

Public Document Pack  
**Policy, Governance & Finance**  
**Committee Meeting of Witney Town Council**



**Monday, 30th March, 2026 at 6.00 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**

In accordance with the Openness of Local Government Bodies Regulations 2014, public meetings may be filmed, audio-recorded, or photographed. Anyone intending to record the proceedings is asked, as a courtesy, to inform the Committee Clerk before the meeting begins.

This meeting will be broadcast live via Microsoft Teams and recorded; by attending or participating, you consent to the recording and public sharing of audio and video, which may be made available for later viewing. For details on how personal data is handled, please see the [Privacy Notice](#)

To view the meeting please follow this link [Policy, Governance & Finance Committee | Meeting-Join | Microsoft Teams](#)

**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 - 9)
  - a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 2 February 2026.
  - 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. **Procurement Policy Review** (Pages 10 - 22)

To receive and consider the report of the Responsible Financial Officer together with an updated Procurement Policy

6. **Corn Exchange Art Display Policy** (Pages 23 - 25)

To receive and consider approval of the Corn Exchange Art Display Policy.

**Governance**

7. **Payment of Accounts** (Pages 26 - 45)

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

8. **Interim Audit Report** (Pages 46 - 52)

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

9. **Effectiveness of Internal Control: Corporate & Financial Risk Assessment** (Pages 53 - 84)

To receive and consider the report of the Responsible Financial Officer.

**Finance**

10. **Finance Report** (Pages 85 - 136)

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2025/26.

11. **Financial Matters referred from Spending Committees** (Pages 137 - 139)

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

12. **Grants & Subsidised Lettings** (Pages 140 - 182)

To receive and consider the report of the Deputy Town Clerk

13. **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

14. **Property, Legal & Insurance Matters** (Pages 183 - 208)

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

15. **The Station - Draft Service Level Agreement 2026-2029** (Pages 209 - 218)

To receive and consider the joint report of the Deputy Town Clerk and Responsible Financial Officer.

16. **Staffing Matters**

To receive the confidential minutes of the Personnel Sub-Committee held on 24 February and 25 March 2026 and agree any recommendations contained therein.



Town Clerk

# Agenda Item 3

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

Held on Monday, 2 February 2026

At 7.10 pm in the Gallery Room, The Corn Exchange, Witney

### Present:

Councillor R Smith (Chair)

Councillors:	J Aitman R Crouch A Bailey J Doughty	T Ashby G Doughty S Simpson
Officers:	Sharon Groth Adam Clapton Derek Mackenzie  Nigel Warner Caitlin Head	Town Clerk Deputy Town Clerk Senior Administrative Officer & Committee Clerk Responsible Financial Officer Finance Apprentice
Others:	6 members of the public. Councillor Georgia Meadows Councillor James Robertshaw	

### F70 APOLOGIES FOR ABSENCE

There were no apologies for absence.

### F71 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

### F72 MINUTES

The minutes of the Policy, Governance & Finance Committee meeting held on 24 November 2025 were received.

There were no matters arising from the minutes.

### **Resolved:**

That, the minutes of the Policy, Governance & Finance Committee meeting held on 24 November 2025 be approved as correct records of the meeting and be signed by the Chair.

### F73 PUBLIC PARTICIPATION

*The Committee adjourned for this item.*

The Committee received representations from Windrush Community Choir, Oxfordshire Foster Care Association (OFCA) and West Oxfordshire Performing Arts Foundation (WOXPFAF) in support of their grant applications under agenda item 13.

*The Committee reconvened.*

*During the following Agenda Item  
Three members of the public left at 7:24pm  
A Member of the public left at 7:42pm  
A Member of the public left at 7:57pm  
A new Member of the public joined the meeting at 7:59pm*

*Cllr J Robertshaw left the meeting briefly between 7:42pm and 7:44pm*

F74 **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 each application in turn and welcomed the high level of engagement from groups providing services to the community. As it was not possible to fully fund all applications, Members undertook further scrutiny and discussion, including whether alternative grant funding might be available and whether some requests met the agreed criteria. In some cases, applications did not clearly demonstrate the community benefit of the proposed purpose.

