

Public Document Pack

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 25th November, 2024 at 6.00 pm

To members of the Policy, Governance & Finance Committee - J Aitman, R Crouch, O Collins, R Smith, A Bailey, J Doughty and D Newcombe (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 Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

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

Standing Order 30(d)(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 - 11)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 30 September 2024.
- 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. **Co-option Policy** (Pages 12 - 15)

To receive and approve the Witney Town Council Co-option Policy

6. **Biodiversity Policy** (Pages 16 - 21)

To receive and approve the Witney Town Council Bio-Diversity Policy subject to any changes deemed necessary by the Climate, Biodiversity & Planning Committee at their meeting 26 November 2024.

7. **Third Party Events Policy** (Pages 22 - 23)

To receive and approve the updated Witney Town Third Party Events Policy.

Governance

8. **Payment of Accounts** (Pages 24 - 53)

To receive and consider the schedule of accounts paid and bank reconciliations from the Responsible Financial Officer (RFO).

9. **Internal Audit - Interim Audit Report** (Pages 54 - 60)

To receive and consider the interim report of the Internal Auditor, Auditing Solutions for 2024/25.

10. **Grant Monitoring** (Pages 61 - 98)

To receive and consider the report of the Deputy Town Clerk.

Finance

11. **Finance Report: Revised Revenue Budget 2024/25 and Draft Base Revenue Budget for 2025/26**
(Pages 99 - 157)

To receive and consider the report of the Responsible Financial Officer (RFO) and the Draft Revised Revenue Budget for 2024/25 and Draft Budget for 2025/26.

12. **Revenue Growth Items, Special Revenue Projects, and Capital Projects** (Pages 158 - 165)

To receive and consider the report of the Responsible Financial Officer (RFO) with an update on the current year's work programme relating to Capital and Special Revenue Projects; as well as projects identified during the course of the year for inclusion as Revenue Growth Items or Special Revenue Projects in the Council's Revenue Budget or Capital Projects for 2025/26 and beyond.

13. **Schedule of Proposed Fees and Charges 2025/26** (Pages 166 - 170)

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

Attached are the schedules of fees & charges which have been RECOMMENDED for approval by the respective spending committees:

- a. Burials Fees & Charges
- b. Public Halls Fees & Charges
- c. Recreation Fees & Charges

14. **Financial Matters referred from Spending Committees** (Pages 171 - 174)

To receive and consider the report of the Deputy Town Clerk.

15. **Grants & Subsidised Lettings** (Pages 175 - 189)

To receive and consider the report of the Responsible Financial Officer (R.F.O)

16. **Christmas Lights Social Value Fund** (Pages 190 - 193)

To receive and consider the report of the Project Officer.

17. **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

18. **Strategic Property, Legal & Insurance Matters** (Pages 194 - 210)

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

19. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 21 October 2024, and approve the recommendations contained therein. (Sent under separate cover).



Town Clerk

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

Held on Monday, 30 September 2024

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

Present:

Councillor R Crouch (Vice-Chair, in the Chair)

Councillors:	O Collins	J Doughty
	R Smith	G Meadows (In place of J Aitman)
	A Bailey	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Nigel Warner	Responsible Financial Officer
	Mark Lewis	Head of Estates & Operations
	Adam Cook	Project Officer
	Angus Whitburn	Operations Manager
Others:	No members of the public.	

F529 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr J Aitman, for whom Cllr G Meadows attended as substitute.

F530 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

F531 MINUTES

The minutes of the Policy, Governance & Finance Committee meeting held on 22 July 2024 were received.

F425 Major Strategic Projects – In response to a Member, the Town Clerk advised that third-party project management of the Destination Play project would be progressed soon.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 22 July 2024 be approved as a correct record of the meetings and be signed by the Chair.

F532 **PUBLIC PARTICIPATION**

There was no public participation.

F533 **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.

F534 **WITNEY TOWN COUNCIL CEMETERY REGULATION POLICY**

With the permission of the Chair, this item was moved up the agenda in order to best utilise Officers time at the meeting.

The Council received the confidential report of the Operations Manager concerning the implementation of the Cemetery Regulations following correspondence from a family to intern a set of ashes at Windrush Cemetery which was against agreed policy.

Members were provided with full background details of the issue and agreed the implications of historic discussions and outcomes on interment policies had been understood. Although the Committee was sympathetic to the family's request, they acknowledged alternative interment options had been offered as outlined in the report.

A recommendation was made to reject the request of interment outside of the cemetery regulations and to re-offer the alternative options.

A vote was then called for. The proposal was carried, with voting as follows:

In Favour	5
Against	0
Abstentions	1

Resolved:

1. That, the report be noted and,
2. That, Officers write to the family outlining the Committee's decision and,
3. That, no additional charge be made for the alternative options to be offered and,
4. That, awareness of the Cemetery Regulations be considered.

F535 **MAJOR STRATEGIC PROJECTS**

With the permission of the Chair, this item was moved up the agenda in order to best utilise Officers time at the meeting.

The Council received the confidential report of the Project Officer concerning the progress of the Council's Major Projects.

Members were disappointed to hear of the further delays to the Courtside development at The Leys having received a response to the letter sent to them on 19 September. Officers still awaited receipt of a programme of works in order to be confident of the delivery of the project.

The Committee also heard an update on the West Witney Sports and Social Club project and were pleased to hear that Officers were working to agree next steps in the assessment of an amalgamated project to include the club refurbishment and the installation of the future 3G sports pitch.

Members also received an update on the New Works Depot, all members were in agreement with the proposal for Officers to carry out a risk assessment exercise along with West Oxfordshire District Council Planning Officers. This would advance the project with the commissioning of site survey reports prior to the formal approval of the submitted planning permission.

Resolved:

1. That, the report be noted and,
2. That, Officers carry a risk assessment exercise in conjunction with WODC and,
3. That, if risk is acceptable that Officers proceed with the instruction of surveys with any costs being met from the Council's General Reserve.

F536 COURTSIDE HUB UPDATE

The Committee received the update report received from Courtside CIC in relation to the delays to the Witney Leys Community Hub project.

Members were disappointed to receive the news of the delays to the project however were pleased that a start date of 7 October 2024 was proposed, and that Officers had prepared a strategy should further delay ensue.

Resolved:

That, the update be noted.

(At 6:55pm the meeting returned to Open Session at the same time the Project Officer and Operations Manager left the meeting)

F537 RESIDENTS SATISFACTION SURVEY ACTIONS

The Committee received and considered the report of the Deputy Town Clerk regarding actions resulting from the annual resident's satisfaction survey.

Members asked that the illustration that Officers had prepared showing the services provided by each tier of local government be updated to show the role in the Planning process that the Town Council provided.

The Committee also received the response from Oxfordshire Country Council in response to the Town Council's letter advising of comments related to their responsibilities. In response, members asked that details of the Fix My Street website be added to the Council's newsletter communications to raise awareness.

Members noted that a response from West Oxfordshire District Council regarding comments raised relating to matters of their responsibility was yet to be received.

Resolved:

1. That, the report be noted and,
2. That, the correspondence from the County Council be noted and,
3. That, details of the "Fix My Street" website be added to the Town Council Newsletter and,
4. That, the role of "Planning (Consultee Only)" be added to the diagram of Council services.

F538 AMENITY LAND SALE - POLICY REVIEW

The Committee received and considered the Requests for Sale of Amenity Land policy document.

Members were pleased to be reviewing the policy originally adopted in 2021 and to be reminded of the importance of protecting all amenity spaces under the Council's ownership across the town.

All members were in agreement of the readoption of the policy.

Resolved:

1. That, the report be noted and,
2. That, the Requests for Sale of Amenity Land Policy be re-adopted.

(Councillor G Meadows left the meeting at 7:00pm)

F539 PAYMENT OF ACCOUNTS

The Committee received the report of the Responsible Financial Officer with the accompanying payment schedules, bank statements and reconciliations.

No questions arose.

Resolved:

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

Payment reference/ Cheque Numbers	In the sum of:	Account
DDs and Standing Orders June 2024	£27,492.08	General CB 1
Cheque 101251 (internal transfer to BPA)	£250,000.00	
Cheques 34752-34803; DDs and Standing Orders June 2024	£226,774.96	Imprest CB 2
Cheques 101252-101259, DDs and Standing Orders July 2024	£106,440.60	General CB 1
Cheques 34804-34861, DDs and Standing Orders May 2024 (cheques 34804-34806 inclusive, void)	£193,593.28	Imprest CB 2

F540 **CONCLUSION OF AUDIT FOR YEAR ENDING 31 MARCH 2024**

The Committee received and considered the notice of the conclusion of audit for the year ended 31 March 2024.

Members noted the comments of the auditor in respect of the Inspection period being advertised as 31 days rather than 30 days.

Resolved:

That, the Council notes that the Council's External Auditor – Moore – has completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2024, and in their opinion the information is in accordance with the Proper Practices (external Audit Report and Certificate 2023/24).

(Councillor G Meadows rejoined the meeting at 7:06pm)

F541 **FINANCIAL REPORT & ASSOCIATED MATTERS**

The Committee received and considered the report of the Responsible Financial Officer (RFO) covering the activities of the management accounts for the period 1 April to 31 July 2024.

Members discussed the issuing of poll cards in relation to the Witney Central Ward by-election due to take place on 14 November 2024. Members agreed unanimously to have these issued by West Oxfordshire District Council in order to ensure that all residents receive notification and have the opportunity to vote.

The Committee also considered the proposed increase in subscriptions to the Oxfordshire Association of Local Councils (OALC) for 2025-26. It was proposed by Councillor O Collins, seconded by Councillor J Doughty that the Council accept the increase in order to retain the valuable services offered by OALC. All Members were in agreement.

There were also questions on the 2025-26 budget lines, in particular around growth items , Christmas lights contingency and on funds set aside for promotion which were answered by Officers.

Resolved:

1. That, the report be noted and,
2. That, the managements accounts for the period 1 April to 31 July 2024 be approved and,
3. That, West Oxfordshire District Council be requested to issue poll cards in relation for the Witney Central By-Election at an estimated cost of £3,250 and,
4. That, the proposed increase in subscription to the Oxfordshire Association of Local Councils (OALC) for 2025-26 be approved and,
5. That, the report on investment returns be noted and approved.

F542 **FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES**

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

Members were advised this report contained the financial implications emanating from the recommendations made by the Council's spending Committees during the current meeting

cycle. Requests for budget funding in the 2025-26 year would be considered during the next cycle.

As this Committee had overall responsibility for the Council's spending, recommendations needed to be ratified in line with financial regulations.

Members also received verbal update with details of the proposed new agreement negotiations with Bob Wilson Funfairs along with clarity of the fees paid by West Mills Bowls Club and the responsibility for the building and fittings at West Witney Sports & Social Club.

Resolved:

1. That, the report and verbal update be noted and,
2. That, recommendations of the spending Committees as detailed be approved.

F543 GRANTS & SUBSIDISED LETTINGS

The Committee received the report of the Responsible Financial Officer (RFO) concerning grant activity to local organisations.

Members received details of the £50 for fifty grants that had been received and recommended for approval . All members supported these awards. Consideration was given to a request received from Positive Measures who were a group based in Eynsham; again, all Members were happy to support the request even though it fell outside of the Witney parish area.

The Committee received a retrospective subsidised letting application from FC Mills for a charity football match, along with future subsidised hall letting request for a Seniors Christmas Party and the request of a day's hire of The Leys by Circus Ginnett to support an event raising funds for the NHS. Members were all in agreement however asked that evidence of the donation to NHS be provided for audit purposes.

Members also agreed that the requests for grant funding from Witney Vikings Youth FC should no longer be followed up by Officers, requests had been made for further information required to assess the grants request however this had not been forthcoming. A new grant request would be required should they wish to proceed in the future.

The Committee received and considered the request from Rotary Club of Witney for an increase of £400 in their grant to run the Christmas Light Switch on Event. Previously the grant was set at £2,100 however an increase to £2,500 had been made. Members were supportive of the request and asked that the additional £400 be met from the Christmas Lights Contingency fund.

The Committee were also pleased to receive correspondence by way of an event report from Oxfordshire Play Association thanking the council for the grant toward the summer playday event.

Resolved:

1. That, the report be noted and,
2. That, the subsidised letting requests for the Seniors Christmas Party (£123.67) and FC Mills (£65) be approved and,

3. That, the request from Circus Ginnett for a subsidized day hire at The Leys in the sum of £196.60 be approved subject to satisfactory evidence of the contribution to the NHS and,
4. That, the award of grants of £50 to Witney Fairtrade Action Group, West Oxfordshire Levellers, Witney Pride, Witney Shed and Witney Town Band from the Town Council 50th Anniversary grants fund be endorsed and,
5. That, the grant application by Positive Measures for a grant of £50 from the Town Council 50th Anniversary grants fund “£50 for Fifty” be approved and,
6. That, the grant application by the Rotary Club of Witney in the sum of £2,500 for the Christmas Lights switch-on event be approved with the additional £400 being paid from the Christmas Light Contingency fund and,
7. That, these grants be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council’s financial contribution in their promotional literature.
8. That, the correspondence from the Oxfordshire Play Association be noted and
9. That, the grant request from Witney Vikings be closed.

F544 CORN EXCHANGE - 1863 CAFE & BAR STOCKTAKE

The Committee received the April 2024 stocktake report for the 1863 Bar & Café along with a verbal explanation from the Responsible Financial Officer (RFO) outlining the Financial Summary included in the report.

Members were pleased to receive report which once again showed the prudence of staff with very low levels of wastage.

Resolved:

That, the stocktake report and verbal update be noted.

The meeting closed at: 7.40 pm

Chair



Co-option Policy

1. Purpose

The purpose of this Co-option Policy is to outline the process by which Witney Town Council may fill casual vacancies on the council through co-option.

This policy aims to ensure a fair, transparent, and consistent approach to selecting individuals to serve on the council. The co-option procedure is entirely managed by Witney Town Council and this policy will ensure that a fair and equitable process is conducted.

2. Scope

This policy applies to all casual vacancies that arise on Witney Town Council due to:

- Insufficient candidates to fill all the available seats at an ordinary election or;
- When one of the following occurs;
 - A Councillor fails to make his declaration of acceptance of office at the proper time
 - A Councillor resigns
 - A Councillor dies
 - A Councillor becomes disqualified;
 - A Councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body and,

The vacancy has been duly advertised by West Oxfordshire District Council but there is no call for a by-election within the statutory time scale of the vacancy notice being posted by the relevant electors.

Should casual vacancies occur within six (6) months of the next regular election of the Council then no by-election can take place. The Council may co-opt new members if it so wishes.

3. Co-option Process

3.1. Eligibility Criteria

The Council will identify any shortfalls and imbalances in its membership. These might be based on gender, age geographical coverage within the parish, or other characteristics.

The Council will agree on a role description and person specification which maybe sensible to target specific characteristics, skills or groups. It will also highlight the skills needed to be a good councillor. The most important attribute is to care about the community and be willing to take an active role.

To be eligible for co-option, candidates must meet the following criteria:

- Be at least 18 years old.
- Be a British subject, or a citizen of the Irish Republic, a commonwealth country, a UK dependent territory or another country in the European community.
- Be an elector for Witney, or have either owned property, lived or worked in Witney throughout the 12 months immediately before they are nominated. (Individuals may be eligible if they have lived, worked or owned land within 3 miles of the boundary of Witney)
- Not be disqualified from serving as a councillor under any relevant legislation.

There are certain disqualifications for being a parish or town councillor, of which the main are (see s80 of the Local Government Act 1972):

- Holding a paid office or employment under Witney Town Council,
- Bankruptcy,
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years,
- Are subject to the notification requirements of Part 2 of the Sexual Offences Act 2003,
- Being disqualified under any enactment relating to corrupt or illegal electoral practices,
- Having been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office.

3.2. Advertisement of Vacancies

When a vacancy arises, on receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, Witney Town Council will agree the casual vacancy can be filled by means of co-option and;

- Advise West Oxfordshire District Council that its co-option policy has been instigated,
- Advertise the vacancy on its official website and through local communication channels (e.g., newsletters, noticeboard, social media),
- Provide information on how to apply for co-option, including eligibility criteria and the deadline for applications (usually four weeks).

3.3. Application Process

Interested candidates must submit the following to the council by the specified deadline:

- A completed application form, which includes personal details, reasons for seeking co-option, and any relevant experience.
- A declaration of eligibility, confirming that they meet the criteria outlined in section 3.1.

3.4. Selection Process

Applications submitted by the deadline will be considered and the Council will make a decision on co-option in a public Full Council meeting, with candidates invited to attend and speak under public participation. The agenda item shall be, 'To receive written applications for the office of Town Councillor and to Co-opt a candidate to fill the existing vacancy'.

A vote (if more candidates than positions) will be conducted to determine the successful candidate (if any) by show of hands and by a clear majority.

The Town Council is not obliged to select anyone from the candidates who apply in the co-option process; if the process is unsuccessful (whether through lack of or no suitable candidates which achieve a majority vote) then the vacancy will be readvertised.

Councillors are bound to declare a prejudicial interest if they or a member of their family or close associate are related to or have a close relationship to an individual candidate and would need to request a dispensation in order to speak or vote. If a Councillor is uncertain of whether an interest is declarable, they can seek the advice of the Town Clerk ahead of the meeting. If a dispensation is requested and not granted, the Councillor will have to withdraw from the meeting for the co-option item of the agenda.

The Town Clerk will notify West Oxfordshire District Council Electoral Services Office of the co-option of the new Town Councillor.

4. Terms of Office

Co-opted members will serve until the next scheduled election, at which point they may stand for election if they wish.

5. Code of Conduct

All co-opted members are expected to adhere to the council's Code of Conduct and to act in the best interests of the community at all times including:

- Signing a declaration of acceptance of office,
- Within 28 days, completing a declaration of interests form which must be sent to and published by the Town Clerk and the West Oxfordshire District Council Monitoring Officer.

6. Induction & Training

The new Councillor will receive an induction to Witney Town Council by officers and will be made aware of any external training as part of the Council's continuing commitment to professional development.

7. Review of Policy

This policy will be reviewed bi-annually to ensure its effectiveness and relevance. Any amendments, due to legislation or Council arrangements will be communicated to all councillors and made available on the council's website.

Adopted by: Policy, Governance & Finance Committee
Date: 25 November 2024 (tbc)
Minute Number:

Next Review Date: November 2026

THE BIODIVERSITY DUTY

Introduction - Statutory Duty

Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- Have biodiversity as an agenda item for a meeting before the end of 2023.
- Note what action in respect of biodiversity is already taking place locally.
- Agree what further steps to take at this stage.

Such steps may include:

- Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
- Making contact with local voluntary groups working on nature conservation.
- Carrying out a biodiversity audit of council landholdings and/or the whole council area
- Gathering expert advice on possible actions in support of biodiversity.
- Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

WITNEY TOWN COUNCIL DRAFT BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **Witney Town Council** will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of **Witney Lake and Country Park and Green Spaces**

All committees of **Witney Town Council** will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, **Witney Town Council** will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.

Land and property management

- The council will carry out a biodiversity audit of its landholdings.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website and newsletters.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- **Witney Town Council** will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the **town**.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	Additional planting	Increased diversity of habitats and food sources	Ongoing	Newsletters, social media, Town notice boards
	Maintain and renew bird, bat and Owl boxes as required.	Increased cover for invertebrates, reptiles, amphibians and small mammals.	Ongoing	Surveys and habitat creation
	Adopt a plan to support wildlife & diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.	Encouraging insects particularly butterflies & bees.	Ongoing	Surveys and habitat creation
Recreation ground	Sympathetically maintain hedging.	Food sources & cover	Ongoing	As per management plan
	Leave some areas unmown.	Encourages insects.	Ongoing	If appropriate
	Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Sustain & enhance natural habitats.	As per council policy	Only trained staff to carry out
Common / other open spaces	Adopt a management plan.	Sustain & enhance natural habitats.	Done	Ongoing
	Encourage residents to remove litter and pick up after their dogs.	Protecting habitats	Ongoing	Regular programmes and equipment for public use
	Work with the county & district council on verge management	Protecting/enhancing habitats	Ongoing	After assessment
	Encourage residents to adopt areas to look after.	Regular attention.	Where appropriate	

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	<p>Ensure that planning consultations are considered against the requirements of the Local Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Protecting/enhancing habitats</p> <p>Extending habitats.</p>	<p>Ongoing</p> <p>Within next 5 years</p>	<p>Council policy</p> <p>Newsletters, social media, Town notice boards</p>
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Over next 3 years</p> <p>Council policy</p>	<p>Newsletters, social media, Town notice boards</p> <p>Regular programmes and events</p> <p>Already doing this</p> <p>Annual programs to develop this idea Constant review</p>
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p>	<p>Ongoing process</p> <p>Annual review and promotions through comms team</p>	<p>As per Management Plan</p> <p>Comms team have a number of events/promotions</p>

	Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Promote biodiversity.	Ongoing Volunteer programme	
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POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Third Party Events – Policy Review

Meeting Date: 25th November 2024

Contact Officer: Venue & Events Officer

Review the disabled parking provision for events held on the Leys.

Background

Disabled parking on the Leys is situated adjacent to other parking spaces along the top of the Leys next to the Henry Box \School wall. Currently there are 6 spaces which are used on a first come first served basis.

Current Situation

The Rotary Club have asked WTC to review the disabled parking which is available on the Leys as during the 2024 carnival they had requested parking on the actual show ground which would have been accessed from the Leys entrance off Station Lane (closest to the covid memorial). The request was denied by WTC Officers due to health and safety concerns relating to cars moving around the field during a busy event.

Officers held a meeting with members of the Rotary Club to discuss the best way to resolve this moving forward and it was decided that it might be possible to use the new disabled parking bays which are being built as part of the courtside development.

Having spoken to the Projects Officer it is confirmed that there are 4 – 5 spaces being built as part of the development and that if Courtside are approached in good time this might prove to be a satisfactory solution to the problem.

It could be possible for the Rotary Club to cordon off the existing disabled parking bays adjacent to Henry Box school as well as an agreed number of regular spaces. This would have to be managed by the Rotary Club, and dependant upon receiving full inclusion in the event plan which WTC officers would review. This would also be dependent on a full Risk Assessment to satisfy H&S.

Another option is for the Rotary Club, as part of their event plan, to outline exactly how they could manage additional parking on the actual field, WTC officers can meet with members and help support this proposal. This wouldn't be a given and would depend on the satisfaction and sign off from the Operations Officer.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – Disabled Parking Provision at the Leys
- b) Biodiversity – Impact of building parking spaces

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.

- Courtside development not completed by the time of the next carnival (Saturday 12th July 2025)
- Allowing, if deemed safe, the addition of temporary disabled on the Leys.

Social Value

Addition of disabled spaces will allow for more access to events to be attended on WTC land

Financial implications

- Currently no implications.

Recommendations

Members are invited to note the report and

1. A discussion should be held between WTC, Rotary & Courtside about the potential use of disabled parking bays at events held on the Leys.
2. WTC officers to work with Rotary to see if there was any possibility of parking on the Leys.

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 25 November 2024

Title: Payment of Accounts

Contact Officer: Responsible Financial Officer

Background

Members should note from previous reports that the Council has its bank accounts with Barclays Bank and runs three active accounts: the General Account, the Imprest Account and the Business Premium Account. Transfers between accounts take place but external payments are only made from the General Account and the Imprest Account.

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

Current Situation

1. Bank Reconciliation and Bank Statements.

Attached are bank reconciliations and associated bank statements for June and July 2024.

2. Payment of Accounts

Attached are the payment schedules for June and July 2024.

Recommendations

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

Payment reference/ Cheque Numbers	In the sum of:	Account
DDs and Standing Orders August 2024 , Cheques 101261-101262	£79,510.21	General CB 1
Transfer to BPA via cheque 101260	£250,000.00	
Cheques 100059(manual), 34862-34898; DDs and Standing Orders August 2024	£158,487.12	Imprest CB 2
Cheques 101263-101265, DDs and Standing Orders September 2024	£63,155.52	General CB 1
Cheques 34899- 34963, DDs and Standing Orders September 2024	£186,087.25	Imprest CB 2

Report ends.

