

# Public Document Pack

## Policy, Governance & Finance

### Committee Meeting of Witney Town Council



**Monday, 2nd February, 2026 at 7.00 pm**

To members of the Policy, Governance & Finance Committee - R Smith, J Aitman, R Crouch, A Bailey, J Doughty, T Ashby, G Doughty and S Simpson (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

#### **Admission to Meetings**

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

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

#### **Recording of Meetings**

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

As a matter of courtesy, if you intend to record any part of the proceedings, please let the 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](mailto:derek.mackenzie@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

**Standing Order 8(e)(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 4 - 14)**

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 24 November 2025.
- 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 25. Matters raised shall relate to the following items on the agenda.

#### **Policy**

##### 5. **Tree Policy** (Pages 15 - 19)

To receive an updated Tree policy for the Council, recommended for adoption by the Climate & Biodiversity Committee on 13 January 2026.

##### 6. **Memorial Tree Policy** (Pages 20 - 23)

To receive an updated Memorial Tree policy for the Council, recommended for adoption by the Climate & Biodiversity Committee on 13 January 2026.

##### 7. **Information Technology Policy** (Pages 24 - 36)

To receive and consider the report of the Deputy Town Clerk together with an updated Information Technology Policy.

#### **Governance**

##### 8. **Payment of Accounts** (Pages 37 - 56)

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

##### 9. **Interim Internal Audit Report 2025-26** (Pages 57 - 63)

To receive and consider the interim report of the Internal Auditor, Auditing Solutions for 2025/26.

##### 10. **Annual Town Meeting 2026** (Pages 64 - 67)

To receive and consider the report of the Senior Administrative Officer & Committee Clerk.

##### 11. **Committee Calendar 2026/27** (Pages 68 - 70)

To receive and consider the report of the Deputy Town Clerk, with accompanying draft Committee Calendar for 2026/27.

#### **Finance**

##### 12. **Financial Matters referred from Spending Committees** (Pages 71 - 73)

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

##### 13. **Grants & Subsidised Lettings** (Pages 74 - 182)

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

**14. Exclusion of Press and Public**

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

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

**15. External Stocktake Update (Pages 183 - 191)**

To receive and note the external stocktake report for the Council's bar operations for July-October 2025.

**16. Property, Legal & Insurance Matters**

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



Town Clerk

# Agenda Item 3

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

**Held on Monday, 24 November 2025**

**At 6.05 pm in the Gallery Room, The Corn Exchange, Witney**

### **Present:**

Councillor R Smith (Chair)

Councillors:	R Crouch J Doughty T Ashby	G Doughty S Simpson G Meadows (In place of A Bailey)
Officers:	Sharon Groth Adam Clapton Derek Mackenzie Nigel Warner Thomas Davies	Town Clerk Deputy Town Clerk Senior Administrative Officer & Committee Clerk Responsible Financial Officer Deputy Venue & Events Officer
Others:	none.	

### **F675 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs J Aitman and A Bailey for whom Cllr G Meadows attended as a substitute.

### **F676 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

### **F677 MINUTES**

The minutes of the Policy, Governance & Finance Committee meeting held on 22 September 2025 were received.

There were no matters arising from the minutes.

### **Resolved:**

That, the minutes of the Policy, Governance & Finance Committee meeting held on 22 September 2025 be approved as correct records of the meetings and be signed by the Chair.

### **F678 PUBLIC PARTICIPATION**

There was no public participation.

F679 **PUBLIC HALL BARS - MINIMUM HIRE CHARGE**

With the permission of the Chair, this item was moved up the agenda.

The Committee received and considered the report and a verbal update from the Venue & Events Officer concerning a proposal to introduce a minimum hire charge for use of the bar in the Council's public halls.

Members thanked the Officer for presenting the proposal and acknowledged the potential to improve the profitability of the bars against the current level of social value.

Concerns were raised regarding how such a policy could be effectively enforced, and whether it would maintain affordability and accessibility for users, thereby deterring potential hirers. The Committee agreed that further work was required to address these matters and that, once implemented, the policy should be subject to appropriate monitoring, and a call-in process should issues arise.

**Resolved:**

1. That, the report and verbal update be noted and,
2. That, officers research the points above further and present an updated policy to the Halls, Cemeteries & Allotments Committee meeting on 19 January 2026.

*The Venue & Events Officer left the meeting at 6:32pm.*

F680 **THERMAL IMAGING CAMERA LOAN POLICY**

The Committee received and considered the report of the Compliance & Environment Officer concerning a scheme and policy to loan the Council's thermal imaging camera to residents.

Members were pleased to see the scheme progressing and were encouraged by the level of interest generated through promotional activities at events throughout the year.

Regarding use by individuals outside Witney, Members agreed that, as the camera was purchased using precepted funds for the benefit of Witney residents, the loan scheme should remain free of charge for parish residents only. Those outside the parish should instead be signposted to the Carbon Zero Hub, which offered a similar service.

**Resolved:**

1. That, the report be noted and,
2. That, the thermal imaging loan scheme and policy free to Witney residents be approved and,
3. That, residents outside of Witney be directed to the Carbon Zero Hub.

F681 **COMMUNICATIONS STRATEGY**

The Committee received and considered an updated Communications Strategy for approval by the Council.

The policy had been recommended for approval by the Stronger Communities Committee at its meeting on 17 November.

**Resolved:**

That, the revised Communications Strategy be agreed and adopted by Witney Town Council.

F682 **FLAG-FLYING POLICY**

The Committee received and considered an updated flag flying policy for approval by the Council.

The policy had been recommended for approval by the Stronger Communities Committee at its meeting on 17 November.

**Resolved:**

That, the revised flag flying policy be agreed and adopted by Witney Town Council.

F683 **COMPLAINTS POLICY REVIEW**

The Committee received and considered the report of the Deputy Town Clerk along with an updated Complaints Policy for the Council.

Members were advised of the key changes from the previous version, including updates to the scope, complaint management responsibilities, categorisation, treatment of anonymous complaints, and monitoring arrangements. The Committee welcomed the increased clarity the revised document provided for both residents and staff.

**Resolved:**

1. That, the report be noted and,
2. That, the updated Complaints Policy, as presented, be adopted by Witney Town Council.

F684 **PAYMENT OF ACCOUNTS**

The Committee received the report of the Responsible Financial Officer (RFO) with the accompanying payment schedules, bank statements and reconciliations for August and September 2025.

**Resolved:**

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

Payment reference	In the sum of:	Account
DDs, ELPs (electronic payments) and Standing Orders August 2025	£266,160.45	General CB 1
Cheque 100061; DDs, BACs and Standing Orders August 2025	£8,878.42	Imprest CB 2
DDs, ELPs and Standing Orders September 2025	£208,688.54	General CB 1

Cheques 35183-35191 , DDs and Standing Orders September 2025	£13,538.92	Imprest CB 2
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F685 **GRANT MONITORING**

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

Members welcomed reports from Lowland Rescue Oxford, Witney 1<sup>st</sup> Rangers Girl Guides, Oxfordshire Play Association and Home Start-Oxford which outlined how grants provided by the Council had been expended.

The Committee noted that further updates had been provided for the Council's 50<sup>th</sup> anniversary grant scheme and also via other Committees of the Council including; Witney Music Festival, West Oxfordshire Community Transport, and The Station Detached Youth.

**Resolved:**

1. That, the report and accompanying information be noted and,
2. That, the reports and updates provided satisfy the Council's grants criteria and no further information was required.

F686 **MODEL PUBLICATION SCHEME REVIEW**

The Committee received and considered the report of the Deputy Town Clerk along with an updated publication scheme for the Council.

Members were advised that the Council was required, under Freedom of Information legislation, to maintain a Publication Scheme based on a model approved by the Information Commissioner's Office (ICO). The scheme set out the Council's commitment to make specific categories of information publicly available and explained how this information could be accessed.

**Resolved:**

1. That, the report be noted and,
2. That, the updated Model Publication Scheme be adopted by Witney Town Council.

F687 **PRIVACY NOTICE REVIEW**

The Committee received and considered the report of the Deputy Town Clerk along with an updated Privacy Notice for the Council.

Members were informed of the Council's obligations under data protection legislation to provide a Privacy Notice. The Notice sets out how the Council collected, stored and processed personal data, the legal basis for this processing, and the rights of individuals whose data was held.

The Committee was also reminded of individual Councillor responsibilities regarding data protection. Any new data-processing activities must be included in the Notice, and therefore it was an operational document which may need updating more frequently than on an annual basis.

**Resolved:**

1. That, the report be noted and,
2. That, the updated Privacy Notice be adopted by Witney Town Council and,
3. That, any further operational inclusions prior to the next annual review be added under delegation to the Deputy Town Clerk.

F688 **FINANCE REPORT: REVISED REVENUE BUDGET 2025/26 AND DRAFT BASE REVENUE BUDGET FOR 2026/27**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for the current and future years budgets.

The RFO reported that preparation of the 2026–27 budget was progressing, incorporating the requests made by Committees during the current cycle of meetings together with officer input. Members were also informed that an online budget survey had recently been conducted to gather views from Witney taxpayers on their spending priorities within each Committee's remit. Although the survey produced a small sample size, Members noted that the responses broadly aligned with the Council's existing priorities and ongoing projects, while recognising the need to treat the potentially unrepresentative findings with caution.

A summary was provided of key considerations from each Committee, alongside details of earmarked reserves, property and overhead costs, and the Council's obligation to maintain three months of net operating costs in its general reserve as recommended best practice. Members scrutinised individual budget lines to ensure they were fully informed ahead of making a recommendation to Full Council, where the final precept decision would be determined.

The report further outlined the overall budget parameters, projected income and expenditure, and highlighted that, based on a recent benchmarking survey of local councils' electricity costs, the Town Council would have ranked second on the list, although it was acknowledged that the data selected only applied to Borough and Unitary Councils.

Finally, Members received a summary of the projected revenue budget for each year. It was acknowledged that these figures represented the position as currently known and may be subject to change should additional information be received prior to the final decision.

**Resolved:**

1. That, the report be noted and,
2. That, the revised base revenue budget for 2025/26 and the estimated base revenue budget for 2026/27, as detailed in the draft estimates be acknowledged, subject to further work by officers ready for the Special meeting on 15 December 2025 and,
3. That, the list of earmarked reserves be expanded upon ahead of the above meeting.

F689 **SUSPENSION OF STANDING ORDER 5(W)**

**Resolved:**

That, Standing Order 5(w) be suspended in order to allow the meeting to continue as it had now lasted for two hours.

*Cllr R Crouch left the meeting at 7:58pm.*

F690 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS, AND CAPITAL PROJECTS**

The Committee received and considered the report of the Responsible Financial Officer (RFO) concerning revenue growth items, special revenue projects and capital projects for 2026/27.

Members received a list of capital programme bids for 2026/27, comprising proposals from both Committees and officers. The report outlined which projects could be funded from existing reserves and which would require additional financial resources.

Following detailed scrutiny of each item, the Committee agreed that funding for improvements to the basketball facilities at King George's should be capped at £15,000. They further agreed that no direct allocation should be made at this stage for recreational site drainage, a water refill station at The Leys, or a contribution to Experience Oxfordshire. An annual provision of £1,250 should also be added to support potential future river de-silting work.

**Recommended:**

1. That, the report be noted and,
2. That, the revenue and capital growth items for 2026/27 be recommended for inclusion apart from the changes listed above to Full Council on 15 December 2025.

F691 **OUT OF HOURS SERVICE**

The Committee received and considered the report of the Compliance & Environment Officer.

Members welcomed the report which was connected to the Council's emergency plan and a request from Witney Flood group for a single point of contact out of hours.

The Committee acknowledged that an issue existed but considered the cost of an externally provided service to be disproportionate to the volume of enquiries received. Members also felt that a response from a local representative would be more beneficial and reassuring for callers. Consequently, the Committee agreed that the most appropriate course of action would be to review internal procedures with a view to reinstating an out-of-hours on-call system for staff.

**Resolved:**

1. That, the report be noted and,
2. That, officers explore internal on-call options and management procedures to respond to out of hours emergencies and that these be reported back to a future meeting of the Personnel Sub-Committee.

F692 **ONLINE BOOKINGS SYSTEM**

The Committee received and considered the report of the Deputy Town Clerk concerning IT software upgrades for the Council, including an online bookings portal.

Members were given background on the project and informed of how its scope had evolved since 2024, following the approval earlier in the year of a more streamlined approach to sports pitch bookings. It was noted that transitioning to an online booking portal would still provide significant benefits to hall hirers and create operational efficiencies for the Council.

Members also received information about the Council's current software provider and the longer-term aim of migrating to cloud-based systems. Updating the software to this new platform would facilitate the introduction of the above online booking's portal at a substantially lower cost than previously anticipated.

The Committee welcomed the move toward improved technology and agreed that the proposal would deliver clear advantages for both the Council and its service users.

**Resolved:**

1. That, the report be noted and,
2. That, the Council proceeds with the purchase of a cloud-based system for its software and,
3. That, the Council proceeds with the purchase of an online booking portal with its current provider.

**F693 SCHEDULE OF PROPOSED FEES & CHARGES 2026/27**

The Committee received and considered the proposed recreational, burial and public halls charges for 2026-27 as part of the budget setting process.

Officers advised these had already been recommended for approval by the Council's standing committees with some minor changes to the documents which had yet to be completed.

**Resolved:**

That, the proposed fees and charges for 2026-27 as presented, be agreed.

*The RFO left the meeting at 8:25pm.*

**F694 FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES**

The Committee received and considered the report of the Deputy Town Clerk outlining the financial decisions taken by spending committees during the last meeting cycle.

Members were also informed of several recommendations relevant to budget setting for the 2026-27 financial year.

Updates were provided on items previously referred to the Committee for additional cost information. Several of these had already been considered earlier in the meeting as part of capital and revenue discussions, including the refurbishment of the King George's Field basketball court, the Parkrun hoggin path, and support for Experience Oxfordshire.

Further details were presented on the costs associated with installing a water refill station at The Leys, purchasing community litter-picking cabinets, providing a bus shelter at Woodgreen, advertising in a local doorstep magazine, and supporting APCAM mental health sessions and We Game Sessions in 2026.

Regarding the latter, Members agreed that the Council should allocate budget provision for school holiday mental health drop-in sessions, but not for the We Game Sessions at this stage, noting that these could instead be considered for support through the youth services grant scheme following a formal application.

**Resolved:**

1. That, the report be noted and,
2. That, the recommendations of the spending Committees as detailed be approved and,
3. That, the updates on the King George's Basketball court refurbishment, Parkrun hogging path, Leys water refill station, playing pitch drainage, community litter picking cabinets, a bus shelter at Woodgreen, Experience Oxfordshire, and external advertising be noted and,

4. That, the Council budgets £2,600 for APCAM mental health drop-in sessions during 2026 and,
5. That, a further report on bringing the Youth Services Grant Awards forward be submitted to the next meeting of the Committee.

*The RFO returned to the meeting at 8:37pm.*

F695 **GRANTS & SUBSIDISED LETTINGS**

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

Members considered two applications for subsidised lettings: one from Witney Food Revolution for use of the Corn Exchange for a fundraising event, and another for use of Burwell Hall to host a Seniors' Christmas Party.

The Committee agreed that both events would deliver clear social value and should therefore be supported. As the subsidised lettings budget had already been fully allocated, Members approved funding for both applications from the underspend within the discretionary grants budget.

Finally, Members discussed the appropriate budget allocations for 2026–27 to support the Witney Carnival and the Witney Christmas Lights Switch-On. Having reviewed the information provided in advance of the meeting, the Committee acknowledged the significant value both events bring to the community and agreed to set contributions at £2,500 and £2,600 respectively.

**Resolved:**

1. That, the report be noted and,
2. That, Witney Food Revolution be awarded subsidised letting of the Corn Exchange for the sum of £228.33 and,
3. That, the Burwell Senior's Christmas Party at Burwell Hall be awarded subsidised letting for the sum of £168 and,
4. That, this funding be allocated from the discretionary grants budget line of 4100/407 and,
5. That, £2,500 be added to the 2026-27 budget for Witney Carnival and,
6. That, £2,600 be added to the 2026-27 budget for the Witney Christmas Lights Switch on Event and,
7. That, these grants be awarded under the General Power of Competence and awardees be asked to acknowledge the Town Council in any promotional material.

F696 **ANNUAL GRANTS**

The Committee received the report of the Deputy Town Clerk concerning annual grant activity to local organisations.

Members welcomed the report detailing the organisations for which the Council held annual budgets and expressed their support for releasing funds where appropriate requests and supporting information were provided. The only exception was dementia support funding, as the group was not currently active in Witney and it had not been called upon in recent years.