The Committee showed particular interest in an application to establish a community arts festival and, while unable to offer the full amount requested, agreed that support could be provided as subsidised use of the Corn Exchange as an alternative.

Members also noted the application from the Oxfordshire Play Association and that funding for this had been agreed through a separate budget line.

**Resolved:**

1. That, the report be noted and,
2. That, Witney Woodland Volunteers be awarded a grant of £653 and,
3. That, Windrush Church of England Primary School be awarded a grant of £250 and,
4. That, Be Free Young Carers be awarded a grant of £2,000 and,
5. That, Oxfordshire Foster Care Association be awarded a grant of £400 and,
6. That, Windrush Community Choir be awarded a grant of £2,350 and,
7. That, West Oxfordshire Performing Arts Foundation be awarded a grant of £1,000 towards the bursary part of their application and subsidised hire of the Corn Exchange for an inaugural Festival of Speech, Drama & Musical Theatre and,
8. That, this subsidised hire fee be taken from budget line 4111/408 and,
9. That, Oasis Family Church is not awarded a grant on this occasion and,
10. That, the grant application from Oxfordshire Play Association for £1,000 towards a 2026 Play Day as previously agreed in principle, be noted and approved and,
11. That, any underspend in the grants budget for 2025/26 be rolled forward to the budget for 2026/27 and,
12. That, these grants be awarded under the General Power of Competence and awardees be asked to acknowledge the Town Council in any promotional material.

F75 **TREE POLICY**

The Committee received and considered an updated Tree Policy for approval by the Council.

The policy had been recommended for approval by the Climate & Biodiversity Committee at its meeting on 13 January 2026.

Members agreed that the planting of trees on Council land should be addressed in the policy, including clarification that the Council would be remove them where prior permission had not been granted.

Members expressed concern that the policy may be too restrictive for vulnerable residents. Officers advised this had been considered when the policy was recommended for approval and assurances had been provided on the issue.

**Resolved:**

That, the revised Tree Policy, with the above amendment on planting without permission, be agreed and adopted by Witney Town Council.

F76 **MEMORIAL TREE POLICY**

The Committee received and considered an updated Memorial Tree Policy for approval by the Council.

The policy had been recommended for approval by the Climate & Biodiversity Committee at its meeting on 13 January 2026.

**Resolved:**

That, the revised Memorial Tree Policy be agreed and adopted by Witney Town Council.

F77 **INFORMATION TECHNOLOGY POLICY**

The Committee received and considered an updated Information Technology Policy for approval by the Council.

Although the Council already had IT policies, they were in need of review and, in line with changes to the annual governance and accountability return, it was timely to review them in line with these requirements based on sector guidance with technological advice from the Council's IT provider.

Members welcomed the policy, noting that it covered both Councillors and employees and was very robust in nature.

**Resolved:**

That, the revised Information Technology Policy be agreed and adopted by Witney Town Council and reviewed after twelve months.

**F78 PAYMENT OF ACCOUNTS**

The Committee received the report of the Responsible Financial Officer with the accompanying payment schedules, bank statements and reconciliations for October and November 2025.

**Resolved:**

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

<b>Payment reference</b>	<b>In the sum of:</b>	<b>Account</b>
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

**F79 INTERIM INTERNAL AUDIT REPORT 2025-26**

The Council received the final interim report of the Council’s independent Internal Auditor for the 2025-26 fiscal year.

Members were advised there were no issues to draw members attention to. The Leader of the Council thanked Officers for their diligence in achieving the positive report.

**Resolved:**

That, the internal Audit interim report for 2025/26 be welcomed.

**F80 ANNUAL TOWN MEETING 2026**

The Committee received and considered the report of the Senior Administrative Officer/Committee Clerk concerning the Annual Town Meeting which would be held on Wednesday 18<sup>th</sup> March 2026.

Members were presented with outline proposals for the meeting, including options for its layout, format, and management.

It was agreed that the current format utilising round tables and part of the retractable seating had been successful and did not require changes. Operational arrangements for the evening, as set out in the report should be managed by officers.

**Resolved:**

1. That, the report be noted and,
2. That, the former layout and format for the meeting be agreed as presented in the report and,
3. That, all other operational arrangements for the meeting be delegated to officers.