WITNEY TOWN COUNCIL 2024-25
BARCLAYS GENERAL A/C

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	BARCLAYS B P A	CHQ101260	£250,000.00		TRANSFER VIA CHQ 101260
01/08/2024	Wodc Ctax Ndr - 30421105	Std Ord	£86.00		WODC - Rates Burwell Hall
01/08/2024	Wodc Ctax Ndr - 30623704	Std Ord	£379.00		WODC - Rates Tower Hill
01/08/2024	Wodc Ctax Ndr - 30685600	Std Ord	£128.00		WODC - Rates Corn Exchange
01/08/2024	Wodc Ctax Ndr - 30903104	Std Ord	£922.00		WODC - Rates Town Hall
01/08/2024	Wodc Ctax Ndr - 90024629	Std Ord	£798.00		WODC - Rates Windrush Cemetery
02/08/2024	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00		WODC Rates - 51 Market Square
02/08/2024	MAGAZINES DIRECT	DD	£25.99	QUERY AT BANK	MAGAZINES DIRECT
08/08/2024	MAGAZINES DIRECT	DD	£24.99	O/S QUERY WITH BANK	MAGAZINES DIRECT
12/08/2024	BARCLAYCARD	DD	£48.26	DD	BARCLAYCARD FEES
12/08/2024	BARCLAYCARD	DD	£40.40	DD	BARCLAYCARD CHARGES
12/08/2024	Fuel Card Services Ltd	DD	£92.16		P/Ledger Electronic Payment
15/08/2024	Farcroft Restorations Ltd	101261	£32,613.00		Closed churchyard wall
15/08/2024	Lighting & Illumination Techno	101262	£21,354.72		Christmas lights
16/08/2024	MAGAZINES DIRECT	DD	£29.49	O/S QUERY WITH BANK	MAGAZINES DIRECT
16/08/2024	Sage UK	DD1	£226.80		Software licence
19/08/2024	Fuel Card Services Ltd	DD2	£69.53		Fuel
20/08/2024	MAGAZINES DIRECT	DD	£23.49	O/S QUERY WITH BANK	MAGAZINES DIRECT
21/08/2024	Restore Datashred	DD3	£86.82		21022/confidential waste
23/08/2024	HMRC	DD	£20,844.50	DD	HMRC - INCOME TAX/NICS
27/08/2024	Fuel Card Services Ltd	DD4	£47.14		P/Ledger Electronic Payment
28/08/2024	Siemens Financial Services Ltd	DD5	£642.92		21024/copier lease rental aug-nov

28/08/2024	Siemens Financial Services Ltd	DD	£4.00	P/Ledger Electronic Payment
			<u>£329,510.21</u>	

Sort Code 20-97-48
Account No 00974935
SWIFTBIC BUKGB22
IBAN GB78 BUKB 2097 4800 9749 35
Issued on 04 September 2024

WITNEY TOWN COUNCIL
TOWN HALL
MARKET SQUARE
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

28 Aug - 03 Sep 2024

Date	Description	Money out £	Money in £	Balance £
28 Aug	Start Balance			534,152.63
	DD Direct Debit to Siemens Financial Ref: A10261431	646.92		533,505.71
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423C82232Xgj5L		473.23	533,978.94
29 Aug	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423CF2232TR65L		390.92	534,369.86
	Deposit Re 45Witney 101492		1,540.30	535,910.16
30 Aug	STO Standing Order From Peter Smith & Son Ref:- Smithp		4,697.50	540,607.66
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423CD2232G6Z5L		428.58	541,036.24
	Deposit Re 45Witney 101493		161.50	541,197.74
2 Sep	DD Direct Debit to Fuel Card Services Ref: Shb303621	102.34		541,095.40
	DD Direct Debit to Wod Ndr DD Ref: 03 90170575	1,023.00		540,072.40
	DD Direct Debit to Wod Ndr DD Ref: 30421105	86.00		539,986.40
	DD Direct Debit to Wod Ndr DD Ref: 30623704	379.00		539,607.40
	DD Direct Debit to Wod Ndr DD Ref: 30685600	128.00		539,479.40
	DD Direct Debit to Wod Ndr DD Ref: 30903104	922.00		538,557.40
	DD Direct Debit to Wod Ndr DD Ref: 90024629	798.00		537,759.40

Start balance	£534,152.63
Money out	£4,085.26
Commission charges	£0.00
Interest paid	£0.00
Money in	£12,506.41
End balance	£542,573.78

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

A Shepherd-Roberts
For Auditing Solutions Ltd

Handwritten signature and date: 15/09/24

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				537,759.40
2 Sep	STO Standing Order From Lily's Attic Ltd Ref: - Rent		1,662.50	539,421.90
	Giro Direct Credit From Nicola Winstone Ref: B5553		90.05	539,511.95
	Giro Direct Credit From Harrison Toogood Ref: Harrison Toogood		143.00	539,654.95
	Giro Direct Credit From Banbury Memorials Ref: C654		196.00	539,850.95
	Giro Direct Credit From BCard1577926290824 <i>c675</i>		423.00	540,273.95
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423FJ22339N65L		562.90	540,836.85
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423CF22337M35L		1,296.18	542,133.03
3 Sep	Giro Direct Credit From BCard1577926300824		61.00	542,194.03
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423C92232WW45L		379.75	542,573.78
3 Sep	Balance carried forward			542,573.78
Total Payments/Receipts		4,085.26	12,506.41	

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

Barclays Base Rate Information

Rate effective from 01 Aug 2024 was 5.000%

Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		541,197.74
			<u>541,197.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			541,197.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			541,197.74
		Balance per Cash Book is :-	541,197.74
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Sort Code 20-97-48
Account No 70974765
SWIFTBIC BUKBGB22
IBAN GB04 BUKB 2097 4870 9747 65
Issued on 04 September 2024

WITNEY TOWN COUNCIL
TOWN HALL
MARKET SQUARE
WITNEY
OXFORDSHIRE
OX28 6AG

Your Business Current Account

At a glance


28 Aug - 03 Sep 2024

Date	Description	Money out £	Money in £	Balance £
28 Aug	Start Balance			1,000.00
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	16.80		983.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	16.80		966.40
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	34.80		931.60
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	60.00		871.60
	Giro Transfer From Account 70974641		128.40	1,000.00
29 Aug	Cheque Issued Ref: 034826	1,041.60		-41.60
	Cheque Cashd at Barclays 034887	478.00		-519.60
	Giro Transfer From Account 70974641		1,519.60	1,000.00
30 Aug	DD Direct Debit to Stl Communications Ref: 0319-383	1,920.50		-920.50
	Giro Transfer From Account 70974641		1,920.50	1,000.00
2 Sep	DD Direct Debit to Sse Energy Supply Ref: 0085171-DD00621210	19.62		980.38
	Giro Transfer From Account 70974641		19.62	1,000.00
3 Sep	Cheque Issued Ref: 034865	175.76		824.24
	Cheque Issued Ref: 034886	27.00		797.24

Continued

Start balance	£1,000.00
Money out	£3,790.88
Commission charges	£0.00
Interest paid	£0.00
Money in	£3,790.88
End balance	£1,000.00

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



Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			797.24
3 Sep	Giro Transfer From Account 70974641		202.76	✓ 1,000.00
3 Sep	Balance carried forward			1,000.00
	Total Payments/Receipts	3,790.88	3,790.88	

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

Barclays Base Rate Information

Rate effective from 01 Aug 2024 was	5.000%
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WITNEY TOWN COUNCIL 2024-25

BARCLAYS IMPREST A/C

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized</u>	<u>Transaction Detail</u>
09/08/2024	Watson Fuels	DD	£1,523.02		21026/751 litres of diesel
15/08/2024	Castle Water Ltd - Leys Splash	100059	£2,870.50		20837/01.06.24 - 30.06.24
15/08/2024	BOOKER LIMITED	DD1	£344.62		21171/cafe supplies
15/08/2024	BNP Paribas Leasing Solutions	Std Ord	£556.58		HP Grillo Mower
15/08/2024	Green Energy (UK) Plc	DD	£4,308.07		P/Ledger Electronic Payment
15/08/2024	PAYFLOW - BACS	BACS	£43,440.27	PAYFLOW	PAYFLOW - BACS
				BACS	
19/08/2024	BNP Paribas Leasing Solutions	Std Ord	£360.70		Trimax Mower HP
23/08/2024	PAYFLOW - BACS	BACS	£71,625.69	PAYFLOW	PAYFLOW - BACS
				BACS	
27/08/2024	5A's Tool & Plant Hire	34862	£857.34		20845/trailer hire (final)
27/08/2024	A & C Services (Oxford) Ltd	34863	£264.00		20846/replace noticeboard glas
27/08/2024	A Podbery	34864	£1,332.00		20847/over seeding of pitches
27/08/2024	Amazon Payments UK Ltd	34865	£175.76		20859/various supplies
27/08/2024	Amenity Horticultural Services	34866	£3,364.44		20851/pine nugget bark
27/08/2024	Paul Ashton-Bridges	34867	£150.00		20860/live music 16.08.24
27/08/2024	A V Parts Master Limited	34868	£775.15		20861/gallery room projector
27/08/2024	Azura Limited	34869	£829.76		20863/repair external lights
27/08/2024	Bidwells	34870	£4,800.00		20865/consultancy Apr-Jun
27/08/2024	Adam Blizzard	34871	£117.00		20866/door staff for Euros
27/08/2024	Blueprint Imaging Limited	34872	£114.24		20869/general events banners
27/08/2024	George Browns Ltd	34873	£1,005.70		20883/trimmer head
27/08/2024	C & C Tyre & Exhaust Services	34874	£25.00		20870/EJ17YNK tyre repair
27/08/2024	Cotswold Trailers Ltd	34875	£4,620.00		20874/new lfor plant trailer
27/08/2024	Cotteswold Dairy Ltd (Cheltenham)	34876	£367.20		20878/milk deliveries
27/08/2024	Devon County Council	34877	£150.00		20901/DBS checks for staff
27/08/2024	George R Lewis	34878	£150.00		20884/live music 26.07.24

27/08/2024	David Giles	34879	£150.00	20879/live music 23.08.24
27/08/2024	Hook Norton Brewery Co Ltd	34880	£566.69	20888/cafe supplies - alcohol
27/08/2024	Irrigation & Garden Services	34881	£267.60	20890/re-adjust system
27/08/2024	Justin Daish	34882	£409.36	20919/event share 19.07.24
27/08/2024	KJ's Motor Car Engineers Ltd	34883	£1,529.91	20893/BT14UJP mirror unit
27/08/2024	M & M Skip Hire Limited	34884	£1,278.00	20897/skip exchange
27/08/2024	Newslink Witney Ltd	34885	£21.20	20899/gazettes
27/08/2024	Palace Cuisine Limited	34886	£27.00	20900/cakes & shortbread
27/08/2024	CASH	34887	£478.00	20920/cash expenses
27/08/2024	Print Ready Ltd	34888	£141.50	20903/cinema posters/flyers
27/08/2024	Matthew Russ	34889	£150.00	20904/live music 09.08.24
27/08/2024	Cotswold Security Systems Ltd	34890	£1,164.71	20873/annual maint 24/25
27/08/2024	Seldram Supplies Oxford Ltd	34891	£462.04	20905/cleaning materials
27/08/2024	SI Pumps Ltd	34892	£675.00	20906/replace submersible pump
27/08/2024	SSE Energy Solutions	34893	£224.27	20907/floodlights, war memoria
27/08/2024	A.K. Timms and Sons Limited	34894	£36.00	20908/shingle
27/08/2024	Ue Coffee Roasters Ltd	34895	£799.25	20911/coffee m/c cleaning
27/08/2024	Vale Training Services Ltd	34896	£1,112.00	20912/digger train Justi/Wayne
27/08/2024	Viking Payments	34897	£322.64	20914/paper and elastic bands
27/08/2024	W.M. Refrigeration Ltd	34898	£1,320.00	20916/service AC unit
27/08/2024	Biffa Waste Services Limited	1020.29	£1,020.29	21043/glass recycling
27/08/2024	TIME VENDOR	BACS	£155.72	Lease coffee machine
28/08/2024	Epos Now Ltd	DD	£16.80	EPOS fees
28/08/2024	Epos Now Ltd	DD1	£16.80	EPOS fees
28/08/2024	Epos Now Ltd	DD2	£34.80	EPOS fees
28/08/2024	Epos Now Ltd	DD3	£60.00	EPOS fees
30/08/2024	STL Communications Ltd T/A Foc	DD	£1,920.50	P/Ledger Electronic Payment
			<u>£158,487.12</u>	

Date: 04/10/2024

WITNEY TOWN COUNCIL 2024-25

Page 1

Time: 09:54

**Bank Reconciliation Statement as at 31/08/2024
for Cashbook 2 - BARCLAYS IMPREST A/C**

User: NW

<u>Bank Statement Account Name (s)</u>			<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS IMPREST A/C			06/08/2024		1,000.00
					<u>1,000.00</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>		
19/01/2024	34515	IT Resource Group Ltd		174.00	
20/02/2024	34564	South Oxfordshire District Cou		10.00	
20/02/2024	34566	Start Traffic Ltd		395.50	
28/03/2024	34677	Witney Music Festival Ltd		120.00	
18/04/2024	034695	Tudor Environmental		185.34	
18/07/2024	34816	Devon County Council		60.00	
18/07/2024	34818	Irrigation & Garden Services		240.00	
18/07/2024	34824	Print Ready Ltd		194.00	
18/07/2024	34828	Seldram Supplies Oxford Ltd		863.56	
31/07/2024	34847	Anita Knipe		100.00	
31/07/2024	34848	Monarch Hose & Hydraulics Ltd		284.40	
31/07/2024	34849	Newslink Witney Ltd		56.75	
31/07/2024	34853	Shelley Signs Ltd		3,942.00	
27/08/2024	34862	5A's Tool & Plant Hire		857.34	
27/08/2024	34863	A & C Services (Oxford) Ltd		264.00	
27/08/2024	34864	A Podbery		1,332.00	
27/08/2024	34865	Amazon Payments UK Ltd		175.76	
27/08/2024	34866	Amenity Horticultural Services		3,364.44	
27/08/2024	34867	Paul Ashton-Bridges		150.00	
27/08/2024	34868	A V Parts Master Limited		775.15	
27/08/2024	34869	Azura Limited		829.76	
27/08/2024	34870	Bidwells		4,800.00	
27/08/2024	34871	Adam Blizzard		117.00	
27/08/2024	34872	Blueprint Imaging Limited		114.24	
27/08/2024	34873	George Browns Ltd		1,005.70	
27/08/2024	34874	C & C Tyre & Exhaust Services		25.00	
27/08/2024	34875	Cotswold Trailers Ltd		4,620.00	
27/08/2024	34876	Cotteswold Dairy Ltd (Cheltenham)		367.20	
27/08/2024	34877	Devon County Council		150.00	
27/08/2024	34878	George R Lewis		150.00	
27/08/2024	34879	David Giles		150.00	
27/08/2024	34880	Hook Norton Brewery Co Ltd		566.69	
27/08/2024	34881	Irrigation & Garden Services		267.60	
27/08/2024	34882	Justin Daish		409.36	
27/08/2024	34883	KJ's Motor Car Engineers Ltd		1,529.91	
27/08/2024	34884	M & M Skip Hire Limited		1,278.00	
27/08/2024	34885	Newslink Witney Ltd		21.20	
27/08/2024	34886	Palace Cuisine Limited		27.00	
27/08/2024	34888	Print Ready Ltd		141.50	
27/08/2024	34889	Matthew Russ		150.00	
27/08/2024	34890	Cotswold Security Systems Ltd		1,164.71	
27/08/2024	34891	Seldram Supplies Oxford Ltd		462.04	

**Bank Reconciliation Statement as at 31/08/2024
for Cashbook 2 - BARCLAYS IMPREST A/C**

			<u>Amount</u>	<u>Balances</u>
27/08/2024	34892	SI Pumps Ltd	675.00	
27/08/2024	34893	SSE Energy Solutions	224.27	
27/08/2024	34894	A.K. Timms and Sons Limited	36.00	
27/08/2024	34895	Ue Coffee Roasters Ltd	799.25	
27/08/2024	34896	Vale Training Services Ltd	1,112.00	
27/08/2024	34897	Viking Payments	322.64	
27/08/2024	34898	W.M. Refrigeration Ltd	1,320.00	
				<u>36,380.31</u>
				-35,380.31
<u>Unpresented Receipts (Plus)</u>				
			0.00	
				<u>0.00</u>
				-35,380.31
Balance per Cash Book is :-				-35,380.31
Difference is :-				0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

MG 029853 F1VI671A 709F303DI00146 39800 A 44101

Sort Code 20-97-48

Account No 70974641

SWIFTBIC BUKGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 04 September 2024

WITNEY TOWN COUNCIL
TOWN HALL
MARKET SQUARE
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Premium Account

At a glance

28 Aug - 03 Sep 2024

Date	Description	Money out £	Money in £	Balance £
28 Aug	Start Balance			1,546,575.67
	Giro to 70974765 Automatic	128.40		1,546,447.27
29 Aug	Giro to 70974765 Automatic	1,519.60		1,544,927.67
30 Aug	Giro to 70974765 Automatic	1,920.50		1,543,007.17
2 Sep	Giro to 70974765 Automatic	19.62		1,542,987.55
	% Interest Earned Gross For The Period 3 Jun - 1 Sep		6,923.00	1,549,910.55
3 Sep	Giro to 70974765 Automatic	202.76		1,549,707.79
3 Sep	Balance carried forward			1,549,707.79
	Total Payments/Receipts	3,790.88	6,923.00	

Start balance	£1,546,575.67
Money out	£3,790.88
Money in	£6,923.00
Gross interest earned	£6,923.00
End balance	£1,549,707.79

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.

Credit interest rates

Current rates Correct at the time of printing
Effective from 01 Dec 2023

Balance	Gross %	AER %
▶ £1 - £999,999	1.500	1.508
▶ £1,000,000 - £9,999,998	1.750	1.762
▶ £9,999,999+	1.950	1.964

Bank of England Base Rate Information

Rate effective from 01 Aug 2024 was	5.000%
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Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.

AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS B P A	31/08/2024		1,543,007.17
			<u>1,543,007.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,543,007.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,543,007.17
		Balance per Cash Book is :-	1,543,007.17
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

WITNEY TOWN COUNCIL 2024-25

BARCLAYS GENERAL A/C

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/09/2024	Wodc Ctax Ndr - 30421105	Std Ord	£86.00	WODC - Rates Burwell Hall
01/09/2024	Wodc Ctax Ndr - 30623704	Std Ord	£379.00	WODC - Rates Tower Hill
01/09/2024	Wodc Ctax Ndr - 30685600	Std Ord	£128.00	WODC - Rates Corn Exchange
01/09/2024	Wodc Ctax Ndr - 30903104	Std Ord	£922.00	WODC - Rates Town Hall
01/09/2024	Wodc Ctax Ndr - 90024629	Std Ord	£798.00	WODC - Rates Windrush Cemetery
02/09/2024	Fuel Card Services Ltd	DD	£102.34	21554/unleaded
02/09/2024	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00	WODC Rates - 51 Market Square
05/09/2024	PITNEY BOWES	DD	£110.50	PITNEY BOWES/postage
09/09/2024	Fuel Card Services Ltd	DD	£6.00	21555/mileage count
10/09/2024	BARCLAYCARD	DD	£53.80	BARCLAYCARD charges
10/09/2024	barclaycard	DD	£40.40	BARCLAYCARD CHARGES
16/09/2024	Fuel Card Services Ltd	D/CR	£46.10	21585/unleaded fuel
16/09/2024	Sage UK	D/CR	£226.80	21613/HR & payroll support
18/09/2024	Restore Datashred	DD	£86.82	21565/confidential waste
20/09/2024	Cemetery Development Services	101263	£7,458.00	Purchase Ledger Payment
20/09/2024	Castle Water Ltd - Leys Splash	101264	£13,192.07	Purchase Ledger Payment
20/09/2024	Savills (UK) Ltd	101266	£7,334.10	Rent - temporary depot
20/09/2024	Cloudy IT	101265	£7,664.39	21684/gallery room conference
23/09/2024	PITNEY BOWES	DD	£60.50	PITNEY BOWES/postage
24/09/2024	BARCLAYS BANK PLC	DD	£2.31	BARCLAYS BANK PLC charges
25/09/2024	HMRC	DD	£19,953.63	Tax/NICs
30/09/2024	Witney Town Hall Charity	Std Ord	£3,437.50	Rent Town House & Town Hall
30/09/2024	Fuel Card Services Ltd	D/CR	£44.26	21586/unleaded fuel
			<u>£63,155.52</u>	

Sort Code 20-97-48

Account No 00974935

SWIFTBIC BUKBGB22

IBAN GB78 BUKB 2097 4800 9749 35

Issued on 02 October 2024

WITNEY TOWN COUNCIL
TOWN HALL
MARKET SQUARE
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

25 Sep - 01 Oct 2024

Date	Description	Money out £	Money in £	Balance £
25 Sep	Start Balance			1,562,057.08
	DD Direct Debit to HMRC Sdds Ref: 0000405095	✓ 19,953.63 ✓		1,542,103.45
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423CD22334LF5L		632.70 ✓	1,542,736.15
26 Sep	Giro Direct Credit From Simon Kirby Ref: B5591		69.00 ✓	1,542,805.15
	Giro Direct Credit From BCard1577926240924		233.50 ✓	1,543,038.65
	Giro Direct Credit From Harrison Toogood Ref: Harrison Toogood		247.75 ✓	1,543,286.40
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423CF2232G8N5L		563.90 ✓	1,543,850.30
	Deposit Re 45Witney 101498	B	✓ 58.70	1,543,909.00
	Direct Credit From Circus Ginne Ref: Circusginnett Rent		1,436.20 ✓	1,545,345.20
27 Sep	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423C82232W7P5L		544.21 ✓	1,545,889.41
	Giro Direct Credit From BCard1577926250924		581.75 ✓	1,546,471.16
	Giro Direct Credit From Colliers Intl Pro		3,405.00 ✓	1,549,876.16
	Deposit Re 45Witney 101499	B	✓ 394.20	1,550,270.36
30 Sep	DD Direct Debit to Fuel Card Services Ref: Shb303621	✓ 44.26 ✓		1,550,226.10
	STO Standing Order to Witney Town Council Ref:- Town Hall Rent	3,437.50 ✓		1,546,788.60

Start balance	£1,562,057.08
Money out	£26,831.89
► Commission charges £0.00	
► Interest paid £0.00	
Money in	£20,096.93
End balance	£1,555,322.12

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

Continued

226.84

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				1,546,788.60
30 Sep	STO Standing Order From Inclusive Care and Ref:- Rent		6,805.74	1,553,594.34
	Giro Direct Credit From The Camden Society Ref: Camden		56.50	1,553,650.84
	Giro Direct Credit From Nguu D M Ref: J-Bunce		138.00	1,553,788.84
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423CD22334LF5L		754.50	1,554,543.34
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423FJ2232Nkl5L		1,066.30	1,555,609.64
1 Oct	DD Direct Debit to Wod Ndr DD Ref: 03 90170575	1,023.00		1,554,586.64
	DD Direct Debit to Wod Ndr DD Ref: 30421105	86.00		1,554,500.64
	DD Direct Debit to Wod Ndr DD Ref: 30623704	379.00		1,554,121.64
	DD Direct Debit to Wod Ndr DD Ref: 30685600	128.00		1,553,993.64
	DD Direct Debit to Wod Ndr DD Ref: 30903104	922.00		1,553,071.64
	DD Direct Debit to Pitney Bowes Ref: 6335052400185413	60.50		1,553,011.14
	DD Direct Debit to Wod Ndr DD Ref: 90024629	798.00		1,552,213.14
	Giro Direct Credit From Shepherd N J Ref: Burwell Hall		90.05	1,552,303.19
	Giro Direct Credit From Amanda Paton T/A D Ref: Dancemania B5540		141.25	1,552,444.44
	Giro Direct Credit From Yellow Submarine H Ref: Ysub B5566		237.00	1,552,681.44
	Giro Direct Credit From C Codd Ref: B5585		272.00	1,552,953.44
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423C82232W7P5L		326.78	1,553,280.22
	Giro Direct Credit From Amanda Paton T/A D Ref: Dancemania B5564		395.50	1,553,675.72
	Deposit Re 45Witney 101500		1,077.40	1,554,753.12
	Direct Credit From Greens F Ltd SW F Ref: C671		351.00	1,555,104.12
	Direct Credit From Greens F Ltd SW F Ref: C672		218.00	1,555,322.12
1 Oct	Balance carried forward			1,555,322.12
Total Payments/Receipts		26,831.89	20,096.93	

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

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - BARCLAYS GENERAL A/C

Bank Statement Account Name (s)	Statement Date	Page	Balances
BARCLAYS GENERAL A/C	30/09/2024		1,555,609.64
			1,555,609.64
Unpresented Payments (Minus)		Amount	
20/09/2024	101263 Cemetery Development Services	7,458.00	
20/09/2024	101264 Castle Water Ltd - Leys Splash	13,192.07	
20/09/2024	101266 Savills (UK) Ltd	7,334.10	
20/09/2024	101265 Cloudy IT	7,664.39	
			35,648.56
			1,519,961.08
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,519,961.08
		Balance per Cash Book is :-	1,519,961.08
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

WITNEY TOWN COUNCIL 2024-25

BARCLAYS IMPREST A/C

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02/09/2024	SSE Energy Solutions	DD	£19.62	21567/clock & buttercross
06/09/2024	Watson Fuels	DD	£1,421.64	21568/718 litres of diesel
12/09/2024	BACS PAYFLOW	BACS	£21,226.62	BACS PAYFLOW
13/09/2024	Banbury Memorials Ltd	34899	£900.00	21037/memorial refix
13/09/2024	Witney Town Band	34900	£660.00	21111/annual grant
13/09/2024	BASICS	34901	£78.75	21028/cafe supplies
13/09/2024	Aspect Plumbing & Heating	34902	£93.04	21038/install pan connector
13/09/2024	Garic Ltd	34903	£3,688.20	21109/waste tank emptying 8/24
13/09/2024	Home Start Oxford	34904	£4,000.00	21112/Grant First instalment
13/09/2024	The Keyholding Company	34905	£48.19	21006/alarm call / post keys
13/09/2024	Fenland Leisure Products Lt	34906	£740.64	21001/equipment parts
13/09/2024	SLCC Enterprises Ltd	34907	£168.00	21005/training
13/09/2024	SSE Energy Solutions	34908	£231.70	21114/floodlight, war memorial
13/09/2024	Spaldings Limited	34909	£185.00	21009/farmers penknife x5
13/09/2024	Thames Valley Water Servic	34910	£624.00	21035/CWST & TMV cleaning
13/09/2024	Tudor Environmental	34911	£818.94	21007/hedgetrimmer trousers
13/09/2024	Ue Coffee Roasters Ltd	34912	£826.00	21033/cafe supplies
13/09/2024	Windowflowers Ltd	34913	£78.00	21034/replant pole basket
13/09/2024	Windrush C of E Primary Scl	34914	£1,000.00	21110/play thereapy grant
15/09/2024	BNP Paribas Leasing Solutio	Std Ord	£556.58	HP Grillo Mower
16/09/2024	Green Energy (UK) Plc	DD	£4,836.85	21596/1557819 August 2024
16/09/2024	Biffa Waste Services Limitec	DD1	£924.56	21606/refuse disposal
16/09/2024	Epos Now Ltd	DD2	£16.80	EPOS charges
16/09/2024	Epos Now Ltd	dd3	£16.80	EPOS charges
16/09/2024	Epos Now Ltd	DD4	£34.80	EPOS charges
16/09/2024	Epos Now Ltd	DD5	£60.00	EPOS charges
19/09/2024	BNP Paribas Leasing Solutio	Std Ord	£360.70	Trimax Mower HP

24/09/2024	BARCLAYS BANK PLC	DD	£116.80	CHARGES IMPREST A/C 3/6/24-1/9
25/09/2024	BACS PAYFLOW	BACS	£107,492.44	BACS PAYFLOW
26/09/2024	A Podbery	34915	£180.00	21257/mill meadow fire cleanup
26/09/2024	Agrovista UK Ltd	34916	£2,120.76	21173/loam, fertiliser, paint
26/09/2024	Aquilina Environmental Qua	34917	£339.55	21258/charophyte survey
26/09/2024	BASICS	34918	£87.82	21193/cafe supplies
26/09/2024	Barlow and Sons (Hermitage	34919	£47.54	21191/featheredged & treated
26/09/2024	Blueprint Imaging Limited	34920	£482.40	21259/poster/old map
26/09/2024	Brewers Decorator Centres	34921	£83.48	21197/paint for shooting club
26/09/2024	Andrew Brooks	34922	£150.00	21198/damage deposit refund
26/09/2024	George Browns Ltd	34923	£750.73	21209/Kubota repairs
26/09/2024	Broxap Limited	34924	£3,110.40	21200/benches & bollards
26/09/2024	Castle Water Ltd - Leys Pavi	34925	£228.89	Purchase Ledger Payment
26/09/2024	C J Clarke (Timber Merchan	34926	£182.92	21260/gravel boards, postmix,
26/09/2024	Cotteswold Dairy Ltd (Chelt	34927	£460.70	21205/milk deliveries
26/09/2024	Devon County Council	34928	£150.00	Purchase Ledger Payment
26/09/2024	Executive Alarms Ltd	34929	£2,328.00	21207/CCTV installation
26/09/2024	First Fence Ltd	34930	£740.51	21208/mesh fencing & posts
26/09/2024	Green-Tech Limited	34931	£700.80	21210/flower mixes
26/09/2024	GS Window Cleaning	34932	£136.00	21211/window cleaning
26/09/2024	HAGS-SMP Ltd	34933	£571.20	21212/freeride seat frame
26/09/2024	Hook Norton Brewery Co Lt	34934	£336.75	21214/cafe supplies - alcohol
26/09/2024	Mark Howard	34935	£100.00	21215/damage deposit refund
26/09/2024	M & M Skip Hire Limited	34936	£4,832.40	21220/skip exchange
26/09/2024	Medic 1 Direct Ltd	34937	£1,116.00	21221/remembrnce medical cover
26/09/2024	Moore	34938	£3,072.00	21223/audit review 2023/24
26/09/2024	Nationwide Platforms	34939	£186.00	21224/supervisor training AW
26/09/2024	Fenland Leisure Products Lt	34940	£247.20	21225/links, shackles & paint
26/09/2024	Palace Cuisine Limited	34941	£36.30	21226/cakes, bakewell, s/bread
26/09/2024	Pest Solutions Oxfordshire	34942	£60.00	21227/monthly pest control
26/09/2024	POST OFFICE LTD	34943	£335.00	21229/FL68TLU to 30.09.25

26/09/2024	POST OFFICE LTD	34944	£335.00	21228/OY62UXC to 30.09.25
26/09/2024	Print Ready Ltd	34945	£23.50	21231/flyers
26/09/2024	Reeves Memorial Co Ltd	34946	£96.00	21232/move memorial stone
26/09/2024	Ridgequest Limited	34947	£518.40	21233/plaque refurbishment x 3
26/09/2024	Rygor Commercials Ltd	34948	£1,130.33	21234/canter service LT73AZB
26/09/2024	Seldram Supplies Oxford Ltd	34949	£719.14	21238/cleaning supplies etc
26/09/2024	Brady Corporation Ltd	34950	£32.96	21239/CCTV signs
26/09/2024	Spaldings Limited	34951	£673.86	21243/fuel filter returned
26/09/2024	Tallis Amos Group Limited	34952	£127.52	21246/Scag bearings
26/09/2024	A.K. Timms and Sons Limite	34953	£80.33	21248/bags of ballast
26/09/2024	Treework Services Ltd	34954	£1,170.00	21249/G661 survey in Manor Rd
26/09/2024	Tudor Environmental	34955	£834.36	21250/lithium battery locker
26/09/2024	P.A.Turney Ltd	34956	£1,694.92	21261/CanAm service & repairs
26/09/2024	Ue Coffee Roasters Ltd	34957	£656.05	21263/cafe supplies
26/09/2024	Ue Coffee Roasters Ltd	34958	£827.50	21265/cafe supplies
26/09/2024	Viking Payments	34959	£454.64	21254/stationery & equipment
26/09/2024	Witney Plant Hire Limited	34961	£600.00	21256/9T excavator hire
26/09/2024	Bob Wilson & Sons Leisure I	34960	£1,000.00	Refund of Witney Feast damage deposit
26/09/2024	AMAZON	34962	£0.00	VOID CHEQUE
26/09/2024	Amazon Payments UK Ltd	34963	£559.00	21190/various supplies
27/09/2024	TIME VENDOR DD		£155.72	Coffee machine lease
			<u>£186,087.25</u>	