**Resolved:**

1. That, the report be noted and,

2. That, the award of annual grants to Citizens Advice West Oxfordshire, Volunteer Link-Up, Witney & District Museum, and Witney Town Band be approved, subject to a written request and supporting documents where required and,
3. That, these grants be awarded under the General Power of Competence and awardees be asked to acknowledge the Town Council in any promotional material and,
4. That, a budget for Witney Dementia Alliance be removed from the 2026-27 budget as the group has ceased.

F697 **LOCAL GOVERNMENT PENSION SCHEME (LGPS) - 2025 VALUATION RESULTS AND FUNDING STRATEGY STATEMENT (FSS) EMPLOYER CONSULTATION**

The Committee received the Local Government Pension Scheme (LGPS) valuation results and Funding Strategy Statement Employer Consultation.

Members thanked officers for providing the information and were pleased to hear contribution rates had lowered.

The Town Clerk highlighted that there were two required actions; one in respect of the Oxfordshire Pension Fund 2025 Valuation which required confirmation of receipt and understanding of the Council's results schedule – the deadline being 31 January 2026; and secondly a response to the Funding Strategy Statement Consultation, which would end on 19 December 2025. Due to time constraints the Committee deferred this item and suggested that Officers formulate a response if appropriate.

**Resolved:**

1. That, the LGPS 2025 valuation of the Oxfordshire Pension Fund, including the Council's draft 2025 valuation results be noted and,
2. That, delegation be provided to the Town Clerk/CEO in conjunction with the RFO to formulate a response to the Funding Strategy Statement Employer Consultation for oversight at Full Council on 8 December 2025, if appropriate.

F698 **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.

F699 **CORPORATE STRATEGIC PLAN 2025-29**

The Town Clerk/CEO advised that, due to time constraints, it had not been possible to progress this item in time for the meeting, but a revised draft would be presented to a future meeting.

**Resolved:**

That, the verbal update of the Town Clerk be noted.

F700 **PROPERTY, LEGAL & INSURANCE MATTERS**

The Committee received and considered the confidential report of the Town Clerk/CEO concerning matters relating to the Council's property portfolio and estate management.

Members received an update on ongoing rent and lease negotiations with Courtside Hubs CIC, as well as matters relating to the Witney Lawn Tennis Club at the West Witney tennis courts and the West Witney Sports & Social Club.

In relation to the projects at West Witney Sports Ground, the Committee received a verbal update on the RFO's due diligence of the appointed contractor, since the Extra Ordinary Council meeting held on 10 November 2025. While the company was trading profitably, the review highlighted some factors – such as the business's rapid growth and group structure – that suggested a performance bond could be considered.

A Performance Bond Risk Assessment had been carried out by the Head of Estates & Operations and the Projects Officer. This concluded that the contractor had a strong track record on similar projects and that requiring a bond at this stage could delay the programme and lead to significant additional costs.

Alternative financial safeguards would instead be put in place, including ongoing financial monitoring, independent project oversight, verified staged payments, and controls to secure ownership of materials.

On this basis, the Members agreed not to require a performance bond for the contract; but that the future use of assurance bonds should be considered within the Council's Financial Regulations and Procurement Policy.

The Town Clerk's confidential report also included an update from WODC on the planned improvements at Springfield Oval and agreed in principle that the Town Council should consider assuming responsibility for both the freehold transfer and the project management to ensure successful delivery of the Section 106–funded project.

Finally, Members were informed that the review of the in-house ground's maintenance service had been unavoidably delayed, and they noted the earlier updates provided on property budgets and green initiatives.

**Resolved:**

1. That, the confidential report be noted and,
2. That, the update on negotiations on the level of rent and insurance at the Leys Hub Development be approved and,
3. That, the request from Witney Lawn Tennis Club to offset the costs incurred for recent maintenance works undertaken by the Club against its rent invoice be agreed, and,
4. That, an in-principle agreement be given to managing the development of the Springfield Oval open space and accepting the freehold transfer, subject to a formal request from WODC and,
5. That, £50,000 should be included in the 2026/27 budget for green initiatives for the Council's property portfolio.

*The RFO left the meeting at 9:18pm.*

F701 **COMMUNITY GOVERNANCE - WITNEY BOUNDARY REVIEW**

The Committee received and considered the confidential report of the Deputy Town Clerk concerning community governance.

Members welcomed the report and reaffirmed the importance of progressing a Community Governance Review, particularly in light of the policies and strategies currently emerging from West Oxfordshire District Council. The Committee agreed to convene a Task and Finish Group meeting and to submit a further written request to the District Council in December.

**Resolved:**

1. That, the report be noted and,
2. That, the Council makes a further formal request to West Oxfordshire District Council for a Community Governance Review and,
3. That, a meeting of the Community Governance Review task and finish group be held in December.

*Cllr G Meadows left the meeting at 9:20pm as she was not a Member of the Personnel Sub-Committee.*

F702 **STAFFING MATTERS**

The Committee received the minutes of the Personnel Sub Committee meeting held on 18 November 2025.

**Resolved:**

That, the confidential minutes of the Personnel Sub-Committee meeting held on 18 November 2025, and the recommendations contained therein be approved.

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The meeting closed at: 9.22 pm

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Chair



# Tree Policy

Adopted: xxxx Committee. Minute no:

Review Date:

## 1. Introduction

1.1 Witney Town Council is responsible for over 7,500 trees across the town and surrounding area. These trees provide a valuable amenity with many benefits for the town, parks and surrounding areas. These include maintaining and shaping the environment and align with the Town Council's commitment to Climate Change and maximising biodiversity value through proactive tree care and a tree planting programme. Trees also play an important role and structure for the town to help support flood alleviation, carbon sequestration, noise and air pollution, wildlife corridors (both urban and rural), and health and wellbeing.

## 2. Management of the Town Council's Trees

2.1 The Town Council has a duty to inspect these trees and to comply with its legal obligations to manage and maintain. In addition to planned maintenance, the Town Council react to reported issues where there is a risk to the public or where damage has been caused to property.

2.2 Where trees are located on land not owned by the Town Council, the landowner will be responsible and should be contacted directly with any concerns.

2.3 The Town Council will respond to urgent matters reported within 24 hours where trees pose a risk to life.

<b>Tree maintenance will only be carried out if necessary and in line with the following criteria:</b>	
Safety	Significant risk to the public Dead trees located near properties or roads
Tree Health	Work which will prolong life and encourage the development of a good tree structure
Removal	Dangerous, diseased, damaging property or to comply with the Highways Act 1980 S.154

Tree maintenance will not be carried out for the following:	
Natural Characteristics	Shade Leaf, blossom, pollen or seed distribution Television reception View
Overhanging Vegetation	Which is not causing damage or a risk to health & safety. Any tree owned by us that is causing any of the above can be cut back to your boundary. (Before cutting back any tree you will need to check whether there is <ul style="list-style-type: none"> <li>• Protected by a Tree Preservation Order</li> <li>• In a Conservation Area</li> </ul> If the tree is protected in any way, you will need to seek our permission.

2.4 The Town Council will seek to investigate and prosecute any organisation or individual that has caused significant damage to or removed any public tree(s) that are the responsibility of the Town Council.

### **3. Claims for subsidence, damage and heave**

3.1 When investigating claims of subsidence and/or damage to properties from tree roots emanating from a tree owned and maintained by the Town Council, the Town Council requires the property owner to submit a structural engineers report. This will enable the Town Council to review the evidence and determine the appropriate course of action.

The report must cover:

- Physical damage
- Presence of live roots of a suitable species
- Seasonal movement or variation of the damage during different seasons

3.2 All claims regarding subsidence will be referred to the Town Council's Insurer along with a brief report detailing the age, type and condition of the tree and any other factors that may be of importance to the claim. If evidence is insufficient any claim will be dismissed.

### **4. Tree planting strategy**

4.1 The Town Council will manage and maintain the quality and quantity of its tree stock by continuing to plant new trees in suitable locations with appropriate species to enhance the enjoyment of open spaces, promote local distinctiveness, conserve the environment and enhance structural and genetic diversity of its treescapes.

4.2 The Town Council will establish a diversity of species to mitigate against climate adaptation, pests and disease that can threaten entire species adopting a 'Right tree, right place' approach to species selection will be made.

4.3 The following will be taken into consideration at the planning stage prior to planting:

- Local provenance (as much as can be confirmed) of ALL trees must be confirmed.

# DRAFT

- Factors limiting planting (e.g. archaeology, underground utilities, roads).
- The planting is suitable for the landscape and enhances the way the area is utilised.
- The planting is appropriate from an arboriculturally perspective, giving consideration to the issue or situation in terms of tree care, management, and conservation.
- Planting schemes are tailored to the site's specific conditions and requirements to ensure a high success rate.
- Planting schemes and specifications will comply with the latest biosecurity measures and strategies for tree health resilience.

4.4 For every tree that is on Town Council land that has a stem Diameter of 15cm or greater at the time of removal, two trees will be planted in the same or similar location. Should the existing location(s) be deemed not viable for direct replacements, alternative tree planting locations will be identified within the Town Council's responsibility or land within the locality.

4.5 Any Town Council tree that must be removed due to claim mitigation will be replaced adhering to the mitigation agreement.

4.6 The Town Council will proactively work and engage with Community Groups, West Oxfordshire District Council and Oxfordshire County Council to enable tree planting projects to succeed.

## **5. External Funding and Grants**

5.1 The Town Council will actively seek external funding and grant opportunities to support the delivery of new tree planting and long-term establishment projects. Priority will be given to initiatives that promote sustainability, biodiversity, and climate resilience, ensuring that all funded projects align with the Town Council's environmental objectives and best practice standards.

## **6. Memorial and Commemorative Tree Planting**

6.1 Requests for memorial or commemorative tree planting will be considered where the proposed details meet location standards and provisions are in place for long-term management. For further guidance, please refer to the Council's Memorial Tree Policy.

## **7. Mayoral Trees**

7.1 Since 2015, the Town Council has planted a Mayoral tree each year within the Witney Parish boundary. In accordance with minute F315, the Council has agreed to continue this tradition, with a preference for planting within the Mayor's electoral ward. Officers will identify a suitable location and select an appropriate native species, ensuring compliance with Town Council restrictions and management plans.

7.2 The Council will replace any Mayoral tree that becomes damaged, vandalised, or decayed. Where ground conditions or repeated vandalism make replanting impractical, officers

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may relocate the replacement tree to an alternative site. A plaque may also be installed to indicate the tree's dedication.

## **8. Tree Suppliers**

8.1 The Town Council will work with local and national UK tree nurseries and suppliers to source trees grown within the UK, prioritising sustainable practices and biosecurity. By supporting the production and use of locally grown, native species, the Council aims to reduce environmental impact, minimise the risk of pests and diseases, and contribute to long-term biodiversity and climate resilience.

## **9. Disposal and recycling**

9.1 The Town Council will consider recycling and upcycling tree wood waste where appropriate to align with its sustainable and environmentally friendly approach to managing timber and wood waste.

9.2 Disposing of tree wood waste in a way that promotes biodiversity is an important consideration in the Town Council's environmental management. Proper disposal methods can help ensure that the ecosystem remains balanced, avoiding harm to wildlife and encouraging the regeneration of plant species.

9.3 The Town Council will always look at ways wood waste can be recycled which can involve processing the wood into new products, wood chippings and pellets, or compost and mulch.

9.4 The Town Council will determine where retaining deadwood, damaged trees, and felled trees would be suitable in particular circumstances, to support biodiversity, promote invertebrate and fungal activity, and create wildlife corridors.

## **10. Management of the Town Council's trees – Routine inspections**

10.1 The Town Council is responsible for over 7,500 trees across the town and surrounding area. To ensure that we survey these as per best practice, the Town Council will undertake a Zoning\* exercise on selected Town Council sites to highlight areas where trees are present and in need of an increased level of inspection. This method is now being used by many Local Authorities. The method is to: -

- Identify areas of sites that are high risk and require surveying more frequently.
- Identify areas of sites that are low risk therefore reducing the inspection frequency of these areas. The Town Council believe a number of our trees will not be classed as high risk and will reduce the frequency of inspection required.

*\*Zoning – The following extract is from the 'Common Sense Tree Risk Management - Summary' by the National Tree Safety Group*

<https://ntsgroup.org.uk/wp-content/uploads/2024/08/NTSG-summary.pdf>

‘Zoning is a practice whereby landowners and managers define areas of land according to levels of use. This practice prioritises the most used areas, and by doing so contributes to a cost-effective approach to tree inspection, focusing resources where they are most needed. It contributes to sensible risk management and a defendable position in the event of an accident. It may be a reasonable outcome of the zoning process to decide that no areas require inspection. Classifying levels of use in this way requires only a broad assessment of levels of use. Typically, two zones, high and low use, may be sufficient. High-use zones are areas used by many people every day, such as busy roads, railways and other well-used routes, car parks and children’s playgrounds or where property may be affected. Low use zones are used infrequently and may only require irregular inspection, if any. While owners and managers may deem it appropriate to use a more sophisticated approach, designating three or more zones, in the event of an accident whichever system is adopted may require justification according to the standard set. Normally, the best person to carry out an initial zoning assessment is someone who is familiar with the land, how it is used and what trees are present. Typically, this could be the landowner, occupier or land manager. It does not require a tree specialist to zone a site.’

10.2 Zoning, inspection schedules and the inspections will be undertaken by a specialist inspector. This information is held on the Town Council’s tree mapping software and plotted on a geographical information system.

## **11. Privacy Statement**

11.1 Witney Town Council is committed to ensuring that the requirements of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 1998 are met. Please refer to the Council’s data protection policy and privacy notice here:  
[Witney Town Council Data Protection Policy and Privacy Notice](#)

## **12. Monitoring and Review**

12.1 A formal review will take place every two years or sooner if required by legislation or organisational change.



## Memorial Tree Policy

Adopted: xxxx Committee. Minute no:

Review Date:

### 1. Introduction

- 1.1 Witney Town Council understands the wishes of anyone wishing to plant a memorial tree. The Council will only consider requests for trees to be planted on land under the direct ownership and management of the Council. The application for a memorial tree must be seen as the donation of a tree to the town of Witney and not a personal memorial.
- 1.2 The policy is also intended to address the donation of trees not intended to be in memory of a lost one.
- 1.3 This Memorial Tree Policy does not relate to trees in Witney Town Council's cemeteries or closed churchyards.

### 2. Purpose

- 2.1 The purpose of this policy is to address the below points.
  - To be respectful and sympathetic to those seeking to plant a tree.
  - To establish responsibility for the maintenance, repair and replacement of memorial trees.
  - To ensure trees are maintained, in keeping with the area and will not cause future problems once matured.
  - Enhance the enjoyment of the area by all users.

### 3. Tree Species & Planting Locations

- 3.1 Witney Town Council officers will select an appropriate tree for an area it is to be planted in. The below factors will all be considered when selecting a species:
  - Mature height and spread of the tree.
  - Species of other trees in the area. It may be necessary to add trees with autumn colours or that provide berries or nuts for wildlife.
  - Replacement of recently felled trees or trees that have been identified to be near the end of their lifespan.

- Sun level requirements of species.

3.2 Witney Town Council restrictions or management plans in any one area including:

- Native British species in Windrush Cemetery.
- Creation of an arboretum at Tower Hill Cemetery.
- Lake and Country Park clearing of overgrowth from felled trees and coppicing.

3.3 The below factors are all considered with planting locations:

- Proximity to properties.
- Nearby installations that could be affected by root growth.
- Underground services.
- Accessible to be watered.

3.4 Tree locations on offer for each planting season may only be based on where trees have been felled or where planting project locations have been identified.

## 4. Maintenance

4.1 Trees will be assessed every 5 years by an external surveyor.

4.2 Surveyors will recommend works to a tree that will be carried out in the timeframe recommended by the surveyor. These works would be seen as essential, and the applicant of the tree will not be made aware of these works to avoid delay in maintenance and care for trees.

4.3 Outside of the 5 years assessments, it may be the case that an officer from Witney Town Council trained in tree surveying may also recommend necessary works.

## 5. Planting and Maintenance

5.1 All trees will be planted in line with Witney Town Council tree planting processes. Trees will be planted during the autumn and winter planting season by Witney Town Council:

- Three-times the volume of the rootball is excavated and loosened.
- A suitable soil conditioner is used to increase the survival rate in the first year of planting.
- The tree is then planted and topped with a mulch layer to help aid soil moisture.
- All necessary tree planting accessories are then installed tree stakes and ties, irrigation accessories and tree guard.

5.2 Based on the area a tree is being planted a suitable tree guard will be installed. This would include one of the solutions below:

- Full steel tree guard.
- Staked galvanised mesh.
- Biodegradable plastic-free tree shelter guard.

5.3 Irrigation accessories can include the following and will be installed based on the tree size requirements to give it the best chance of survival:

- Irrigation bags
- Tree irrigation rings

5.4 Tree stakes and ties are installed based on the size of the tree.

5.5 All newly planted trees will be maintained by Witney Town Council in line with guidance from 'The Tree Council – Caring for newly planted trees'.

