2,000	0	2,000	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4918	CAP: BLDGS ENERGY EFFICIENCY	0	0	20,000	0	20,000	0	0	0	0
4919	CAP:LAKE & CNTRY PRK	0	0	5,000	0	5,000	0	0	0	0
4921	CAP:WWSG TENNIS COURTS	0	0	10,000	8,350	8,350	0	0	0	0
4922	CAP: LEYS - PAVILION WORKS	25,000	0	0	0	0	0	0	0	0
4924	CAP: SKATE PARK REFURB	0	0	50,000	0	50,000	0	0	0	0
4929	CAP:PARK RD PLAY AREA	5,000	0	0	0	0	0	0	0	0
4931	CAP:STREET FURNITURE	3,500	0	0	2,636	2,636	0	0	0	0
4938	CAP:QURY RD PLAY EQUI 6-12 YR	5,000	0	5,000	3,771	3,771	0	0	0	0
4943	CAP: BURWELL CHANGING ROOMS	0	0	0	2,970	2,970	0	0	0	0
4960	CAP:WINDRUSH CEMETERY	25,000	0	0	0	0	0	0	0	0
4962	CAP:COMPUTER/OFFICE EQUIP	0	0	0	4,105	4,105	0	0	0	0
4964	CAP:GROUNDS MTCE EQPT	0	0	111,381	131,774	112,904	0	0	0	0
4971	CAP: NEW VEHICLES	5,000	0	7,608	7,708	7,708	0	0	0	0
4975	CAP:TOWN HALL WORKS	0	0	0	13,444	13,444	0	0	0	0
4977	CAP: PLANTERS WELCH WAY	2,000	0	0	0	0	0	0	0	0
4978	CAP: BUTTERCROSS	12,500	0	0	0	0	0	0	0	0
4979	CAP:ALLOTMENTS	0	0	0	0	0	0	0	0	0
4991	CAP: WEST WITNEY SPORTS GROUND	0	5,378	0	5,378	5,378	0	0	0	0
4996	ASSETS FUNDED FROM GRANTS	0	-245,223	0	-35,740	-35,740	0	0	0	0
4998	Assets Capitalised	0	301,587	0	0	0	0	0	0	0
Overhead Expenditure		142,292	320,759	118,989	203,440	163,369	0	28,149	0	0
Movement to/(from) Gen Reserve		(142,292)	(320,759)	(118,989)	(201,940)	(163,369)		(28,149)		
900	<u>ASSET MGMT REVENUE ACCOUNT</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Income & Expenditure to 31 December 2022 - PGF Ctte 30.01.23

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1199	Capital Charges Income	0	-181,568	0	0	0	0	0	0	0
	Overhead Expenditure	0	-181,568	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	181,568	0	0	0		0		
	Total Budget Income	1,903,003	1,994,800	2,128,626	2,150,863	2,184,239	0	2,341,136	0	0
	Expenditure	1,959,538	2,048,769	2,183,382	1,393,716	2,172,868	0	2,341,138	0	0
	Movement to/(from) Gen Reserve	(56,535)	(53,969)	(54,756)	757,147	11,371		(2)		

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From: NALC

Sent: 20 January 2023 10:15

Subject: Re: Confirmed NALC SCN Cohort 23-24 - LGA Associate Membership Offer Through NALC FY 23-24.

****SCN Cohort 23-24****

Dear Colleagues.

I hope you are very well and are staying well.

I am writing to your council to confirm that it is on the NALC Super Councils' Network for the **2023-24** financial year based on either the Network's precept income or turnover criteria – congratulations. The network's cohort is currently 79 strong.

One of the benefits of membership – through NALC – but paid for by participating SCN councils if they take the offer up – is associate membership of the Local Government Association for a full financial year (or part of it if they sign up in-year which is now possible).

The benefits of taking out this membership (through NALC) are:

1. Discounted attendance at LGA (online) events;
2. Discounted attendance at LGA (online) training events;
3. Access to the members' area of the LGA web-site; &
4. The chance to dial in on *ad hoc* calls with NALC, the LGA and all other SCN councils who take out this membership – to discuss themed policy ideas of general interest.

The cost is £530 + VAT for the 23-24 financial year. If your councils wish to take this associate membership out it must be through NALC, NALC would pay your fee to the LGA and then NALC would invoice your council by 31/3/23.

Please confirm to me by reply **by 17:00 on Thursday 9/2/23** if your council wishes to take out this associate member offer from **1/4/23 – 31/3/24** and we'll progress from there.

Many thanks and have a great weekend,

Chris

Chris Borg FSLCC, ACMI, AATQB, MA, BA (Hons.), BA (Hons.), CiLCA, CELTA
Policy manager
National Association of Local Councils

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 30 January 2023

Title: Splash Pad - Large Scale Repairs

Contact Officer: Operations Manager - Angus Whitburn

Background

The servicing of The Leys splash pad has been a demanding, time-consuming process for the last few years. The existing servicing contractors are difficult to reach and over the last two years, it has been the responsibility of the works team to source and fix broken parts to keep the splash pad running.

During the commissioning of the splash pad in 2022 it was identified that all the flow pipes had expanded and had put high pressure on the solenoid joints and pipework. The solenoids control the flow of water to each water jet. The Town Councils' maintenance team managed to make temporary repairs that would only be expected to be in place for a few weeks while contractors quoted for works.

The temporary repairs had to last the entire 2022 season and during that season the sump pump which carries the drained water from the splash pad to a holding tank also failed. Again, the contractors were called out for this as well but didn't attend and the splash pad had to be closed early.

Current Situation

In order to get the splash pad operable for the second week of April 2023, all the above-mentioned repairs need to be completed. It is not currently clear if the existing contractors are still operating but it is clear they are not capable of achieving this. For this reason, the Operations Manager has been sourcing a new contractor to take over the splash pad. Due to the nature of the installation being so specialised, this has been a challenging task. Fortunately, a local contractor has recently been sourced and has quoted on all the repairs and is also able to take over the commissioning and decommissioning of the splash pad each year.

The new contractors have quoted on 2 options, the first option is the immediate repairs that need completing as a matter of urgency. The second option is a series of works to re engineer the splash pads systems.

Option 1:

The works listed below are the repair works required.

- Remove and repair the sump pump
- Remove and replace all damaged expanded pipes
- Replace damaged solenoids

Option 2:

- Supply and installation of a refurbished prebuilt electrical panel
 - Enables easy on/off function.
 - Better control of water jets
- Deactivate the pressure sensors and install new activator pads on stainless steel poles.
 - The jump-on pads regularly fail and are repaired by the maintenance team several times a season
- Installation of 3 new control pumps
 - Easier to clean, service, repair and helpful for fault finding
- Replace all solenoids with ball valves
 - Reduced servicing requirements and easier to maintain

The splash pads engineering is complex, making it hard to service and keep running throughout the season. The listed works in option 2 would help to extend the serviceable life of the splash pad and make it much easier to operate.

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 splash pad is due for renewal in 2025 however the negative environmental impact of removing a large amount of concrete and other material is considered wasteful. The council should be maintaining its installations in good working order to prolong their serviceable life to avoid this.

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.

If the current system isn't renewed the splash pad would be expected to be closed for periods for each year of its operation.

Financial implications

Described here or as stated in the report above.

- There are sufficient funds in the splash pad EMR (361 Splash Park) to cover the cost of both proposed options. The current balance being £167,000
- Option 1: £6,300.00 excluding vat
- Option 2: £13,800.00 excluding vat

Recommendations

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

1. Whether to choose either of the two options identified in the report.

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