WITNEY TOWN COUNCIL
TOWN HALL
MARKET SQUARE
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

25 Sep - 01 Oct 2024

Date	Description	Money out £	Money in £	Balance £
25 Sep	Start Balance			1,000.00
	DD Direct Debit to Payflow /Payl Ref: BACS	107,492.44 ✓		-106,492.44
	Cheque Issued Ref: 034906	740.64 ✓		-107,233.08
	Cheque Issued Ref: 034914	1,000.00 ✓		-108,233.08
	Giro Transfer From Account 70974641		1,000.00 ✓	-107,233.08
	Transfer From 20-97-48 70974641 Transfer		108,233.08 ✓	1,000.00
26 Sep	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	16.80 ✓		983.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	16.80 ✓		966.40
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	34.80 ✓		931.60
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	60.00 ✓		871.60
	Cheque Issued Ref: 034904	4,000.00 ✓		-3,128.40
	Giro Transfer From Account 70974641		4,128.40 ✓	1,000.00
27 Sep	DD Direct Debit to Time Vendor Ref: 018826	155.72		844.28
	Cheque Issued Ref: 034903	3,688.20 ✓		-2,843.92
	Cheque Issued Ref: 034910	624.00 ✓		-3,467.92
	Giro Transfer From Account 70974641		4,467.92 ✓	1,000.00
30 Sep	Cheque Issued Ref: 034902	93.04 ✓		906.96

Start balance	£1,000.00
Money out	£117,955.79
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£117,955.79
End balance	£1,000.00

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

5761.44
128.40
5889.84

Continued

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			906.96
30 Sep	Giro Transfer From Account 70974641		93.04	1,000.00
1 Oct	DD Direct Debit to Sse Energy Supply Ref: 0085171-DD00663007	33.35		966.65
	Giro Transfer From Account 70974641		33.35	1,000.00
1 Oct	Balance carried forward			1,000.00
	Total Payments/Receipts	117,955.79	117,955.79	

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

Bank of England Base Rate Information

Rate effective from 01 Aug 2024 was	5.000%
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Date: 05/11/2024

WITNEY TOWN COUNCIL 2024-25

Page 1

Time: 17:08

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - BARCLAYS IMPREST A/C**

User: NW

<u>Bank Statement Account Name (s)</u>			<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS IMPREST A/C			03/09/2024		1,000.00
					<u>1,000.00</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>		
19/01/2024	34515	IT Resource Group Ltd		174.00	
20/02/2024	34564	South Oxfordshire District Cou		10.00	
20/02/2024	34566	Start Traffic Ltd		395.50	
28/03/2024	34677	Witney Music Festival Ltd		120.00	
18/04/2024	034695	Tudor Environmental		185.34	
18/07/2024	34816	Devon County Council		60.00	
18/07/2024	34818	Irrigation & Garden Services		240.00	
18/07/2024	34828	Seldram Supplies Oxford Ltd		863.56	
31/07/2024	34848	Monarch Hose & Hydraulics Ltd		284.40	
31/07/2024	34849	Newslink Witney Ltd		56.75	
31/07/2024	34853	Shelley Signs Ltd		3,942.00	
27/08/2024	34864	A Podbery		1,332.00	
27/08/2024	34881	Irrigation & Garden Services		267.60	
27/08/2024	34885	Newslink Witney Ltd		21.20	
27/08/2024	34891	Seldram Supplies Oxford Ltd		462.04	
26/09/2024	34915	A Podbery		180.00	
26/09/2024	34916	Agrovista UK Ltd		2,120.76	
26/09/2024	34917	Aquilina Environmental Quality		339.55	
26/09/2024	34918	BASICS		87.82	
26/09/2024	34919	Barlow and Sons (Hermitage) Li		47.54	
26/09/2024	34920	Blueprint Imaging Limited		482.40	
26/09/2024	34921	Brewers Decorator Centres		83.48	
26/09/2024	34922	Andrew Brooks		150.00	
26/09/2024	34923	George Browns Ltd		750.73	
26/09/2024	34924	Broxap Limited		3,110.40	
26/09/2024	34925	Castle Water Ltd - Leys Pavili		228.89	
26/09/2024	34926	C J Clarke (Timber Merchants)		182.92	
26/09/2024	34927	Cotteswold Dairy Ltd (Cheltenham)		460.70	
26/09/2024	34928	Devon County Council		150.00	
26/09/2024	34929	Executive Alarms Ltd		2,328.00	
26/09/2024	34930	First Fence Ltd		740.51	
26/09/2024	34931	Green-Tech Limited		700.80	
26/09/2024	34932	GS Window Cleaning		136.00	
26/09/2024	34933	HAGS-SMP Ltd		571.20	
26/09/2024	34934	Hook Norton Brewery Co Ltd		336.75	
26/09/2024	34935	Mark Howard		100.00	
26/09/2024	34936	M & M Skip Hire Limited		4,832.40	
26/09/2024	34937	Medic 1 Direct Ltd		1,116.00	
26/09/2024	34938	Moore		3,072.00	
26/09/2024	34939	Nationwide Platforms		186.00	
26/09/2024	34940	Fenland Leisure Products Ltd		247.20	
26/09/2024	34941	Palace Cuisine Limited		36.30	

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - BARCLAYS IMPREST A/C**

			<u>Amount</u>	<u>Balances</u>
26/09/2024	34942	Pest Solutions Oxfordshire	60.00	
26/09/2024	34943	POST OFFICE LTD	335.00	
26/09/2024	34944	POST OFFICE LTD	335.00	
26/09/2024	34945	Print Ready Ltd	23.50	
26/09/2024	34946	Reeves Memorial Co Ltd	96.00	
26/09/2024	34947	Ridgequest Limited	518.40	
26/09/2024	34948	Rygor Commercials Ltd	1,130.33	
26/09/2024	34949	Seldram Supplies Oxford Ltd	719.14	
26/09/2024	34950	Brady Corporation Ltd	32.96	
26/09/2024	34951	Spaldings Limited	673.86	
26/09/2024	34952	Tallis Amos Group Limited	127.52	
26/09/2024	34953	A.K. Timms and Sons Limited	80.33	
26/09/2024	34954	Treework Services Ltd	1,170.00	
26/09/2024	34955	Tudor Environmental	834.36	
26/09/2024	34956	P.A.Turney Ltd	1,694.92	
26/09/2024	34957	Ue Coffee Roasters Ltd	656.05	
26/09/2024	34958	Ue Coffee Roasters Ltd	827.50	
26/09/2024	34959	Viking Payments	454.64	
26/09/2024	34961	Witney Plant Hire Limited	600.00	
26/09/2024	34960	Bob Wilson & Sons Leisure Ltd	1,000.00	
26/09/2024	34963	Amazon Payments UK Ltd	559.00	
				<u>43,121.25</u>
				-42,121.25
<u>Unpresented Receipts (Plus)</u>				
			0.00	
				<u>0.00</u>
				-42,121.25
		Balance per Cash Book is :-		-42,121.25
		Difference is :-		0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS B P A	30/09/2024		1,370,583.86
			<u>1,370,583.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,370,583.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,370,583.86
		Balance per Cash Book is :-	1,370,583.86
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

08 OCT 2024

Appendix WITNEY TOWN COUNCIL NO 3
ACCOUNT

Sort Code 20-97-48
Account No 70974641

SWIFTBIC BUKGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 02 October 2024

WITNEY TOWN COUNCIL
TOWN HALL
MARKET SQUARE
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Premium Account

At a glance

25 Sep - 01 Oct 2024

Date	Description	Money out £	Money in £	Balance £
25 Sep	Start Balance			1,488,506.30
	Giro to 70974765 Automatic	1,000.00		1,487,506.30
	Transfer to 20-97-48 70974765 Transfer	108,233.08		1,379,273.22
26 Sep	Giro to 70974765 Automatic	4,128.40		1,375,144.82
27 Sep	Giro to 70974765 Automatic	4,467.92		1,370,676.90
30 Sep	Giro to 70974765 Automatic	93.04		1,370,583.86
1 Oct	Giro to 70974765 Automatic	33.35		1,370,550.51
1 Oct	Balance carried forward			1,370,550.51
	Total Payments/Receipts	117,955.79	0.00	

Start balance	£1,488,506.30
Money out	£117,955.79
Money in	£0.00
Gross interest earned	£0.00
End balance	£1,370,550.51

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.

Credit interest rates

Current rates Correct at the time of printing
Effective from 01 Dec 2023

Balance	Gross %	AER %
▶ £1 - £999,999	1.500	1.508
▶ £1,000,000 - £9,999,998	1.750	1.762
▶ £9,999,999+	1.950	1.964

Bank of England Base Rate Information

Rate effective from 01 Aug 2024 was	5.000%
-------------------------------------	--------

Banking terms explained

Gross This is the rate of interest payable without the deduction of tax.
AER or Annual Equivalent Rate is the gross rate of interest worked out as if it was paid and compounded once a year. This allows you to compare interest rates between accounts that pay interest at different intervals.



Witney Town Council

Internal Audit Report 2024-25: 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 2024-25 financial year to date which was undertaken on 15th & 16th October 2024. We wish to thank the Clerk the Responsible Finance Officer 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.

We consider the Clerk and her staff continue to operate generally effective control procedures in in most areas. 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 2023-24 Accounts and Annual Return;
- Checked and agreed transactions in the three bank account cashbooks to the relevant bank statements for April and August 2024 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 2024 and 31st August 2024 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 Standing Orders and Financial Regulations were reviewed and formally approved by Full Council in February and April 2023 respectively, NALC have issued a new model of the Financial Regulations, these will be reviewed by Council before the end of the financial year ;
- Noted previously that General Powers of Competence were adopted at the May 2023 Full Council meeting; and
- Have undertaken our review of the Council’s minutes and consideration of other governance issues for the year to date 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. We have been advised that the Financial Regulations will be reviewed by the end of the financial year.

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 June 2024 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 the 2023-2024 financial year and will again be adopted for this financial year.

We have also examined the Council's insurance policy schedule for 2023-24, 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 2025-26 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 2025-26 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.

We have also reviewed the unpaid invoices relating to the outstanding debtor position. We have discussed this debtor position with the Responsible Finance Officer and we consider that there

is satisfactory monitoring in respect of these invoices. However, there are some aged debtors where a review of these outstanding debts should be undertaken to consider what action should be taken.

Conclusions

We will undertake a further review of the Sales Ledger and café/bar income and stock control 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 at the Town Hall 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 2023 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in August 2024, 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.

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Grant Monitoring Report

Meeting Date: Monday, 25 November 2024

Contact Officer: Deputy Town Clerk

The purpose of this report is to provide Members with updates from recipients of grants awarded in the last year under the General Power of Competence, and to ensure the Council is satisfied the funds have been expended as agreed.

Background

The Council's current Grants Policy states, 'organisations receiving grant-aid, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended'.

Following on from the last grant monitoring report presented to this Committee on 23 March 2024, it was advised a number of grants were awarded at the meeting on 5 February 2024 and should be monitored later in the year. Updates regarding these are included below.

Current Situation

1. Nature Now/Where The Fruit Is

The Council awarded £2,400 towards the facilitation of one set (of six) Nature Now forest school training sessions at the Witney Lake & Country Park for carers with young children – refugees, childminders, parents, grandparents, and foster carers.

A report has been provided which outlines the impact of the spring sessions which can be seen as **Appendix A**.

2. Witney Town Band

The Council awarded £500 to the Witney Town Band (Training Band) for the purchase of a new percussion instrument and banners for music stands.

Correspondence has been received outlining the expenses covered by the grant which can be seen as **Appendix B**. Invoices have been provided as evidence which officers can confirm. These invoices are available to Members if they deem appropriate.

3. Oxfordshire Mind

The Council awarded £500 to Oxfordshire Mind for help towards outdoor seating at the Witney Wellbeing Hub in Moorland Road.

Correspondence has been received providing an update on the furniture purchased with the grant and is attached as **Appendix C**.

4. Witney Day Centre

The Council awarded £500 to help towards payment for entertainers at the Day Centre during the afternoons.

Correspondence has been received outlining what the grant has been spent on and can be seen as **Appendix D**.

5. Broad Hill Play Group

The Council awarded £500 towards the cost of a new outdoor learning area (pergola).

An update report has been provided by the Play Group which outlines current progress on the pergola which can be seen as **Appendix E**.

A grant update has also been requested of Witney Buttercross Scouts (£3,500) but has not been received at the time of writing this report.

Other Grants

6. Witney Music Festival (WMF)

The Council entered into a Memorandum of Understanding/Service Level Partnership Agreement with WMF in 2022 which commits the Council to providing financial support annually for the community event held on The Leys in June.

A representative from WMF attended the Stronger Communities meeting on 23 September 2024 and provided Members with a verbal update (minute no. SC528 refers). A further update, along with the income and expenditure for the 2024 event, and the most recent WMF accounts are attached as **Appendix F**.

The above agreement refers to Council funding in Sections 4(d), 6(e) and 8. The agreement can be seen in its entirety and is attached as **Appendix G**. Members are asked to consider the level of funding for 2025 which has been £10,000 since 2022.

7. West Oxfordshire Community Transport (WOCT)

The Council entered into a new financial support agreement with WOCT earlier this year. The award provided a commitment to provide funds of £23,500 annually for three years.

Bus usage figures for the last 6 months (except June) are provided as **Appendix H**. Figures were provided before May but were summarised in a more readable format from that time.

A further grant monitoring report for awards made later in the year will be produced for the meeting on 31 March 2025.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct impact from this report.
- b) Biodiversity – no direct impact from this report.
- c) Crime & Disorder – no direct impact from this report.
- d) Environment & Climate Emergency – no direct impact from this report.

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.

Considered at the time of awards. To not monitor the grant recipients would be negligent on the Council's part and could lead to reputational and financial risk.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Considered at the time of awards.

Financial implications

The funds for the above schemes and projects have already been allocated. There are no implications unless the Committee decides any project has not been undertaken to its understanding or satisfaction.

Recommendations

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

1. Whether any further information is required in relation to any listed grant recipients,
2. To note the financial position of the Witney Music Festival and consider the Council's level of financial support for 2025/26.

NB. Report compiled with assistance from the Administrative Support Assistant – Communities & Planning.

WTC-Nature NOW Spring 2024 Summary of impact

Total number of sessions held at Ducklington Lake	6
Total number of adults attending	22
Total number of children attending	48
Average number of children attending a session	17
Overall, the number of attendees was very similar across both sessions in autumn and spring, with seven new adults joining us and an increase in Witney-based children and carers in the spring round.	
As with the autumn 2023 round of sessions, participants learned about the Nature NOW sessions through the WTC and NatureNOW Facebook pages, previous contact with NatureNOW/Where the Fruit Is training or local friend/childminder networks. Adults attended from Witney Town, Carterton, Standlake, Stonesfield, Burford, and Witney—Oxford Witney Hotel residents.	

Summary of sessions

- As before, Carl Whitehead supported the sessions with access to the site, etc. He also timed conservation work to be carried out on Thursday mornings that would interest the children, e.g. installing bird boxes and animal rubbing/art posts around the lake - this was very well received and helped build on community links with local families/carers. Two Witney families reported returning with other family members at the weekend to complete all the rubbings on the walk.
- Sessions were only held at Ducklington in the spring due to the ease of parking and accessibility. Most adults needed to attend with buggies and small children walking. Extensive and unpredictable flooding at the Mill Meadow site made Ducklington more reliable.
- Nature play resources on seasonal themes were provided; these were kept simple to inspire the children's imaginations and encourage them to explore around the lakeside.
- As before, sessions were staffed by two qualified Forest School and Forest Kindergarten Leaders-Trainers at each session, who had previously worked on the OCC-Nature NOW projects 2020-2022. Again, this was well received and helped build community links with local families/ carers.



Feedback from participants

Feedback was collected through an online survey and a paper questionnaire during sessions. Feedback was very similar in the second round, with adults citing the children's *physical development*, including increased confidence in the outdoors, confidence with physical play, increased willingness to get muddy and engage with natural resources, and confidence in meeting and engaging with other adults and children.

Developing a nature connection was also mentioned, with carers noting that children were more willing to venture further this time and explore around the lakeside with resources, increasing their physical stamina and enjoying the familiarity of being in a natural



space they recognised. Spending time outdoors and finding the animal rubbing posts around the lake were frequently commented on in feedback.

Again, adults commented on the benefit of getting out with the children to meet with other carers and their children, whatever the weather. Carers noted that children gained social skills and significantly increased their confidence by returning to the familiar green space with adults and children they recognised from previous sessions.

"My little bunch has really enjoyed their Nature Now Thursdays. It's lovely to see them grow in confidence and explore the activities you have provided. We hope to see you all in the future!"

"Being outside here (has given us) more confidence in the garden."

"(we have most enjoyed) meeting up with others and the children experiencing bigger outdoor groups."

Where Next?

Unfortunately, the Spacehive grant eligibility did not fit with our business model. We are keen to explore the possibility of WTC supporting our work with teenagers, linking them with community groups, and enabling them to have purposeful roles caring for local wild spaces whilst gaining the *Level 1 Award in Forestry in the Community*. This new qualification is aimed predominantly at secondary school-aged young people, typically those struggling with mainstream education, who wish to gain a qualification and develop life and work skills offering a path into land-based community conservation careers. We have successfully piloted this qualification for the Royal Forestry Society through partnerships with the National Forest and schools in Leicestershire, with young people planting and maintaining woodlands. In Phase 2, we plan to work with Oxfordshire secondary schools alongside colleagues like Carl Whitehead, his team, and volunteers on community woodland and conservation projects. To read more,

<https://rfs.org.uk/wp-content/uploads/2024/07/Forestry-in-the-community-Sarah-Lawfull.pdf>





From: [REDACTED]
Sent: 13 November 2024 13:59
To: Communities
Subject: Re: Witney Town Council Grant-aid – Follow-up

Cara,

Please find attached invoices covered by the grant per the application and let me know if you need any further details.

- 1) Mark Tree - please find invoice attached.
- 2) Banners - the Council grant will be put towards new stand banners but the committee is still in discussion with suppliers
- 3) Hall rental and MD expenses - Please find attached. The Hall rental is invoiced to the Senior band and the Training band reimburses 33% as they use one of the three hours for the rental
- 4) Instrument repair - There were repairs to an Eb Bass and the drum kit - invoices attached

Thanks,
[REDACTED]

Document is Restricted

Document is Restricted

From: [REDACTED]
Sent: 04 November 2024 21:50
To: Communities
Subject: Re: Witney Town Council Grant-aid – Follow-up

Hi Cara

Thank you for you email about the grant of £500 we received from you in February 2024. It has been well spent for the well being of our members plus extra elderly joining us at the Day centre.

From March 2024 to Sept 2024 our entertainment costs have been £1,200. We are very grateful for the grant donation towards this cost. It has made a lot of elderly members very happy. Every week we post on our Witney Day Centre Facebook the entertainers and the fun we are all having. If you would like me to back this up with hard copies of the entertainers I can do this. Also testimonials from the members saying what a great afternoon and when is that entertainer coming again. I work hard with my entertainers in that I book then 3 events in one day working with Millers Grange and Merryfield House Care Homes. By doing this it is better for the entertainer and they are able to reduce the costs. I have attached some pictures and hope this is proof enough that the funding has been well spent.

Kind Regards
[REDACTED]

Document is Restricted



131 Hailey Road, Witney, Oxon, OX28 1HL
01993 705509

broadhillpreschool@btconnect.com
www.broadhillpreschool.co.uk

15th November 2024

Grant received from Witney Town Council for £500.00

Thank you so much for the monies received from Witney Town Council.

Over the Summer we were able to go ahead with the construction of the new Pergola – the old one had really aged and was irreparable due to storm damage.

Our new Pergola is now providing the children with a dry optional enclosed shelter for all weathers. Outdoor learning is a key part of our curriculum and supporting us in raising vital funds for this Pergola is providing the children of Broadhill Preschool further opportunities in learning and supporting their Health and Wellbeing in our great outdoor facility.

We held a 'Stay and Play' session on the 3rd October for all parents/carers to attend (past and present) who support us with fundraising for the Pergola.

Thank you 😊



Registered Charity 271750



Ofsted Registration 134458





131 Hailey Road, Witney, Oxon, OX28 1HL
01993 705509

broadhillpreschool@btconnect.com
www.broadhillpreschool.co.uk



Registered Charity 271750



Ofsted Registration 134458



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POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Finance Report: Revised Revenue Budget 2024/25 and Draft Base Revenue Budget for 2025/26

Meeting Date: Monday, 25 November 2024

Contact Officer: Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Monday 4 November to allow for a full response at the meeting.

Background

Each year the Committees of the Council review their estimates of income and expenditure so that proposals can be submitted to the Council in relation to revised revenue estimates for the current year and proposals for the following year. Consequently, this report presents Members the revised budget for 2024/25 and the first draft of the revenue budget for 2025/26, in the attached documents, for the cost centres which are the responsibility of this Committee.

The budget process is ongoing and there is further work to do. Therefore an updated report on all cost centres which are the responsibility of this committee will be presented later in the budget cycle.

Current Situation

The Committee's terms of reference details the various responsibilities of this Committee.

- The Committee has budgets which are its direct responsibility.
- The Committee also has the responsibility for oversight of the all the Council's resources, its terms of reference including: "b. To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review" and "d. To consider the resources available to meet the Council's objectives in terms of land, property, finance and manpower and to advise other committees and the Council as required." Consequently, the management accounts of other committees are also brought forward to the Policy, Finance and Governance Committee, in cost centre order.

Within each committee, there are individual **cost centres**, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

The cost centres for which this committee has **direct responsibility** are:

Cost centre (CC)	Service
401	Civic activities
407	Grants and donations
502	Town Hall Maintenance
505	Precept
506	Interest received
602	Central support
604	Works depot and vehicles
605	General maintenance
606	Grounds maintenance
700	Strategic planning initiatives
701	Corporate management
702	Democratic representation and management
800	Capital Projects

In relation to the Committee's **oversight responsibilities** these are in the detailed management accounts as follows:

Committee	Cost centres
Parks and Recreation	201, 202,203, 204, 205, 207, 208, 209, 211, 212, 213, 214, 215,216
Stronger Communities	402, 408
Halls, Cemeteries and Allotments	102, 103, 104, 105, 106, 301,302, 303, 305
Climate, Biodiversity and Planning	206, 403

A report is submitted to every ordinary meeting of the above standing committees and previous reports are available on the relevant committee section of the website.

The detailed revenue budget estimates for 2025-26 are attached.

The format of this report is straightforward. From the left the first two columns relate to the original budget from 2023/24 against the actual figures for last year. The middle columns relate to the current year's original budget, actual expenditure year to date, the projected budget to 31st March 2025. The right-hand columns relate to the draft budget for 2025/26.

The Committee's revenue budget growth items for 2023/24, and its capital/special revenue projects programme for 2023/24 and beyond are dealt with as a separate budget item.

BUDGET PARAMETERS – DRAFT ESTIMATES 2025-26

Draft budgets are prepared on current activities and patterns of income and expenditure. At this stage budget lines have been kept as previously agreed unless there are known variations.

When considering the estimates the RFO examines each individual budget line, looking at the historic trends and known future developments so a flat percentage is not applied uniformly across the estimates. There has been significant inflationary pressure over recent years, peaking at 14.2% in the year to October 2022 (Retail Prices Index). However this year has seen falling inflation albeit inflation varies according to different activities. Where a cost-of-living increase has been applied, 2% has been used for 2025-26 and this has been applied to fees and charges.

There remains uncertainty regarding gas and electricity prices and these could change depending on the unstable international circumstances. The contract placed for 2024-25 and energy efficiency improvements made by the Council mean that the revised energy budgets for 2024-25 will show savings against the original and my current judgement is that there is enough allowance within the original 2024-25 estimates to not apply an increase in 2025-26.

It is anticipated that commercial water rates will rise well ahead of inflation, perhaps as high as 18% in the Thames Water area and this is being factored in.

The pay increase has now been agreed at £1,290 across all pay grades, the equivalent of 67p per hour. In percentage terms this is equivalent to 5.76% for the lowest of the NALC (National Association of Local Councils) pay points. At the higher end of the pay scales the agreement allows for a 2.5% increase. For 2025-26 the estimates will take account of the changes to employer's national insurance and allow for a 5% pay increase.

Finally, CPI (Consumer Prices Index) is 1.7% (September 2024) and RPI (Retail Prices Index) is 2.7% (September 2024).

REVENUE BUDGET SUMMARY

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

Budget commentary for the other cost centres has been provided to each of the other committees earlier in the cycle through saving the management accounts to a Word document and adding notes. Time constraints have been such that I have been unable to do this for this Committee but will be looking to do so ahead of the meeting.

However Members may wish to note the following general comments:

1. The actual year to date figures are for the first six months, the period April to September 2024.
2. The Council is now accounting for earmarked reserve movements differently. The previous system, used by this and other councils, was to represent in-year funding from earmarked reserves as negative expenditure (4995 – transfer from earmarked reserves) and transfers to earmarked reserves as expenditure (code 4991). These fund movements are now shown in these reports as a “below the line” adjustment “Transfer from/to EMR” so they do not impact on expenditure but are correctly shown as funding. Appropriate adjustments were made in the 2023-24 accounts. Some of the transfers are undertaken at or shortly after expenditure has been incurred. The Council’s reserve position, including earmarked reserves, will be reviewed later in the budget process.
3. As previously mentioned, two years on from the transfer of grounds maintenance from a contractor to an inhouse team, cost centres 605 and 606 (general and grounds maintenance teams) have been combined into a new cost centre 601. Non-staff related costs have been transferred to cost centre 604 (depot and associated). The works recharges and also the central support recharges are the responsibility of the Policy, Governance and Finance Committee, to which they will be presented later in the cycle. However, an initial estimate for 601, 602 and 604 has been made and included in service expenditure . Note that for the works team recharges (601 and 604), the actual year to date is based on analysis of weekly timesheets, which itself has been undertaken in more detail this year. However, it is more efficient at this stage to estimate the revised recharges for 2024-25 and the estimates for 2025-26 by simply applying a percentage change for each total recharge against the original estimates. This means that some individual recharge lines may look odd, with year-to-date expenditure higher than the projected year end. I intend to address this at a later date but for now it is much safer to estimate revised 2024-25 and projected 2025-26 based on a percentage of original 2024-25.
4. Grounds maintenance costs are where possible now directly allocated to service codes rather than being apportioned from cost centre 604 (depot). As part of the budget process the corresponding budgets have been transferred to the relevant cost centres and this is indicated on the budget report. This increases direct cost centre expenditure but decreases the recharge from 604. The net impact varies from cost centre to cost centre but all things being equal there is no overall impact on the bottom line. Note though that there is significant inflationary pressure on grounds maintenance with overall costs rising above headline inflation. The impact for each Committee’s revenue budgets is significant e.g. during 2024-25 the horticulture budget for line 4039/402 (p.22 of the estimates) , which was previously set at £750 has been increased to £19,500, funded by a virement from the works overhead (depot), the budget for which will reduce by this amount.

The running total across the three spending committees which have now met is:

Original 2024-25 revenue budget: (£66,392¹) + Precept £1,984,834 = £1,918,442

Revised 2024-25 revenue budget: (£136,871) + Precept £1,984,834 = £1,847,963

Proposed 2025-26 revenue budget: £86,997 + Precept £1,984,834² = £2,071,831

The base revenue budget as calculated in this draft would increase council tax significantly; there are then the growth and revenue items. There are clearly large inflationary pressures in the base budget

1. The above figures include a number of changes which are summarised in the management accounts and notes which will follow.
2. In addition, the next agenda item outlines the major growth items which are being considered and is also taking on new facilities from the District Council and this will be an important consideration in setting a balanced budget.
3. The Council has also major ongoing capital projects, again these will be considered in the next item but are additional to the revenue budget detailed in this paper.

Your officers are now scrutinising the estimates for accuracy and also potential savings. This will may alter the figures but any material changes downwards would require examination of service provision itself.

The Council tax base for the town is expected in the next few weeks but for 2024-25 there was a Band D Council Tax of £177.00.