<https://treecouncil.org.uk/guidance-resources/caring-for-newly-planted-trees/>

## 6. Tree Donation

6.1 It may be the case that a person or persons wish to donate a tree to Witney Town Council. In this event, all items in this policy that are relevant will be considered.

6.2 A tree donation can come in the form of payment for Witney Town Council to purchase a tree or a physical tree that has been grown by the donator.

## 7. Memorial Plaques and Memorial Items

7.1 Memorial plaques and memorial items will not be permitted on or near any memorial tree(s).

7.2 If an applicant chooses to install a plaque or item on or near a tree(s) then it will be removed by Witney Town Council staff.

## 8. Removal

8.1. In the rare case, a tree has to be removed, all efforts will be made to relocate it. Relocation will only be possible when the tree is dormant (early spring and autumn) and if it is of a manageable size.

8.2 A location will be identified in line with this policy, and the original applicant will be made aware of the new location. All reasonable endeavours will be made to contact the original applicant.

8.3 If a tree has to be felled the applicant will be made aware of the process. The tree will then be replaced at the cost of Witney Town Council. This is Witney Town Council's process to maintain its tree stock.

8.4 If an applicant wishes to assist in the purchase of a new tree purchase with a more mature tree it is welcomed. The difference in cost will be invoiced to the applicant.

## 9. Application Process

9.1 Anyone wishing to make an application can source an application form online or at the Witney Town Council offices.

9.2 The application form must then be submitted via email to [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk) or via post to Witney Town Council, 51B Market Square, Witney OX28 6AG.

9.3 All requests will be considered by officers. This process will take time, and the applicant should allow up to three months for a decision to be made, following receipt of the application form and full information.

9.4 An applicant will then be advised if their application has been accepted or rejected and on what grounds.

9.5 Witney Town Council will attempt to accommodate the wishes of the application, but it may limit the number and type of trees in a particular area or add any stipulations at its own discretion.

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- 9.6 Prior planting of trees in any area does not convey any obligation on Witney Town Council to plant future trees in a similar area or a similar manner. Each request will be considered on its own merits at the time of application.
- 9.7 Communication will then be held with the applicant regarding location and tree species.
- 9.8 All trees and planting requirements must be paid for by the applicant prior to purchase and installation by Witney Town Council. Witney Town Council will inform the applicant of the price on receipt of an approved application form.
- 9.9 The applicant will then be invoiced for payment which includes the tree, irrigation equipment, stake and tie, tree guard and work hours to plant. Ongoing watering is not included but will not be charged.
- 9.10 The applicant can then be made aware of the planting date if they wish to be present and assist if practicable and desired. It is important this is not seen as a ceremonial event.
- 9.11 The location, species and planting date are all stored securely on the Council's tree mapping software. The applicants contact information is additionally stored on the Council's tree mapping software.

## **10. Memorial Tree Contact Information Procedure**

- 10.1 The Council will hold the memorial tree applicant's details on file for the sole purpose of the tree management only and will only contact the applicant if there are any issues relating to the tree(s). If there is no response from the applicant within the timescale given, the Council will take the necessary action to ensure safety and resolve the issue.

## **11. Privacy Statement**

- 11.1 Witney Town Council is committed to ensuring that the requirements of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 1998 are met. Please refer to the Council's data protection policy and privacy notice here:  
[Witney Town Council Data Protection Policy and Privacy Notice](#)

## **12. Monitoring and Review**

- 12.1 A formal review will take place every two years or sooner if required by legislation or organisational change.

**Agenda Item:** Information Technology Policy

**Meeting Date:** Monday, 2 February 2026

**Contact Officer:** Deputy Town Clerk

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The purpose of this report is to provide Members with and seek approval for a revised Information Technology Policy for the Town Council.

### Background

The Council is required to maintain an up-to-date and effective IT policy to comply with Assertion 10 of the Annual Governance and Accountability Return (AGAR). This assertion requires,

*'All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members, and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.'*

An adopted IT policy provides assurance that suitable controls are in place to protect Council systems and data from unauthorised access, loss, or misuse, and that Members and staff are clear about their responsibilities when using Council IT resources. As such, the policy forms a key part of the Council's overall governance framework and supports compliance with data protection legislation, cyber security best practice, and internal control requirements.

### Current Situation

The Council's current IT policy requires review and updating to ensure full compliance with the above regulations and to provide assurance that robust and effective processes are in place for the security of systems and the protection of personal and sensitive data.

The National Association of Local Councils (NALC) has produced a model IT policy for town and parish councils, developed and agreed by its operational consultants. This model policy has been used as the foundation for a new policy now presented to Members, ensuring alignment with sector best practice and regulatory expectations.

In addition, further technical elements of the policy have been reviewed in consultation with the Council's IT service provider, Atomyc. Where provisions relate specifically to staff use and responsibilities, these operate in conjunction with, and are supported by, the Council's Staff Handbook to ensure consistency and clarity across internal governance arrangements.

## **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 IT policy has a positive equality impact by ensuring digital systems are used fairly, securely, and accessibly, supporting reasonable adjustments and protecting personal data. However, it may have a negative impact on individuals with limited digital skills, who could find it harder to comply with policy requirements without additional support or training.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – no direct implications.

## **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.

Without a compliant IT policy in place presents significant governance, financial, and reputational risks in relation to the Annual Governance and Accountability Return (AGAR), (Assertion 10).

The key risks include non-compliance with AGAR requirements, which may result in a "No" response to Assertion 10 and trigger an external auditor challenge, additional audit scrutiny, and increased audit fees.

## **Social Value**

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

## **Financial implications**

There are no financial implications.

## **Recommendations**

Members are invited to note the report and

1. Consider approving the updated IT Policy for the Town Council.

# WITNEY

## TOWN COUNCIL

### INFORMATION TECHNOLOGY POLICY



#### Scope of this policy

This policy applies to all Councillors, employees, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by Witney Town Council.

#### Computer use

##### 1.1 Hardware

- 1.1.1 Council computer equipment is provided for council purposes only.
- 1.1.2 Locking computers when leaving desk; all Councillors, employees, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all Council and personal devices used for Council work.
- 1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the Council.
- 1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 1.1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.
- 1.1.6 Equipment should not be dismantled or reassembled without seeking advice.
- 1.1.7 Councillors, employees, and other authorised users are not to purchase any computer or mobile equipment (including software) unless previously authorised.
- 1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on Council computers without the prior approval of the Council's IT provider.
- 1.1.9 The Council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.
- 1.1.10 Any faults or necessary repairs must be reported to the Deputy Town Clerk.

**1.1.11** All council-issued devices are managed and patched by the council's IT provider. Critical security updates and patches are deployed within 72 hours of release or notification, subject to operational requirements and change control.

**1.1.12** Local administrator rights are removed from council-issued devices. Where administrative access is required for a specific task, temporary access will be provided and controlled by the IT provider.

**1.1.13** All council-issued computers and endpoints are protected by Microsoft Defender for Endpoint (EDR), providing continuous monitoring and protection against malware and other threats. Users must not disable or tamper with security controls.

**1.1.14** Employees are not permitted to use personal mobile phones for council business. The only permitted use of a personal mobile phone is the Microsoft Authenticator application to support Multi-Factor Authentication (MFA).

## **Equipment**

### **2.1 Portable equipment**

**2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

**2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

**2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles at any council or non-council premises.

**2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

**2.1.5** If an item of portable equipment is lost or damaged this should be reported to the Deputy Town Clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the cost of the loss/damage. Further details relating to employees can be found under Section 16 of the Staff Handbook.

**2.1.6** To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the Senior Management Team. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

**2.1.7** Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

**2.1.8** In addition, the Council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Deputy Town Clerk.

## **2.2 Use of own devices**

**2.2.1** Personal laptops and other computers or other devices should not be brought into work by employees and used to access council IT systems during working hours, unless this has been authorised by the employee's line manager. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use and to assist in maintaining security, confidentiality, and data protection.

**2.2.2** The Council recognises that Councillors may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing democratic documents. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

**2.2.3** However, the same security precautions apply to personal devices as to the Council's desktop equipment. For continuity purposes, calls made to external parties should be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers (excluding Councillors). Any emails sent from own devices should be sent from a Council email account and should not identify the individual's personal email address.

**2.2.4** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy and sections 13 and 16 of the Staff Handbook. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action.

**2.2.5** In cases of legal proceedings, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

**2.2.6** Wherever possible the user should maintain a clear separation between the personal data processed on the Council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

**2.2.7** Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a 6-digit PIN, a strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or fingerprint to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after three failed login attempts.
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than two minutes.
- always password protect any documents containing confidential information that are sent as attachments to an email and notify the password separately (preferably by a means other than email).
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible.
- ensure secure WiFi networks are used.
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device.
- inform the Deputy Town Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

**2.2.8** Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with external third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

**2.2.9** Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

**2.2.10** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

**2.2.11** Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The Council's IT provider will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

**2.2.12** Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

**2.2.13** If transferring data, either by email or by other means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (<https://>). Unsecured wireless networks should not be used.

**2.2.14** Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the Council's IT provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

**2.2.15** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The Council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## **Health and safety**

**3.1.1** Staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

**3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in Section 3 of the Council's Staff Handbook.

**3.1.3** Any VDU user who feels that their workstation requires changes to make it compliant must speak to their line manager.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to their Line Manager.

## **Password and Authentication Policy**

**4.1.1** All user accounts must be protected by strong, secure passwords. The Council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) is enforced via Conditional Access using Microsoft Authenticator. Users are prompted to re-approve sign-in every 30 days. Phishing-resistant MFA is enabled for all compatible users. Users must not approve unexpected authentication prompts. Any suspicious requests must be reported to the IT provider immediately.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.

- Default passwords provided by vendors or the IT provider should be changed immediately upon installation or setup.
- Service or System account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

#### **4.1.2 Access to Passwords**

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel.

#### **4.1.3 Password Storage and Management**

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

#### **4.1.4 Password Change Requirements**

- Immediately change password if compromise is suspected.

#### **4.1.5 Password Access Control and Logging**

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorised passwords will be treated as a security incident.

#### **4.1.6 Responsibility**

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

### **Monitoring**

**5.1.1** The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage may be monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.2** A security incident is any event which may compromise the confidentiality, integrity, or availability of the council's information or systems (including loss or theft of a device, suspected malware or virus infection, suspicious emails/links, unexpected MFA prompts, unauthorised access, or accidental disclosure). Any suspected or actual incident must be reported immediately to the Deputy Town Clerk and the council's IT provider, even if the user is unsure. Where possible the user should disconnect any affected device from the internet or network (for example turn off Wi-Fi) and must not attempt to investigate or "fix" the issue. Users must not delete emails, files, logs, browser history, or other information that may be required for investigation; suspected phishing emails must not be clicked, opened, replied to, or forwarded (unless instructed). If personal data or confidential council information may have been exposed, this must be reported immediately as legal and regulatory reporting deadlines may apply.

**5.1.5** Monitoring of an employee's email and/or internet use will be conducted in accordance with Section 13 of the Staff Handbook.

**5.1.6** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.1.7** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.1.8** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

**5.1.9** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation (e.g. Freedom of Information & Data Subject Access requests).

**5.1.10** The Council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

**5.1.11** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

**5.1.12** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

**5.1.13** The council's Microsoft 365 data (including Exchange Online, SharePoint Online, OneDrive for Business and Teams data where applicable) is backed up seven times per day and retained for seven years.

**5.1.14** The council's Microsoft Azure workloads are backed up once per day and retained for one year.

**5.1.15** Back-up and restore tests will be carried out periodically to confirm recoverability, and any issues will be addressed promptly.

**5.1.16** Back-ups are protected against unauthorised access and stored in a manner that reduces the risk of loss through system failure or malicious activity.

**5.1.17** The council's email and collaboration services (including Outlook, Teams, SharePoint and OneDrive) are protected using Microsoft Defender for Office 365, including anti-phishing and anti-spam controls, Safe Links and Safe Attachments protection. Users must remain vigilant, follow on-screen warnings and prompts, and report suspected phishing attempts to the IT provider.

## **Remote working**

**6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home, as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device.
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc.
- any data printed should be collected and stored securely.
- all electronic files should be password protected and the data saved to the council's system/services when accessible.
- papers, files or computer equipment must not be left unattended at non-Council premises unless arrangements have been made with a responsible person at the premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time.
- any data should be kept safely and should only be disposed of securely.
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed.

- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft.
- Councillors, staff, and other authorised users who work away from the office with sensitive data may be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

**6.1.2** Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

**6.1.3** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

## **Email**

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.1.3** These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the IT Provider, rather than assuming they know the right answer.

**7.1.4** All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account.

**7.1.5** Email messages sent on the council's account are for council use only. Personal use is not permitted.

## **Use of the Internet**

### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as action being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, employees, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

**8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Deputy Town Clerk if unsure about anything.

## **8.2 Trademarks, links and data protection**

**8.2.1** The Council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Deputy Town Clerk.

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is available on the Town Council's website here [Document Data Protection Policy - Witney Town Council](#)

## **8.3 Accuracy of information**

**8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

**8.3.2** Artificial intelligence (AI) tools (for example, chat-based assistants) may be used to support council work only where the content is non-confidential and does not include personal data. Council confidential information, sensitive data, and personal data must not be entered into any AI service unless a managed approval process has been completed and appropriate safeguards are in place. Only council-approved AI services should be used for council business and users must not upload council documents or data into personal AI accounts or unapproved services. Users must review and validate any AI-generated output before use, as AI output may be inaccurate or incomplete and must not be treated as a substitute for professional judgement or appropriate approvals. Use of AI must comply with this policy and the council's obligations under the UK GDPR and the Data Protection Act 2018, including confidentiality and data minimisation.

## **Use of social media**

**9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

**9.1.2** Personal use of social networking/media and chat sites by employees are not permitted during working hours.

**9.1.3** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable. **Further details of this can be found in the Council's social media Policy.**

#### **Misuse**

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal for employees.

**It is important to note that all contact details and information remain the property of the council. In addition, councillors, employees, and other authorised users leaving the council will be required to delete all council-related data including residents contact details from any personal device/equipment.**

Adopted:

Review: October 2027

## POLICY, GOVERNANCE & FINANCE COMMITTEE



**Agenda Item:** Payment of Accounts

**Meeting Date:** Monday 2 February 2026

**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.

Cheque payments over £5,000 and Electronic Payments are made from the General Account. Cheque payments of less than £5,000 are made from 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 October and November 2025.

#### 2. Payment of Accounts

Attached are the payment schedules for October and November 2025.

### Recommendations

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

Payment reference	In the sum of:	Account
DDs, ELPs (electronic payments) and Standing Orders October 2025	£194,579.95	General CB 1
Cheques 35192-35195, DDs, BACs and Standing Orders October 2025	£11,257.12	Imprest CB 2

DDs, ELPs and Standing Orders November 2025	£246,605.10	General CB 1
Cheques 35196-35201 , DDs and Standing Orders November 2025	£15,007.92	Imprest CB 2

Report ends.