F81 **COMMITTEE CALENDAR 2026/27**

The Committee received a draft calendar of Meetings for the 2026/27 council year.

The Deputy Town Clerk highlighted a significant proposed change for the coming year. The period between mid-May and July, which traditionally included two Committee cycles, had been particularly compressed, often placing pressure on both Council business and day-to-day operations. It was therefore proposed that the number of Committee cycles be reduced from six to five.

Members acknowledged the issue and noted the high volume of meetings currently held by the Council and the benefits a reduction could bring. While there was some concern that reducing the number of cycles could result in longer meetings, it was agreed that this approach should be trialled and reviewed after one year to determine whether further changes were required.

**Recommended:**

That, the calendar of meetings for 2026/27, as presented be recommended for approval.

F82 **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.

An update was provided on a raised planter request from the Witney Allotment Association, previously considered by the Halls, Cemeteries & Allotments Committee. A revised cost breakdown reduced the requested amount to £2,000. Members were supportive, acknowledging some reservations about the number of plots this would return, but agreed that supporting retirees and those with reduced mobility was important.

A further verbal update was provided on the spring newsletter printing and distribution. Three comparative quotes had been obtained as requested by the Stronger Communities Committee. Taking into account previous issues with Royal Mail delivery, the Committee agreed to proceed with Provider A.

**Resolved:**

1. That, the report and verbal update be noted and,
2. That, the recommendations of the spending Committees as detailed be approved and,
3. That, the request and funding of raised planters at Lakeside Allotments for the sum of £2,000 be approved, subject to these being reserved for use by older persons and or those with reduced mobility and,
4. That, the quote of Supplier A be approved for the printing and distribution of the Spring newsletter for the sum of £2,818.

F83 **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.

*The member of the public left the meeting at 8.01pm*

F84 **EXTERNAL STOCKTAKE UPDATE**

The Committee received and considered the external stock takers report for the bar operations of the Council.

Members welcomed the positive report and low surplus and congratulated the Bar Manager and her team on their excellent work.

**Resolved:**

That, the external stocktake report be noted.

F85 **PROPERTY, LEGAL & INSURANCE MATTERS**

The Town Clerk/C.E.O provided a confidential verbal update on matters relating to the Council's property and legal matters.

Members were advised that Heads of Terms had been agreed for the lease of the Courtside Hub and facilities at The Leys. The terms provided long-term stability for the tenant, guaranteed income for the Council, and included regular reporting requirements.

The Committee also heard that progress had been made on draft Heads of Terms for a new lease to West Witney Sports & Social Club, which were currently under negotiation for implementation following the completion of the ongoing refurbishment. During the build, the cost of utilities and services was being covered by the Council.

Members noted that a full building survey, including the roof at Langdale Hall had recently been carried out, with a report to follow in due course.

Finally, Members were advised that officers were exploring the creation of the Community Trust, to manage the day-to-day running of Windrush Place Pavilion and its pitches in line with the model previously adopted at Madley Park Hall. Initial legal and start-up costs would be met by the Council to support good governance and long-term sustainability.

**Resolved:**

That, the Town Clerk's confidential verbal report be noted.

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The meeting closed at: 9.04 pm

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Chair

## POLICY, GOVERNANCE & FINANCE COMMITTEE



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**Agenda Item:** Procurement Policy Review

**Meeting Date:** 30 March 2026

**Contact Officer:** Responsible Financial Officer

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

### **Background**

Procurement is governed by statute, sector-based guidance and the Council's Financial Regulations and Standing Orders. This is supplemented by the Procurement Policy which outlines Council-specific policy guiding procurement and some of the legal requirements.

### **Current Situation**

The Council's Procurement Policy is reviewed every two years and is due for review at this meeting.

The RFO has reviewed the existing document and has suggested some changes, which are tracked (Appendix A). These are mainly in terms of formatting and wording, but there are also some updates to reflect changes in statute, guidance etc since the last review.

Appendix B shows the resulting document should those changes be agreed.