Your officers will also be reviewing the position regarding reserves, both earmarked and general revenue. With an increase in activity the scope for using general reserves for in-year spending will be limited although there may be mor scope in relation to earmarked reserves.

¹ The budget for base revenue agreed for 2024-25 was £66,392 meaning that the precept met revenue plus £66,912, which contributed to capital. The detailed papers show this as higher £88,456. The original figure is the correct one, the difference is due to changes in accounting and an adjustment will be made when what is likely to be an error on transfer

² For estimate purposes the 2024-25 is retailed for 2025-26.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

Risk

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability. The RFO has approached the budget with prudence so as accurate budget as possible can be set at this early stage, although there may be some opportunities to make savings if required to balance the budget.

The provision of regular financial reports is part of the Council's risk management system.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

Financial implications

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

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

Recommendations

Members are invited:

Members are invited to note the report and consider the revised base revenue budget for 2024/25 and the estimated base revenue budgets for 2025/26, as detailed in the draft estimates.

Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Policy, Governance & Finance</u>										
<u>401</u>	<u>CIVIC ACTIVITIES</u>									
	Overhead Expenditure	51,786	51,142	52,790	24,180	54,313	0	60,459	0	0
	Movement to/(from) Gen Reserve	(51,786)	(51,142)	(52,790)	(24,180)	(54,313)		(60,459)		
<u>407</u>	<u>GRANTS & DONATIONS</u>									
	Total Income	0	33	0	159	159	0	0	0	0
	Overhead Expenditure	26,800	27,098	26,800	19,150	26,300	0	26,325	0	0
	407 Net Income over Expenditure	-26,800	-27,064	-26,800	-18,991	-26,141	0	-26,325	0	0
6000	plus Transfer from EMR	0	12,100	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(26,800)	(14,964)	(26,800)	(18,991)	(26,141)		(26,325)		
<u>502</u>	<u>TOWN HALL MAINTENANCE</u>									
	Total Income	13,950	21,613	19,950	6,650	19,950	0	19,950	0	0
	Overhead Expenditure	36,821	38,370	35,098	13,901	35,303	0	36,357	0	0
	502 Net Income over Expenditure	-22,871	-16,758	-15,148	-7,251	-15,353	0	-16,407	0	0
6000	plus Transfer from EMR	0	1,751	0	450	900	0	0	0	0
	Movement to/(from) Gen Reserve	(22,871)	(15,006)	(15,148)	(6,801)	(14,453)		(16,407)		
<u>505</u>	<u>PRECEPT</u>									
	Total Income	1,861,708	1,861,708	1,984,834	1,984,834	1,984,834	0	1,984,834	0	0
	Movement to/(from) Gen Reserve	1,861,708	1,861,708	1,984,834	1,984,834	1,984,834		1,984,834		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
506	<u>INTEREST RECEIVED</u>									
	Total Income	36,000	70,263	39,804	33,611	67,222	0	40,600	0	0
	Overhead Expenditure	3,000	3,153	3,387	1,328	3,387	0	3,450	0	0
	Movement to/(from) Gen Reserve	33,000	67,110	36,417	32,284	63,835		37,150		
601	<u>WORKS DEPARTMENT</u>									
	Overhead Expenditure	0	0	-37,968	0	-24,805	0	-36,862	0	0
	Movement to/(from) Gen Reserve	0	0	37,968	0	24,805		36,862		
602	<u>CENTRAL SUPPORT</u>									
	Overhead Expenditure	0	-20,354	5,430	109	-6,223	120	-431	0	0
	Movement to/(from) Gen Reserve	0	20,354	(5,430)	(109)	6,223		431		
604	<u>WORKS DEPOT/VEH/EQUIP ETC</u>									
	Total Income	0	741	0	128	16,750	0	0	0	0
	Overhead Expenditure	0	-17,534	-29,429	280	73,706	0	31,213	0	0
	Movement to/(from) Gen Reserve	0	18,275	29,429	(152)	(56,956)		(31,213)		
605	<u>GENERAL MAINT./NOW 601</u>									
	Overhead Expenditure	0	240	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(240)	0	0	0		0		
606	<u>GROUNDS MAINT. NOW 601</u>									
	Total Income	0	121	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	0	811	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(690)	0	0	0		0		
700	<u>STRATEGIC PLANNING INITIATIVES</u>									
	Overhead Expenditure	43,393	65,058	70,934	29,020	73,847	0	82,436	0	0
	Movement to/(from) Gen Reserve	(43,393)	(65,058)	(70,934)	(29,020)	(73,847)		(82,436)		
701	<u>CORPORATE MANAGEMENT</u>									
	Overhead Expenditure	103,652	102,684	105,843	51,890	108,380	0	121,421	0	0
	Movement to/(from) Gen Reserve	(103,652)	(102,684)	(105,843)	(51,890)	(108,380)		(121,421)		
702	<u>DEMOCRATIC REP'N & MGMT</u>									
	Overhead Expenditure	129,574	134,262	126,167	54,330	128,248	0	142,001	0	0
6000	plus Transfer from EMR	0	5,496	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(129,574)	(128,766)	(126,167)	(54,330)	(128,248)		(142,001)		
Policy, Governance & Finance - Income		1,911,658	1,954,479	2,044,588	2,025,383	2,088,915	0	2,045,384	0	0
Expenditure		395,026	384,932	359,052	194,187	472,456	120	466,369	0	0
Net Income over Expenditure		1,516,632	1,569,547	1,685,536	1,831,195	1,616,459	-120	1,579,015	0	0
plus Transfer from EMR		0	19,347	0	450	900	0	0	0	0
Movement to/(from) Gen Reserve		1,516,632	1,588,894	1,685,536	1,831,645	1,617,359		1,579,015		
<u>Parks & Recreation</u>										
201	<u>SPLASHPARK</u>									

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Total Income	0	12,988	0	0	0	0	0	0	0
	Overhead Expenditure	31,691	46,241	32,987	12,973	40,780	0	36,006	0	0
	Movement to/(from) Gen Reserve	<u>(31,691)</u>	<u>(33,253)</u>	<u>(32,987)</u>	<u>(12,973)</u>	<u>(40,780)</u>		<u>(36,006)</u>		
202	<u>THE LEYS RECREATION GROUND</u>									
	Total Income	43,380	30,448	26,208	24,044	25,904	0	27,116	0	0
	Overhead Expenditure	176,676	128,027	161,379	70,939	139,839	0	157,921	0	0
	Movement to/(from) Gen Reserve	<u>(133,296)</u>	<u>(97,579)</u>	<u>(135,171)</u>	<u>(46,895)</u>	<u>(113,935)</u>		<u>(130,805)</u>		
203	<u>WEST WITNEY SPORTS GROUND</u>									
	Total Income	32,241	29,206	30,453	27,553	34,769	0	30,202	0	0
	Overhead Expenditure	54,450	54,681	69,955	61,527	67,100	0	74,589	0	0
	Movement to/(from) Gen Reserve	<u>(22,209)</u>	<u>(25,475)</u>	<u>(39,502)</u>	<u>(33,974)</u>	<u>(32,331)</u>		<u>(44,387)</u>		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
	Total Income	3,850	6,378	8,000	2,707	7,000	0	7,150	0	0
	Overhead Expenditure	33,566	20,449	45,942	40,138	42,621	0	50,693	0	0
	Movement to/(from) Gen Reserve	<u>(29,716)</u>	<u>(14,072)</u>	<u>(37,942)</u>	<u>(37,430)</u>	<u>(35,621)</u>		<u>(43,543)</u>		
205	<u>KING GEORGE V / NEWLAND</u>									
	Total Income	1,000	1,582	1,700	499	1,700	0	1,750	0	0
	Overhead Expenditure	23,574	14,710	27,199	12,883	25,194	0	29,858	0	0
	Movement to/(from) Gen Reserve	<u>(22,574)</u>	<u>(13,129)</u>	<u>(25,499)</u>	<u>(12,384)</u>	<u>(23,494)</u>		<u>(28,108)</u>		

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
207	<u>MOORLAND ROAD PLAY AREA</u>									
	Overhead Expenditure	4,212	2,694	4,370	6,341	4,534	0	4,543	0	0
	Movement to/(from) Gen Reserve	(4,212)	(2,694)	(4,370)	(6,341)	(4,534)		(4,543)		
208	<u>WOOD GREEN/PLAY AREA</u>									
	Overhead Expenditure	11,788	4,882	12,983	4,152	11,715	0	13,336	0	0
	Movement to/(from) Gen Reserve	(11,788)	(4,882)	(12,983)	(4,152)	(11,715)		(13,336)		
209	<u>ETON CLOSE PLAY AREA</u>									
	Overhead Expenditure	700	252	700	4,534	689	0	705	0	0
	Movement to/(from) Gen Reserve	(700)	(252)	(700)	(4,534)	(689)		(705)		
210	<u>OXLEASE PLAY AREA</u>									
	Overhead Expenditure	13,999	6,366	15,340	5,392	13,864	0	15,834	0	0
	Movement to/(from) Gen Reserve	(13,999)	(6,366)	(15,340)	(5,392)	(13,864)		(15,834)		
211	<u>FIELDMERE PLAY AREA</u>									
	Overhead Expenditure	6,532	4,292	6,778	5,284	8,313	0	7,131	0	0
	Movement to/(from) Gen Reserve	(6,532)	(4,292)	(6,778)	(5,284)	(8,313)		(7,131)		
212	<u>QUARRY ROAD PLAY AREA</u>									
	Overhead Expenditure	866	2,261	876	3,130	964	0	869	0	0
	Movement to/(from) Gen Reserve	(866)	(2,261)	(876)	(3,130)	(964)		(869)		
213	<u>RALEGH CRESCENT PLAY AREA</u>									

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	5,954	3,354	6,678	101	6,220	0	6,993	0	0
	Movement to/(from) Gen Reserve	(5,954)	(3,354)	(6,678)	(101)	(6,220)		(6,993)		
214	<u>PARK ROAD PLAY AREA</u>									
	Overhead Expenditure	1,000	319	1,000	101	1,011	0	975	0	0
	Movement to/(from) Gen Reserve	(1,000)	(319)	(1,000)	(101)	(1,011)		(975)		
215	<u>CEDAR DRIVE PLAY AREA</u>									
	Overhead Expenditure	0	0	1,100	20	1,120	0	1,100	0	0
	Movement to/(from) Gen Reserve	0	0	(1,100)	(20)	(1,120)		(1,100)		
216	<u>UNTERHACHING PLAY AREA</u>									
	Total Income	0	30,000	0	0	0	0	0	0	0
	Overhead Expenditure	0	1,609	1,100	5,849	5,472	0	3,200	0	0
	216 Net Income over Expenditure	0	28,392	-1,100	-5,849	-5,472	0	-3,200	0	0
6000	plus Transfer from EMR	0	0	0	1,551	3,103	0	0	0	0
6001	less Transfer to EMR	0	30,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(1,608)	(1,100)	(4,297)	(2,369)		(3,200)		
217	<u>WATERFORD LANE PLAY AREA</u>									
	Overhead Expenditure	0	0	1,100	0	0	0	1,122	0	0
	Movement to/(from) Gen Reserve	0	0	(1,100)	0	0		(1,122)		

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

	<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Parks & Recreation - Income	80,471	110,601	66,361	54,803	69,373	0	66,218	0	0
Expenditure	365,008	290,135	389,487	233,364	369,436	0	404,875	0	0
Net Income over Expenditure	<u>-284,537</u>	<u>-179,535</u>	<u>-323,126</u>	<u>-178,561</u>	<u>-300,063</u>	<u>0</u>	<u>-338,657</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	1,551	3,103	0	0	0	0
less Transfer to EMR	0	30,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(284,537)</u>	<u>(209,535)</u>	<u>(323,126)</u>	<u>(177,010)</u>	<u>(296,960)</u>		<u>(338,657)</u>		

Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Stronger Communities</u>										
<u>402</u>	<u>COMMUNITY INFRASTRUCTURE</u>									
	Total Income	0	10,206	2,670	565	6,100	0	11,700	0	0
	Overhead Expenditure	344,997	314,608	398,475	110,657	370,180	0	421,343	0	0
	402 Net Income over Expenditure	-344,997	-304,403	-395,805	-110,091	-364,080	0	-409,643	0	0
6000	plus Transfer from EMR	0	4,114	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(344,997)</u>	<u>(300,289)</u>	<u>(395,805)</u>	<u>(110,091)</u>	<u>(364,080)</u>		<u>(409,643)</u>		
<u>408</u>	<u>COMMUNITY ACTIVITIES</u>									
	Total Income	0	0	0	1,500	1,500	0	1,500	0	0
	Overhead Expenditure	183,638	153,175	192,235	91,016	195,888	0	218,373	0	0
	Movement to/(from) Gen Reserve	<u>(183,638)</u>	<u>(153,175)</u>	<u>(192,235)</u>	<u>(89,516)</u>	<u>(194,388)</u>		<u>(216,873)</u>		
	Stronger Communities - Income	0	10,206	2,670	2,065	7,600	0	13,200	0	0
	Expenditure	528,635	467,784	590,710	201,673	566,068	0	639,716	0	0
	Net Income over Expenditure	<u>-528,635</u>	<u>-457,578</u>	<u>-588,040</u>	<u>-199,607</u>	<u>-558,468</u>	0	<u>-626,516</u>	0	0
	plus Transfer from EMR	0	4,114	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(528,635)</u>	<u>(453,464)</u>	<u>(588,040)</u>	<u>(199,607)</u>	<u>(558,468)</u>		<u>(626,516)</u>		

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Halls, Cemeteries & Allotments</u>										
<u>102</u>	<u>LANGDALE HALL</u>									
	Total Income	21,152	21,610	26,942	13,080	28,273	0	27,299	0	0
	Overhead Expenditure	11,456	9,597	13,701	5,722	12,792	0	13,119	0	0
	Movement to/(from) Gen Reserve	<u>9,696</u>	<u>12,012</u>	<u>13,241</u>	<u>7,359</u>	<u>15,481</u>		<u>14,180</u>		
<u>103</u>	<u>BAR/ CAFE</u>									
	Total Income	88,400	147,473	153,440	91,045	172,633	0	182,638	0	0
	Direct Expenditure	35,500	60,516	57,644	38,239	68,500	0	72,745	0	0
	Overhead Expenditure	100,732	141,099	128,959	76,549	138,432	0	138,571	0	0
	Movement to/(from) Gen Reserve	<u>(47,832)</u>	<u>(54,143)</u>	<u>(33,163)</u>	<u>(23,743)</u>	<u>(34,299)</u>		<u>(28,678)</u>		
<u>104</u>	<u>CORN EXCHANGE</u>									
	Total Income	44,500	80,399	78,155	35,911	78,125	0	86,431	0	0
	Overhead Expenditure	226,839	190,984	196,450	98,621	180,812	0	193,583	0	0
	104 Net Income over Expenditure	-182,339	-110,585	-118,295	-62,710	-102,687	0	-107,152	0	0
6000	plus Transfer from EMR	0	10,632	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(182,339)</u>	<u>(99,954)</u>	<u>(118,295)</u>	<u>(62,710)</u>	<u>(102,687)</u>		<u>(107,152)</u>		
<u>105</u>	<u>BURWELL HALL</u>									
	Total Income	22,500	27,492	32,764	14,179	31,275	0	31,950	0	0
	Overhead Expenditure	128,559	107,068	124,877	51,428	121,437	0	119,730	0	0

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	105 Net Income over Expenditure	-106,059	-79,576	-92,113	-37,249	-90,162	0	-87,780	0	0
6000	plus Transfer from EMR	0	0	0	1,940	1,940	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(106,059)</u>	<u>(79,576)</u>	<u>(92,113)</u>	<u>(35,309)</u>	<u>(88,222)</u>		<u>(87,780)</u>		
106	<u>MADLEY PARK COMMUNITY CENTRE</u>									
	Total Income	440	494	526	0	519	0	530	0	0
	Overhead Expenditure	3,815	1,654	3,975	8,661	11,621	0	4,186	0	0
	106 Net Income over Expenditure	-3,375	-1,160	-3,449	-8,661	-11,102	0	-3,656	0	0
6000	plus Transfer from EMR	0	0	0	7,617	7,617	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(3,375)</u>	<u>(1,160)</u>	<u>(3,449)</u>	<u>(1,044)</u>	<u>(3,485)</u>		<u>(3,656)</u>		
301	<u>TOWER HILL CEMETERY</u>									
	Total Income	31,889	40,299	44,288	32,426	49,008	0	44,320	0	0
	Overhead Expenditure	148,995	132,116	157,636	84,176	149,840	0	169,992	0	0
	Movement to/(from) Gen Reserve	<u>(117,106)</u>	<u>(91,817)</u>	<u>(113,348)</u>	<u>(51,750)</u>	<u>(100,832)</u>		<u>(125,672)</u>		
302	<u>WINDRUSH CEMETERY</u>									
	Total Income	46,500	55,684	62,165	25,131	59,100	0	63,409	0	0
	Overhead Expenditure	223,981	177,313	236,617	82,619	229,483	0	250,536	0	0
	302 Net Income over Expenditure	-177,481	-121,629	-174,452	-57,488	-170,383	0	-187,127	0	0
6000	plus Transfer from EMR	0	0	0	6,215	6,215	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(177,481)</u>	<u>(121,629)</u>	<u>(174,452)</u>	<u>(51,273)</u>	<u>(164,168)</u>		<u>(187,127)</u>		

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
	Overhead Expenditure	13,000	4,925	18,000	31,438	38,438	0	13,000	0	0
6000	plus Transfer from EMR	0	0	0	31,060	31,060	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(13,000)</u>	<u>(4,925)</u>	<u>(18,000)</u>	<u>(378)</u>	<u>(7,378)</u>		<u>(13,000)</u>		
305	<u>ALLOTMENTS</u>									
	Overhead Expenditure	6,893	10,149	7,047	6,304	8,070	0	8,956	0	0
	Movement to/(from) Gen Reserve	<u>(6,893)</u>	<u>(10,149)</u>	<u>(7,047)</u>	<u>(6,304)</u>	<u>(8,070)</u>		<u>(8,956)</u>		
	Halls, Cemeteries & Allotments - Income	255,381	373,451	398,280	211,772	418,933	0	436,577	0	0
	Expenditure	899,770	835,423	944,906	483,758	959,425	0	984,418	0	0
	Net Income over Expenditure	<u>-644,389</u>	<u>-461,972</u>	<u>-546,626</u>	<u>-271,986</u>	<u>-540,492</u>	<u>0</u>	<u>-547,841</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	10,632	0	46,832	46,832	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(644,389)</u>	<u>(451,340)</u>	<u>(546,626)</u>	<u>(225,154)</u>	<u>(493,660)</u>		<u>(547,841)</u>		

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Climate,Biodiversity &Planning</u>										
<u>206</u>	<u>WITNEY COUNTRY PARK</u>									
	Total Income	1,500	322	978	0	978	0	1,000	0	0
	Overhead Expenditure	94,728	85,683	107,754	46,090	99,940	0	120,836	0	0
	206 Net Income over Expenditure	-93,228	-85,361	-106,776	-46,090	-98,962	0	-119,836	0	0
6000	plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(93,228)</u>	<u>(84,361)</u>	<u>(106,776)</u>	<u>(46,090)</u>	<u>(98,962)</u>		<u>(119,836)</u>		
<u>403</u>	<u>PLANNING</u>									
	Overhead Expenditure	31,822	31,504	32,512	16,219	32,438	0	33,162	0	0
	Movement to/(from) Gen Reserve	<u>(31,822)</u>	<u>(31,504)</u>	<u>(32,512)</u>	<u>(16,219)</u>	<u>(32,438)</u>		<u>(33,162)</u>		
Climate,Biodiversity &Planning - Income		1,500	322	978	0	978	0	1,000	0	0
Expenditure		126,550	117,187	140,266	62,309	132,378	0	153,998	0	0
Net Income over Expenditure		<u>-125,050</u>	<u>-116,865</u>	<u>-139,288</u>	<u>-62,309</u>	<u>-131,400</u>	<u>0</u>	<u>-152,998</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(125,050)</u>	<u>(115,865)</u>	<u>(139,288)</u>	<u>(62,309)</u>	<u>(131,400)</u>		<u>(152,998)</u>		
Total Budget Income		2,249,010	2,449,058	2,512,877	2,294,023	2,585,799	0	2,562,379	0	0
Expenditure		2,314,989	2,095,460	2,424,421	1,175,290	2,499,763	120	2,649,376	0	0
Net Income over Expenditure		<u>-65,979</u>	<u>353,598</u>	<u>88,456</u>	<u>1,118,733</u>	<u>86,036</u>	<u>-120</u>	<u>-86,997</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	35,093	0	48,833	50,835	0	0	0	0

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

	<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	30,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(65,979)</u>	<u>358,691</u>	<u>88,456</u>	<u>1,167,566</u>	<u>136,871</u>		<u>(86,997)</u>		

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Policy, Governance & Finance</u>										
<u>401</u>	<u>CIVIC ACTIVITIES</u>									
4000	MAYORS ALLOWANCE	3,000	2,999	3,000	411	3,000	0	3,000	0	0
4150	CIVIC FUNCTIONS	2,000	2,092	2,000	175	2,000	0	2,000	0	0
4152	MAYOR'S CHAIN	300	0	300	0	300	0	300	0	0
4153	ANNUAL CIVIC AWARDS	200	227	200	0	200	0	200	0	0
4892	C/S STAFF RCHG	35,934	32,843	36,861	17,110	36,861	0	43,091	0	0
4893	C/S O'HEAD RCHG	10,352	12,982	10,429	6,484	11,952	0	11,868	0	0
Overhead Expenditure		51,786	51,142	52,790	24,180	54,313	0	60,459	0	0
Movement to/(from) Gen Reserve		(51,786)	(51,142)	(52,790)	(24,180)	(54,313)		(60,459)		
<u>407</u>	<u>GRANTS & DONATIONS</u>									
1170	GRANTS RECEIVED	0	0	0	159	159	0	0	0	0
1171	DONATIONS RECEIVED	0	33	0	0	0	0	0	0	0
Total Income		0	33	0	159	159	0	0	0	0
4099	MISCELLANEOUS	0	159	0	0	0	0	0	0	0
4100	GRANTS GENERAL	20,000	22,370	20,000	18,500	20,000	0	20,000	0	0
4101	GRANT CAB	2,000	2,000	2,000	0	2,000	0	2,000	0	0
4107	Witney Dementia Alliance	1,000	0	1,000	0	1,000	0	1,000	0	0
4110	SUBSIDIZED LETTINGS	1,800	1,068	1,800	650	1,300	0	1,325	0	0
4160	TOWN TWINNING	0	-500	0	0	0	0	0	0	0
4162	GRANT VOLUNTEER LINK-UP	2,000	2,000	2,000	0	2,000	0	2,000	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		26,800	27,098	26,800	19,150	26,300	0	26,325	0	0
407 Net Income over Expenditure		-26,800	-27,064	-26,800	-18,991	-26,141	0	-26,325	0	0
6000	plus Transfer from EMR	0	12,100	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(26,800)	(14,964)	(26,800)	(18,991)	(26,141)		(26,325)		
502	<u>TOWN HALL MAINTENANCE</u>									
1050	RENT RECEIVED	13,950	21,613	19,950	6,650	19,950	0	19,950	0	0
Total Income		13,950	21,613	19,950	6,650	19,950	0	19,950	0	0
4013	RENT PAID	16,500	16,500	16,500	6,875	16,500	0	16,500	0	0
4025	INSURANCE	1,000	1,085	1,087	1,131	1,131	0	1,150	0	0
4036	PROPERTY MAINTENANCE	6,500	8,251	4,500	969	4,500	0	4,500	0	0
4038	OTHER MAINTENANCE	2,000	4,222	2,000	566	2,100	0	2,140	0	0
4041	EQUIPMENT HIRE	1,000	751	1,000	375	1,000	0	1,000	0	0
4059	OTHER PROF FEES	2,500	0	2,500	0	2,500	0	2,500	0	0
4888	O/S STAFF RECHARGE	0	0	1,256	774	1,189	0	1,416	0	0
4890	O/S O'HEAD RECHARGE	0	0	115	60	84	0	89	0	0
4892	C/S STAFF RCHG	4,492	4,105	4,608	2,145	4,608	0	5,387	0	0
4893	C/S O'HEAD RCHG	1,294	1,622	1,304	810	1,494	0	1,484	0	0
4896	MTCE STAFF RECHARGE	1,277	1,513	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	125	93	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	133	228	228	196	197	0	191	0	0
Overhead Expenditure		36,821	38,370	35,098	13,901	35,303	0	36,357	0	0