**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL A/C**

**List of Payments made between 01/10/2025 and 31/10/2025**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/10/2025	Wodc Ctax Ndr - 30421105	Std Ord	£216.00	WODC - Rates Burwell Hall
01/10/2025	Wodc Ctax Ndr - 30623704	Std Ord	£379.00	WODC - Rates Tower Hill
01/10/2025	Wodc Ctax Ndr - 30685600	Std Ord	£322.00	WODC - Rates Corn Exchange
01/10/2025	Wodc Ctax Ndr - 30903104	Std Ord	£948.00	WODC - Rates Town Hall
01/10/2025	Wodc Ctax Ndr - 90024629	Std Ord	£798.00	WODC - Rates Windrush Cemetery
01/10/2025	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00	WODC Rates - 51 Market Square
02/10/2025	Filmbankmedia	ELP206/1	£522.00	24079/film licence
02/10/2025	Witney Food Revolution	ELP206/3	£2,150.00	24031/youth grant 25/26
02/10/2025	HTF Holdings	ELP207/1	£3,625.00	24065/rent Oct - Dec 2025
02/10/2025	The Keyholding Company	ELP207/2	£44.18	24058/alarm call to admin off
02/10/2025	Pest Solutions Oxfordshire	ELP208/1	£120.00	24055/monthly pest control
02/10/2025	Rumbl Ltd	ELP208/2	£576.00	24056/annual website hosting
02/10/2025	Tudor Environmental	ELP208/3	£795.01	24064/grounds maintenance mate
02/10/2025	5A's Tool & Plant Hire	ELP210/1	£424.80	23831/1.5 ton digger hire
02/10/2025	Anna Senior Ecology	ELP210/2	£1,551.00	24013/habitat survey phase 1
02/10/2025	George Browns Ltd	ELP210/3	£812.52	23549/mower repairs
02/10/2025	Joe Hannan	ELP210/4	£150.00	24070/music in the square 29/8
02/10/2025	West Oxfordshire District Coun	BLG CONTRL	£2,300.00	Building control fee WW
03/10/2025	Triump Technologies Ltd (NOW R	ELP-209	£7,836.82	24068/monthly IT support
03/10/2025	David Fitzgerald	ELP211/1	£150.00	24009/music event 25.07
03/10/2025	George R Lewis	ELP211/2	£150.00	24071/music in the square 22/8
03/10/2025	Phil Hepworth	ELP211/3	£150.00	24072/music in the square 15/8
03/10/2025	Jake Kinahan Brown	ELP211/4	£150.00	24073/music in the square 08/8
06/10/2025	Fuel Card Services Ltd t/a Mot	dd	£139.04	24311/Fuel
06/10/2025	BARCLAYS BANK PLC	DD	£89.96	COMMISSION 13AUG/14SEP
07/10/2025	One Stop Promotions Ltd	213	£412.74	24209/Witney Town Flag
07/10/2025	Filmbankmedia	212	£104.40	Film licence
09/10/2025	Lister Wilder	214	£3,556.32	23551/grounds maintenance mate
09/10/2025	Astral Hygiene Limited	214/2	£55.05	24081/changing rm sanity bins
09/10/2025	Opus Safety Limited	215	£4,569.98	24488/managing safely - JS, TD
10/10/2025	WEST OXON COMMUNITY	STD ORD	£1,750.00	GRANT INSTALMENT
10/10/2025	OXFORDSHIRE COUNTY	ELP-216	£23,123.86	LGPS/SEPT25
10/10/2025	BARCLAYCARD	DD	£67.01	PRCOESSING CHARGES
10/10/2025	BARCLAYCARD	DD	£40.40	PROCESSING CHARGES
13/10/2025	Mrs Sharon Groth	ELP217/1	£491.95	24223/October expenses
13/10/2025	Claire Hermon	ELP217/2	£225.00	24224/bar-café expenses
13/10/2025	4 Acre Ecology	218	£1,500.00	24218/prelim ecology assessmnt
13/10/2025	Amenity Horticultural Services	219	£370.44	24089/turf
13/10/2025	Archer Signs Derby t/a Archer	220	£357.00	24214/dog fouling signs
13/10/2025	Cleansing Service Group Ltd	221	£201.00	24125/sludge disposal
13/10/2025	Fuel Card Services Ltd t/a Mot	DD	£57.38	24594/unleaded fuel
14/10/2025	House and Carriage Ltd	223	£74.29	24219/monthly storage fee
14/10/2025	Jex Silt Pumping Ltd	224	£1,044.00	23782/bridge survey bridge st
14/10/2025	Oxfordshire Association of Loc	225	£42.00	24158/training course
14/10/2025	Print Ready Ltd	226	£427.00	24228/general posters & flyers
14/10/2025	Rope Services UK	227	£139.80	24212/rope for cricket square
14/10/2025	Seldram Supplies Oxford Ltd	228	£541.05	24149/cleaning materials
14/10/2025	Brady Corporation Ltd	229	£192.97	24154/fire exit signs
14/10/2025	Starlite	230	£112.00	24208/fix oil leak on Can-Am
14/10/2025	Archer Signs Derby t/a Archer	231	£307.79	24215/duplicate signs

14/10/2025	Home Start Oxford	232	£3,700.00	24217/second payment 25/26
14/10/2025	Hydro-Gis Limited	233	£1,080.00	24210/hydrological survey
14/10/2025	Peter B Ledbury Limited	234	£299.00	24216/fridge for office
14/10/2025	SWJ Consulting	235	£3,069.00	24174/depot professional fees
14/10/2025	The HR & OD Consultancy Ltd	236	£2,015.84	24229/monthly consultancy
15/10/2025	Amazon Payments UK Ltd	237	£232.96	24102/misc.supplies
15/10/2025	Fitzpatrick Woolmer Design & P	238	£3,511.20	24133/aluminium & oak signs
15/10/2025	Restore Datashard	DD	£130.85	24319/waste disposal
16/10/2025	5A's Tool & Plant Hire	239	£529.80	24179/fence and equipment hire
16/10/2025	Agrovista UK Ltd	240	£923.94	24088/seed, paint & twine
16/10/2025	Brake Bros Limited	241	£2,586.43	24119/Café bar supplies
16/10/2025	Travis Perkins Trading Company	242	£700.96	24240/grounds maintenance mate
16/10/2025	Castle Water Ltd - Corn Exchan	DD1	£584.66	24572/01.09.25 - 30.09.25
16/10/2025	Sage UK	DD2	£248.40	24600/payroll & HR support
17/10/2025	Cotswold Dairy Ltd (Cheltenh	243	£529.10	24130/milk deliveries café
17/10/2025	Eynsham Cellars	244	£52.45	24132/cafe supplies - alcohol
17/10/2025	Hook Norton Brewery Co Ltd	245	£759.95	24137/cafe supplies - alcohol
17/10/2025	Irrigation & Garden Services	246	£180.00	24175/check & run system
17/10/2025	Lyd's Bakes and Cakes	247	£1,514.50	24211/cakes & cookies café
17/10/2025	Quantum Theatre	248	£904.04	24142/Jemima Puddleduck event
17/10/2025	Seldram Supplies Oxford Ltd	249	£543.17	24153/cleaning materials
17/10/2025	C & C Tyre & Exhaust Services	250	£60.00	24124/Can-Am tyre repairs
17/10/2025	Safelincs Ltd	251	£271.80	24242/defib battery pack
17/10/2025	HTF Holdings	252	£194.57	24138/insurance 08.25 - 08.26
17/10/2025	Ue Coffee Roasters Ltd	253	£3,702.55	24239/cafe supplies
17/10/2025	Castle Water Ltd - Burwell Hal	DD3	£46.46	24573/01.09.25 - 30.09.25
20/10/2025	Fuel Card Services Ltd t/a Mot	DD4	£42.13	24595/unleaded fuel
21/10/2025	Trade UK	267	£195.16	24248/works supplies
23/10/2025	HMRC	DD	£26,706.53	PAYE/NICs SEPTEMBER 2025
24/10/2025	SALARIES & WAGES	ELP-268	£72,151.82	SALARIES & WAGES OCTOBER 202
27/10/2025	BASICS	270	£146.50	24108/cafe supplies
27/10/2025	Castle Water Ltd - Leys Pavili	271	£129.65	24267/01.09.25 - 30.09.25
27/10/2025	Castle Water Ltd - Leys Splash	272	£284.97	24269/01.09.25 - 30.09.25
27/10/2025	Castle Water Ltd - Town Hall O	273	£40.78	24268/01.09.25 - 30.09.25
27/10/2025	SLCC Enterprises Ltd	274	£102.00	24251/training
27/10/2025	Fuel Card Services Ltd t/a Mot	DD5	£83.59	24596/unleaded fuel
27/10/2025	WAGES PAYMENT	ELP-269	£844.91	WAGES PAYMENT - OCTOBER 202
28/10/2025	Drax Energy Solutions Limited	ELP-275	£112.52	Electricity
28/10/2025	Adam Clapton	ELP-276	£182.00	Expenses reclaimed
		Total Payments	<u>£194,579.95</u>	

Sort Code 20-97-48  
Account No 00974935

 SWIFTBIC BUKBGB22  
IBAN GB78 BUKB 2097 4800 9749 35  
Issued on 05 November 2025

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

## Your Business Current Account

### At a glance

29 Oct - 04 Nov 2025		
Start balance	£19,619.98	
Money out	£51,638.39	
► Commission charges £91.15		
► Interest paid £0.00		
Money in	£56,417.68	
End balance	£24,399.27	

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

Date	Description	Money out £	Money in £	Balance £
29 Oct	Start Balance			19,619.98
	<b>Giro</b> Direct Credit From Epos Now (UK) Ltd Ref: Swpe42CD32232235N	454.86		20,074.84
30 Oct	<b>Giro</b> Direct Credit From 4th Witney Guide U Ref: 4Thwitneygg Rentbh	58.50		20,133.34
	<b>Giro</b> Direct Credit From Epos Now (UK) Ltd Ref: Swpe42X6H22322235N	329.13		20,462.47
	<input type="checkbox"/> Direct Credit From E Taylor and SW F Ref: C908	186.50		20,648.97
31 Oct	<b>Giro</b> Direct Credit From Maha Music Ltd Ref: Invoice B6084 Oct	174.00		20,822.97
	<b>Giro</b> Direct Credit From Ostma Ref: B6060	185.00		21,007.97
	<b>Giro</b> Direct Credit From Christian Olive Ref: C-Olive Invoices	364.37		21,372.34
	<b>Giro</b> Direct Credit From Ccla Investment MA Ref: LA3077549, Witney	658.70		22,031.04
	<b>Giro</b> Direct Credit From Epos Now (UK) Ltd Ref: Swpe42C9V22322235N	679.82		22,710.86
	<b>Giro</b> Direct Credit From BCard1577926291025	807.45		23,518.31
	<b>Giro</b> Direct Credit From Peter Smith & Son Ref: Smithp	5,015.00		28,533.31
	<input type="checkbox"/> Direct Credit From Helen Blant T/As Ref: Hallhireinvb6059	39.00		28,572.31


 Continued

Date: 17/12/2025

**WITNEY TOWN COUNCIL Current Year**

Page 1

Time: 16:53

**Bank Reconciliation Statement as at 31/10/2025  
for Cashbook 1 - BARCLAYS GENERAL A/C**

User: NW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/10/2025		28,572.31
			<u>28,572.31</u>
<b>Unpresented Payments (Minus)</b>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,572.31
<b>Unpresented Receipts (Plus)</b>			
		0.00	
			<u>0.00</u>
			28,572.31
		<b>Balance per Cash Book is :-</b>	<b>28,563.89</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>8.42</b>
<b>Adjustments to Reconciliation</b>			
30/09/2025 BANK ADJ.	BANK ADJUSTMENT	-8.42	
30/09/2025 BANK ADJ.	BANK ADJUSTMENT	16.84	
			<u>8.42</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**WITNEY TOWN COUNCIL  
BARCLAYS GENERAL A/C**

**List of Payments made between 01/11/2025 and 30/11/2025**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/11/2025	Wodc Ctax Ndr - 30421105	Std Ord	£216.00	WODC - Rates Burwell Hall
01/11/2025	Wodc Ctax Ndr - 30623704	Std Ord	£379.00	WODC - Rates Tower Hill
01/11/2025	Wodc Ctax Ndr - 30685600	Std Ord	£322.00	WODC - Rates Corn Exchange
01/11/2025	Wodc Ctax Ndr - 30903104	Std Ord	£948.00	WODC - Rates Town Hall
01/11/2025	Wodc Ctax Ndr - 90024629	Std Ord	£798.00	WODC - Rates Windrush Cemetery
01/11/2025	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00	WODC Rates - 51 Market Square
03/11/2025	Fuel Card Services Ltd t/a Mot	DD	£79.24	24597/unleaded fuel
03/11/2025	BARCLAYS BANK	DD	£91.15	COMMISSION 15SEP/12OCT
04/11/2025	Saga Truck & Van t/a Motus Tru	ELP-277	£47,782.00	24510/Canter MY21 - LN75DWA
06/11/2025	Employee- redacted	278	£30.18	24397/expenses reclaim
06/11/2025	Employee- redacted	279	£80.88	Expenses reclaim
06/11/2025	Employee- redacted	280	£83.13	24398/expenses reclaim
06/11/2025	Employee- redacted	281	£46.56	24399/expenses reclaim
06/11/2025	Badgemaster Limited	282	£12.78	24262/photo ID badge
06/11/2025	ERS Consultants Ltd	283	£534.00	24391/energy assessment
06/11/2025	Filmbankmedia	284	£104.40	24392/film licence
06/11/2025	Safety Supply Company Ltd	285	£74.87	24395/waterproof safety boots
06/11/2025	Snobs Gifts t/a Snobs Signs	286	£19.95	24324/engraved memorial stone
06/11/2025	Town & Country Trees Limited	287	£3,240.00	24394/treeworks - various sites
06/11/2025	Tudor Environmental	288	£920.38	24384/grounds maintenance supplies
07/11/2025	Restore Datashred	DD	£96.79	24599/paper disposal
10/11/2025	BASICS	289	£131.24	24335/cafe supplies
10/11/2025	Adam Blizzard	290	£140.00	24413/door security 4/10/25
10/11/2025	Brake Bros Limited	291	£1,881.39	24348/café-bar supplies
10/11/2025	Dean Case	292	£672.45	24407/Denotones event 20.09
10/11/2025	Cotswold Dairy Ltd (Cheltenh	293	£401.45	24356/milk delivery
10/11/2025	Eynsham Cellars	294	£284.92	24358/cafe supplies - alcohol
10/11/2025	Henley Theatre Services Ltd	295	£19.60	24362/Dmx cable
10/11/2025	Hook Norton Brewery Co Ltd	296	£54.24	24361/cafe supplies - alcohol
10/11/2025	Ue Coffee Roasters Ltd	297	£1,372.00	24419/cafe supplies
10/11/2025	Amazon Payments UK Ltd	298	£153.13	24331/misc supplies
10/11/2025	Brunel Engraving Company Limit	299	£78.00	24350/plaque TH cemetery
10/11/2025	Copy Right Systems Ltd	300	£146.75	24264/printing costs
10/11/2025	Devon County Council	301	£34.10	24265/DBS for employee
10/11/2025	Seldram Supplies Oxford Ltd	302	£487.73	24363/cleaning supplies
10/11/2025	Vale Training Services Ltd	303	£492.00	24301/felling trees course
10/11/2025	Viking Payments	304	£597.12	23404/stationery & postage stamps
10/11/2025	SWJ Consulting	305	£5,097.00	24400/tech & initial design WW
10/11/2025	Smith & Sons (Bletchington) Lt	306	£5,136.55	24327/self-binding path gravel
10/11/2025	5A's Tool & Plant Hire	307	£536.86	24257/equipment hire
10/11/2025	Agrovista UK Ltd	308	£1,742.34	24259/grass seed & line paint
10/11/2025	Barlow and Sons (Hermitage) Li	309	£216.60	24333/tree stakes desilting
10/11/2025	Glasdon UK Ltd	310	£1,444.25	24359/bollard & dog bins
10/11/2025	Green-Tech Limited	311	£146.82	24360/various flower bulbs
10/11/2025	KJ's Motor Car Engineers Ltd	312	£649.44	24273/OY62UXC mot & service
10/11/2025	M & M Skip Hire Limited	313	£1,572.00	24276/SKIP EXCHANGES
10/11/2025	Monarch Hose & Hydraulics Ltd	314	£673.51	24380/vehicle parts
10/11/2025	Trade UK	315	£317.88	24300/works supplies
10/11/2025	Brady Corporation Ltd	316	£176.52	24287/works supplies
10/11/2025	Spaldings Limited	317	£403.90	24290/grounds maintenance supplies
10/11/2025	Start Traffic Ltd	318	£379.90	24293/works supplies
10/11/2025	Travis Perkins Trading Company	319	£221.09	24295/gravel boards
10/11/2025	P.A. Turney Ltd	320	£66.70	24415/deflector plate & bulb
10/11/2025	West Oxon Community Transport	SO	£1,750.00	GRANT - INSTALMENT
10/11/2025	Fuel Card Services Ltd t/a Mot	DD1	£49.20	24598/unleaded fuel
10/11/2025	BARCLAYCARD	DD	£40.40	MONTHLY CHARGES
10/11/2025	BARCLAYCARD	DD	£78.35	B'CARD CHARGES