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	502 Net Income over Expenditure	-22,871	-16,758	-15,148	-7,251	-15,353	0	-16,407	0	0
6000	plus Transfer from EMR	0	1,751	0	450	900	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(22,871)</u>	<u>(15,006)</u>	<u>(15,148)</u>	<u>(6,801)</u>	<u>(14,453)</u>		<u>(16,407)</u>		
505	<u>PRECEPT</u>									
1176	PRECEPT	1,861,708	1,861,708	1,984,834	1,984,834	1,984,834	0	1,984,834	0	0
	Total Income	1,861,708	1,861,708	1,984,834	1,984,834	1,984,834	0	1,984,834	0	0
	Movement to/(from) Gen Reserve	<u>1,861,708</u>	<u>1,861,708</u>	<u>1,984,834</u>	<u>1,984,834</u>	<u>1,984,834</u>		<u>1,984,834</u>		
506	<u>INTEREST RECEIVED</u>									
1190	INTEREST RECEIVED	36,000	70,263	39,804	33,611	67,222	0	40,600	0	0
	Total Income	36,000	70,263	39,804	33,611	67,222	0	40,600	0	0
4051	BANK CHARGES	3,000	3,153	3,387	1,328	3,387	0	3,450	0	0
	Overhead Expenditure	3,000	3,153	3,387	1,328	3,387	0	3,450	0	0
	Movement to/(from) Gen Reserve	<u>33,000</u>	<u>67,110</u>	<u>36,417</u>	<u>32,284</u>	<u>63,835</u>		<u>37,150</u>		
601	<u>WORKS DEPARTMENT</u>									
4001	SALARIES	0	0	441,633	182,076	441,633	0	514,276	0	0
4002	ER'S NIC	0	0	44,046	17,281	44,046	0	65,261	0	0
4003	ER'S SUPERANN	0	0	96,903	39,363	96,903	0	111,596	0	0
4007	PROTECTIVE CLOTHING	0	0	7,000	3,244	7,000	0	7,000	0	0
4008	TRAINING	0	0	10,500	1,108	4,000	0	8,000	0	0
4143	REFRESHMENT COSTS	0	0	0	184	368	0	0	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RECHARGE	0	0	-612,869	-238,720	-559,661	0	-682,347	0	0
4890	O/S O'HEAD RECHARGE	0	0	-54,737	-19,280	-89,602	0	-94,996	0	0
4892	C/S STAFF RCHG	0	0	23,038	10,693	23,038	0	26,931	0	0
4893	C/S O'HEAD RCHG	0	0	6,518	4,051	7,470	0	7,417	0	0
Overhead Expenditure		0	0	-37,968	0	-24,805	0	-36,862	0	0
Movement to/(from) Gen Reserve		0	0	37,968	0	24,805		36,862		
602	<u>CENTRAL SUPPORT</u>									
4001	SALARIES	340,761	312,778	350,135	162,630	350,125	0	404,372	0	0
4002	ER'S NIC	34,467	30,684	35,042	16,020	35,042	0	48,278	0	0
4003	ER'S SUPERANN	73,944	67,033	75,566	35,262	75,566	0	81,259	0	0
4007	PROTECTIVE CLOTHING	0	0	0	48	97	0	0	0	0
4008	TRAINING	7,500	6,502	7,500	3,824	7,500	120	7,500	0	0
4009	TRAVELLING	1,500	154	1,500	30	500	0	1,000	0	0
4010	MISC STAFF COSTS	200	0	200	458	750	0	500	0	0
4011	RATES	21,000	18,613	19,860	11,671	19,452	0	20,100	0	0
4012	WATER RATES	550	446	460	0	460	0	550	0	0
4014	ELECTRICITY	24,000	16,918	14,502	4,314	12,000	0	14,502	0	0
4016	CLEANING MATERIALS	1,000	252	1,000	4	200	0	500	0	0
4017	CONTRACT CLEAN/WASTE	2,200	2,099	1,821	752	1,821	0	1,900	0	0
4018	PHOTOCOPIER COSTS	1,500	2,526	2,185	659	2,185	0	2,185	0	0
4020	COPIER RENTAL	4,000	654	4,000	1,078	4,000	0	4,000	0	0
4021	TELEPHONE/FAX	6,000	7,237	6,485	3,075	7,400	0	7,600	0	0
4022	POSTAGE	2,000	1,947	1,814	789	1,600	0	600	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4023	STATIONERY	2,500	2,776	3,000	1,745	3,000	0	3,000	0	0
4025	INSURANCE	3,250	3,291	3,511	4,380	4,350	0	4,470	0	0
4026	BOOKS/PUBLICATIONS	300	192	300	38	200	0	300	0	0
4028	I.T.	18,000	18,531	21,340	17,078	21,340	0	22,000	0	0
4030	RECRUITMENT ADVT'G	2,500	-205	2,500	0	1,250	0	2,550	0	0
4036	PROPERTY MAINTENANCE	0	337	0	7	13	0	0	0	0
4038	OTHER MAINTENANCE	0	1,011	0	1,530	0	0	0	0	0
4042	EQUIPMENT INC. FURNITURE	5,000	7,575	5,000	-1,959	5,000	0	5,100	0	0
4054	INTERNAL AUDIT	2,300	2,000	2,300	0	2,540	0	2,590	0	0
4055	ACCOUNTANCY FEES	3,500	4,436	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	20,000	43,664	34,930	31,479	45,000	0	45,000	0	0
4064	HEALTH & SAFETY	250	754	250	0	250	0	250	0	0
4099	MISCELLANEOUS	50	3	50	20	50	0	50	0	0
4143	REFRESHMENT COSTS	300	248	300	132	300	0	300	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	0	0	0	6	11	0	0	0	0
4892	C/S STAFF RCHG	-449,172	-410,538	-460,761	-213,912	-459,072	0	-534,462	0	0
4893	C/S O'HEAD RCHG	-129,400	-162,270	-130,360	-81,050	-150,153	0	-147,425	0	0
Overhead Expenditure		0	-20,354	5,430	109	-6,223	120	-431	0	0
Movement to/(from) Gen Reserve		0	20,354	(5,430)	(109)	6,223		431		
604	<u>WORKS DEPOT/VEH/EQUIP ETC</u>									
1099	MISCELLANEOUS INCOME	0	741	0	128	16,750	0	0	0	0
Total Income		0	741	0	128	16,750	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007	PROTECTIVE CLOTHING	0	0	0	248	495	0	0	0	0
4008	TRAINING	0	0	0	764	1,528	0	0	0	0
4014	ELECTRICITY	4,000	5,818	22,125	7,440	20,500	0	5,000	0	0
4016	CLEANING MATERIALS	400	1,519	1,421	1,080	1,750	0	1,750	0	0
4017	CONTRACT CLEAN/WASTE	2,000	8,306	22,348	15,679	27,000	0	21,000	0	0
4021	TELEPHONE/FAX	2,250	3,165	2,990	2,504	3,000	0	3,050	0	0
4023	STATIONERY	150	0	150	50	100	0	153	0	0
4025	INSURANCE	250	141	141	148	148	0	150	0	0
4028	I.T.	1,250	974	1,250	165	800	0	1,250	0	0
4030	RECRUITMENT ADVT'G	0	0	500	0	250	0	500	0	0
4036	PROPERTY MAINTENANCE	2,000	852	2,000	873	2,000	0	2,000	0	0
4038	OTHER MAINTENANCE	1,750	1,240	1,750	155	8,310	0	1,785	0	0
4039	HORTICULTURE	0	0	14,434	2,586	4,500	0	4,500	0	0
4041	EQUIPMENT HIRE	3,500	4,872	3,500	4,099	6,500	0	4,000	0	0
4042	EQUIPMENT INC. FURNITURE	2,250	2,944	2,964	2,946	4,500	0	3,500	0	0
4043	SMALL TOOLS & EQUIPT	1,500	1,528	1,500	1,658	2,500	0	1,600	0	0
4044	FUEL	14,000	13,391	15,725	9,289	18,578	0	20,375	0	0
4045	LICENCES	2,000	2,323	2,874	1,348	2,874	0	2,900	0	0
4050	VEHICLE MAINTENANCE	5,000	22,621	12,000	13,887	27,000	0	16,500	0	0
4052	VEHICLE INSURANCE	3,500	2,727	3,500	4,159	4,159	0	4,300	0	0
4062	SPORTS PITCH MATERIALS	0	0	8,003	931	3,000	0	3,100	0	0
4064	HEALTH & SAFETY	250	455	250	329	500	0	500	0	0
4099	MISCELLANEOUS	0	9	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	0	0	360	0	0	0	367	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	-46,050	-90,419	-149,214	-70,060	-66,286	0	-67,067	0	0
	Overhead Expenditure	0	-17,534	-29,429	280	73,706	0	31,213	0	0
	Movement to/(from) Gen Reserve	0	18,275	29,429	(152)	(56,956)		(31,213)		
605	<u>GENERAL MAINT./NOW 601</u>									
4001	SALARIES	326,143	276,679	0	0	0	0	0	0	0
4002	ER'S NIC	43,752	26,277	0	0	0	0	0	0	0
4003	ER'S SUPERANN	70,773	57,970	0	0	0	0	0	0	0
4007	PROTECTIVE CLOTHING	4,000	4,688	0	0	0	0	0	0	0
4008	TRAINING	6,000	4,967	0	0	0	0	0	0	0
4009	TRAVELLING	0	27	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	4,000	0	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	200	48	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	22,459	20,527	0	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	6,470	8,355	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	-440,668	-360,926	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	-43,129	-37,648	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	0	-725	0	0	0	0	0	0	0
	Overhead Expenditure	0	240	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(240)	0	0	0		0		
606	<u>GROUNDS MAINT. NOW 601</u>									
1099	MISCELLANEOUS INCOME	0	121	0	0	0	0	0	0	0
	Total Income	0	121	0	0	0	0	0	0	0

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Note: Policy, Governance & Finance Ctte November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	SALARIES	128,859	52,170	0	0	0	0	0	0	0
4002	ER'S NIC	11,504	4,689	0	0	0	0	0	0	0
4003	ER'S SUPERANN	27,963	11,321	0	0	0	0	0	0	0
4007	PROTECTIVE CLOTHING	3,000	1,353	0	0	0	0	0	0	0
4008	TRAINING	4,500	4,057	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	4,000	6,327	0	0	0	0	0	0	0
4030	RECRUITMENT ADVT'G	500	125	0	0	0	0	0	0	0
4039	HORTICULTURE	45,000	46,946	0	0	0	0	0	0	0
4062	SPORTS PITCH MATERIALS	5,000	3,992	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	150	0	0	0	0	0	0	0	0
4894	GROUND'S STAFF RECHARGE	-168,326	-68,180	0	0	0	0	0	0	0
4895	GROUND'S O'HEAD RECHARGE	-62,150	-61,989	0	0	0	0	0	0	0
Overhead Expenditure		0	811	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(690)	0	0	0		0		
700	<u>STRATEGIC PLANNING INITIATIVES</u>									
4892	C/S STAFF RCHG	33,688	46,114	55,291	19,293	55,921	0	64,635	0	0
4893	C/S O'HEAD RCHG	9,705	18,944	15,643	9,727	17,926	0	17,801	0	0
Overhead Expenditure		43,393	65,058	70,934	29,020	73,847	0	82,436	0	0
Movement to/(from) Gen Reserve		(43,393)	(65,058)	(70,934)	(29,020)	(73,847)		(82,436)		
701	<u>CORPORATE MANAGEMENT</u>									
4022	POSTAGE	300	0	300	144	300	0	200	0	0

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Note: Policy, Governance & Finance Ctte November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	INSURANCE	2,225	1,982	2,114	1,544	1,544	0	1,575	0	0
4031	OTHER ADVERTISING	250	793	250	0	250	0	260	0	0
4057	AUDIT FEES	2,520	2,520	2,689	40	2,560	0	2,600	0	0
4892	C/S STAFF RCHG	76,359	69,793	78,329	36,382	78,329	0	91,567	0	0
4893	C/S O'HEAD RCHG	21,998	27,596	22,161	13,780	25,397	0	25,219	0	0
Overhead Expenditure		103,652	102,684	105,843	51,890	108,380	0	121,421	0	0
Movement to/(from) Gen Reserve		<u>(103,652)</u>	<u>(102,684)</u>	<u>(105,843)</u>	<u>(51,890)</u>	<u>(108,380)</u>		<u>(121,421)</u>		
702	<u>DEMOCRATIC REP'N & MGMT</u>									
4008	TRAINING	2,500	1,370	2,500	324	1,400	0	2,500	0	0
4024	SUBSCRIPTIONS	6,250	6,298	6,414	6,156	6,725	0	7,200	0	0
4028	I.T.	4,000	5,504	5,872	1,667	5,872	0	5,990	0	0
4034	NEWSLETTER	3,000	1,731	3,798	0	3,798	0	3,875	0	0
4042	EQUIPMENT INC. FURNITURE	0	108	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	8	0	0	0	0	0	0	0
4120	ROOM HIRE/MEETING EXPS	2,250	3,131	3,709	1,782	3,564	0	3,783	0	0
4155	MODERN GOV/MTNG DIGITALISATION	9,500	9,411	9,788	0	9,939	0	10,140	0	0
4180	ELECTION EXPENSES	15,000	20,496	5,124	0	5,124	0	5,125	0	0
4892	C/S STAFF RCHG	67,600	61,785	69,344	32,205	69,344	0	81,063	0	0
4893	C/S O'HEAD RCHG	19,474	24,420	19,618	12,196	22,482	0	22,325	0	0
Overhead Expenditure		129,574	134,262	126,167	54,330	128,248	0	142,001	0	0
6000	plus Transfer from EMR	0	5,496	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(129,574)</u>	<u>(128,766)</u>	<u>(126,167)</u>	<u>(54,330)</u>	<u>(128,248)</u>		<u>(142,001)</u>		

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Policy, Governance & Finance - Income		1,911,658	1,954,479	2,044,588	2,025,383	2,088,915	0	2,045,384	0	0
Expenditure		395,026	384,932	359,052	194,187	472,456	120	466,369	0	0
Net Income over Expenditure		<u>1,516,632</u>	<u>1,569,547</u>	<u>1,685,536</u>	<u>1,831,195</u>	<u>1,616,459</u>	<u>-120</u>	<u>1,579,015</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	19,347	0	450	900	0	0	0	0
Movement to/(from) Gen Reserve		<u>1,516,632</u>	<u>1,588,894</u>	<u>1,685,536</u>	<u>1,831,645</u>	<u>1,617,359</u>		<u>1,579,015</u>		
<u>Parks & Recreation</u>										
<u>201</u>	<u>SPLASHPARK</u>									
1052	EXPENSES RECOVERED	0	12,988	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>12,988</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4012	WATER RATES	12,000	35,996	12,000	3,126	20,747	0	15,000	0	0
4014	ELECTRICITY	0	1,576	0	0	0	0	0	0	0
4016	CLEANING MATERIALS	300	348	300	0	150	0	305	0	0
4036	PROPERTY MAINTENANCE	5,000	180	5,651	5,651	5,700	0	5,100	0	0
4047	PLAY EQUIP MAINTENCE	2,500	0	2,668	0	2,668	0	2,500	0	0
4048	ENG.INSPEC.(VATABLE)	500	432	500	0	500	0	510	0	0
4099	MISCELLANEOUS	0	0	0	51	102	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	9,315	2,913	8,821	0	10,505	0	0
4890	O/S O'HEAD RECHARGE	0	0	854	244	623	0	664	0	0
4896	MTCE STAFF RECHARGE	9,474	5,283	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	927	628	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	990	1,799	1,699	988	1,469	0	1,422	0	0

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		31,691	46,241	32,987	12,973	40,780	0	36,006	0	0
Movement to/(from) Gen Reserve		(31,691)	(33,253)	(32,987)	(12,973)	(40,780)		(36,006)		
202	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	2,000	2,436	3,400	799	2,500	0	2,600	0	0
1043	GREEN FEES - WTBC	5,080	5,080	5,420	5,420	5,420	0	5,500	0	0
1050	RENT RECEIVED	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	15,000	15,534	16,038	15,991	15,991	0	17,650	0	0
1052	EXPENSES RECOVERED	150	60	160	637	797	0	165	0	0
1054	EASEMENTS/WAYLEAVES	0	0	0	6	6	0	6	0	0
1058	WATER RECOVERED	150	175	190	190	190	0	195	0	0
1059	ELECTRICITY RECOVER	20,000	6,162	0	0	0	0	0	0	0
Total Income		43,380	30,448	26,208	24,044	25,904	0	27,116	0	0
4012	WATER RATES	0	1,269	3,000	242	1,300	0	1,350	0	0
4014	ELECTRICITY	24,800	19,422	5,202	-56	3,500	0	3,600	0	0
4017	CONTRACT CLEAN/WASTE	10,000	10,185	609	384	384	0	425	0	0
4025	INSURANCE	240	224	256	112	112	0	120	0	0
4036	PROPERTY MAINTENANCE	7,500	1,422	7,500	2,966	7,500	0	7,650	0	0
4037	GROUNDS MAINTENANCE	5,000	850	8,120	4,968	8,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,500	0	2,500	0	0	0	0	0	0
4046	SPORTS EQUIPMENT	4,000	0	4,000	155	2,000	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	5,000	1,050	5,000	687	5,000	0	5,000	0	0
4048	ENG.INSPEC.(VATABLE)	550	989	1,055	1,043	1,043	0	1,060	0	0

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	500	135	144	70	140	0	140	0	0
4062	SPORTS PITCH MATERIALS	0	934	0	0	0	0	0	0	0
4099	MISCELLANEOUS	0	0	0	8	8	0	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	4,545	10,000	4,855	4,855	0	10,000	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	1,000	0	1,000	0	1,000	0	0
4888	O/S STAFF RECHARGE	0	0	66,175	31,752	62,668	0	74,626	0	0
4890	O/S O'HEAD RECHARGE	0	0	15,690	2,541	11,454	0	12,207	0	0
4892	C/S STAFF RCHG	17,967	16,422	18,431	8,555	18,431	0	21,546	0	0
4893	C/S O'HEAD RCHG	5,176	6,491	5,214	3,243	5,975	0	5,934	0	0
4894	GROUNDSTAFF RECHARGE	23,566	8,257	0	0	0	0	0	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	8,701	6,121	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	41,731	34,538	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	4,084	3,842	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	4,361	11,331	7,483	9,414	6,469	0	6,263	0	0
Overhead Expenditure		176,676	128,027	161,379	70,939	139,839	0	157,921	0	0
Movement to/(from) Gen Reserve		(133,296)	(97,579)	(135,171)	(46,895)	(113,935)		(130,805)		
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	6,500	6,597	8,536	3,333	7,900	0	8,050	0	0
1021	SPORTS - CRICKET	1,500	1,374	1,500	1,470	1,470	0	1,500	0	0
1041	RENTAL - TENNIS CLUB	4,970	0	0	4,970	4,970	0	0	0	0
1042	RENTAL - PROJ.RANGE	2,915	2,915	3,110	3,110	3,110	0	3,175	0	0
1044	GREEN FEES - WMBC	3,050	3,050	3,254	3,250	3,254	0	3,325	0	0
1045	GREEN FEES - WWBC	3,050	3,050	3,254	3,250	3,254	0	3,325	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1050	RENT RECEIVED	9,850	10,350	10,366	8,170	10,366	0	10,366	0	0
1052	EXPENSES RECOVERED	0	1,429	0	0	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	0	0	0	6	0	0
1060	INSURANCE RECOVERED	400	435	427	0	445	0	455	0	0
Total Income		32,241	29,206	30,453	27,553	34,769	0	30,202	0	0
4025	INSURANCE	725	749	774	681	681	0	695	0	0
4036	PROPERTY MAINTENANCE	1,500	4,012	1,500	2,274	3,300	0	3,300	0	0
4037	GROUNDS MAINTENANCE	2,500	1,531	11,500	11,374	11,500	0	11,600	0	0
4046	SPORTS EQUIPMENT	0	1,354	1,000	0	1,000	0	1,000	0	0
4047	PLAY EQUIP MAINTENANCE	0	17	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	200	185	213	207	207	0	210	0	0
4059	OTHER PROF FEES	2,000	1,745	2,000	0	2,000	0	2,000	0	0
4062	SPORTS PITCH MATERIALS	0	900	0	1,260	1,260	0	1,285	0	0
4099	MISCELLANEOUS	0	0	0	8	15	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	37,622	32,776	35,628	0	42,426	0	0
4890	O/S O'HEAD RECHARGE	0	0	13,071	2,585	9,542	0	10,169	0	0
4894	GROUNDS STAFF RECHARGE	23,566	10,234	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	8,701	7,477	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	12,690	18,257	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1,242	1,927	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	1,326	6,293	2,275	10,362	1,967	0	1,904	0	0
Overhead Expenditure		54,450	54,681	69,955	61,527	67,100	0	74,589	0	0
Movement to/(from) Gen Reserve		(22,209)	(25,475)	(39,502)	(33,974)	(32,331)		(44,387)		

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,850	6,378	8,000	2,707	7,000	0	7,150	0	0
	Total Income	<u>3,850</u>	<u>6,378</u>	<u>8,000</u>	<u>2,707</u>	<u>7,000</u>	<u>0</u>	<u>7,150</u>	<u>0</u>	<u>0</u>
4017	CONTRACT CLEAN/WASTE	0	0	0	700	700	0	0	0	0
4036	PROPERTY MAINTENANCE	1,000	0	1,000	1,626	1,626	0	1,000	0	0
4037	GROUNDS MAINTENANCE	0	420	9,745	9,745	9,745	0	14,900	0	0
4046	SPORTS EQUIPMENT	3,000	0	2,000	0	1,000	0	1,000	0	0
4047	PLAY EQUIP MAINTENANCE	2,000	251	2,000	1,325	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VATABLE)	550	529	587	546	546	0	560	0	0
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	75	0	0
4888	O/S STAFF RECHARGE	0	0	21,124	19,065	20,004	0	23,822	0	0
4890	O/S O'HEAD RECHARGE	0	0	8,809	1,636	6,431	0	6,853	0	0
4894	GROUNDS STAFF RECHARGE	16,833	5,422	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	6,215	3,727	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	3,217	7,066	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	315	736	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	336	2,230	577	5,425	499	0	483	0	0
	Overhead Expenditure	<u>33,566</u>	<u>20,449</u>	<u>45,942</u>	<u>40,138</u>	<u>42,621</u>	<u>0</u>	<u>50,693</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(29,716)</u>	<u>(14,072)</u>	<u>(37,942)</u>	<u>(37,430)</u>	<u>(35,621)</u>		<u>(43,543)</u>		
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	1,000	1,582	1,700	499	1,700	0	1,750	0	0
	Total Income	<u>1,000</u>	<u>1,582</u>	<u>1,700</u>	<u>499</u>	<u>1,700</u>	<u>0</u>	<u>1,750</u>	<u>0</u>	<u>0</u>

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036	PROPERTY MAINTENANCE	500	0	534	0	600	0	600	0	0
4037	GROUNDS MAINTENANCE	2,000	140	4,003	4,003	4,003	0	5,700	0	0
4047	PLAY EQUIP MAINTENCE	500	893	500	10	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	450	437	480	472	472	0	480	0	0
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	75	0	0
4100	GRANTS GENERAL	500	0	500	0	500	0	500	0	0
4888	O/S STAFF RECHARGE	0	0	15,699	6,021	14,867	0	17,704	0	0
4890	O/S O'HEAD RECHARGE	0	0	3,502	521	2,556	0	2,725	0	0
4894	GROUNDS STAFF RECHARGE	5,050	1,659	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	1,865	1,319	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	10,487	7,023	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1,026	788	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	1,096	2,383	1,881	1,786	1,626	0	1,574	0	0
Overhead Expenditure		23,574	14,710	27,199	12,883	25,194	0	29,858	0	0
Movement to/(from) Gen Reserve		(22,574)	(13,129)	(25,499)	(12,384)	(23,494)		(28,108)		
207	<u>MOORLAND ROAD PLAY AREA</u>									
4036	PROPERTY MAINTENANCE	0	30	0	30	60	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	251	500	914	914	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	275	253	293	273	273	0	280	0	0
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	75	0	0
4099	MISCELLANEOUS	0	0	0	20	20	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	2,728	3,679	2,583	0	3,076	0	0
4890	O/S O'HEAD RECHARGE	0	0	251	310	183	0	195	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4896	MTCE STAFF RECHARGE	2,775	1,428	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	272	167	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	290	497	498	1,045	431	0	417	0	0
Overhead Expenditure		4,212	2,694	4,370	6,341	4,534	0	4,543	0	0
Movement to/(from) Gen Reserve		(4,212)	(2,694)	(4,370)	(6,341)	(4,534)		(4,543)		
208	<u>WOOD GREEN/PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	354	500	553	553	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	300	276	300	298	298	0	305	0	0
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	75	0	0
4099	MISCELLANEOUS	0	0	0	20	20	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	8,637	2,329	8,179	0	9,740	0	0
4890	O/S O'HEAD RECHARGE	0	0	2,854	200	2,083	0	2,220	0	0
4894	GROUND STAFF RECHARGE	5,050	1,274	0	0	0	0	0	0	0
4895	GROUND O'HEAD RECHARGE	1,865	421	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	3,305	1,699	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	323	199	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	345	591	592	682	512	0	496	0	0
Overhead Expenditure		11,788	4,882	12,983	4,152	11,715	0	13,336	0	0
Movement to/(from) Gen Reserve		(11,788)	(4,882)	(12,983)	(4,152)	(11,715)		(13,336)		
209	<u>ETON CLOSE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	0	250	10	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	200	184	200	199	199	0	205	0	0

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Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	100	0	0
4099	MISCELLANEOUS	0	0	0	20	20	0	0	0	0
4222	TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
4888	O/S STAFF RECHARGE	0	0	0	3,058	0	0	0	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	286	0	0	0	0	0
4899	DEPOT REALLOCATION	0	0	0	890	0	0	0	0	0
Overhead Expenditure		700	252	700	4,534	689	0	705	0	0
Movement to/(from) Gen Reserve		(700)	(252)	(700)	(4,534)	(689)		(705)		
210	<u>OXLEASE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	306	500	75	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	550	575	614	621	621	0	635	0	0
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	75	0	0
4099	MISCELLANEOUS	0	0	0	20	20	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	10,240	3,318	9,697	0	11,548	0	0
4890	O/S O'HEAD RECHARGE	0	0	3,001	295	2,191	0	2,335	0	0
4894	GROUNDS STAFF RECHARGE	5,050	1,274	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	1,865	421	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	4,935	2,541	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	483	298	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	516	884	885	993	765	0	741	0	0
Overhead Expenditure		13,999	6,366	15,340	5,392	13,864	0	15,834	0	0
Movement to/(from) Gen Reserve		(13,999)	(6,366)	(15,340)	(5,392)	(13,864)		(15,834)		

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
211	<u>FIELDMERE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	262	250	2,290	2,290	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	300	276	300	298	298	0	305	0	0
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	75	0	0
4099	MISCELLANEOUS	0	0	0	20	20	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	4,810	1,885	4,555	0	5,424	0	0
4890	O/S O'HEAD RECHARGE	0	0	441	159	322	0	343	0	0
4896	MTCE STAFF RECHARGE	4,892	2,516	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	479	295	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	511	875	877	561	758	0	734	0	0
	Overhead Expenditure	6,532	4,292	6,778	5,284	8,313	0	7,131	0	0
	Movement to/(from) Gen Reserve	(6,532)	(4,292)	(6,778)	(5,284)	(8,313)		(7,131)		
212	<u>QUARRY ROAD PLAY AREA</u>									
4036	PROPERTY MAINTENANCE	0	0	0	47	47	0	0	0	0
4047	PLAY EQUIP MAINTENCE	250	1,798	250	45	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	250	230	250	323	323	0	250	0	0
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	75	0	0
4099	MISCELLANEOUS	0	0	0	20	20	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	217	1,879	205	0	245	0	0
4890	O/S O'HEAD RECHARGE	0	0	20	156	15	0	16	0	0
4896	MTCE STAFF RECHARGE	221	113	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	22	13	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	23	39	39	590	34	0	33	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		866	2,261	876	3,130	964	0	869	0	0
Movement to/(from) Gen Reserve		(866)	(2,261)	(876)	(3,130)	(964)		(869)		
213	<u>RALEGH CRESCENT PLAY AREA</u>									
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	10	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	100	0	100	70	70	0	75	0	0
4099	MISCELLANEOUS	0	0	0	20	20	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	4,374	0	4,142	0	4,933	0	0
4890	O/S O'HEAD RECHARGE	0	0	401	0	293	0	312	0	0
4896	MTCE STAFF RECHARGE	4,449	2,289	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	435	268	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	465	796	798	0	690	0	668	0	0
Overhead Expenditure		5,954	3,354	6,678	101	6,220	0	6,993	0	0
Movement to/(from) Gen Reserve		(5,954)	(3,354)	(6,678)	(101)	(6,220)		(6,993)		
214	<u>PARK ROAD PLAY AREA</u>									
4013	RENT PAID	125	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	500	251	500	10	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	275	0	275	0	275	0	275	0	0
4049	PLAY RISK ASSESSMENT	100	68	100	70	70	0	75	0	0
4099	MISCELLANEOUS	0	0	0	20	41	0	0	0	0
Overhead Expenditure		1,000	319	1,000	101	1,011	0	975	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(1,000)</u>	<u>(319)</u>	<u>(1,000)</u>	<u>(101)</u>	<u>(1,011)</u>		<u>(975)</u>		
215	<u>CEDAR DRIVE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	0	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	100	0	100	0	100	0	0
4099	MISCELLANEOUS	0	0	0	20	20	0	0	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>20</u>	<u>1,120</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>0</u>	<u>(1,100)</u>	<u>(20)</u>	<u>(1,120)</u>		<u>(1,100)</u>		
216	<u>UNTERHACHING PLAY AREA</u>									
1201	COMMUTED SUMS	0	30,000	0	0	0	0	0	0	0
	Total Income	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4014	ELECTRICITY	0	0	0	1,586	2,800	0	2,100	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	10	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	100	70	100	0	100	0	0
4056	LEGAL EXPENSES	0	1,609	0	0	0	0	0	0	0
4099	MISCELLANEOUS	0	0	0	1,572	1,572	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	1,887	0	0	0	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	161	0	0	0	0	0
4899	DEPOT REALLOCATION	0	0	0	562	0	0	0	0	0
	Overhead Expenditure	<u>0</u>	<u>1,609</u>	<u>1,100</u>	<u>5,849</u>	<u>5,472</u>	<u>0</u>	<u>3,200</u>	<u>0</u>	<u>0</u>

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
216 Net Income over Expenditure		0	28,392	-1,100	-5,849	-5,472	0	-3,200	0	0
6000	plus Transfer from EMR	0	0	0	1,551	3,103	0	0	0	0
6001	less Transfer to EMR	0	30,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		0	(1,608)	(1,100)	(4,297)	(2,369)		(3,200)		
217	<u>WATERFORD LANE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	0	0	500	0	0	0	510	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	500	0	0	0	510	0	0
4049	PLAY RISK ASSESSMENT	0	0	100	0	0	0	102	0	0
Overhead Expenditure		0	0	1,100	0	0	0	1,122	0	0
Movement to/(from) Gen Reserve		0	0	(1,100)	0	0		(1,122)		
Parks & Recreation - Income		80,471	110,601	66,361	54,803	69,373	0	66,218	0	0
Expenditure		365,008	290,135	389,487	233,364	369,436	0	404,875	0	0
Net Income over Expenditure		-284,537	-179,535	-323,126	-178,561	-300,063	0	-338,657	0	0
plus Transfer from EMR		0	0	0	1,551	3,103	0	0	0	0
less Transfer to EMR		0	30,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(284,537)	(209,535)	(323,126)	(177,010)	(296,960)		(338,657)		

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Stronger Communities</u>										
402	<u>COMMUNITY INFRASTRUCTURE</u>									
1052	EXPENSES RECOVERED	0	1,252	1,336	500	1,000	0	1,350	0	0
1170	GRANTS RECEIVED	0	4,020	0	0	0	0	0	0	0
1171	DONATIONS RECEIVED	0	4,934	1,334	65	5,100	0	10,350	0	0
Total Income		0	10,206	2,670	565	6,100	0	11,700	0	0
4014	ELECTRICITY	4,100	2,284	3,411	1,503	2,800	0	3,400	0	0
4017	CONTRACT CLEAN/WASTE	3,000	2,665	3,000	435	3,000	0	3,000	0	0
4025	INSURANCE	120	112	112	112	112	0	115	0	0
4035	BUS SHELTER MAINTENANCE	2,000	168	3,000	345	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	2,630	1,021	2,630	478	2,630	0	2,600	0	0
4037	GROUNDS MAINTENANCE	3,000	54	3,000	80	1,500	0	1,500	0	0
4039	HORTICULTURE	750	10,228	19,500	16,164	19,100	0	19,500	0	0
4040	ARBORICULTURE	20,000	20,380	20,000	1,335	20,000	0	20,000	0	0
4066	TREE REPLACEMENT	8,000	7,191	8,000	293	4,000	0	4,000	0	0
4067	Tree Survey	8,000	5,270	8,000	0	8,000	0	8,000	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	44,000	39,512	55,000	17,796	55,000	0	55,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	4,000	2,833	4,000	1,390	4,000	0	4,000	0	0
4200	STREET FURNITURE	1,000	5,114	5,000	6,104	5,000	0	5,000	0	0
4208	COVID-19 MEMORIAL	0	634	0	0	0	0	0	0	0
4210	CHURCH CLOCK	1,500	0	1,500	0	1,500	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	7,250	1,624	7,250	2,401	7,250	0	6,000	0	0
4888	O/S STAFF RECHARGE	0	0	161,845	37,643	153,267	0	198,697	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RECHARGE	0	0	43,819	3,059	31,988	0	34,091	0	0
4892	C/S STAFF RCHG	17,967	16,422	18,431	8,554	18,431	0	21,546	0	0
4893	C/S O'HEAD RCHG	5,176	6,491	5,214	3,243	5,975	0	5,933	0	0
4894	GROUND'S STAFF RECHARGE	70,697	32,957	0	0	0	0	0	0	0
4895	GROUND'S O'HEAD RECHARGE	26,103	36,501	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	87,913	88,734	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	8,604	8,678	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	9,187	15,736	15,763	9,722	13,627	0	13,194	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	10,000	0	10,000	0	11,267	0	0
Overhead Expenditure		344,997	314,608	398,475	110,657	370,180	0	421,343	0	0
402 Net Income over Expenditure		-344,997	-304,403	-395,805	-110,091	-364,080	0	-409,643	0	0
6000	plus Transfer from EMR	0	4,114	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(344,997)</u>	<u>(300,289)</u>	<u>(395,805)</u>	<u>(110,091)</u>	<u>(364,080)</u>		<u>(409,643)</u>		
408	<u>COMMUNITY ACTIVITIES</u>									
1170	GRANTS RECEIVED	0	0	0	1,500	1,500	0	1,500	0	0
Total Income		0	0	0	1,500	1,500	0	1,500	0	0
4001	SALARIES	4,778	4,581	4,888	2,291	4,742	0	15,118	0	0
4002	ER'S NIC	502	475	498	238	497	0	1,949	0	0
4003	ER'S SUPERANN	1,037	994	1,061	497	1,029	0	3,281	0	0
4103	GRANT YOUTH COUNCIL	500	0	1,350	0	1,350	0	1,350	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	4,500	4,200	4,500	2,400	4,900	0	4,900	0	0
4106	GRANT - PLAY DAY	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4109	BLUE PLAQUES	0	193	0	525	525	0	0	0	0
4111	WATER SAFETY/EDUCATION	2,000	0	2,000	0	2,000	0	2,000	0	0
4112	GRANT - WITNEY TOWN BAND	750	660	660	660	660	0	660	0	0
4141	EVENTS	9,000	3,410	10,000	2,076	10,000	0	10,000	0	0
4145	HM QUEEN'S JUBILEE (2022)	0	744	0	0	0	0	0	0	0
4146	HM KING'S CORONATION (2023)	3,000	2,591	0	0	0	0	0	0	0
4148	D-Day 80th Anniversary comm'n	0	60	1,500	862	862	0	1,500	0	0
4149	WTC 50th ANNIVERSARY	0	0	5,000	2,982	4,000	0	0	0	0
4154	EXPERIENCE OXFORDSHIRE M'SHIP	0	0	1,200	0	1,200	0	1,200	0	0
4160	TOWN TWINNING	500	0	500	0	500	0	500	0	0
4161	TOWN TWINNING ROOM HIRE	500	0	500	0	500	0	500	0	0
4167	BUS SERVICE	21,000	21,000	21,000	13,000	23,500	0	23,500	0	0
4169	CHILDREN & YOUTH PROVISION	40,000	19,600	40,000	17,200	40,000	0	40,000	0	0
4170	ADVENT FAYRE	2,000	2,020	2,000	97	1,000	0	1,000	0	0
4892	C/S STAFF RCHG	71,867	65,686	73,721	34,222	73,721	0	86,180	0	0
4893	C/S O'HEAD RCHG	20,704	25,962	20,857	12,967	23,902	0	23,735	0	0
Overhead Expenditure		183,638	153,175	192,235	91,016	195,888	0	218,373	0	0
Movement to/(from) Gen Reserve		(183,638)	(153,175)	(192,235)	(89,516)	(194,388)		(216,873)		
Stronger Communities - Income		0	10,206	2,670	2,065	7,600	0	13,200	0	0
Expenditure		528,635	467,784	590,710	201,673	566,068	0	639,716	0	0
Net Income over Expenditure		-528,635	-457,578	-588,040	-199,607	-558,468	0	-626,516	0	0
plus Transfer from EMR		0	4,114	0	0	0	0	0	0	0

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	<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(528,635)</u>	<u>(453,464)</u>	<u>(588,040)</u>	<u>(199,607)</u>	<u>(558,468)</u>		<u>(626,516)</u>		

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Halls, Cemeteries & Allotments</u>										
<u>102</u>	<u>LANGDALE HALL</u>									
1050	RENT RECEIVED	20,302	20,677	26,007	12,990	25,979	0	25,979	0	0
1052	EXPENSES RECOVERED	200	205	171	91	360	0	370	0	0
1060	INSURANCE RECOVERED	650	728	764	0	1,934	0	950	0	0
Total Income		21,152	21,610	26,942	13,080	28,273	0	27,299	0	0
4021	TELEPHONE/FAX	200	230	171	126	303	0	310	0	0
4025	INSURANCE	750	818	928	765	928	0	950	0	0
4036	PROPERTY MAINTENANCE	1,000	1,345	3,000	0	3,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	340	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VATABLE)	450	345	368	575	575	0	585	0	0
4059	OTHER PROF FEES	1,000	0	1,000	0	0	0	1,000	0	0
4888	O/S STAFF RECHARGE	0	0	1,039	997	984	0	1,172	0	0
4890	O/S O'HEAD RECHARGE	0	0	95	67	69	0	74	0	0
4892	C/S STAFF RCHG	4,492	4,105	4,607	2,138	4,276	0	5,386	0	0
4893	C/S O'HEAD RCHG	1,294	1,622	1,304	810	1,494	0	1,484	0	0
4896	MTCE STAFF RECHARGE	1,057	542	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	103	63	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	110	188	189	244	163	0	158	0	0
Overhead Expenditure		11,456	9,597	13,701	5,722	12,792	0	13,119	0	0
Movement to/(from) Gen Reserve		9,696	12,012	13,241	7,359	15,481		14,180		
<u>103</u>	<u>BAR/ CAFE</u>									

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1000	C/EX. 1863 - SALES ALCOHOL	22,500	37,255	34,736	16,836	35,100	0	37,500	0	0
1001	C/EX. 1863 SALES - FOOD	20,000	27,405	28,660	17,799	34,000	0	35,700	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	750	1,067	1,430	517	1,033	0	1,055	0	0
1003	C/EX. 1863 SALES - SOFT DRINKS	0	7,537	7,064	5,333	8,600	0	9,030	0	0
1009	CORN EX.1863 CAFE- HOT DRINKS	39,000	70,391	74,800	49,489	91,300	0	96,000	0	0
1090	BURWELL HALL BAR - ALCOHOL	6,000	3,819	6,600	1,071	2,600	0	3,200	0	0
1091	BURWELL HALL BAR HIRE CHARGE	150	0	150	0	0	0	153	0	0
Total Income		88,400	147,473	153,440	91,045	172,633	0	182,638	0	0
3000	BAR PURCHASES - DRINK	11,500	22,782	21,000	12,980	21,300	0	22,875	0	0
3001	BAR PURCHASES - FOOD	10,000	18,970	17,196	10,800	20,400	0	21,420	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	14,000	17,750	19,448	11,905	22,600	0	24,000	0	0
3010	PROMOTIONS	0	1,013	0	2,554	4,200	0	4,450	0	0
Direct Expenditure		35,500	60,516	57,644	38,239	68,500	0	72,745	0	0
4001	SALARIES	66,953	113,788	105,307	60,696	112,400	0	107,000	0	0
4002	ER'S NIC	7,356	5,406	4,566	3,530	6,510	0	9,900	0	0
4003	ER'S SUPERANN	3,459	5,761	5,124	3,160	6,570	0	7,000	0	0
4007	PROTECTIVE CLOTHING	750	180	750	0	300	0	500	0	0
4016	CLEANING MATERIALS	300	66	100	54	100	0	100	0	0
4038	OTHER MAINTENANCE	750	495	500	0	500	0	500	0	0
4042	EQUIPMENT INC. FURNITURE	5,000	6,440	5,000	3,415	5,000	0	5,000	0	0
4059	OTHER PROF FEES	700	600	700	300	700	0	700	0	0
4099	MISCELLANEOUS	1,000	973	1,000	261	250	0	1,000	0	0
4892	C/S STAFF RCHG	11,229	5,155	4,608	4,260	4,608	0	5,387	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	3,235	1,798	1,304	873	1,494	0	1,484	0	0
4896	MTCE STAFF RECHARGE	0	436	0	0	0	0	0	0	0
Overhead Expenditure		100,732	141,099	128,959	76,549	138,432	0	138,571	0	0
Movement to/(from) Gen Reserve		(47,832)	(54,143)	(33,163)	(23,743)	(34,299)		(28,678)		
104	<u>CORN EXCHANGE</u>									
1007	CORN EXCHNGE LETTING	38,500	62,539	57,314	30,714	66,000	0	68,000	0	0
1014	EVENTS INCOME	4,000	12,817	13,609	3,844	7,625	0	13,881	0	0
1015	TEA DANCE INCOME	1,500	2,114	2,400	1,354	2,400	0	2,400	0	0
1017	CORN EXCHANGE WEDDING LETTING	500	859	1,353	0	1,400	0	1,400	0	0
1052	EXPENSES RECOVERED	0	2,070	3,479	0	700	0	750	0	0
Total Income		44,500	80,399	78,155	35,911	78,125	0	86,431	0	0
4001	SALARIES	61,962	53,136	78,384	35,417	61,864	0	65,544	0	0
4002	ER'S NIC	4,395	4,267	5,927	3,074	5,624	0	7,342	0	0
4003	ER'S SUPERANN	9,387	10,140	12,971	5,785	9,222	0	9,811	0	0
4007	PROTECTIVE CLOTHING	300	285	300	107	300	0	300	0	0
4008	TRAINING	1,000	993	1,000	2,542	3,000	0	1,020	0	0
4011	RATES	4,500	1,166	1,244	770	1,410	0	3,167	0	0
4012	WATER RATES	1,100	3,231	2,700	2,815	5,460	0	5,075	0	0
4014	ELECTRICITY	36,000	20,219	16,792	5,005	13,850	0	16,800	0	0
4015	GAS	26,250	14,495	8,987	2,685	8,525	0	9,000	0	0
4016	CLEANING MATERIALS	3,000	1,804	2,000	1,244	2,000	0	2,040	0	0
4017	CONTRACT CLEAN/WASTE	3,500	3,280	3,735	296	2,500	0	3,735	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4018	PHOTOCOPIER COSTS	50	71	50	92	185	0	190	0	0
4021	TELEPHONE/FAX	900	1,487	960	632	1,260	0	1,260	0	0
4025	INSURANCE	850	937	1,126	930	930	0	950	0	0
4028	I.T.	1,400	2,384	1,400	1,221	1,700	0	1,500	0	0
4030	RECRUITMENT ADVT'G	1,000	0	1,000	0	1,000	0	1,000	0	0
4032	PUBLICITY	3,000	1,995	3,000	619	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	11,496	8,000	7,626	12,000	0	12,000	0	0
4037	GROUNDS MAINTENANCE	0	0	0	927	0	0	0	0	0
4038	OTHER MAINTENANCE	4,000	12,194	4,000	-209	3,850	0	4,000	0	0
4042	EQUIPMENT INC. FURNITURE	2,000	1,818	2,000	1,199	2,000	0	2,000	0	0
4043	SMALL TOOLS & EQUIPT	150	181	150	7	75	0	150	0	0
4045	LICENCES	4,000	2,208	2,500	2,062	2,837	0	2,900	0	0
4048	ENG.INSPEC.(VATABLE)	350	337	373	364	364	0	370	0	0
4064	HEALTH & SAFETY	100	288	100	0	100	0	100	0	0
4141	EVENTS	10,000	13,825	10,000	5,703	10,000	0	10,000	0	0
4142	TEA DANCE COSTS	6,000	5,145	6,535	2,281	6,535	0	6,700	0	0
4144	FILM CLUB	0	6,150	4,481	2,086	4,500	0	4,600	0	0
4888	O/S STAFF RECHARGE	0	0	3,856	2,309	3,652	0	4,348	0	0
4890	O/S O'HEAD RECHARGE	0	0	354	184	258	0	275	0	0
4892	C/S STAFF RCHG	22,459	10,311	9,215	8,524	9,215	0	10,722	0	0
4893	C/S O'HEAD RCHG	6,470	3,597	2,607	1,622	2,988	0	2,967	0	0
4896	MTCE STAFF RECHARGE	3,922	2,371	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	384	274	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	410	900	703	701	608	0	717	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		226,839	190,984	196,450	98,621	180,812	0	193,583	0	0
104 Net Income over Expenditure		-182,339	-110,585	-118,295	-62,710	-102,687	0	-107,152	0	0
6000	plus Transfer from EMR	0	10,632	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(182,339)</u>	<u>(99,954)</u>	<u>(118,295)</u>	<u>(62,710)</u>	<u>(102,687)</u>		<u>(107,152)</u>		
105	<u>BURWELL HALL</u>									
1005	BURWELL HALL LETTING	22,500	26,421	30,575	14,179	30,575	0	31,200	0	0
1052	EXPENSES RECOVERED	0	1,072	2,189	0	700	0	750	0	0
Total Income		22,500	27,492	32,764	14,179	31,275	0	31,950	0	0
4001	SALARIES	41,308	44,900	52,256	28,404	54,065	0	46,804	0	0
4002	ER'S NIC	2,930	3,574	3,951	2,521	4,830	0	4,925	0	0
4003	ER'S SUPERANN	6,258	7,519	8,647	4,279	7,529	0	5,744	0	0
4007	PROTECTIVE CLOTHING	300	7	300	0	150	0	300	0	0
4008	TRAINING	500	0	500	0	500	0	500	0	0
4011	RATES	3,000	786	839	521	864	0	2,150	0	0
4012	WATER RATES	1,200	371	420	455	860	0	825	0	0
4014	ELECTRICITY	11,920	3,401	3,362	1,128	2,450	0	3,350	0	0
4015	GAS	15,000	7,088	8,567	-381	3,240	0	3,750	0	0
4016	CLEANING MATERIALS	2,000	1,839	2,000	1,125	2,000	0	2,050	0	0
4017	CONTRACT CLEAN/WASTE	2,200	1,980	1,225	1,385	2,750	0	2,800	0	0
4021	TELEPHONE/FAX	300	235	268	106	255	0	260	0	0
4025	INSURANCE	550	585	592	437	437	0	445	0	0
4028	I.T.	1,000	900	1,000	580	1,000	0	1,000	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4032	PUBLICITY	1,000	0	1,000	330	1,000	0	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	5,995	5,000	3,012	5,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,696	2,100	162	1,800	0	1,825	0	0
4042	EQUIPMENT INC. FURNITURE	1,500	300	1,500	7	1,500	0	1,500	0	0
4045	LICENCES	750	447	477	475	475	0	485	0	0
4048	ENG.INSPEC.(VATABLE)	325	319	340	1,790	1,790	0	1,825	0	0
4064	HEALTH & SAFETY	0	74	0	0	0	0	0	0	0
4099	MISCELLANEOUS	0	0	0	81	200	0	200	0	0
4888	O/S STAFF RECHARGE	0	0	19,324	1,550	18,300	0	21,792	0	0
4890	O/S O'HEAD RECHARGE	0	0	1,773	118	1,294	0	1,379	0	0
4892	C/S STAFF RCHG	4,492	4,105	4,608	2,138	4,608	0	5,387	0	0
4893	C/S O'HEAD RCHG	1,294	1,622	1,304	810	1,494	0	1,484	0	0
4894	GROUNDST STAFF RECHARGE	0	122	0	0	0	0	0	0	0
4895	GROUNDST O'HEAD RECHARGE	0	36	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	19,654	13,425	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1,924	1,360	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	2,054	4,380	3,524	395	3,046	0	2,950	0	0
Overhead Expenditure		128,559	107,068	124,877	51,428	121,437	0	119,730	0	0
105 Net Income over Expenditure		-106,059	-79,576	-92,113	-37,249	-90,162	0	-87,780	0	0
6000	plus Transfer from EMR	0	0	0	1,940	1,940	0	0	0	0
Movement to/(from) Gen Reserve		<u>(106,059)</u>	<u>(79,576)</u>	<u>(92,113)</u>	<u>(35,309)</u>	<u>(88,222)</u>		<u>(87,780)</u>		
106	<u>MADLEY PARK COMMUNITY CENTRE</u>									
1060	INSURANCE RECOVERED	440	494	526	0	519	0	530	0	0

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		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		440	494	526	0	519	0	530	0	0
4025	INSURANCE	440	494	526	519	519	0	530	0	0
4036	PROPERTY MAINTENANCE	0	0	0	7,617	7,617	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	700	0	747	0	747	0	760	0	0
4059	OTHER PROF FEES	1,500	0	1,500	0	1,500	0	1,500	0	0
4888	O/S STAFF RECHARGE	0	0	15	0	14	0	17	0	0
4890	O/S O'HEAD RECHARGE	0	0	1	0	1	0	1	0	0
4892	C/S STAFF RCHG	898	821	921	425	921	0	1,077	0	0
4893	C/S O'HEAD RCHG	259	324	261	100	299	0	297	0	0
4896	MTCE STAFF RECHARGE	15	10	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1	1	1	0	0	0	1	0	0
4899	DEPOT REALLOCATION	2	3	3	0	3	0	3	0	0
Overhead Expenditure		3,815	1,654	3,975	8,661	11,621	0	4,186	0	0
106 Net Income over Expenditure		-3,375	-1,160	-3,449	-8,661	-11,102	0	-3,656	0	0
6000	plus Transfer from EMR	0	0	0	7,617	7,617	0	0	0	0
Movement to/(from) Gen Reserve		(3,375)	(1,160)	(3,449)	(1,044)	(3,485)		(3,656)		
301	<u>TOWER HILL CEMETERY</u>									
1050	RENT RECEIVED	13,620	13,620	13,260	10,215	13,620	0	13,620	0	0
1060	INSURANCE RECOVERED	225	249	194	0	194	0	200	0	0
1099	MISCELLANEOUS INCOME	0	850	0	122	244	0	0	0	0
1100	BURIAL FEES	4,000	7,627	9,283	4,624	8,700	0	8,850	0	0
1101	GRANT OF RIGHTS	1,000	1,387	2,828	593	1,200	0	1,200	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1102	INTERMENT OF ASHES	9,000	10,754	12,324	12,612	17,600	0	13,000	0	0
1105	MEMORIAL FEES	3,500	5,285	5,692	3,704	6,500	0	6,500	0	0
1106	MEMORIAL PLAQUES	330	165	323	308	500	0	500	0	0
1108	CHAPEL FEES	214	363	384	250	450	0	450	0	0
Total Income		31,889	40,299	44,288	32,426	49,008	0	44,320	0	0
4001	SALARIES	12,541	11,496	14,639	6,966	14,621	0	15,602	0	0
4002	ER'S NIC	1,103	1,002	1,193	606	1,306	0	1,915	0	0
4003	ER'S SUPERANN	2,722	2,521	3,177	1,511	3,173	0	3,385	0	0
4011	RATES	4,250	3,792	4,046	2,276	3,792	0	3,850	0	0
4012	WATER RATES	250	540	365	640	800	0	850	0	0
4014	ELECTRICITY	1,000	1,160	1,118	385	1,118	0	1,118	0	0
4016	CLEANING MATERIALS	30	0	30	0	15	0	30	0	0
4017	CONTRACT CLEAN/WASTE	1,000	1,350	1,000	650	1,300	0	1,500	0	0
4025	INSURANCE	225	249	435	0	435	0	445	0	0
4036	PROPERTY MAINTENANCE	6,000	500	6,000	256	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	67	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	0	125	0	0	0	0	400	0	0
4042	EQUIPMENT INC. FURNITURE	100	735	100	46	100	0	100	0	0
4059	OTHER PROF FEES	0	0	0	0	0	0	100	0	0
4064	HEALTH & SAFETY	100	0	100	0	50	0	102	0	0
4099	MISCELLANEOUS	0	0	0	172	200	0	200	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	100	0	200	0	0
4350	PLAQUES PURCHASED	300	263	291	157	300	0	605	0	0
4355	MEMORIAL MAINTENANCE	2,500	905	2,500	980	2,500	0	2,500	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RECHARGE	0	0	80,770	44,178	76,489	0	91,084	0	0
4890	O/S O'HEAD RECHARGE	0	0	10,846	3,598	7,918	0	8,438	0	0
4892	C/S STAFF RCHG	13,475	12,316	13,823	6,415	13,823	0	16,159	0	0
4893	C/S O'HEAD RCHG	3,882	4,867	3,911	2,431	4,482	0	4,451	0	0
4894	GROUNDST STAFF RECHARGE	8,416	3,495	0	0	0	0	0	0	0
4895	GROUNDST O'HEAD RECHARGE	3,108	3,439	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	73,017	63,818	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	7,146	6,405	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	7,630	13,070	13,092	12,909	11,318	0	10,958	0	0
Overhead Expenditure		148,995	132,116	157,636	84,176	149,840	0	169,992	0	0
Movement to/(from) Gen Reserve		(117,106)	(91,817)	(113,348)	(51,750)	(100,832)		(125,672)		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	15,000	19,066	22,338	10,703	22,400	0	22,785	0	0
1101	GRANT OF RIGHTS	20,000	23,204	27,091	9,349	25,000	0	27,633	0	0
1102	INTERMENT OF ASHES	5,500	4,781	5,288	1,485	4,000	0	5,394	0	0
1105	MEMORIAL FEES	6,000	8,634	7,448	3,474	7,500	0	7,597	0	0
1106	MEMORIAL PLAQUES	0	0	0	121	200	0	0	0	0
Total Income		46,500	55,684	62,165	25,131	59,100	0	63,409	0	0
4001	SALARIES	12,541	11,496	14,639	6,966	14,621	0	14,932	0	0
4002	ER'S NIC	1,103	1,002	1,193	606	1,306	0	1,217	0	0
4003	ER'S SUPERANN	2,721	2,521	3,177	1,511	3,173	0	3,241	0	0
4011	RATES	6,050	7,984	8,519	4,792	7,984	0	8,689	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4012	WATER RATES	300	191	237	205	300	0	242	0	0
4014	ELECTRICITY	4,000	3,620	3,532	1,188	3,532	0	3,603	0	0
4016	CLEANING MATERIALS	30	0	30	0	0	0	31	0	0
4017	CONTRACT CLEAN/WASTE	1,000	952	777	765	1,600	0	793	0	0
4021	TELEPHONE/FAX	300	21	268	0	100	0	273	0	0
4025	INSURANCE	120	125	127	131	131	0	130	0	0
4036	PROPERTY MAINTENANCE	2,000	682	2,000	7,436	8,500	0	2,040	0	0
4037	GROUNDS MAINTENANCE	500	379	500	584	800	0	510	0	0
4038	OTHER MAINTENANCE	1,500	985	1,500	127	1,500	0	1,530	0	0
4042	EQUIPMENT INC. FURNITURE	1,500	1,018	1,500	6	1,500	0	1,530	0	0
4059	OTHER PROF FEES	1,000	0	1,000	0	1,000	0	1,020	0	0
4064	HEALTH & SAFETY	100	0	100	0	0	0	102	0	0
4099	MISCELLANEOUS	0	850	0	172	200	0	0	0	0
4350	PLAQUES PURCHASED	500	0	100	68	100	0	102	0	0
4355	MEMORIAL MAINTENANCE	2,000	1,133	2,000	0	2,000	0	2,040	0	0
4888	O/S STAFF RECHARGE	0	0	138,044	35,547	130,728	0	155,672	0	0
4890	O/S O'HEAD RECHARGE	0	0	16,101	2,674	11,754	0	12,527	0	0
4892	C/S STAFF RCHG	13,475	12,316	13,823	6,415	13,823	0	16,159	0	0
4893	C/S O'HEAD RCHG	3,882	4,867	3,911	2,431	4,482	0	4,451	0	0
4894	GROUNDS STAFF RECHARGE	8,416	2,611	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	3,108	1,631	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	131,269	89,914	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	12,848	9,641	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	13,718	23,375	23,539	10,995	20,349	0	19,702	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		223,981	177,313	236,617	82,619	229,483	0	250,536	0	0
302 Net Income over Expenditure		-177,481	-121,629	-174,452	-57,488	-170,383	0	-187,127	0	0
6000	plus Transfer from EMR	0	0	0	6,215	6,215	0	0	0	0
Movement to/(from) Gen Reserve		<u>(177,481)</u>	<u>(121,629)</u>	<u>(174,452)</u>	<u>(51,273)</u>	<u>(164,168)</u>		<u>(187,127)</u>		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
4036	PROPERTY MAINTENANCE	11,000	4,925	16,000	31,438	36,438	0	11,000	0	0
4040	ARBORICULTURE	1,000	0	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	1,000	0	1,000	0	1,000	0	1,000	0	0
Overhead Expenditure		13,000	4,925	18,000	31,438	38,438	0	13,000	0	0
6000	plus Transfer from EMR	0	0	0	31,060	31,060	0	0	0	0
Movement to/(from) Gen Reserve		<u>(13,000)</u>	<u>(4,925)</u>	<u>(18,000)</u>	<u>(378)</u>	<u>(7,378)</u>		<u>(13,000)</u>		
305	<u>ALLOTMENTS</u>									
4013	RENT PAID	125	120	125	-125	125	0	125	0	0
4036	PROPERTY MAINTENANCE	500	5,000	500	775	1,500	0	1,600	0	0
4037	GROUNDS MAINTENANCE	500	0	500	0	500	0	500	0	0
4888	O/S STAFF RECHARGE	0	0	1,168	2,331	1,106	0	1,317	0	0
4890	O/S O'HEAD RECHARGE	0	0	107	193	78	0	83	0	0
4892	C/S STAFF RCHG	3,369	3,078	3,456	1,609	3,456	0	4,040	0	0
4893	C/S O'HEAD RCHG	971	974	978	609	1,121	0	1,113	0	0
4896	MTCE STAFF RECHARGE	1,188	693	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	116	72	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	124	213	213	912	184	0	178	0	0
	Overhead Expenditure	6,893	10,149	7,047	6,304	8,070	0	8,956	0	0
	Movement to/(from) Gen Reserve	(6,893)	(10,149)	(7,047)	(6,304)	(8,070)		(8,956)		
	Halls, Cemeteries & Allotments - Income	255,381	373,451	398,280	211,772	418,933	0	436,577	0	0
	Expenditure	899,770	835,423	944,906	483,758	959,425	0	984,418	0	0
	Net Income over Expenditure	-644,389	-461,972	-546,626	-271,986	-540,492	0	-547,841	0	0
	plus Transfer from EMR	0	10,632	0	46,832	46,832	0	0	0	0
	Movement to/(from) Gen Reserve	(644,389)	(451,340)	(546,626)	(225,154)	(493,660)		(547,841)		

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Climate,Biodiversity &Planning</u>										
<u>206</u>	<u>WITNEY COUNTRY PARK</u>									
1030	FISHING RIGHTS	1,500	-1,678	978	0	978	0	1,000	0	0
1170	GRANTS RECEIVED	0	2,000	0	0	0	0	0	0	0
Total Income		1,500	322	978	0	978	0	1,000	0	0
4001	SALARIES	32,410	31,513	58,848	27,428	54,856	0	63,211	0	0
4002	ER'S NIC	3,217	3,094	5,585	2,530	5,060	0	7,982	0	0
4003	ER'S SUPERANN	7,033	6,806	12,731	5,952	11,904	0	13,716	0	0
4007	PROTECTIVE CLOTHING	400	300	400	951	1,200	0	1,000	0	0
4008	TRAINING	0	60	0	800	1,600	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	0	0	0	0	0	0	1,000	0	0
4026	BOOKS/PUBLICATIONS	100	9	100	0	100	0	100	0	0
4036	PROPERTY MAINTENANCE	500	4,361	2,000	383	2,000	0	2,040	0	0
4037	GROUNDS MAINTENANCE	0	0	0	0	0	0	7,000	0	0
4038	OTHER MAINTENANCE	0	208	0	0	0	0	0	0	0
4040	ARBORICULTURE	1,000	2,850	1,000	825	1,500	0	1,000	0	0
4041	EQUIPMENT HIRE	0	172	0	0	0	0	500	0	0
4042	EQUIPMENT INC. FURNITURE	15,000	4,861	11,000	1,167	7,850	0	2,000	0	0
4043	SMALL TOOLS & EQUIPT	0	0	0	0	0	0	2,500	0	0
4044	FUEL	0	0	0	0	0	0	1,000	0	0
4050	VEHICLE MAINTENANCE	0	0	0	0	0	0	1,000	0	0
4059	OTHER PROF FEES	1,000	2,665	5,000	340	5,000	0	1,500	0	0
4064	HEALTH & SAFETY	1,000	79	1,000	135	1,000	0	1,500	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

		<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4066	TREE REPLACEMENT	0	0	0	0	0	0	1,300	0	0
4099	MISCELLANEOUS	0	126	250	356	500	0	250	0	0
4222	TINY FOREST EXPENSES	0	0	0	0	0	0	200	0	0
4888	O/S STAFF RECHARGE	0	0	2,728	2,829	2,583	0	2,783	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	233	465	0	0	0	0
4892	C/S STAFF RCHG	2,246	2,053	2,304	1,068	2,136	0	2,350	0	0
4893	C/S O'HEAD RCHG	647	811	652	405	810	0	665	0	0
4894	GROUND STAFF RECHARGE	1,683	874	0	0	0	0	0	0	0
4895	GROUND O'HEAD RECHARGE	622	895	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	23,179	16,717	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	2,269	1,899	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	2,422	5,332	4,156	688	1,376	0	4,239	0	0
	Overhead Expenditure	94,728	85,683	107,754	46,090	99,940	0	120,836	0	0
	206 Net Income over Expenditure	-93,228	-85,361	-106,776	-46,090	-98,962	0	-119,836	0	0
6000	plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(93,228)	(84,361)	(106,776)	(46,090)	(98,962)		(119,836)		
403	<u>PLANNING</u>									
4892	C/S STAFF RCHG	24,705	22,580	25,342	11,761	23,522	0	25,849	0	0
4893	C/S O'HEAD RCHG	7,117	8,924	7,170	4,458	8,916	0	7,313	0	0
	Overhead Expenditure	31,822	31,504	32,512	16,219	32,438	0	33,162	0	0
	Movement to/(from) Gen Reserve	(31,822)	(31,504)	(32,512)	(16,219)	(32,438)		(33,162)		

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Policy, Governance & Finance Cttee November 2024, Revised estimates 2024/25 and estimates 2025/26.