11/11/2025	Rotary Club of Witney	321	£2,500.00	Grant - Lights switch-on
11/11/2025	West Oxfordshire District Coun	322	£1,274.00	24366/waste, food & recycling
11/11/2025	What You Will Theatre Troupe	323	£716.84	24420/As you like it 27.09.25
12/11/2025	Azura Limited	324	£1,882.27	24332/Corn Exchange electrical works
12/11/2025	Berrys	325	£540.00	24336/pre-tender Invoice 4
12/11/2025	GS Window Cleaning	326	£156.00	24270/window cleaning
12/11/2025	Halcyon HR Consulting Ltd	327	£96.00	24328/Hr support
13/11/2025	Premier Business Services	ELP-328	£204.00	24446/Business awards final
13/11/2025	Jane Doughty	ELP-329	£332.72	24445/Unterhaching remembrance
14/11/2025	West Oxfordshire Community Tra	ELP-330	£2,500.00	24451/grant 25-26
14/11/2025	Thames Water Utilities Ltd	ELP-331	£310.00	24426/sewer connection fee
17/11/2025	Fuel Card Services Ltd t/a Mot	DD	£182.93	24668/unleaded fuel
17/11/2025	Sage UK	DD	£248.40	24684/payroll & HR
20/11/2025	Attack Environmental Ltd	254	£362.40	24103/sanitary bin service
20/11/2025	Barlow and Sons (Hermitage) Li	255	£1,336.86	24177/posts, bars & straps
20/11/2025	Blueprint Imaging Limited	256	£24.00	24109/defib stickers
20/11/2025	Brewers Decorator Centres	257	£111.98	24120/satin wood stain
20/11/2025	George Browns Ltd	258	£293.45	24176/vehicle maintenance
20/11/2025	Brunel Engraving Company Limit	259	£134.76	24122/TH cemetery plaques
20/11/2025	Copy Right Systems Ltd	260	£180.54	24131/monthly printing charges
20/11/2025	Green-Tech Limited	261	£708.00	24135/yellow-rattle seed
20/11/2025	M & M Skip Hire Limited	262	£576.00	24140/skip exchange
20/11/2025	Royal Mail Group Ltd	263	£1.33	24143/response service reply
20/11/2025	Trade UK	264	£310.64	24148/works supplies
20/11/2025	SLCC Enterprises Ltd	265	£120.00	24156/agenda & minutes course
20/11/2025	Start Traffic Ltd	266	£133.72	24157/works supplies
20/11/2025	Filmbankmedia	336	£104.40	24437/Harold Fry film licence
20/11/2025	Hankinson Duckett Associates L	339	£4,260.00	24439/landscaping fees
20/11/2025	House and Carriage Ltd	341	£84.72	24440/monthly storage fee
20/11/2025	HTF Holdings	342	£174.85	24443/service charge to Dec 25
20/11/2025	The Osprey Company	344	£34.00	24279/rubbing plaque
20/11/2025	Pest Solutions Oxfordshire	345	£240.00	24444/rodent treatment
20/11/2025	Les Steward	347	£180.00	24393/stocktake 6/10/25
20/11/2025	SWJ Consulting	348	£3,390.00	24364/tech & initial design
20/11/2025	Triump Technologies Ltd (NOW R	350	£495.88	24436/IT
20/11/2025	Steve White	351	£280.00	24337/Thrill Collins pa equip
20/11/2025	Workwear Express Ltd	352	£630.91	24305/protective clothing
20/11/2025	Young Engineering Supplies Ltd	353	£9.60	24306/coach bolts
20/11/2025	The HR & OD Consultancy Ltd	354	£1,570.80	24441/monthly consultancy
21/11/2025	OXFORDSHIRE COUNTY	TRANSFER	£23,663.46	LGPS OCTOBER 2025
24/11/2025	Fuel Card Services Ltd t/a Mot	DD	£82.15	24669/Can-Am 11/11 & 14/11
24/11/2025	Croner-i Limited t/a HR Inform	DD	£216.00	24581/HR subscription
25/11/2025	Castle Water Ltd - Burwell Hal	DD1	£55.45	24662/01.10.25 - 31.10.25
25/11/2025	HMRC	HMRC	£26,710.36	PAYE/NICs OCTOBER 2025
25/11/2025	SALARIES & WAGES	SALARIES	£72,165.90	NOVEMBER 2025
26/11/2025	David Giles	357	£150.00	24423/music on the square 5/9
26/11/2025	SFL Mobile Radio Holdings Limi	358	£150.29	24425/walkie talkies works team
26/11/2025	Oldham Council	359	£250.00	24422/CCIN membership 25/26
27/11/2025	Employee- redacted	360	£192.79	24509/expenses reclaim
27/11/2025	Castle Water Ltd - Leys Pavili	361	£1,683.04	24514/adjustment October
27/11/2025	GKP Grab Hire Ltd	362	£936.00	24521/refuse removal
27/11/2025	Home Start Oxford	363	£3,600.00	24430/final grant payment 25/26
27/11/2025	Bright Futures Oxfordshire	364	£4,500.00	24452/The Station - grant payment
28/11/2025	Siemens Financial Services Ltd	DD2	£646.92	24601/lease rental 11/25-02/26
28/11/2025	West Oxfordshire District Coun	ELP-365	£383.00	24686/planning permission
			<u>£246,605.10</u>	

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			-606,223.76
27 Nov	Direct Credit From Specsavers Finance Ref: Specsavers Cpl Pro	- 160.00	- 606,063.76	
	<b>Giro</b> Direct Credit From West OX Payments Ref: 0	- 643,160.38	- 37,096.62	
28 Nov	Payment to BX25112861316347 Ref: Elp-339C-365 <i>pl/postal</i>	- 4,643.00		32,453.62
	<b>DD</b> Direct Debit to Siemens Financial Ref: A10261431	- 646.92		31,806.70
	Direct Credit From Epos Now (UK Ltd Ref: Swpe42B3W223Gtmv5N	- 420.33		32,227.03
	<b>Giro</b> Direct Credit From Peter Smith & Son Ref: Smithp	- 3,092.50		35,319.53
	Deposit Re 45Witney 101216	- 2,271.10		<u>37,590.63</u>
1 Dec	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 03 90170575	1,023.00		36,567.63
	Direct Debit to Wod Ndr DD Ref: 30421105	216.00		36,351.63
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30623704	379.00		35,972.63
	Direct Debit to Wod Ndr DD Ref: 30685600	322.00		35,650.63
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30903104	948.00		34,702.63
	Direct Debit to Wod Ndr DD Ref: 90024629	798.00		33,904.63
	<b>Giro</b> Direct Credit From Brooks Karen Ref: B6114 K-Brooks	- 92.55		33,997.18
	Direct Credit From Ostma Ref: B6098	- 224.00		34,221.18
	<b>Giro</b> Direct Credit From Epos Now (UK Ltd Ref: Swpe42B3W223Gtmv5N	425.15		34,646.33
	Direct Credit From Epos Now (UK Ltd Ref: Swpe42CCC22322235N	517.78		35,164.11
	<b>Giro</b> Direct Credit From Eynsham Cellars LT Ref: B6089	- 620.00		35,784.11
	Direct Credit From Epos Now (UK Ltd Ref: Swpe42C5Z22322235N	973.67		36,757.78
2 Dec	<b>□</b> Payment to BX25120261558913 Ref: Elp-366-367	✓ 448.04		36,309.74
	Standing Order From Lily's Attic Ltd Ref:- Rent	1,662.50		37,972.24
	<b>Giro</b> Direct Credit From The Arts Society W Ref: Inv B6142	- 157.00		38,129.24

Continued

Date: 19/01/2026

## WITNEY TOWN COUNCIL Current Year

Page 1

Time: 15:03

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 1 - BARCLAYS GENERAL A/C

User: NW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/11/2025		37,590.63
			<u>37,590.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>0.00</u>
			<u>37,590.63</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	<u>0.00</u>
			<u>37,590.63</u>
			<b>Balance per Cash Book is :- 37,590.63</b>
			<b>Difference is :- 0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## WITNEY TOWN COUNCIL

## BARCLAYS IMPREST A/C

## List of Payments made between 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/10/2025	Watson Fuels	DD	£788.36	24321/Diesel
06/10/2025	BARCLAYS BANK PLC	DD	£15.35	COMMISSION 13AUG/14SEP
09/10/2025	Huck Nets	35192	£720.00	Play equipment
15/10/2025	BNP PARABAS LEASING	DD	£556.58	HP GRILLO MOWER
15/10/2025	BOOKER LIMITED	DD	£47.38	24369/cafe supplies - alcohol
15/10/2025	Green Energy (UK) Plc	DD1	£3,155.69	24593/95132 Sept 25
20/10/2025	Health Assured Ltd	DD1	£300.02	24318/employee support
21/10/2025	BNP Paribas Leasing Solutions	DD	£360.70	HP TRIMAX MOWER
24/10/2025	Epos Now Ltd	DD2	£22.80	24583/EPOS payment system
27/10/2025	Biffa Waste Services Limited	DD2	£1,238.46	24368/waste & recycling
27/10/2025	Epos Now Ltd	DD3	£128.40	24582/EPOS system support & care plan
29/10/2025	POST OFFICE LTD	35194	£345.00	24252/Road Fund Licence - BT14 UJP 25/26
29/10/2025	POST OFFICE LTD	35195	£345.00	24253/Road Fund Licence - LT73 AZB 25/26
29/10/2025	CASH	35193	£431.65	24383/petty cash imprest reimbursement
30/10/2025	STL Communications Ltd T/A Foc	DD4	£1,916.10	24605/monthly telephone
31/10/2025	Watson Fuels	DD5	£885.63	24603/Diesel
		Total Payments	<u>£11,257.12</u>	

Sort Code 20-97-48  
Account No 70974765

SWIFTBIC BUKBGB22  
IBAN GB04 BUKB 2097 4870 9747 65  
Issued on 05 November 2025

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

8/9

## Your Business Current Account

### At a glance

**29 Oct - 04 Nov 2025**

Start balance	£1,000.00
Money out	£3,505.93
► Commission charges £14.20	
► Interest paid £0.00	
Money in	£3,505.93
End balance	£1,000.00

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

Date	Description	Money out £	Money in £	Balance £
29 Oct	Start Balance			1,000.00
30 Oct	DD Direct Debit to Stl Communications Ref: 0319-383	1,916.10		-916.10
	Giro Transfer From Account 70974641		1,916.10	1,000.00
31 Oct	DD Direct Debit to Wfl UK Ltd Ref: 10213451	885.63		114.37
	Giro Transfer From Account 70974641		885.63	1,000.00
3 Nov	£ Commission Charges For The Period 15 Sep /12 Oct	14.20		985.80
	Giro Transfer From Account 70974641		14.20	1,000.00
4 Nov	C Cheque Issued Ref: 035194	345.00		655.00
	C Cheque Issued Ref: 035195	345.00		310.00
	Giro Transfer From Account 70974641		690.00	1,000.00
4 Nov	Balance carried forward			1,000.00
	Total Payments/Receipts	3,505.93	3,505.93	

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

Date: 15/12/2025

## WITNEY TOWN COUNCIL Current Year

Page 1

Time: 11:34

Bank Reconciliation Statement as at 31/10/2025  
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	31/10/2025		1,000.00
			<u>1,000.00</u>
<b>Unpresented Payments (Minus)</b>			
17/04/2025 035168	Thames & Chilterns in Bloom As		50.00
29/10/2025 35194	POST OFFICE LTD		345.00
29/10/2025 35195	POST OFFICE LTD		345.00
29/10/2025 35193	CASH		431.65
			<u>1,171.65</u>
			<u>-171.65</u>
<b>Unpresented Receipts (Plus)</b>			
		0.00	
		<u>0.00</u>	
		<u>-171.65</u>	
<b>Balance per Cash Book is :-</b>			<b>-171.65</b>
<b>Difference is :-</b>			<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## WITNEY TOWN COUNCIL Current Year

## BARCLAYS IMPREST A/C

## List of Payments made between 01/11/2025 and 30/11/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/11/2025	BARCLAYS BANK	DD	£14.20	COMMISSION 15SEP/12OCT
06/11/2025	Event Ambulance Service	35196	£400.00	24323/ambulance for remembrnce
10/11/2025	BOOKER LIMITED	DD	£42.44	24571/cafe supplies
12/11/2025	Halls customer -redacted	35197	£100.00	24429/damage deposit refund
17/11/2025	BNP Paribas Leasing Solutions	DD	£556.58	HP GRILLO MOWER
17/11/2025	SSE Energy Solutions	DD	£21.43	24682/July 25 final
17/11/2025	Green Energy (UK) Plc	DD1	£5,244.43	24680/1557820 October 25
19/11/2025	BNP Paribas Leasing Solutions	DD	£360.70	HP Trimax
21/11/2025	Halls customer -redacted	35198	£150.00	24450/damage deposit refund
24/11/2025	Biffa Waste Services Limited	DD	£1,143.89	24570/refuse & recycling
26/11/2025	Epos Now Ltd	DD2	£22.80	24667/payments pro
27/11/2025	HAGS-SMP Ltd	35200	£1,483.48	P/Ledger Electronic Payment
27/11/2025	Circus Ginnett	35199	£1,000.00	24511/Circus deposit refund
27/11/2025	Bob Wilson & Sons Leisure Ltd	35201	£1,000.00	24524/damage deposit refund
27/11/2025	Epos Now Ltd	DD3	£128.40	24666/support & care plan
28/11/2025	STL Communications Ltd T/A Foc	DD4	£2,281.61	24685/telephone charges
28/11/2025	Watson Fuels	DD5	£1,057.96	24602/Diesel
	Total Payments		<u>£15,007.92</u>	

Sort Code 20-97-48  
 Account No 70974765

 SWIFTBIC BUKBGB22  
 IBAN GB04 BUKB 2097 4870 9747 65  
 Issued on 03 December 2025

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

8/9

## Your Business Current Account

### At a glance

**26 Nov - 02 Dec 2025**

Start balance	£1,000.00
Money out	£3,640.77
► Commission charges £0.00	
► Interest paid £0.00	
Money in	£3,640.77
End balance	£1,000.00

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

Date	Description	Money out £	Money in £	Balance £
26 Nov	Start Balance			1,000.00
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjzfms	✓ 22.80	✓	977.20
	Giro Transfer From Account 70974641		✓ 22.80	1,000.00
27 Nov	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	✓ 128.40	✓	871.60
	Giro Transfer From Account 70974641		✓ 128.40	1,000.00
28 Nov	DD Direct Debit to Stl Communications Ref: 0319-383	✓ 2,281.61	✓	-1,281.61
	DD Direct Debit to Wfl UK Ltd Ref: 10213451	✓ 1,057.96	✓	-2,339.57
	Cheque Issued Ref: 035198	150.00	✓	-2,489.57
	Giro Transfer From Account 70974641		✓ 3,489.57	1,000.00
2 Dec	Balance carried forward			1,000.00
	Total Payments/Receipts	3,640.77	3,640.77	



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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	30/11/2025		1,000.00
			<u>1,000.00</u>
<b>Unpresented Payments (Minus)</b>			
17/04/2025 035168	Thames & Chilterns in Bloom As	50.00	
27/11/2025 35199	Circus Ginnett	1,000.00	
27/11/2025 35201	Bob Wilson & Sons Leisure Ltd	1,000.00	
		<u>2,050.00</u>	
			<u>-1,050.00</u>
<b>Unpresented Receipts (Plus)</b>			
		0.00	
		<u>0.00</u>	
			<u>-1,050.00</u>
<b>Balance per Cash Book is :-</b>			<b>-1,050.00</b>
<b>Difference is :-</b>			<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Sort Code 20-97-48  
Account No 70974641

SWIFTBIC BUKBGB22  
IBAN GB54 BUKB 2097 4870 9746 41  
Issued on 05 November 2025

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

6/9

## Your Business Premium Account

### At a glance

Date	Description	Money out £	Money in £	Balance £
29 Oct	Start Balance			3,084,363.03
30 Oct	Giro to 70974765 Automatic	1,916.10		3,082,446.93
31 Oct	Giro to 70974765 Automatic	885.63		3,081,561.30
3 Nov	Giro to 70974765 Automatic	14.20		3,081,547.10
4 Nov	— BX25110458842527 * 198724*Wit Town C*	40,000.00		3,041,547.10
	Giro to 70974765 Automatic	690.00		3,040,857.10
4 Nov	Balance carried forward			3,040,857.10
	Total Payments/Receipts	43,505.93	0.00	

**29 Oct - 04 Nov 2025**

Start balance	£3,084,363.03
Money out	£43,505.93
Money in	£0.00
Gross interest earned	£0.00
End balance	£3,040,857.10

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.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS B P A	31/10/2025		3,081,561.30
			<u>3,081,561.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>0.00</u>
			<u>3,081,561.30</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	<u>0.00</u>
			<u>0.00</u>
			<u>3,081,561.30</u>
			<b>Balance per Cash Book is :-</b>
			<b>3,081,561.30</b>
			<b>Difference is :-</b>
			<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

WITNEY TOWN COUNCIL NO 3  
ACCOUNT

Sort Code 20-97-48  
Account No 70974641

SWIFTBIOBUKBGB22  
IBAN GB54 BUKB 2097 4870 9746 41

Issued on 03 December 2025

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

## Your Business Premium Account

### At a glance

Date	Description	Money out £	Money in £	Balance £
26 Nov	Start Balance			2,932,555.98
	Giro to 70974765 Automatic	22.80		2,932,533.18
27 Nov	to 70974765 Automatic	128.40		2,932,404.78
	Witney Town Coun * 151113*Barclays B*		635,000.00	3,567,404.78
28 Nov	to 70974765 Automatic	3,489.57		3,563,915.21
2 Dec	Balance carried forward			3,563,915.21
	Total Payments/Receipts	3,640.77	635,000.00	

**26 Nov - 02 Dec 2025**

Start balance	£2,932,555.98
Money out	£3,640.77
Money in	£635,000.00
u Gross interest earned	£0.00
End balance	£3,563,915.21

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.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS B P A	30/11/2025		3,563,915.21
			3,563,915.21
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
			3,563,915.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			0.00
			3,563,915.21
<b>Balance per Cash Book is :-</b>			<b>3,563,915.21</b>
<b>Difference is :-</b>			<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....