	<u>Last Year 2023-24</u>		<u>Current Year 2024-25</u>				<u>Next Year 2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Climate,Biodiversity &Planning - Income	1,500	322	978	0	978	0	1,000	0	0
Expenditure	126,550	117,187	140,266	62,309	132,378	0	153,998	0	0
Net Income over Expenditure	<u>-125,050</u>	<u>-116,865</u>	<u>-139,288</u>	<u>-62,309</u>	<u>-131,400</u>	<u>0</u>	<u>-152,998</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(125,050)</u>	<u>(115,865)</u>	<u>(139,288)</u>	<u>(62,309)</u>	<u>(131,400)</u>		<u>(152,998)</u>		
Total Budget Income	2,249,010	2,449,058	2,512,877	2,294,023	2,585,799	0	2,562,379	0	0
Expenditure	2,314,989	2,095,460	2,424,421	1,175,290	2,499,763	120	2,649,376	0	0
Net Income over Expenditure	<u>-65,979</u>	<u>353,598</u>	<u>88,456</u>	<u>1,118,733</u>	<u>86,036</u>	<u>-120</u>	<u>-86,997</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	35,093	0	48,833	50,835	0	0	0	0
less Transfer to EMR	0	30,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(65,979)</u>	<u>358,691</u>	<u>88,456</u>	<u>1,167,566</u>	<u>136,871</u>		<u>(86,997)</u>		

PARKS AND RECREATION COMMITTEE



Agenda Item:	Finance Report: Revenue Growth Items, Special Revenue Projects, and Capital Projects
Meeting Date:	25 November 2024
Contact Officer:	Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Monday 25 November to allow for a full response at the meeting.

Background

In line with the Council's Financial Regulations the purpose of this report is to present to Members the current position relating to capital and special revenue projects for 2024/25 and provide proposed works and projects discussed over the course of the year for consideration for 2025/26 and beyond.

Note that these matters are brought to this Committee for consideration but that revenue growth and capital projects are matters for recommendation by the Policy, Governance and Finance Committee at its meeting on 25 November 2024. It will be for the Policy, Governance and Finance Committee to prioritise projects and recommend on funding.

Current Situation

Members are requested to consider the attached reports as follows:

Revenue and Capital Growth Items.

This is a major cost pressure. Recommendations thus far are:

Parks and Recreation Committee	£88,500 - revenue
Halls, Cemeteries and Allotments Cttee	£15,000 – revenue/capital depending on nature of works
Stronger Communities Committee	Range from £57,411 to £63,911 revenue £11,500 capital

For the Policy, Governance and Finance Committee the following items are for consideration:

- Increase in OALC subscription to £4,200 – already included in revenue budget.
- Destination Play Project Management fees – costs to be confirmed.
- Church Clock and Carillion – see report of Town Clerk & Chief Executive.
- Cargo bike scheme – est. £5,000 capital , £500 revenue (see Personnel Sub-Committee).

Capital and special revenue projects 2023-2026.

Please see attached the agreed projects for 2023 to 2026. The other spending committees were provided with updates and I will be revising the spreadsheet for the full Council meeting in December.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

Risk

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability. The RFO has approached the budget with prudence so as accurate budget as possible can be set at this early stage, although there may be some opportunities to make savings if required to balance the budget.

The provision of regular financial reports is part of the Council's risk management system.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

Financial implications

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

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

Recommendations

Members are invited to note the report and consider the revenue and capital growth items for 2025/26 with a view to making a recommendation to the full Council.

		Revenue growth items - Parks & Recreation Committee				
Cost centre		2025/26	2026/27	Cost certainty	Status	Notes
PR	Sports Booking system	£5,000	?	Uncosted estimate	PR Ctte 9/9/24	Required having regard to current and future pitch use
PR	Cricket maintenance at the Leys	?	?	Uncosted	PR Ctte 9/9/24	See reprot of Town Clerk/CEO agenda item 10
PR	Provision of utilities for West Witney Bowls Club & Witney Mills Bowls Club			Uncosted	PR Ctte 9/9/24	Discussions underway - progress with other sorks at WWSSC
PR	Leys Parking restrictions	£5,000	£0	Uncosted		Required for TRO & signage
PR	Climbing facility	?	?	Uncosted		? Could provide from grant/ capital sum budget 4910/800
PR	Windrush Place Sports Pavilion	£60,000	£85,000	Initial Estimate by officers	WTC agreed to adopt WTC	Budget required from 1/10/25;based on Burwell. Includes allowance for staffing and other running costs. First year budget will require some capital (£10K) for items which are not included in building spec.
PR	Windrush Place Sports Pitches	£9,250	£9,435	Materials only	agreed to adopt WTC	Will require additional staffing and vehicles - report to PGF
PR	Raleigh Crescent Sports Pitches	£4,625	£4,718	Materials only	agreed to adopt WTC	Will require additional staffing and vehicles - report to PGF
PR	Deer Park Sports Pitches	£4,625	£4,718	Materials only	agreed to adopt WTC	Will require additional staffing and vehicles - report to PGF
PR	West Witney 3G sports pitch	£0	?	Uncosted	agreed to adopt	Uncertain timeline
		<u>£88,500</u>	<u>£103,870</u>			

FIRST DRAFT - Revenue growth & new capital items items - Halls, Cemeteries & Allotments Committee

Cost centre		Cost	Additional budget recommended for 2025-26	Cost certainty	Status	Notes
HCA	External marketing - Public Halls	£0	£0	Uncosted	HCA agreed to consider in budget	Accommodate within existing budget; review November 2025
HCA	Replacement web-provider -public halls	£500 - £1,000	£0	Venue and Events Officer (VEO)	Ditto	Accommodate within existing budget; review November 2025
HCA	Energy Savinf external noticeboards - public halls	£1,000	£0	VEO	Ditto	Accommodate within existing budget; review November 2025
HCA	Inernal noticeboards -public halls	£200	£0	VEO	Ditto	Accommodate within existing budget; review November 2025
HCA	External promotional flags - Corn Exchange	£304	£0	VEO	Ditto	Accommodate within existing budget; review November 2025
HCA	Furniture - 1863 café/bar	£5,000 to £10,000	£0	Uncosted	Halls Management	Requires further consideration; accommodate within existing budget
HCA	Kitchen refurbishment	£12,000 to £19,000	£0	VEO	HCA agreed to consider in budget	See report of the Venue and Events Officer: "... has investigated the costs of renovating and updating the larger kitchen in the Corn Exchange, for a complete refit the cost would be in the region between £12 & £19k. Due to this, the recommendation is to continue using the current facilities and update and renew as and when required. It is worth nothing that, in the opinion of the Venue & Events Officer, the kitchens should look to be modernised and updated to reflect the higher usage now experienced. To satisfy FSA requirements, if we are to ever looking to expand our range of offer, we would have to make significant improvements to the existing set ups. Officers can look at the requirements and present a fully costed project plan with operational timeline if this was to be progressed further.
HCA	Replacement lighting - Corn Exchange Main Hall	<£15,000	£15,000	Operations Manager	Operations Manager	Recommended that main hall lightning now be replaced as towards end of life
HCA	Property maintenance - revenue line 4036/104	Increase budget from £8,000 to £12,000 per year	£0	Budget figure	Officer budget recommendation - already included in draft budget	Officers consider that the current budget is no longer sufficient for the demands being placed on it. An increased budget would also allow some limited scope to fund the above works, noting that there may also be a case to vire between 4036 and 4042 (equipment) during the year. Note: this has already been accommodated in the base revenue budget due to savings elsewhere in the cost centre
HCA	Windrush cemetery - path	£0	£0	Uncosted	To note as potential future budget	Related to Windrush cemetery access road, there will be a need to commission a new pathway; at this stage to note as potential future budget
HCA	Burial fees - changes			Budget figure	Recommendation from Operations Manager and Subject to decision by Council	Refer to item 7: Operations Manager reports: "Our current charges for a double-depth burial including the purchase of the exclusive rights of burial are £1436. The cost to excavate and prep the grave cost the council around £1665, this cost is calculated from labour, fuel and materials. With large increases to wood, wages and fuel it has meant the council's costs over the last few years have risen above what we are charging for burials. These costs do not factor in the depreciation of machinery and the maintenance of graves. To help balance the financial loss from each burial it is recommended that we increase the cost of all our EROB's by 15% and our 2 most labour-intensive burials by 10%. This will still mean the council is not covering its cost but the increase is more subtle and a further increase could be made in 2026-27. A review of our charges against other published council charges shows that we are still below the average charges. (This latter detail is shown at item 7)
		£38,004-£50,504	£15,000			

FIRST DRAFT - Revenue growth & new capital items items - Stronger Communities Committee								
Capital/revenue		Total cost	Additional budget recommended for 2025-26, beyond that already provided for	Already shown in revenue budget papers?	Cost certainty	2024/25	Ctte date	Status/notes
Revenue/recurring; new budget line proposed	Witney Music Festival Partnership Contribution	£10,000	£10,000	NO -part of grants budget at present	Formal agreement in place	£10,000 drawn from general grants fund	Full Council 13/02/2023 - min.93	Subject to Memorandum of Understanding/Partnership Agreement February 2023. Previous year grants drawn from general grants fund. As recurrign expenditure Committee requested separate budget line to be established
Revenue/recurring. Current budget 4167/408	West Oxfordshire Community Transport Contribution	£23,500	£0	YES	Formal agreement in place	£23,500 - £21,000 4167/408; £2,500 from 4100/407	PGF -05/02/2024	Council agreed 3 year fixed term agreement (to 31/03/2027); £2,500 additional to budget line - already shown in revenue budget
Revenue/recurring	CCTV Contribution 25-26	£11,267	£1,267	YES	Agreement in principle	£10,000	17/06/24	Council agreed in principle to make contributions of £11,267 (2025/26) £11,591 (2026/27) and £11,922 (2027/28) towards the CCTV scheme - already shown in revenue budget
Capital/non recurring	CCTV Contribution (Capital Cost new cameras)	£10,000	£10,000	NO	Amount requested by WODC	£0	15/07/24	See minutes for further details. https://democracy.witney-tc.gov.uk/mgAi.aspx?ID=7688
Revenue	Replacement Bins	£0	£0	NO	N/A	Existing budgets 4200/402	29/07/24	A Member suggested that following a rise in litter bins being burnt, that fire retardant bins were sourced for future replacements. Officers advise that current bins are fire resistant and additional budget not required
Revenue - in existing budget	Youth Services	£40,000	£0	YES but on an annual basis these funds are currently effectively and substantially committed	Budget	£40,000	23/09/24	Minutes of 23/09/2024 - "That, Officers consider the establishment of separate budget lines in order to maintain the funding of The Station and Home Start Oxford, currently £28,000 and £11,000 per annum respectively along with the retention of the existing £40,000 Youth Provision budget from2025/26 onwards which should be re-opened as a grant fund."
Revenue/recurring; new budget line proposed	The Station Detached Youth Project	£30,000	£30,000	No but currently funded via 4169/408	Service Level Agreement	Funded 4169/408 - £24,000	23/09/24	See minutes of meeting of 23/09/2024 and report of Deputy Town Clerk at agenda item 10 for the meeting of 18/11/2024. SLA provides for fundign to be agreed annually subject to "the success of the service, measured against the agreed metrics above and the Council's financial position."
Revenue/recurring; new budget line proposed	Home Start	£11,000	£11,000	NO -part of 4169/408 budget at present	Grant previously applied for	Funded 4169/408 - £11,000	23/09/24	See above and report of Deputy Town Clerk to meeting of 18 November 2024
Revenue	APCAM Youth Mental Health Drop-in Service	Options range from £2,500 to £9,000		NO	Depends on option chosen	Existing budget for 4169/408	23/09/24	See minutes of meeting of 23/09/2024 and report of Deputy Town Clerk at agenda item 10 for the meeting of 18/11/2024
Revenue	Youth Café	Options range from £750 to £3,100	£0	NO	Depends on option chosen	£0		See report of Deputy Town Clerk to meeting of 18 November 2024 - agenda item 10 for more detail and justification. Additional cost of subsidised letting would on the accounts be matched by credit to cost centre 104 but would mean potenial lost income from other lettings. Note Station underspend so suggested cafe is funded from that budget

Capital	Witney Lake & Country Park - Signage from The Leys	<£1,500	£0	NO	Depends on option chosen	£0	23/09/24	Agreed "that, Officers explore options for signage/waymarking from The Leys to the Witney Country Park for consideration." See report of CCEO at agenda item 8. From curent year underspend
Revenue	VJ Day 80th Anniversary	£1,500	£0	NO - the related 4148/408 budget set for 24/25 will not be replicated in 2025-26	Budget recommended	£1,500 for D-Day 80th Anniversary	23/09/24	SC minute 523 - "3. That, Officers investigate options to mark the VE & VJ dates in 2025 utilising a £1,500 budget and, 4. That, a VE & VJ Day Task & Finish group be established."
Revenue	Additional events	To be determined	£0	YES - part of 4141/408	Deliver in existing budgets	4141/408 - £10,000		A numer of suggestions are mad ein the report of the CCEO agenda item 8. It is anticipated that any which are organised will be delivered within the existing budget 4141/408
Revenue	Picnic Parties to thank Volunteers (x3)	£500	£0	Suggest funded as part of 4141/408	Deliver in existing budgets	4141/408 - £10,000	23/09/24	SC minute 523 - " 5. That, three picnic-type events be arranged annually to recognise Volunteers work utilising a budget of £500." Suggested this is delivered in existing budgets.
Revenue	Witney Information Leaflet	£3,000	£1,000	Propose lower budget	Budget recommended	£0	23/09/24	SC minute 523 - "6. That, Officers progress the idea of a Witney Information leaflet."
Revenue	Newsletter - second edition delivered to all households	£3,000	£0	magazines from	Budget recommended	£0	Report of CCEO item	Report at agenda item 8: "As communications always scores poorly in the survey, a second printed issue might be appreciated and keep the town council and its events on peoples’ radar a little more. This would however mean the newsletter budget would need to be doubled." Note this is PGF budget 4034/702, current budget £3,798 so increase to £6,000 would add net £2,202 year on year.
Revenue	Community Engagement Equipment & Storage	£3,144	£3,144	NO	Budget recommended	£0	23/09/24	SC minute 523 - "7. That, Tables & Chair sets and a storage unit be procured at a cost of £1,343.92 and £1,800 respectively."
Revenue	Community Window - Additional Display Equipment	£500	£500	NO	Budget recommended	£0	23/09/24	SC minute 525 - "4. That, a budget of £500 be considered for 2025/26 for display material/equipment."
Revenue/recurring	Street Infrastructure	£1,000	£1,000	Increase in budget proposed	Budget recommended	£5,000	Officer recommendation	Increase budget line 4200/402 to provide for maintenance and repair of new street infrastructure esp. in relaiton to the High Street
Revenue/recurring	Youth Council - training	£500	£0	Part of 4103/408 Youth Council	Deliver in existing budgets	4103/403 - £1,350	Officer recommendation	Accommodate within existing budget
Revenue	Bob Wilsons Funfairs - ground rent Witney Feast - income line	-£9,500	-£1,500	YES - budget 1051/202	Budget recommended	-£8,000	23/09/24	New agreement pending - see minute SC520
SUMMARY		SUMMARY OF DIRECT YOUTH SPENDING			2024-25 Budget	2025-26 Proposed		
		Children and Youth Provision			£40,000	£40,000		
If all bids were approved the growth items would amount to:		The Station - detached youth work			inc.above	£30,000		
CAPITAL	£11,500	Home Start			inc.above	£11,000		
REVENUE - LOW ESTIMATE	£57411 OR	APCAM Youth Mental Helath			inc.above	Options from £2,500 to £9,000		
REVENUE - HIGH ESTIMATE	£63,911	Youth Café			N/A	Options from £750-£3,100		
		Youth Council			£1,350	£1,350		
		TOTAL			£41,350	£94,450		
		HIGH LOW			N/A	£85,600		

		Capital and special revenue projects 2023-2026																			TOTAL			
		Expenditure				Funding																		
		2023-24	2024-25	2025-26	Total	Revenue 2023-24	Revenue 2024-25	Revenue 2025-26	EM reserve 2023-24	EM reserve 2024-25	EM reserve 2025-26	Renewals/tr ade-in	Tenant contribution 2024-25	Grant 2023-24	Grant 2024-25	s106 2023-24	s.106 2024 25	Grant/ Loan	TBC					
PR	Leys Masterplan	£200,000	£50,000		£250,000				£200,000	£50,000											£250,000	PREVIOUSLY APPROVED BY COUNCIL		
PR	Wheeled sports park/ Skate Park refurbishment	£150,000			£150,000				£79,488					£58,012			£12,500				£150,000	PREVIOUSLY APPROVED BY COUNCIL		
PR	West Witney Sports and Social Club		£750,000		£750,000					£147,509							£301,975	£300,516			£750,000	PLANNING APPLICATION GRANTED; indicative cost		
PR	Burwell changing rooms		£72,030		£72,030					£47,030							£25,000				£72,030	IN EXISTING PROGRAMME		
PR	Play areas/ repairs and improvements		£75,000	£78,750	£153,750		£75,000	£78,750													£153,750	TO CREATE ADEQUATE FUND FOR NEW/REPLACEMENT PALY EQUIPMENT		
PR	Allotments	£9,323			£9,323																£9,323			
PR	Hogging path	£10,000	£30,000		£40,000	£10,000										£30,000					£40,000	WEST WITNEY SPORTS GROUND		
HCA	Burwell changing rooms & hall heating	£29,333			£29,333				£29,333												£29,333	COMPLETE		
HCA	Corn Exchange decoration	£4,992			£4,992				£4,992												£4,992	COMPLETE		
HCA	Corn Exchange - building lighting imprvts		£5,000		£5,000					£5,000											£5,000	IN EXISTING PROGRAMME AND CONFIRMED BY Ctte		
HCA	Burwell Hall toilets upgrade	£12,000			£12,000				£12,000												£12,000	PREVIOUSLY APPROVED BY COUNCIL		
HCA	Langdale Hall replacement glazing		£20,000		£20,000								£10,000								£20,000	LH GLAZING		
HCA	Corn Exchange business plan financial implication	To be costed																				2024/25 COSTS TO BE ACCOMMODATED IN EXISTING BUDGETS		
PR	Splash park improvements	£14,900		£152,600	£167,500				£14,900		£152,600										£167,500	IN EXISTNG PROGRAMME REQUIRES SCOPING; EXPENDITURE FIGURE BASED ON FUNDS AVAILABLE		
	IT improvements		£25,000		£25,000		£25,000														£25,000	Officer recommendation - equipment, server, hybrid meetings, PSTN lines switch over		
PR	Play area/recreational infrastructure inc.bins/benches		£4,000		£4,000		£4,000														£4,000	CTTE REQUEST NOV.2023		
SC	Bus shelters	£ 9,171			£9,171				£9,171												£9,171			
CBP	Lake & Country Park	£ 1,923			£1,923				£1,923												£1,923	Further Capital expenditure in 2024-26 will be from EM reserve		
PGF	Items in Grounds Maintenance review (net; note 1 below)		£105,542		£105,542					£70,664		£34,878									£105,542	SEE NOTE BELOW		
PGF	Ground maintenance equipment	£32,193			£32,193				£32,193												£32,193			
pgf	New vehicles	£89,847			£89,847				£72,178			£17,669									£89,847			
PGF	Relocation of works depot		£750,000		£750,000					£173,397								£500,000	£76,603		£750,000	IN EXISTING PROGRAMME; INDICATIVE FIGURE		
		£563,682	£1,886,572	£231,350	£2,681,604	£10,000	£104,000	£78,750	£456,178	£503,600	£152,600	£52,547		£10,000	£58,012	£30,000	£9,323	£339,475	£800,516	£76,603	£2,681,604			
		£2,681,604 >check																			£2,681,604 >>check			
Reconcile to cost centre 800 - net adjustments EMR		-£488,435	-£930,056	(For 24/25=EMR -HP amnt)																				
Renewals		£54,027				£54,027																		
Income lines		-£76,054	-£852,516																					
HP cap. & int.		£11,007																						
Loan repayments			£32,458																					
Fund from precept		£64,227	£190,485																					
Note 1: Items in GM review paper PGF November 2023:																								
Trimax mount flail		£5,575	Funded by	Renewals Fund	£22,878																			
Trimax tractor-mounted mower		£5,449		Trade-in Ford transit	£12,000																			
Ride-on mower		£30,000		OSS contingency	£70,664																			
Nissan Townstar electric vehicle		£30,518																						
Mitsubishi FUSO		£34,000																						
		£105,542																				£105,542		

WITNEY TOWN COUNCIL

SCHEDULE OF BURIAL CHARGES For Tower Hill and Windrush Cemetery Effective from 1st April 2025

All charges shown are for residents of Witney. Interments and Purchase of EROB are doubled in the case

	2024-25	2025-25 Proposed based on 2% but see footnote
of non-residents		
1. Interments - Charges apply to late cancellations.		£
a) Foetal remains pre 24 weeks gestation	no charge	
b) Baby in baby plot	£269.50	£275.00
c) Under 18 yrs if using Child Size grave double depth	£399.00	£407.00
d) Under 18 yrs Second burial in existing double depth Child Size grave	£251.50	£257.00
e) Double depth grave Adult Size grave	£791.50	£807.00
f) Second burial in existing double depth grave Adult Size grave	£503.00	£553.00
g) Interment of ashes for person	£175.50	£179.00
h) Burial in single depth grave at Tower Hill Cemetery	£582.50	£640.00
2. Purchase of Exclusive Right of Burial (EROB)		
LEASE PERIOD: ADULT 30 YEARS: CHILD 90 YEARS		
a) Exclusive right of burial for a baby	£ 218.50	£ 251.00
b) Exclusive right of burial for child under 18 years of age	£ 321.50	£ 370.00
c) Exclusive right of burial for person over age of 18 years	£ 644.50	£ 741.00
d) Exclusive right of burial for family ashes plot (Tower Hill)	£ 423.00	£ 486.00
e) Exclusive right of burial for ashes plots	£ 233.50	£ 269.00
3. Use of Tower Hill Chapel (Includes VAT)	£ 129.00	£ 132.00
4. Memorials and Memorial Inscriptions		
a) For the right to erect an approved memorial - baby	£ 68.00	£ 69.00
b) For the right to erect an approved memorial	£ 196.00	£ 200.00
c) For the right to place a desk tablet 18" x 18" (Windrush Cemetery)	£ 169.00	£ 172.00
d) For each additional inscription (to include moving of headstone if required)	£ 81.00	£ 83.00
e) For the replacement of an existing memorial	no charge	
5. Memorial Plaques on Wall of Remembrance at Tower Hill Cemetery		
a) Reservation of plaque space on memorial wall	£30.50	£31.00
b) Small/large plaque including fixing	£60.50/£82.50	£62/£84
6. Transfer of Exclusive Right of Burial Deed	£42.50	£43.00
7. Charge for Late Arrival at Cemetery	£166.50	£170.00
	Per hour, charged in 15 minute increment's	
8. Administration Charge for Burial Searches	£30.50	£31.00

WITNEY TOWN COUNCIL

SCHEDULE OF ADDITIONAL CHARGES
For Tower Hill and Windrush Cemetery
Effective from 1st April 2025

	2024/25	2025/26 proposed
1. Oversized Graves		
a) Single depth	£363.00	£370.00
b) Double depth	£533.50	£544.00
 2. Removal of Spoil		
a) Single depth	£373.50	£381.00
b) double depth	£560.00	£571.00
Based on extra labour time to move the spoil from the graveside and return it after interment.		
 3. Weekend Charges		
a) Ashes interment - Saturday	£120.00	£122.00

Cancellations made once the plot has been dug would result in a charge of the full burial fee, which would be chargeable again once the burial is rebooked.

Additional charges are based on materials cost, loss of timber shoring, machinery hire and additional labour costs.
Therefore subject to change at any time.