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## Witney Town Council

*Internal Audit Report 2025-26: Interim*

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*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 2025-26 financial year to date which was undertaken over two days and completed by the 18th December 2025. 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 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 for 2025-26 with that reported in the 2024-25 Accounts and Annual Return;
- Checked and agreed transactions in the three bank account cashbooks to the relevant bank statements for April and September 2025 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 30<sup>th</sup> April 2025 and 30<sup>th</sup> September 2025 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 to date. 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 June 2025 respectively;
- 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.

We wish to advise the Council that Assertion 10 is to be included in the AGAR (Annual Governance and Accountability Return) for 2025-26.

The key requirements are:

Council-owned domain names for websites and emails, this includes Councillor emails (Councillors should not be using private address emails for Council related matters and business as it leaves them and the Council exposed to breach of GDPR regulations and security issues.)

Website accessibility compliance with WCAG 2.2 AA

IT policies

This should cover:

- Email usage and management
- Website responsibilities
- Social media guidelines
- Data storage and backup procedures
- Adherence to GDPR and data processing
- Cybersecurity protocols
- BYOD (Bring Your Own Device) rules
- Proper data protection practices

### ***Conclusions***

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

## **Review of Expenditure**

Our aim here is to ensure that: -

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

We have commenced our testing in this area, examining a sample of payments excluding salaries, to 31<sup>st</sup> October 2025.

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 2025 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 2024-2025 financial year and will again be adopted for this financial year.

We have also examined the Council’s insurance policy schedule for 2025-26, 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 2026-27 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 2026-27 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.

### *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 1<sup>st</sup> April 2023 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in October 2025, ensuring that: -

- Gross salaries are paid are 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 have also reviewed the new Public Works Loan application and approval and note that has yet to be drawn down.

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.***

**Agenda Item:** Annual Town Meeting

**Meeting Date:** Monday, 2 February 2026

**Contact Officer:** Senior Administrative Officer & Committee Clerk

### Background

The Annual Town Meeting, the holding of which is a statutory requirement, is scheduled to be held on Wednesday 18 March 2026. This is not a Town Council meeting but is administered by it as the parish council.

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

With WODC elections this year (and potential devolution changes from 2027), it is anticipated a greater number of residents may attend the meeting. **It should however be noted, this is not a political meeting nor an opportunity for debate or canvassing by electoral candidates or political party members;** only electors of the parish are permitted to speak/ask questions during the meeting.

### Current Situation

Officers ask that the Council consider two options regarding the seating layout:

1. To have the full amount of tiered seating out as an auditorium event with Councillors seated to the front to one side and Officers and Thames Valley Police seated as previously at the back of the hall. The Mayor and Councillors would stand to address the attendees as necessary (Approx capacity 135)
2. As in the previous years, to have the seating retracted, apart from the bottom two rows, with large round tables in front running towards the back of the Hall (Capacity 80-90)

The details of the meeting are as follows:

- It is a statutory requirement to advertise the meeting in a local newspaper. The advert invites questions to be submitted to the Town Clerk/C.E.O ahead of the meeting. This would appear once in the 4<sup>th</sup> March edition.
- The meeting is Chaired by The Mayor, with the Leader on hand providing a welcome and assisting in highlighting points from the Annual Report. They will also welcome questions on all matters from the public.

- As in 2025 the Annual Report will be produced by Officers and published ahead of the meeting for residents to review, this will contain reports on each Committee along with other relevant material. The production of an Annual Report was a requirement of the NALC Local Council Silver Award for which the Town Council recently submitted its application for consideration. This negates the need for all Chairs to present their reports, with the Leader providing an overview after the mayor's introduction.
- Officers will prepare the Committee updates for the report which will be signed off by each Chair.
- Officers propose to show images from the Annual Report on the large screen during the meeting.
- There will be an official agenda, copies are prepared for the public and will be put on a table for collection as attendees enter the hall along with copies of the Annual Report.
- Witney Ward members from WODC/OCC are invited but do not take part in the formal part of the meeting.
- Thames Valley Police are invited to attend and usually present a verbal report and answer questions.
- Round Tables (if applicable) would be designated as 'Committee tables' which Chairs sit at and could be used after the main part of the meeting so they may discuss items relating to that committee.
- There will be the need for several members of staff to be present on the evening some of whom will be on hand to assist with the public raising their questions. The Senior Officers of the Council will be on hand to help direct Chairs with their answers to questions.
- It has been customary to provide non-alcoholic refreshments which could be provided by the opening of Café 1863.
- Officers will also encourage audience participation by use of the Slido app which residents can access via their mobile phones, to provide their views and questions.

**Other suggestions:**

**Publicity**

In addition to the advertisement in the Witney Gazette, Officers will advertise in the annual newsletter which will be delivered to all Witney properties. Officers will also place posters across the town, in Town Council locations, on the Website, screen in the Admin Office and publish on its social media platforms.

**Youth Engagement**

Officers have asked the Youth Council to provide a short video introducing themselves (subject to consent) and what they stand for, what they have done, and what they hope to fundraise for during the next year.

## Community Engagement

Officers suggest that groups who have received grant funding from the Town Council during the past year are invited to participate in the creation of a short video of how the funding has been used and enhanced their services. They may also be invited to be on hand in the building to highlight their work.

## Security

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

## Projects

Project Partners be requested to produce short videos regarding the West Witney Sports Ground & Leys projects.

## **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 advertisement of the meeting in the Witney Gazette and in poster format ensures that those who do not have social media access are reached.
- b) Biodiversity - None
- c) Crime & Disorder – A invitation of a representative from Thames Valley Police allows residents to raise issues directly with them.
- d) Environment & Climate Emergency - None

## **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.

## **Social Value**

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

- Effective communication and engagement with residents foster trust.
- The inclusion of the Youth Council would further indicate the Town Councils approach to awareness of issues of young people.

## **Financial implications**

- The printing of the Annual Report and video production would be in house and therefore not attract any costs.
- There is an estimated £142 charge for advertising the Annual Town Meeting in the local newspaper and there is an allocated budget of £250 for this (budget line 4031/701).
- Officer resources for attendance at the meeting.
- There is no further budget for this meeting.

## **Recommendations**

Member are invited to note the report and

1. Agree the layout and format so necessary arrangements can be made and,
2. Provide any further comments on the proposed suggestions.

**Agenda Item:** Committee Calendar 2026-27

**Meeting Date:** Monday, 2 February 2026

**Contact Officer:** Deputy Town Clerk

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## Background

It is the Council's established practice to agree a draft calendar of meetings for the forthcoming municipal year at this meeting, enabling publication in advance and supporting continuity in the democratic process.

The most recent substantive review of the Committee meeting calendar took place in July 2019, when consideration was given to reducing the number of Committee cycles from six to four (Minute No. 373, 29 July 2019 refers). At that time, Members concluded that such a reduction could hinder the democratic process, particularly in relation to urgent matters, due to the extended intervals between meetings but agreed it could be explored further in the future.

## Current Situation

In 2025/26, the Council agreed to establish an additional Council Committee to support the advancement of its climate and carbon-neutrality objectives taking the number of standing Committees to six (this Committee meets quarterly).

The administration of these meetings, within statutory timescales and governance requirements, alongside Full Council, Working Parties, Advisory Committees, and task and finish groups, is placing increasing pressure on capacity. This is impacting the progression of work arising from these Committees in addition to daily operations and is resulting in a time commitment for Councillors who give their time voluntarily. This pressure is particularly evident during the first two meeting cycles held annually between May and July where there is no gap between meetings for two months.

The attached draft calendar for 2026/27 proposes reducing the number of annual Council Committee cycles from six to five. A special Council meeting would be required before the end of June to complete Annual Governance statements. These changes would help to alleviate these pressures while maintaining Full Council meetings at approximately two-monthly intervals, except for August, when meetings have not historically been held. The Council also reviewed and re-adopted a Scheme of Delegation for all Committees in 2025-26 which will hopefully expedite Council business.

## **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 reduction in the number of council meetings is not anticipated to have a significant adverse equality impact providing it is published in advance and delegations or options to hold urgent meetings are in place.
- b) Biodiversity – there are no foreseen impacts.
- c) Crime & Disorder – there are no foreseen impacts.
- d) Environment – there are no foreseen impacts.

## **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.

Potential risks include delays to urgent decision-making, reduced democratic oversight, increased agenda length, and perceived impacts on transparency or compliance with statutory timescales. These risks can be effectively mitigated through delegated authority arrangements, the ability to convene additional meetings where necessary, forward planning of business, and maintaining transparent communication with Members and the public.

## **Social Value**

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

Reducing the number of council meetings can deliver positive social value by supporting Member and staff wellbeing, improving work-life balance, and making participation more accessible for those with other commitments. More streamlined meetings can also improve efficiency and free up time to focus on community engagement and service delivery, while maintaining transparency and public participation.

## **Financial implications**

There are no direct financial implications although a reduced number of meetings will lower additional staff resource time.

## **Recommendations**

Members are invited to note the report and,

1. Consider the proposal to reduce the number of annual Council Committee cycles from six to five.

Witney Town Council – Calendar of Meetings 2026-27

		All meetings held at the Corn Exchange, Witney unless otherwise stated on the published Agenda						
PLANNING & DEVELOPMENT	6pm	Tuesday	21 April 12 May 2 Jun 23 Jun*	14 Jul 4 Aug 25 Aug 15 Sep 6 Oct*	27 Oct 17 Nov 18 Nov*	8 Dec 5 Jan 26 Jan*	23 Feb 16 Mar 13 Apr	27 Apr
CLIMATE & BIODIVERSITY	6pm	Tuesday	19 May	8 Sep		12 Jan		
PARKS & RECREATION	6pm	Monday	2 Jun	7 Sep	2 Nov	11 Jan	8 Mar	
HALLS, CEMETERIES AND ALLOTMENTS	6pm		8 Jun	14 Sep	9 Nov	18 Jan	15 Mar	
STRONGER COMMUNITIES	6pm		15 Jun	21 Sep	16 Nov	25 Jan	22 Mar	
POLICY, GOVERNANCE & FINANCE (& Personnel sub-committee)	6pm		22 Jun	28 Sep	23 Nov	1 Feb	12 Apr	
COUNCIL	7pm		22 Jun*** 13 Jul	12 Oct	7 Dec 14 Dec ** 4 Jan ~	22 Feb	26 Apr	

Sub- Committees

Working parties

Annual Council Meeting – Wednesday 17 May 2027

Annual Town Meeting – Wednesday 14 Mar 2027

**NOTE:** CHRISTMAS BREAK – Meetings will not be called between 14 Dec 2026 and 04 Jan 2027 unless deemed necessary

\* Indicates Full Planning & Development Committee Meeting, including minutes which will be held 'in person' with other planning meetings being held online.

\*\* Meeting on 14 Dec 2026 for budget purposes only

✗ Meeting outside of normal schedule due to Bank Holiday

\*\*\* Meeting for adoption of AGAR

~ For Budget Precept Sign Off

Witney Traffic Advisory Committee at 3.00pm – 29 June 2026, 22 Sept 2026, 19 Jan 2027 & xx March 2027

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**Agenda Item:** Financial Matters referred from Spending Committees

**Meeting Date:** Monday, 2 February 2026

**Contact Officer:** Deputy Town Clerk

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## 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.

Following a resolution of Full Council on 6 October (Minute No. 581 refers), this report provides a summary of all spending committee decisions, both approved and declined, to ensure comprehensive and transparent scrutiny by this Committee which holds overall responsibility for the Council's financial management and oversight of budgetary decisions.

## Current Situation

### **Parks & Recreation Committee – 12 January 2026**

There were no new financial recommendations from the items considered at the meeting.

### **Climate & Biodiversity Committee – 13 January 2026**

**Seasonal Planting Schemes** - The Committee recommended the Council should consider mixed planting schemes from Autumn onwards. The cost was unknown but would come in a future report.

### **Halls Cemeteries & Allotments Committee – 19 January 2026**

**Raised Planter Request – Lakeside Allotments.** The Committee welcomed a request from the Witney Allotment Association for raised allotment beds. A breakdown of costs was requested as it was proposed these should be allocated from the Council's allotments fund. It is hoped a further update will be provided ahead of the meeting.

### **Stronger Communities Committee – 26 January 2026**

**Spring Newsletter** – The Committee recommended that the annual newsletter should be issued to every household in the post as usual within the allowed budget. It was agreed further quotes should be sought from a local delivery company for the whole of Witney.

**Witney Carnival** – The Committee recommended that additional staffing resource may be required for facilitating the event on the day. Further work was required on this issue.

**Heritage Open Days 2026** – The Committee recommended that the Council should mark this occasion in September 2026 (contrary to budget-setting), with any incurred costs coming from existing events budgets.

**Request to fly the Europe Flag** – The Committee recommended that the Council should fly the Europe flag on Europe Day, 5<sup>th</sup> May annually. In line with the Council's flag flying policy, it was agreed that the cost of the flag should be borne by the group requesting it.

**In Bloom** – The Committee recommended a new way in dealing with vouchers to community gardening groups in 2026/27 which provided stricter checks on spending as well as agreeing that £50 should be awarded to the Queen Emma's Group as they were still establishing the garden.

**Request for a bollard at Farmers Close** – The Committee recommended that a bollard should be purchased and installed at the agreed location for up to £600 from existing grounds maintenance budgets.

**High Street Seating** – The Committee recommended that the Council would take on the ongoing repair and maintenance of Eastgate benches in the area proposed in the details from West Oxfordshire District Council.

**Bike Racks & Bins** - The Committee recommended that the Council should not take on ongoing maintenance for bin covers being installed by West Oxfordshire District Council, and that they should be responsible for the cost of redistributing bike racks across the town centre and remedial pavement works.

## **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,

1. Consider agreeing the recommendations of the spending committees as detailed above.
2. Consider additional information provided by the WAA concerning the cost of raised beds at Lakeside Allotments and a level of funding by the Council, if appropriate.

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**Agenda Item:** Grants & Subsidised Lettings

**Meeting Date:** Monday, 2 February 2026

**Contact Officer:** Deputy Town Clerk/RFO

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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
- Subsidised Lettings – Corn Exchange/Burwell Hall (4110/407) - £1,500
- Subsidised Lettings – The Leys/Other (4110/202) - £5,500
- Annual grants - There are also specific budgets for a number of annual grants to organisations. For this meeting, they are covered in a separate report.

## Current Situation

### Subsidised Letting Applications

There are no subsidised letting applications for the current financial year. Applications have been received from Witney Food Revolution and Witney Photo Group for the new year and will be considered at the next meeting on 30 March 2026.

### Discretionary Grants

#### 1. Witney Woodland Volunteers (WWV)

A grant application for £653 has been received from WWV to help towards public liability insurance costs. The full application and supporting documents can be seen in **Appendices A & B**.

## **2. Windrush Church of England Primary School**

A grant application has been received from Windrush School to pay for all or part of the cost of a talk about Mary Ellis – a local woman who flew spitfires in WW2 (one of the streets at Windrush Place is named after her.) The full application and supporting documents can be seen in **Appendices C & D**.

## **3. Be Free Young Carers**

A grant application for £3,000 has been received from Be Free Young Carers in order to register young carers in Witney and deliver 1-2-1 emotional support. The full application and supporting documents can be seen in **Appendices E, F & G**.

## **4. Oasis Family Church**

A grant application for up to £14,750 has been received from Oasis Church towards the cost of a new gas boiler at Ceewood Hall. The full application and supporting documents can be seen in **Appendices H, I & J**.

## **5. Oxfordshire Foster Care Association (OFCA)**

A grant application for £400 has been received from OFCA for the booking of the cinema to provide foster carers and their children an opportunity to do something together. The full application and supporting documents can be seen in **Appendices M & N**.

## **6. West Oxfordshire Performing Arts Foundation (WOXPAF)**

A grant application for £3,500 (or any contribution) has been received from WOXPAF to support the delivery of the inaugural Oxfordshire Festival of Speech, Drama & Musical Theatre in Witney in October 2026. The full application and supporting documents can be seen in **Appendices O, P & Q**.

## **7. Windrush Community Choir (a community activity of Windrush Church)**

A grant application for £2,350 has been received from Windrush Community Choir to help with further growth. The full application and supporting documents can be seen in **Appendices R & S**.

## **Other Grant/Financial Report**

### **8. Oxfordshire Play Association** – An application requesting £1,000 to support a 2026 Witney Playday has been received.