WITNEY TOWN COUNCIL

SCHEDULE OF RECREATIONAL CHARGES

ACTUAL
2024/25
PROPOSED
2025/26 BASED
ON 2% AND
ROUNDED AS
APPROPRIATE

CRICKET

ADULTS	£70.00	£71.50
JUNIOR TEAMS (UNDER 16)	£36.00	£36.75

BOWLS

GREEN FEES PER HOUR, PER PERSON	£5.50	£5.75
WOODS - HIRE OF PAIR PER HOUR	£3.50	£3.60
SEASON TICKETS	£91.50	£95.00

TENNIS

MINI GOLF - PAVILION HIRE	Under the Management of Courtside CIC Hubs	
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CHANGING ROOMS - THE LEYS	£37.90	£38.75
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FOOTBALL

ADULTS /OVER 16S	£65.00	£66.50
JUNIOR TEAMS (UNDER 16)	£32.50	£33.50
MINI TEAMS (UNDER 10) SMALL PITCHES ONLY	£22.00	£22.50

HARDCOURT PLAY AREA- BURWELL - LIGHTING CHARGE	£27.00	£27.50
DEPOSIT FOR HIRE OF EQUIPMENT	£10.00	£10.25

CLUBS AND COMMERCIAL USE

WEST WITNEY TENNIS CLUB	£5,300.00	£5,425.00
WEST WITNEY BOWLS CLUB (3 RINKS)	£3,250.00	£3,350.00
WITNEY MILLS BOWLS CLUB (3 RINKS)	£3,250.00	£3,350.00
PROJECTILE RANGE CONSORTIUM	£3,110.00	£3,175.00
WITNEY TOWN BOWLS CLUB (5 RINKS)	£5,420.00	£5,550.00

MINOR FAIRS

CIRCUSES AND SIMILAR PERFORMANCES

HORSE SHOWS AND GYMKHANAS

WITNEY FEAST

by Negotiation

COMMUNITY GROUP OR REGISTERED CHARITY -PARK HIRE

PER ACRE (football pitch size) (SMALLER AREAS - PRO RATA)		
THE LEYS - EVENTS	£197.00	£200.00
ALL OTHER AREAS -EVENTS	£87.50	£90.00

FISHING RIGHTS

WITNEY LAKE (WITNEY ANGLING SOCIETY)	£1,200.00	£1,225.00
WINDRUSH RIVER (NEWLAND ANGLING CLUB)	N/A	

WITNEY TOWN COUNCIL

SCHEDULE OF PUBLIC HALL CHARGES

Effective from 1st April 2025

	ACTUAL 2024/25	PROPOSED 2025/26 - 2% UPLIFT WITH ROUNDING AS APPROPRIATE
CORN EXCHANGE (Vatable)	£	£
THE MAIN HALL - WEEKDAY	157.00	160
GROUP 1 - CHARITY OR LOCAL ORGANISATION		
GROUP 2 - NON-CHARITABLE EVENTS	231.00	235
GROUP 3 COMMERCIAL AND SALES	368.00	375
THE MAIN HALL - WEEKEND		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	199.50	205
GROUP 2 - NON-CHARITABLE EVENTS	300.50	310
GROUP 3 COMMERCIAL AND SALES	476.00	490
THE GALLERY ROOM - WEEKDAY		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	69.00	70
GROUP 2 - NON-CHARITABLE EVENTS	101.00	103
GROUP 3 COMMERCIAL AND SALES	153.50	160
THE GALLERY ROOM - WEEKEND		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	95.00	97
GROUP 2 - NON-CHARITABLE EVENTS	132.50	136
GROUP 3 COMMERCIAL AND SALES	175.00	180
BURWELL HALL (Not Vatable)		
THE MAIN HALL - WEEKDAY		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	56.50	58
GROUP 2 - NON-CHARITABLE EVENTS	88.50	91
GROUP 3 COMMERCIAL AND SALES	113.50	116
THE MAIN HALL - WEEKEND		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	81.50	84
GROUP 2 - NON-CHARITABLE EVENTS	125.50	130
GROUP 3 COMMERCIAL AND SALES	162.50	170
THE MEETING ROOM - WEEKDAY		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	37.50	39
GROUP 2 - NON-CHARITABLE EVENTS	50.50	52
GROUP 3 COMMERCIAL AND SALES	63.00	64
THE MEETING ROOM - WEEKEND		
GROUP 1 - CHARITY OR LOCAL ORGANISATION	50.50	52
GROUP 2 - NON-CHARITABLE EVENTS	69.50	71
GROUP 3 COMMERCIAL AND SALES	94.00	96
REFUNDABLE DAMAGE DEPOSIT FROM £50 - £200		
WEDDING CHARGES - CORN EXCHANGE ONLY		
THE GALLERY ROOM (CEREMONY - 2 HOURS)	288.00	295
THE MAIN HALL (CEREMONY - 2 HOURS)	395.00	405
THE GALLERY ROOM (EXCLUSIVE USE OF BUILDING - 2 HOURS)	494.50	505
THE MAIN HALL (EXCLUSIVE USE OF BUILDING - 2 HOURS)	494.50	505
EXCLUSIVE USE OF BUILDING (ALL DAY)	1227.00	1255
EQUIPMENT HIRE - PER SESSION		
PROJECTOR AND SCREEN	12.50	14
FLIPCHART	6.00	7
MOVING/EXTENDING STAGE	36.50	38
KITCHEN USE	12.50	14
ADDITIONAL HIRE CHARGE FOR RUNNING OVER SESSION TIME (PER HOUR)	30.50	32

(IF OVER 2 HOURS A FULL 4 HOUR ADDITIONAL SESSION CHARGE WILL BE APPLIED)

WITNEY TOWN COUNCIL

SCHEDULE OF PUBLIC HALL CHARGES

Effective from 1st April 2025

ACTUAL 2024/25	PROPOSED 2025/26 - MIN. 2% UPLIFT WITH ROUNDING UP TO NEAREST £5
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CORN EXCHANGE (Vatable)

THE MAIN HALL - GROUP 4 SHOW CHARGE

£150	£155
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GROUP 4 ½ TECH & DRESS REHEARSAL (UP TO 5-HOURS)

£300	£310
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GROUP 4 FULL TECH & DRESS REHEARSAL (UP TO 12-HOURS)

GROUP 4 ½ PERFORMANCE (UP TO 5-HOURS)

£300	£310
------	------

GROUP 4 FULL PERFORMANCE (UP TO 12-HOURS)

£600	£620
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The performance charge includes use of all facilities including the bar at no additional cost.

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Financial Matters referred from Spending Committees

Meeting Date: Monday, 25 November 2024

Contact Officer: Deputy Town Clerk

Background

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.

Current Situation

Parks & Recreation Committee – 4 November 2024

Revised Revenue Budget – That, the draft revised base revenue budget for 2024/25 be approved for recommendation.

All 2025/26 recommendations will be presented in the draft two of that budget and presented to the Full Council for approval.

Halls Cemeteries & Allotments Committee – 11 November 2024

Revised Revenue Budget – That, the draft revised base revenue budget for 2024/25 as presented be approved for recommendation.

Revenue, Growth Items, Special revenue & Capital Projects - A list of revenue growth and new capital items under the remit of this committee was presented and approved, some being from underspends within this fiscal year – this list is attached to this report in **Appendix A**.

Property Matters. That, on receipt of updated quotes, the Council funds the repair of the roof at Langdale Hall from earmarked reserves (366) as a priority – approximately £16k.

All 2025/26 recommendations will be presented in the second draft budget and presented to the Full Council for approval.

Stronger Communities Committee – 18 November 2024

Revised Revenue Budget - That, the draft revised base revenue budget for 2024/25 as presented be approved for recommendation.

Revenue, Growth Items, Special revenue & Capital Projects - A list of revenue growth and new capital items under the remit of this committee was presented and approved, some which could be accommodated from underspends within this fiscal year – this list is attached to this report in **Appendix A**.

Communications Report – That, Lake & Country Park signage from the Leys be purchased from the existing In Bloom budget for the sum of up to £1,500.

Community Engagement Report– That, an underspend of the In Bloom budget be utilised for bulb planting at Unterhaching Park Copse.

All 2025/26 recommendations will be presented in the second draft budget and presented to the Full Council for approval.

The implications for the **Climate, Biodiversity & Planning Committee on 26th November 2024** will need to be ratified at the Full Council meeting on 9th December due to the schedule of meetings.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – Covered in specific project reports.
- b) Biodiversity – Covered in specific project reports.
- c) Crime & Disorder – Covered in specific project reports.
- d) Environment & Climate Emergency - Covered in specific project reports.

Risk

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

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

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

The benefits of these items should be considered at the time of recommendation.

Financial implications

The report forms part of the Council's mechanisms for budgetary control. Specific financial implications are detailed.

Recommendations

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

1. Agreeing the recommendations of the spending committees as detailed above.

		Total cost	Additional budget recommended for 2025-26	Cost certainty	Status/notes
HCA	External marketing - Public Halls	£0	£0	Uncosted	Accommodate within existing budget; review November 2025
HCA	Replacement web-provider -public halls	£500 - £1,000	£0	VEO	Accommodate within existing budget; review November 2025
HCA	Energy Saving external noticeboards - public halls	£1,000	£0	VEO	Accommodate within existing budget; review November 2025
HCA	Internal noticeboards -public halls	£200	£0	VEO	Accommodate within existing budget; review November 2025
HCA	External promotional flags - Corn Exchange	£304	£0	VEO	Accommodate within existing budget; review November 2025
HCA	Furniture - 1863 café/bar	£5,000 to £10,000	£0	Uncosted	Requires further consideration; accommodate within existing budget
HCA	Replacement lighting - Corn Exchange Main Hall	<£15,000	£15,000	OPS	Recommended that main hall lightning now be replaced as towards end of life
SC	Witney Lake & Country Park - Signage	<£1,500	<£1,500	CCEO	Accommodate within existing budget. In Bloom
SC	Additional events	To be determinec	£0	CCEO	A number of suggestions are mad ein the report of the CCEO agenda item 8. It is anticipated that any which are organised will be delivered within the existing
SC	Picnic Parties to thank Volunteers (x3)	£500	£0	CCEO	Suggested this is delivered in existing budgets.
SC	Youth Council - training	£500	£0	DTC	Accommodate within existing budget

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Grants & Subsidised Lettings

Meeting Date: Monday, 25 November 2024

Contact Officer: Deputy Town Clerk/RFO

The purpose of this report is to present the Committee with grant requests from local organisations so they may agree dispersal.

Background

The Council maintains budgets for general discretionary grants and subsidised letting grants for groups or organisations which require financial assistance towards projects, costs and venue hire in order to provide services for the residents of Witney. Grant requests are usually considered by this Committee bi-annually at meetings in June and January, however there is occasion when they need to be considered at other times of the year due to Council Committee timeframes.

In the current year the budgets are as follows:

- Discretionary Grants (4100/407) - £20,000
- Witney Town Council 50th Anniversary (4149/408) – “£50 for Fifty” - £2,500
- Subsidised Lettings – Corn Exchange/Burwell Hall (4110/407) - £1,800
- Subsidised Lettings – The Leys/Other (4110/202) - £10,000
- Annual grants - There are also specific budgets for a number of annual grants to organisations.

At the beginning of this financial year there was no funds brought forward from the previous 2023/24 financial year.

Current Situation

Witney Town Council 50th Anniversary - £50 for fifty grants

At the meeting of the Policy, Governance and Finance Committee it was agreed to delegate authority to officers, in consultation with the Chair of the Committee, to consider and approve grants under this scheme.

The following grants have been approved and Members are requested to note and endorse these awards:

	Group or Organisation	Reason for Request	Application Form Completed	Supporting Documents Received	Recommendation From Chair
1	1 st Witney Boy's Brigade	Looking for a tablet/computer to go with a recently purchased projector	Yes	Yes	Grant
2	4 th Witney Guides	To buy equipment/crafts to use at meetings and complete badges. E.g. paper, paints, brushes etc.	Yes	Yes	Grant
3	Junior Parkrun	Some equipment needs replacing, noticeably finish tokens used every week to allocate the children their finish position. These cost £40. Use the balance of the £50 to buy some more foam hands for Marshalls to use when cheering on and high fiving the junior park runners	Yes	Yes	Grant
4	St Mary's Cogges Community Garden	Improve facilities which include a gazebo for shelter, new storage box for the front, new tables and protection covers for chairs. We also buy seeds and compost for next year	Yes	Yes	Grant
5	Tower Hill FC	Contribution towards purchasing a set of 7-a-side portable goals which will benefit the following teams training sessions.	Yes	Yes	Grant
6	Windrush Church	Enable us to purchase some new toys for the children.	Yes	Yes	Grant
7	Witney Wolves Basketball	We require new basketballs which can cost up to £80 each	Yes	Yes	Grant
8	Witney Ringing Society	Towards installation of a simulator within the tower (St Marys).	Yes	Yes	Grant
9	Witney & District Twinning Association	In spring next year, the group will be organising a celebration weekend (1 st May Bank Holiday) to mark 45 years of twinning with Le Touquet and 35 years with Unterhaching. We would like to produce a pop-up banner to mark the occasion and then use subsequently with twinning partners and the association. We have been quoted £115 – the £50 will go towards this	Yes	Yes	Grant
10	Witney Arts & Crafts Society	Help to pay for demonstrators to come in and teach new skills. They are expensive and take a big chunk of the money.	Yes	Yes	Grant

6 50:50 grants were awarded at the last meeting on 30th September (minute no. F543 refers). With the ratification of these 10 awards, this brings the total number of awards to 16.

In the original criteria, it was agreed the £50 for Fifty fund would close after this meeting. Due to the positive response to the scheme and a remaining budget of £1,700, Members may like to resolve that the fund is extended until February 2025 with a final push on communications before that time.

Subsidised Letting

1. Witney Food Revolution - A request for subsidised letting to cover the cost of room hire and exclusive use of the bar to hold an anniversary fund raiser for the Witney Food Revolution at Witney Corn Exchange on 15th November 2024. The sum being £237.50. The documents can be seen as **Appendix A**.
2. Seniors Christmas Party – To note a grant application form has been submitted for this event at Burwell Hall on 21 December 2024. At the last meeting of this Committee on 30th September 2024 the request was approved (minute no. F543).

Correspondence

To note the letter of thanks from Home-Start Oxford in relation to a previously issued grant. (Attached as **Appendix B**)

To note the letter of thanks from Witney Town Band concerning their Autumn Concert held at the Corn Exchange on 17th November, and request for a subsidised use next year. (**Appendix C**)

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – the groups applying for the 50:50 grants reach a large demographic of the town
- b) Biodiversity – no direct impact from the contents of the report.
- c) Crime & Disorder – no direct impact from the contents of the report.
- d) Environment & Climate Emergency – no direct impact from the contents of the report.

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 policies and criteria for which it uses to award its grants to ensure public funds are allocated and used appropriately. If awards are deviated from these criteria, a robust reason should be given and agreed by the Committee.

The Council must ensure they are satisfied with the information provided in order to award funds and request further information if not. To not do so could incur reputational risk.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Benefits to Witney's community - young, elderly, disadvantaged and vulnerable people within the town are all covered both independently and jointly by several of the applicants. All groups provide social value for residents and help combat obesity, food poverty and social isolation.

Financial implications

At the Annual Council Meeting held on 17 May 2023, the Council invoked the General Power of Competence under which the ability to award these grants is made.

- The remaining grants budget balance is £10,920 (4100/407)
- The remaining subsidised lettings budget for the Corn Exchange is £4,956 (4110/407)
- The remaining £50 for Fifty grants budget is £1,700.

Recommendations

Members are invited to:

1. Endorse the award of grants of £50 to 1st Witney Boy's Brigade, 4th Witney Guides, Junior Parkrun, St Mary's Cogges Community Garden, Tower Hill FC, Windrush Church, Witney Wolves Basketball, Witney Ringing Society, Witney & District Twinning Association and Witney Arts & Crafts Society from the Town Council 50th Anniversary grants fund "£50 for Fifty."
2. To consider extending the £50 for Fifty grant fund until February 2025.
3. To consider the application by Witney Food Revolution for a subsidised letting at the Corn Exchange Witney, in the sum of £237.50.
4. To note a subsidised letting form has been received for the Burwell Seniors Christmas Party on 21 December 2024.
5. Note the correspondence from Home Start-Oxford.
6. Note the correspondence from Witney Town Band and request for a sub-let in 2025.



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		WITNEY FOOD REVOLUTION	
Registered Address*		WESLEY CENTRE, WITNEY	
Post Code	OX28 6HG	Tel No.	
Contact Name	LINDA COX		
Position in Organisation	DEPUTY CHAIRPERSON (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <ul style="list-style-type: none"> -To reduce and promote the reduction of food waste -To help reduce food poverty, using surplus food -Provide access to good affordable food in the community -Work alongside others to provide support to the community 			
(2) Membership			
How many members do you have?		25000 per annum	
Approximately how many of your members live in Witney?		Majority of our users live in Witney but we have users from across West Oxfordshire	
Is membership restricted in any way?		Any and everyone is welcome	
What is your annual subscription, if any?		N/A	
Are you affiliated to a national organisation? If so, which one?		Fairshare	
Local venue/meeting place		Wesley Centre, Witney	

(3) Grants

Purpose for which the grant is required:

To cover the cost of room hire and exclusive use of the bar to hold an anniversary fund raiser for the Witney Food Revolution

Amount of grant applied for

£237.50

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

NO

If YES please give details

N/A

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

NO

If YES please give details

Not for this event

(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?

Nothing planned at this time between now and the end of 2024

(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: [REDACTED]

Date: 01/10/2024

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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Adam Clapton
Deputy Town Clerk
Witney Town Council
By email

17th October 2024

You are changing children's futures

Dear Adam,

The Youth Grant from Witney Town Council is changing the lives of local families in Witney – thank you! By helping families with young children aged 0-5 at this vital development stage, children will have better life outcomes.

On behalf of all the families we support, our volunteers, staff, and trustees we would like to thank you for supporting our vital work with struggling families with young children.

One of our supported mums recently sent us a lovely thank you and we thought you'd like to see it. She is a mum who, when we met her, was feeling incredibly isolated and was dealing with mental health issues.

"The time I spend with her has been really helpful – gave me a lot of confidence about my child, and psychological support. Her insight into the future and her life experience made me feel at ease in certain areas, it was useful to hear that things change.

"I can see how Home-Start can help a lot of families in different situations in future, thank you for giving us that chance."

This life-changing support is made possible by supporters like Witney Town Council. Your generosity is making a difference.

Yours sincerely

A handwritten signature in blue ink that reads "K Barber". To the right of the signature is a small, stylized illustration of a paper plane with a yellow dotted trail behind it.

Katharine Barber
CEO, Home-Start Oxford



WITNEY

Appendix APPENDIX C



TOWN BAND

Good Luck Oscar!

Oscar Archibald (Eb Bass), has been part of the band for a number of years and even gave us the pleasure of performing with him, as part of his A-level music studies. Oscar is now taking a step back from the band, as he goes on to study Film Production at university.

Congratulations and Good Luck!

Who's that Guy?



Whilst in Unterhaching, Germany, the band found themselves under the direction, of their local Mayor, Councillor Owen Collins.

Going Strong!

We'd rather not revisit the dreaded pandemic years, but one thing Witney Town Band are proud of, is that we stuck together through it all. Unfortunately, group activities in many forms suffered a lot during the pandemic, including brass banding. Like many though, we made online videos (which you can still view if you're in need of a chuckle) and met virtually every week for a quiz, until we could rehearse together again. The quizzes, of course, were definitely testing our music theory.... A lot changed during the pandemic, but still the band comes together each week to practise, but most importantly enjoy, making music.



Nobody enjoys a rehearsal as much as our cornet player, Sophie, when Jingle Bells is put on the stands though!

It's Judgement Time

Back in February, the band took part in the Oxfordshire & District Brass Band Association contest. The band were thrilled that their performance earned them First place, winning the Fourth section! It's not always about winning, but it did give the band a little boost ahead of the regional London and Southern Counties Brass Band Contest, which took place in March.



The annual contest is always an enjoyable day out for the band, despite the early start, and was attended this year by Mr Alan Fernie himself, the composer of the 2024 Regionals Fourth Section Contest piece. If you don't recognise the name, you will most certainly recognise some of his arrangements in our programmes.

The band then took part in another contest in October, though the hardest part this time was making sure we got all the laughing out of our systems before keeping a straight face during the performance. The picture speaks for itself....

Thanks so much to the ODBBA and volunteers for another year of well-organised contests. Thank you also to the regional associations, who bring players from all over the country together.



Out and About



Above: **D-Day 80th Anniversary Ceremony**, 6th June

Right: **Richmond Village**, 27th July



Left: **Concert in the Park, Witney Leys**, 3rd August

Right: **Black Bourton Fete**, 1st September



Left: **Combe Feast**, 11th August

Below: **Witney Feast Church Service**, 15th September

Right: **Witney in Pink**, 28th September





You blew us away...

Last year, the band welcomed Eric Byers with open arms, having been on a mission to join a local band after not playing in many years.

Eric started learning the trombone as a young child, over in America. Having set his mind on other adventures, Eric set the Trombone aside. Not only has Eric started playing again, but he has excelled in his performance and technique. Within a just a few weeks of joining the band Eric had already learnt to read music in another clef (which is no easy task), and showed real commitment to developing his skills and to the band. Unable to attend any Christmas concerts, it was a delight to have Eric's parents join the band for a Christmas rehearsal, whilst on a visit to the UK. It was the first time they had seen Eric play since taking the Trombone up again. Eric has given so much to the band, for the short time he's been with us and we are sad to see him go.

We wish him well as he moves on to pastures new.

Spotlight on...

Members of the Training Band have had their own successes too!

Huge congratulations to **Patrick** and **Lewis**, who were joint winners of the **most outstanding contribution award**, which is presented annually.



A Home from Home

Taking a bit of Witney with them, some of the band set off for Unterhaching, Germany in July. The band last performed there back in 2019, for the 30th Anniversary celebrations of the twinning partnership between the two towns. After a bit of a rough start, including cancelled flights, lost instruments and a bit of sleep deprivation, the group made a series of appearances, performing for the people of Unterhaching (and those who were just visiting for the football!). They had a great time, sharing music with our friends in Germany.



Training Band Update

The training band have continued to improve both as individual players and as a group. Aside from rehearsals, they have been busy with end-of-term concerts, summer fetes and taking part in the ODBBA Brass Festival. The band even got into the football spirit and performed 'Three Lions' at their summer concert in July.

Keep an eye out for information of the Training Band's next performance, which will be their Christmas end of term concert, at the Witney Methodist Church.

New players are always welcome. The band accepts players of any age, with a minimum standard of Grade 1 playing. Rehearsals are Tuesday, 18:00 - 19:00, at the Witney Methodist Church (term time only).

For more information on how to get involved with the Training Band, please contact Ali Howes: secretary@witneytownband.org.uk





Feeling Festive? See what's in store

- **29th November:** Christmas Fayre, *Bampton Garden Centre*, 18:30
- **1st December:** Advent Fair, *Witney*, 11:00 - 13:00
- **2nd December:** *Hailey Christmas Concert*, 19:30 - 21:30
- **6th December:** *Witney Mayors Carol Concert*, 19:00, *St Mary's Church*
- **10th December:** *Woodstock Probus Carols*, 18:30
- **14th December:** *Oxford Bowls Club Christmas Concert*, 19:30 - 21:30
- **22nd December:** *Richmond Village Christmas Concert*, *Witney*
- Keep an eye out for us around Witney and Carterton throughout December and join the band for some caroling!



Get in touch

Find us on Facebook:

Witney Town Band

Email us at:

secretary@witneytownband.org.uk

Visit our website:

witneytownband.org.uk

What's in store for 2025...?

We already have things in the diary for the next year, but if you would like to hear the band perform at one of your events, don't hesitate to contact us.



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WITNEY
TOWN COUNCIL



POLICY, GOVERNANCE AND FINANCE COMMITTEE



Agenda Item: Christmas Lights Social Value Fund

Meeting Date: 25 November 2024

Contact Officer: Project Officer

The purpose of this report is to offer recommendations for the distribution and allocation of the £1,000 social value fund donated by LITE Ltd to Witney Town Council, as part of the 2024-2026 Christmas Light Contract.

Background

Within the Town Councils tender for the Witney Christmas Lights contract, Officers included a “Social Value” section to give applicants the opportunity to provide added value to the community.

The successful contractor LITE Ltd have committed to donate £1,000 each year to be apportioned by the Council. This means donations could be made to one or more organisations around Witney to make Christmas a more pleasant experience for those in need. This could range from providing a meal to the elderly who might be spending Christmas alone to providing some sort of present to a child who might otherwise go without.

As Councillors are well informed on community projects and initiatives around the town, Officers invited committee chairs to provide ideas on how the Council could use this money to improve Christmas for people in Witney.

Current Situation

After a successful meeting with the PSC Committee in October, several organisations were identified and engaged by officers. The following list highlights each organisation and the added value they can provide leading up to Christmas.

- **Café 1863 – Mince Pies hand out on Xmas Eve for every paying customer.**

Witney Food Revolution are happy to help the Council with Mince Pie provision on Christmas Eve (and the days leading to it). Based on the last few years there has always been large quantities of Mince Pies, however officers won’t know availability until closer the time. If the worst-case scenario occurs and Witney Food Revolution doesn’t have any pies officers can go out and buy some on the day.

The Corn Exchange Café is classified as a “warm space” and many of the customers are elderly people who depend on the social and warm environment, who would undoubtedly appreciate the treat.

The only risks are:

- Demographic of customers means officers can't be 100% sure treats are being provided to people in need.
- Café income could be affected as people won't purchase cake/biscuits

- **Methodist Church – Witney Community Meal**

The donation will help the volunteers provide more food to put on an extra meal during the week. The minister has confirmed they would be pleased to help enhance an existing Thursday meal (providing a nice desert or bigger dinner) closer to Christmas for £200. Any further contribution would enable them to enhance another meal the week before, or even put on another meal on a different night. The people who benefit from the meal are mostly elderly people, who are lonely, struggle to keep warm and don't have enough food in the cupboards. The meal also supports low-income families and the homeless.

- **Parish Church – Witney Food Revolution/The Larder**

The Witney Benefice would be happy to support by providing known people in need (who come to the fridge/larder) with a treat or gift (for their kids) over the Christmas period during their openings. They often receive toys, knitters can make teddys and they can purchase sweets/chocolates to give out. Whilst the service is open to all, many of the people who use The Larder are poor individuals and families. They are confident they know the people who are in need and can provide them and their families with a treat our donation has provided.

- **Iraqi Women Art and War**

The organisation is based outside of Witney and would like to help however doesn't run any regular events for Witneys Refugee/Asylum Seeker Community – therefore, this would be a bespoke event that would require engagement, planning, provisioning and delivering. There is an appetite to run an event that involves cooking and art (where attendees create artwork and eat), which would require us providing food and art supplies, which would require a larger donation. Officers have asked for an approx. amount from the organisation to deliver this event but haven't had a response however assume it would be a large donation.

- **Witney Food Bank**

The Food Bank have confirmed that they would happily accept a donation and could use it to provide for example:

- Add treats to food parcels close to Xmas
- Add Meat Vouchers to Parcels close to Xmas
- Add donation to their normal food provision fund to ensure as many people as possible get a parcel (they currently need £3,000 per month to satisfy the demand for essentials)

There is a validation process which ensures that everyone who uses the food bank is in need.

- **Witney Community Church – Something Good Campaign**

Their team are in the planning stages of arranging an event at the Witney hotel for the current residents. The event would be a meal and present giving to the adults, children and families. They would happily accept a donation to go towards the event, which they are fundraising for.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – by recognising the diverse needs of our community, councillors have identified a variety of organisations that can add value across different cross-sections of the community who are in need.
- b) Biodiversity – n/a
- c) Crime & Disorder – n/a
- d) Environment & Climate Emergency – n/a

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 a decision on donation allocation and % split isn't confirmed, organisations may not have enough time to raise invoice, plan and deliver the additional activities on the lead up to Christmas.

Social Value

This generous contribution will enable us to support various local organizations and initiatives, enhancing the Christmas experience for those in need. Further information on the need is included above.

Financial implications

This donation carries no financial implications. The only condition is that the receiving organisation needs to provide an invoice for the donation to enable us to pay the donation correctly.

All organisations except for "Iraqi Women and Art" can provide an invoice, therefore it is not possible to proceed with this donation.

Recommendations

Members are invited to note the report and:

1. Agree to support the following organisations, who are most likely to benefit from the donation, provide high confidence that the donation will aid local people in need,

present the least amount of risk and have the administrative capability to manage the donation without impacting council resources.

- **Methodist Church – Witney Community Meal**
- **Parish Church – Witney Food Revolution/The Larder**
- **Witney Food Bank**
- **Witney Community Church – Something Good Campaign**

2. To split the donation equally so each listed organisation receives £250

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