This amount has been agreed in budget-setting for 2026-27. The full application and accounts can be viewed as **Appendices T & U**.

## **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 – Providing grants to local groups and organisations may have a positive impact on equality by supporting inclusive activities and services for people from diverse backgrounds, including those with protected characteristics.
- b) Biodiversity – one of the applicants has a direct impact on the improvement of biodiverse areas within the town.
- c) Crime & Disorder – no direct impact from the contents of the report although support for disadvantaged young people may lead to fulfilling lives.
- d) Environment & Climate Emergency – please see biodiversity section above.

## **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.

Providing funds for community events, including those for older residents, strengthens community cohesion, reduces isolation, supports wellbeing, and encourages connections, helping build a more inclusive and resilient community.

## **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.

- There is no budget remaining for subsidised letting in 2025/26 (4110/407)
- The remaining budget for discretionary grants (4100/407) is £8,200
- The budget for an OPA Play Day in 2026 is £1,000 (4106/408)

## **Recommendations**

Members are invited to:

1. Consider the discretionary grant requests as presented, and award as agreed.
2. Note the grant application from Oxfordshire Play Association for a Play Day in Summer 2026 as agreed during budget-setting.



## WITNEY TOWN COUNCIL

### Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation	Witney Woodland Volunteers (WWV)		
Registered Address*			
Post Code		Tel No.	
Contact Name	Roger Hepworth		
Position in Organisation	Treasurer of Witney Woodland Volunteers (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO YES/NO	Registration No.	N/A
<p>IN 2026 WWV WILL BE 20 YEARS OLD  <b>What are the activities and/or aims of the organisation: THE VOLUNTEER GROUP AIM TO IMPROVE, CONSERVE AND ENHANCE THE LANDSCAPE AND HABITAT OF THE WITNEY AREA FOR THE BENEFIT OF THE WITNEY COMMUNITY AS A WHOLE. WE MEET EVERY MONDAY MORNING THROUGHOUT THE YEAR TO:</b></p> <p><b>I HELP MAINTAIN FOOTPATHS AND WOODLAND THROUGHOUT WITNEY BY CUTTING BACK OVERGROWN VEGETATION, LITTER PICKING AND PLANTING.</b></p> <p><b>2. WE ALSO MANAGE 20 ACRES OF WOODLAND (DEER PARK WOOD) WHICH IS ACCESSIBLE TO THE LOCAL COMMUNITY 24 HOURS A DAY AND PROVIDES A GREEN SPACE FOR RESIDENTS, WALKERS, RUNNERS, SCHOOLS, SCOUT GROUPS, ETC. TO USE AS WELL AS BEING AN IDEAL HABITAT FOR BIRDS, BEES, BUTTERFLIES, DEER, BANDICOOTS + FOXES.</b></p>			
<b>(2) Membership</b>			
How many members do you have?	40		
Approximately how many of your members live in Witney?	34		
Is membership restricted in any way?	Adult members only due to Insurance requirements		
What is your annual subscription, if any?	£8 a year		
Are you affiliated to a national organisation? If so, which one?	No		
Local venue/meeting place	Deer Park Wood or other location within Witney depending on work activity that particular day		

### (3) Grants

**Purpose for which the grant is required:**

In order for the volunteer group to function Insurance must be in place to cover public liability and members. Without this the group would fold. Insurance costs, unfortunately, have risen considerable within the last few years and is now our biggest outlay.

Amount of grant applied for	£ 653 - Insurance costs for 2025 / 2026
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Has your organisation previously applied to the Town Council for a grant?	YES YES/NO
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If YES please give details	2014 - £511 / 2015 - £500 / 2016 - £385 / 2017 - £500 / 2018 - £500 / 2019 - £500 / 2021 - £500
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Have you applied for a grant to any other body or organisation?	NO YES/NO
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If YES please give details	N/A
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### (4) Financial

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

### (5) Fundraising

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

None at this time

### (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. For any further information on WWV please see our website which details our activities and aims in full or do please contact myself

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

Signed:	Date: 26-11-2025
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*Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK*

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

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## WITNEY TOWN COUNCIL

### Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation	WINDRUSH CHURCH OF ENGLAND PRIMARY		
Registered Address*	ISABELLE SPENCER WAY, WITNEY		
Post Code	OX29 7DL	Tel No.	01993 651391
Contact Name	KATE WALSH		
Position in Organisation	SCHOOL BUSINESS MANAGER (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation: A TALK FOR THE PUPILS AND THEN MEMBERS OF THE LOCAL COMMUNITY ABOUT MARY ELLIS BY THE AUTHOR MELODY FOREMAN. ONE OF THE STREETS ON THE WINDRUSH ESTATE IS CALLED MARY ELLIS WAY. MARY WAS A LOCAL WOMAN WHO FLEW SPITFIRES IN WW2.</i></p>			
<b>(2) Membership</b>			
How many members do you have?	186 - PUPILS - LARGE ESTATE		
Approximately how many of your members live in Witney?	100%		
Is membership restricted in any way?	NO		
What is your annual subscription, if any?	NONE		
Are you affiliated to a national organisation? If so, which one?	PART OF THE RIVER LEARNING TRUST		
Local venue/meeting place	WINDRUSH SCHOOL		

### (3) Grants

Purpose for which the grant is required: TO PAY ALL OR PART OF THE COST OF A TALK BY MELODY

Amount of grant applied for £ 650-850 FOR A VISIT

Has your organisation previously applied to the Town Council for a grant?  YES/NO

If YES please give details RESOURCES

Have you applied for a grant to any other body or organisation?  YES/NO

If YES please give details

### (4) Financial

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

### (5) Fundraising

What fundraising events or activities will your organisation be holding this year?  
WE WOULD SELL TICKETS FOR THE EVENT TO CONTRIBUTE TOWARDS THE COST

### (6) General

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

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

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

Signed:

Date: 7.11.25.

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

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

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## WITNEY TOWN COUNCIL

### Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation	Be Free Young		
Registered Address*	Be Free Young Carers, Harwell Innovation Centre, 173 Curie Avenue Didcot		
Post Code	OX11 0QG	Tel No.	01235 838554
Contact Name	Hannah Waugh		
Position in Organisation	Head of Fundraising (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	Yes YES/NO	Registration No.	1042708

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

Be Free Young Carers is the only independent charity in Oxfordshire working exclusively with young carers aged between 8 to 17 years old. Our mission is to improve the emotional and social health, resilience, and development of young carers by widening their life options and empowering them to reach their full potential. We are currently supporting young carers based in South Oxfordshire, The Vale of White Horse, West Oxfordshire and Oxford City. Young carers face numerous challenges that can have a profound impact on their lives. Often feeling isolated, with few or no friends, they are at a higher risk of being bullied at school, experiencing depression, and even self-harming. Furthermore, young carers are more vulnerable to substance abuse, grooming, and sexual exploitation. Our objective is to help Oxfordshire's young carers achieve their full potential by enhancing their emotional and social well-being. We provide a network of practical and emotional support, including 1-2-1 emotional support, counselling, mindfulness activities, and befriending. Additionally, we offer 13+ youth clubs and respite opportunities.

<b>(2) Membership</b>	
How many members do you have?	716
Approximately how many of your members live in Witney?	55 registered and 26 on our referral list.
Is membership restricted in any way?	Members must be Young Carers.
What is your annual subscription, if any?	N/A.
Are you affiliated to a national organisation? If so, which one?	We are in the Carers Trust partnership but are independent from any other charities.
Local venue/meeting place	Guide posts office - 33 High Street Witney OX28 6HP

### (3) Grants

Purpose for which the grant is required:

In order to register young carers in Witney and deliver 1-2-1 emotional support to young carers in need of this wellbeing support. We still have 26 young carers in Witney requiring registration with more joining the waitlist on a weekly basis.

Amount of grant applied for	£ 3,000
Has your organisation previously applied to the Town Council for a grant?	Yes. YES/NO
If YES please give details	We received £2000 of funding which ran from September 2024 - September 2025 for our first year of support to Young Carers in the area.
Have you applied for a grant to any other body or organisation?	Yes. YES/NO
If YES please give details	We are an independently funded charity and have sought funding for West Oxfordshire. We have secured funding from Step Change which covers some of our West Oxfordshire costs.

### (4) Financial

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

### (5) Fundraising

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

We are working in partnership with Dorchester Festival with funds from their 10 day event coming to the charity. We are also working from Frilford Heath Golf Club and will be hosting Quiz events with them.

In addition we will be hosting our annual fun day for families to attend.

### (6) General

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

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

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

Signed:	Date: 13/01/2026
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*Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK*

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

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## WITNEY TOWN COUNCIL

### Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation	Oasis Family Church Witney		
Registered Address*	11 - 17 Fettiplace Road, Witney		
Post Code	OX28 5AP	Tel No.	01993773090
Contact Name	Akinola Smith		
Position in Organisation	Trustee <small>(i.e. Chairman, Treasurer, Secretary)</small>		
Registered Charity	YES/NO Yes	Registration No.	1118723
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>The Church's aim is the advancement of the Christian faith.            In support of this objective, the church may engage in a number of activities, including:            Worship and prayer;            Evangelism and Mission;            Nurture and growth of Christian disciples;            Training and equipping the congregation for Christian service;            Giving pastoral care;            Supporting charitable social action at home and abroad;            Relating in support and fellowship to other Christians.</p>			
<b>(2) Membership</b>			
How many members do you have?	12		
Approximately how many of your members live in Witney?	All		
Is membership restricted in any way?	Restricted to Christians		
What is your annual subscription, if any?	None		
Are you affiliated to a national organisation? If so, which one?	The Evangelical Alliance		
Local venue/meeting place	Ceewood Hall, Fettiplace Road, OX28 5ES		

### (3) Grants

Purpose for which the grant is required: To purchase a new gas boiler for Ceewood Hall. Ceewood Hall is also used by the council, the local community, as well as other groups.

Amount of grant applied for	£ 14,750 *This is quotation from the heating engineers. We will gratefully receive the full or part of the quotation.
Has your organisation previously applied to the Town Council for a grant?	Not sure YES/NO
If YES please give details	
Have you applied for a grant to any other body or organisation?	Yes YES/NO
If YES please give details	FYE Mar 2024, Oasis received 2 grants: £1000 for Christmas lunch for seniors in the Windrush Valley Estate for Dec 2023 hosted in Ceewood Hall, and £500 for running weekly coffee mornings at The Oasis, 17 Fettiplace Road, Witney OX28 5AP

### (4) Financial

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

### (5) Fundraising

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

We generally don't do fund raising. However, we hire out Ceewood Hall to various groups and receive donations.

### (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: <i>Akinola Smith</i>	Date: 23/01/2026
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*Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK*

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

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## WITNEY TOWN COUNCIL

### Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation	OXFORDSHIRE FOSTER CARE ASSOCIATION		
Registered Address*			
Post Code		Tel No.	
Contact Name	ROTH MCVELLAH		
Position in Organisation	TREASURER (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration No.	1136591
<p>What are the activities and/or aims of the organisation:</p> <p>THE SUPPORT OF FOSTER CARERS IN OXFORDSHIRE, THEIR BIRTH AND FOSTERED CHILDREN</p>			
<b>(2) Membership</b>			
How many members do you have?	211		
Approximately how many of your members live in Witney?	35		
Is membership restricted in any way?	CARERS REGISTERED WITH OXFORDSHIRE COUNTY COUNCIL		
What is your annual subscription, if any?	N/A		
Are you affiliated to a national organisation? If so, which one?	N/A		
Local venue/meeting place	ONLINE		

### (3) Grants

Purpose for which the grant is required:

BOOKING OF WITNEY CINEMA TO PROVIDE FOSTER CARERS AND THEIR CHILDREN AN OPPORTUNITY TO DO SOMETHING TOGETHER.

Amount of grant applied for	£400
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Has your organisation previously applied to the Town Council for a grant?	YES/NO
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If YES please give details	fundraising for storage unit shielding to provide locals with equipment for foster care.
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Have you applied for a grant to any other body or organisation?	YES/NO
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If YES please give details	
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### (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?

ONLINE RAFFLE, Skydiving and Bonfire night.

### (6) General

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

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

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

Signed:	Date: 20/11/26
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Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK

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

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## WITNEY TOWN COUNCIL

### Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation	West Oxfordshire Performing Arts Foundation (WOXPAF)		
Registered Address*			
Post Code		Tel No.	
Contact Name	Bethany Mabbutt		
Position in Organisation	Chair and Founder (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	Pending	Registration No.	Application to Charity Commission submitted (CIO structure in place)
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>WOXPAF's aims are rooted in Inclusive Arts, Connected Communities and Creative Futures. We will advance inclusive participation in speech, drama and musical theatre across West Oxfordshire by delivering professionally adjudicated festivals, skills-based workshops and community showcases for people of all ages and abilities. We will remove barriers to access through bursaries, subsidised fees and pay-what-you-can ticketing, using the performing arts to build confidence, strengthen community connections and deliver clear public benefit through robust governance and safeguarding.</p>			
<b>(2) Membership</b>			
How many members do you have?	No formal membership model,		
Approximately how many of your members live in Witney?	Anticipated 50-60% + participants/audience/ volunteers from Witney and surrounding area.		
Is membership restricted in any way?	No formal membership model,		
What is your annual subscription, if any?	None		
Are you affiliated to a national organisation? If so, which one?	Yes – Provisional member of the British & International Federation of Festivals for Music, Dance and Speech		
Local venue/meeting place	Corn Exchange, Witney or Langdale Hall, Witney (final venue confirmation pending).		

<b>(3) Grants</b>		Purpose for which the grant is required:	
<p>To support the delivery of the inaugural Oxfordshire Festival of Speech, Drama &amp; Musical Theatre in Witney (October 2026), specifically contributing towards venue hire and access provision. Grant support will enable WOXPAF to keep entry fees affordable, provide bursaries for participants facing financial hardship, and deliver a high-quality, professionally adjudicated event that benefits local schools, families and community groups</p>			
Amount of grant applied for		£ 3,500	(any contribution gratefully received)
Has your organisation previously applied to the Town Council for a grant?			NO
If YES please give details			
Have you applied for a grant to anyother body or organisation?			NO
If YES please give details		This is the first external funding application for the festival., we will be approaching other organisations for sponsorship and support.	
<b>(4) Financial</b> <p>As a new organisation, a detailed business plan and financial forecast is enclosed. Projected income for the 2026 festival is £6,998 against forecast expenditure of £10,860, with the shortfall addressed through grant aid, sponsorship and fundraising.</p>			
<b>(5) Fundraising</b>		What fundraising events or activities will your organisation be holding this year?	
<p>Planned fundraising activities include:</p> <ul style="list-style-type: none"> <li>Community showcase ticket sales</li> <li>Local business sponsorship packages</li> <li>Online donations and supporter appeals</li> <li>Partnership activities with schools and theatre groups</li> </ul>			
<b>(6) General</b> <p>WOXPAF will acknowledge any grant support from Witney Town Council on all relevant literature, including festival programmes, digital marketing and social media. Additional information enclosed includes the business plan, safeguarding policy and a copy of our outreach document which will be distributed to local organisations to encourage involvement, participation and partnership in the festival.</p>			
<p><i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i></p>			
Signed:		Date: 23-01-26	

*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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**Inclusive Arts.**

**Connected Communities.**

**Creative Futures.**

# **Investing in Creativity**

**SUPPORT THE**

**OXFORDSHIRE  
FESTIVAL  
OF SPEECH, DRAMA &  
MUSICAL THEATRE**

🌐 [www.woxpa.org](http://www.woxpa.org)  
✉ [info@woxpa.org](mailto:info@woxpa.org)



# Welcome!

***Dear Friends, Supporters, and Champions of the Arts,***

Welcome—and thank you for taking the time to explore the vision behind the Oxfordshire Festival of Speech, Drama & Musical Theatre.

At the West Oxfordshire Performing Arts Foundation (WOXPAF), we believe creativity belongs to everyone. The performing arts have the power to uplift, connect, and transform lives—and communities. Founded on a commitment to inclusion and artistic excellence, WOXPAF is dedicated to making the performing arts accessible to all, regardless of age, background, or financial circumstance.

In 2026, we'll launch the Oxfordshire Festival of Speech, Drama & Musical Theatre—a vibrant, professionally adjudicated celebration of live performance, learning, and community spirit. From Shakespeare to show tunes, poetry to original writing, the festival offers opportunities for performers of all levels, alongside workshops and community showcases.

But this isn't just a weekend of performances—it's a celebration of voices, stories, and belonging. With fee waivers, bursaries, inclusive formats, and accessible venues, we're creating a space where everyone can grow, share, and shine.

## **But we can't do it alone.**

Whether you're a business seeking meaningful impact, a grant funder looking for measurable public benefit, or a local supporter who simply loves the arts—your contribution helps us break down barriers, nurture talent, and build a lasting legacy of creativity in Oxfordshire.

Join us in creating a festival that's not only about performance, but about connection, growth, and joy. Together, we'll make the arts a place where everyone has a voice—and a stage to share it.

Warm regards,

**The WOXPAF Team**



# About WOXPAF

The West Oxfordshire Performing Arts Foundation (WOXPAF) is a charitable organisation committed to making the performing arts accessible, inclusive, and enriching for everyone. Established in 2025, WOXPAF was founded on a simple but powerful belief: that creativity should be a right, not a privilege—and that the stage can be a space where confidence grows, communities connect, and voices are truly heard. Our flagship event—the Oxfordshire Festival of Speech, Drama & Musical Theatre—is the cornerstone of this mission.

As a Charitable Incorporated Organisation (CIO), WOXPAF is governed by a dedicated board of trustees and operates with robust safeguarding, financial oversight, and a deep commitment to public benefit. Our work is guided by five core charitable objectives:

**1**

## Advance the Performing Arts

Through festivals, workshops, and performances—especially in speech, drama, and musical theatre.

**2**

## Promote Inclusive Arts Participation

By offering accessible, welcoming opportunities for people of all ages and backgrounds.

**3**

## Support Education and Personal Growth

Through skills-based workshops and adjudicated events that build confidence, creativity, and communication.

**4**

## Removing financial barriers

By providing bursaries, subsidies, and “pay what you can afford” ticketing.

**5**

## Foster Community Collaboration

By connecting schools, theatre groups, and local organisations across West Oxfordshire.

WOXPAF offers a supportive environment where artistic growth and personal development go hand in hand. Through our flagship event—the Oxfordshire Festival of Speech, Drama & Musical Theatre—and an expanding programme of workshops and showcases, we’re building a movement that celebrates creativity, nurtures talent, and brings people together.

# OXFORDSHIRE FESTIVAL OF SPEECH, DRAMA & MUSICAL THEATRE

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Coming to Witney in 2026, the **Oxfordshire Festival of Speech, Drama & Musical Theatre** will bring together performers of all ages for a weekend of expressive arts, learning, and connection. Whether stepping onto the stage for the first time or returning as a seasoned performer, this festival is designed to be welcoming, inspiring, and full of opportunity.

Building on WOXPAF's mission of inclusion and artistic excellence, the festival goes beyond performance—it's about creating a vibrant, collaborative community. By uniting schools, drama clubs, local theatre groups, and individual performers, we aim to spark new partnerships, celebrate local talent, and foster lasting connections among those who share a love of the stage.

This event fills a long-standing gap in Oxfordshire's cultural calendar. It's a space where voices are heard, stories are shared, and creativity thrives through the magic of live performance.

## Inclusive by Design

To make this vision real, we're embedding inclusion and accessibility into every aspect of the Oxfordshire Festival of Speech, Drama & Musical Theatre:



**Financial support** through fee waivers and bursaries ensures cost is never a barrier to participation.

**All abilities and experience levels are welcome**, with a non-competitive format focused on personal growth and confidence.

**Accessibility is a priority**—from venue selection to programme design—so everyone can take part fully and comfortably.

**This is a festival where everyone belongs, and every voice is valued.**

Building on our commitment to inclusion and community, the Oxfordshire Festival of Speech, Drama & Musical Theatre will be a vibrant two-day celebration of the performing arts in West Oxfordshire. Designed to showcase local talent, support artistic and personal growth, and bring people together, the festival offers creative experiences that are open, accessible, and inspiring.

## Adjudicated Festival Classes

At the heart of the festival are our inclusive, adjudicated performance classes. These sessions invite performers of all ages and abilities to share their work in front of a supportive audience and a professional adjudicator, who provides written feedback focused on personal growth. The classes are non-competitive, with certificates awarded on merit rather than rankings. Participants can perform individually or as part of a group in categories such as solo monologues, duologues, ensemble drama scenes, poetry recitals, original writing, and extracts from Shakespeare.

## Skills-Based Workshops

Interactive sessions open to all, offering practical training in areas such as vocal technique, improvisation, and audition preparation—designed to build confidence and support lifelong learning.

## Community Showcase

A celebratory evening featuring short performances from local schools, theatre groups, and community organisations—highlighting the creative energy and talent of West Oxfordshire.

As a provisional member of the British and International Federation of Festivals for Music, Dance and Speech, we're proud to be part of a respected network of UK and international festivals. This affiliation gives us access to expert adjudicators and national best practice—ensuring professional standards from day one. With Oxfordshire's rich creative talent, a dedicated platform like ours is long overdue, and we're excited to put our region on the national stage.



# WHY SUPPORT US?

Delivering this festival takes more than passion—it requires resources and collaboration. The Oxfordshire Festival of Speech, Drama & Musical Theatre is a transformative celebration of creativity, inclusion, and community. Your support will help us deliver a professionally run, accessible event that nurtures local talent and brings people together through the power of the performing arts.

## Your Support Will Help Us:

### **Champion Inclusion**

- Low entry fees and bursaries ensure everyone can take part, regardless of financial background.

### **Deliver Excellence**

- Funding provides expert adjudicators, engaging workshops, and professional venues—without passing costs to participants.

### **Celebrate Local Talent**

- Give Oxfordshire's creative voices a platform to be seen and heard.

### **Connect Communities**

- Bring together schools, families, artists, and local organisations—fostering pride and collaboration.

### **Develop Lifelong Skills**

- Help participants gain confidence, communication, and creative skills that support education and careers.

### **Create a Lasting Impact**

- Your support establishes the festival as an annual event with growing regional influence.

### **Make Every Experience Count**

- From certificates to a welcoming atmosphere, we ensure every participant feels valued.

# Your support creates a lasting impact—helping us establish a sustainable annual festival that champions creativity, inclusion, and community—and we'll make sure it's recognised.

We understand that sponsors and donors want their support to be meaningful—not just for the festival, but for themselves too. That's why we offer clear, visible benefits in return. Beyond funding an accessible, professionally run event, you'll gain benefits that matter to you and your organisation.

## What You Gain by Giving

### Make a Real Impact

Help remove barriers to participation, making the arts accessible to all—regardless of background or income.

### Be Seen and Celebrated

Your name and brand will be acknowledged in printed programmes, our website, and social media—connecting you with a vibrant, engaged local audience.

### Align with Meaningful Values

Show your commitment to inclusion, education, and cultural enrichment—values that resonate with socially conscious communities.

### Tailored Recognition

From public acknowledgements to opportunities to present awards or attend events, we offer flexible ways to celebrate your support.

### Build Local Connections

Join a network of individuals, businesses, and organisations working together to uplift Oxfordshire's creative communities.

# FUNDING NEEDS

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To keep the festival accessible to as many people as possible, we've deliberately kept participant entry fees and audience ticket prices low—just enough to cover essential costs like venue hire, adjudication, and administration. However, delivering a high-quality, inclusive event still requires substantial resources. That's why we're actively seeking funding and sponsorship to support the festival's launch and establish it as a sustainable annual celebration of local talent. With additional support, we can offer fee waivers to those facing financial barriers, expand our programming, and ensure the festival continues to grow and thrive in the years ahead. Here's what it takes to deliver a festival that's accessible, inspiring, and professionally run:

## 01 — Festival Delivery



- Venue Hire – £2,500
- Professional Adjudicator Fees – £1,200
- Workshop Leader Fees – £1,000
- Printed Materials (posters, programmes, certificates) – £1,000
- Bursary Fund – £1,000

## 02 — Operations and Admin



- BIFF Membership – £400
- Insurance and Licenses – £500
- Refreshments for Festival volunteers, workshop leaders and adjudicators – £300
- Contingency – £1,000

## 03 — Digital Infrastructure



- Website – £220
- Email Marketing – £110
- Play and Perform Festival platform – £200

**To make it happen, our funding goal is**

**£10,500**

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***If we secure additional funding, we aim to introduce trophies that celebrate growth, skill, and effort, and enhance accessibility with features such as BSL interpretation and sensory-friendly spaces.***

# HELP US MAKE IT HAPPEN

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There are many meaningful ways to support the Oxfordshire Festival of Speech, Drama and Musical Theatre. Whether you're a business, individual, or organisation, your involvement helps us deliver a high-quality, inclusive event that celebrates creativity and strengthens community connections.

## DONATE

Every contribution—big or small—helps us deliver an inclusive, professional festival.

## SPONSOR AN AWARD

Celebrate talent with trophies, certificates, or bursaries for outstanding performers.

## ADVERTISE IN OUR PROGRAMME

Promote your business to a wide local audience through our printed event materials.

## HELP COVER CORE COSTS

Support essentials like insurance, website hosting, and volunteer training.

## ENABLE ACCESSIBILITY FOR ALL

Support BSL interpretation, sensory-friendly spaces, and mobility assistance.

# NEXT STEPS

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Thank you for taking the time to learn about the Oxfordshire Festival of Speech, Drama & Musical Theatre and the vision behind WOXPAF. We hope our commitment to inclusion, creativity, and community connection has inspired you.

You've seen our vision—now let's make it happen together

If our mission resonates with you, we'd love to hear from you. Whether you're considering a donation, sponsorship, partnership, or simply exploring ways to get involved, your support can make a real and lasting impact.

Let's work together to create a festival that uplifts voices, nurtures talent, and brings people together through the transformative power of the performing arts.

**Join us in creating an unforgettable celebration of creativity, inclusion, and community.**

## Connect With Us



[www.woxpa.org](http://www.woxpa.org)

[info@woxpa.org](mailto:info@woxpa.org)

**@westoxpa**

**@oxfestivalarts**





## WITNEY TOWN COUNCIL

### Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation	Windrush Community Choir (a community activity of Windrush Church)		
Registered Address*			
Post Code	[REDACTED]	Tel No.	[REDACTED]
Contact Name	Bryce Staniland		
Position in Organisation	Treasurer		
Registered Charity	YES	Registration No.	1210360

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

The choir started in November 2024 and meets weekly in the Windrush School community room to practice a range of songs including popular songs from the charts and songs from musicals and stage shows as well as more traditional songs. The choir is open to anyone who likes to sing whatever their level of musical ability. Most members come from west Witney in particular the new Windrush Place and Colwell Green estates. The choir has performed at the switching on of the Witney Town Christmas lights in 2025 and at a number of other local events recently now we have developed a good repertoire.

The aim of the choir is to promote the wellbeing of the members through the medium of song and to contribute to the cohesion of the local community through shared activities.

<b>(2) Membership</b>	
How many members do you have?	20 members
Approximately how many of your members live in Witney?	All members live in Witney
Is membership restricted in any way?	No
What is your annual subscription, if any?	Weekly fees of £5 per member
Are you affiliated to a national organisation?	The choir is part of Windrush Church which

If so, which one?	is affiliated to the Baptist Union
Local venue/meeting place	Windrush Church of England School community room.

### (3) Grants

Purpose for which the grant is required:

As the choir has only recently started, we have not yet built up enough members to break even. We have grown from 8 initial members in November 2024 to 20 now and hope to grow further over the next 12 months. We need a grant to cover our deficit until our membership grows to a point at which members fees will cover our costs.

Amount of grant applied for	£2,350
Has your organisation previously applied to the Town Council for a grant?	YES
If YES please give details	Windrush Church received a grant of £50 last year towards the purchase of new toys for our toddler group.
Have you applied for a grant to any other body or organisation?	YES

### (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.*

I attach a set of the choir accounts covering the period from November 2024 to December 2025 together with a budget for 2026. The choir finances form part of the church accounts which are available on request. The church itself has only been formally constituted since October 2024 so its first accounts cover the period from October 2024 to December 2025 and are currently subject to trustees' approval as they have only recently been prepared for external examination.

### (5) Fundraising

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

We hope to attract donations when we perform at concerts throughout the year.

### (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.

West Oxfordshire District Council have directed us to apply to Witney Town Council for grant support this year rather than agreeing to continue their support in 2026.

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

Signed:

Date:

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

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



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## WITNEY TOWN COUNCIL

### Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	Oxfordshire Play Association (OPA)		
Registered Address*	Suite 8-05, Unit 8, Area C, Radley Road Industrial Estate, Radley Road, Abingdon, Oxon.		
Post Code	OX14 3RY	Tel No.	[REDACTED]
Contact Name	Martin Gillett		
Position in Organisation	OPA Manager / Project Manager (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration No.	1160320
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>The Oxfordshire Play Association is a Charitable Incorporated Organisation (Registered Charity Number 1160320) and has been offering a Countywide Service across Oxfordshire since 1974.</p> <p>Our Vision is to 'Improve Lives Through Play'</p> <p>Our Mission Statement is to 'Champion and to support the rights of all Children and Young People to have access to high quality, inclusive, Play opportunities to improve their Physical, Mental and Spiritual wellbeing'</p> <p>Our Purpose, Values and Objectives are</p> <ul style="list-style-type: none"> <li>• Create Playful communities for Children and their Families</li> <li>• Raise awareness amongst parents and carers of the importance of Play in their Children's lives</li> <li>• Promote the importance of Play to Statutory, Corporate and Voluntary organisations</li> <li>• Increase the number of qualified Playworkers delivering high quality Play as part of a qualified workforce</li> <li>• Provide services and support to settings and partnerships that promote and influence Play and Playwork</li> </ul> <p>We deliver 3 main strands of work;</p> <ul style="list-style-type: none"> <li>• Play Projects (Playday, Street Play, Stay &amp; Play, Saturdads, Play Rangers, Playful Woodlands, Therapeutic Playwork, Junior Youth Clubs etc)</li> <li>• Play Training</li> <li>• Support Services (Advice, Guidance, Outreach, Partnerships and Networking)</li> </ul>			

<b>(2) Membership</b>	
How many members do you have?	We no longer offer a membership service due to the administration costs involved
Approximately how many of your members live in Witney?	N/A
Is membership restricted in any way?	ALL of our projects and services are open and accessible to ALL and ALL of our projects and services are offered FREE of charge to service users
What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	Play England
Local venue/meeting place	Various across Oxfordshire
<b>(3) Grants</b>	
Purpose for which the grant is required: Witney Play & Activity Day 2026	
Each year OPA organises a series of Play and Activity days at multiple venues across Oxfordshire in line with the ethos of National Playday, the celebration of the Childs Right to Play, ( <a href="http://www.playday.org.uk">www.playday.org.uk</a> )	
From 2012 to 2025 inclusive we have delivered over 160 events across Oxfordshire which have been attended by over 170,000 'guests' (Our 2020 Events were postponed due to Coronavirus Lockdowns / Restrictions)	
The key selling point of our project is that all of our events offer both FREE Entrance and FREE Activities to ensure an Inclusion for ALL.	
As part of this project / these events we always deliver an event for Witney which is always very well received, in 2026 this is scheduled to take place on Thursday 6 <sup>th</sup> August at Burwell Meadow as per Tom Davies, Witney Town Councils Venue & Events Officer request	
As in previous years we will work with a wide range of local organisations in both the planning and delivery of this project / event	
These events were already becoming increasingly important with the savage cuts previously imposed on Children and Families services in Oxfordshire (including the closure of local Children's Centres and Youth Services) during Austerity in terms of providing activities and information on services available to local families.	
These needs were further exacerbated by the issues caused by Covid-19.	
In addition to all this Children, Young People and their Families now face an unprecedented Cost of Living Crisis.	
It is of no surprise to anyone then that we are now seeing unprecedented increases in children's mental health problems and loneliness, alongside reduced physical activity.	
Our project has the following key, aims and objectives;	
For Children & Young People	
<ol style="list-style-type: none"> <li>1) Promote Positive Behaviours &amp; Activities (reduce anti-social behaviour)</li> <li>2) Promote Increased Levels of Physical Activity</li> <li>3) Promote a Healthy Lifestyle (healthy choices)</li> </ol>	

4) Promote Healthy Weight Management (obesity reduction)  
 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

For Parents / Carers

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

For Communities

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

Amount of grant applied for	£1,000 (from a total project budget of £5,000)	
Has your organisation previously applied to the Town Council for a grant?		YES
If YES please give details	Witney Town Council have kindly supported our Annual Witney Playday for many years making it a fixture in the local events calendar	
Have you applied for a grant to any other body or organisation?		YES
If YES please give details	WODC / Witney Central Community Insight Fund OCC Councillor Priority Fund / Cllrs Thomas Ashby & Andrew Coles Cottsway Housing Witney Town Hall Charity Blenheim Bursary	

**(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?

Friends of OPA Donation Scheme, Council Charitable Lotteries, Tenders and Contracts and Grants and Trusts

**(6) General**

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

literature.

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

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

Signed: M Gillett (signed electronically)

Date: 12<sup>th</sup> January 2026

*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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# Agenda Item 15

By virtue of the Public Bodies (Admission to Meetings) Act 1960 s1

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