Procurement in relation to local councils is a complex area. The current policy sits alongside other documents referred to including the Council's Financial Regulations and Standing Orders. The RFO considers that it would be appropriate to draft a more comprehensive document that includes all the Council's requirements regarding governance relating to procurement in one document and also then moves on to detail procurement procedures based on existing internal good practice. This document would be drafted in consultation with the senior management team and other key officers involved in procurement. It is anticipated that having regard to the time available to undertake this task, a draft document could be presented to the meeting of this Committee due to take place on 28 September 2026.

### **Impact Assessments**

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

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

## **Risk**

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

The Procurement Policy is part of the Council's risk management system.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on a procurement policy which requires economic, efficient and effective procurement in order to meet the Council's objectives.

## **Financial implications**

There are no financial implications arising directly from this report but robust procurement requires a Policy which assists in the Council obtaining best value for the council taxpayer.

## **Recommendations**

Members are invited to note the report and:

1. To approve the Procurement Policy and the amendments suggested by the RFO.

Witney Town Council – Procurement Policy

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1. Background

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Procurement refers to the process by which the Council awards and manages contracts to acquire goods, works and services from third parties. It covers the purchase of everything from stationery to the construction of a new building.

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Procurement is a complex function governed and guided by many statutes and policies. numerous policies and statutes. A comprehensive Procurement Policy is critical to ensuring that all stakeholders involved in procurement follow the proper procedures and rules, and that there is a clear and consistent understanding of the regulations and organisational approach in relation to procurement.

Every contract by the Council or a person acting on its behalf shall comply with relevant legislation, this Procurement Policy, the Council’s Standing Orders and its Financial Regulations.

The Council’s key objective in procurement is to obtain attain best value for the goods, materials, and services that it purchasepurchases. s. Persons involved in the awarding of a contact on behalf of the Council must ensure that best value is obtained. Best Value is defined as a balance of price, quality of the product and of the service and is a key requirement of the procurement process supplier services. The Council is also required to achieve economy, efficiency and effectiveness in its procurement.

Prior to commencing athe procurement the person leading the procurement must identify and assess the options for meeting these requirements those needs and prepare a detailed specification. The following matters shall be taken into consideration:

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- AThe best use of purchasing power shall be sought by aggregating purchases where possible in order to achieve the best price.
- .In assessing best value and making procurement decisions factors including the life cycle of the product supplied and the on-going maintenance costs should be considered.

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- The Council will also prioritise other factors including sustainable procurement and local procurement. The Council aims to ensure its impact is positive, adding social value by contributing to the long-term wellbeing and resilience of residents, the community and society in general, balancing this with the financial financial regulations and statutory legislation.

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The Council operateoperates a transparent procurement process in accordance with

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its Financial Regulations and Standing Orders, which cover, amongst other things the number of quotations required and tender rules—and is appended to this policy.

## 2. Related policies

Every contract made by or on behalf of the Council shall comply with:

- This policy.
- The Council's Financial Regulations, in particular section 5 – Procurement, Chapter 10 “Orders for work, goods and services” and Chapter 11 “Contracts.”
- The Council's Standing Orders, in particular Standing Order 32 – Financial Controls and Procurement.
- The Council's Climate Emergency declaration to be carbon neutral by 2028 as declared on 26 June 2019.
- All relevant statutory provisions including—but not limited to—the Local Government Act 1972 s.135, Local Government Act 1988 Part II, the Local Government (Contracts) Act 1997, Local Government Act 1999, Local Government Act 2000 and the Public Contracts Regulations 2015 and the Procurement Act 2023.

## 3. Sustainable procurement

- a. The Council recognises the importance of sustainability and will consider the environmental, social—and economic impacts of its purchasing decisions.
- b. The Council recognises that it this is good practice to consider social value for all contracts and will seek to mitigate any negative impacts of its operations and enhance those that could be beneficial in the hope of leaving a positive social legacy.
- c. The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.
- d. The Council will further encourage suppliers to adopt practices which minimize their environmental impact and deliver community benefits in relation to their operations and supply chains.
- e. The Council will, wherever relevant—, purchase goods that meet Fairtrade standards (or similar).

### Local contractors, community benefits and equalities

- f. The Council recognises the benefits to the economy of using local and SME (micro, small and medium-sized enterprises) businesses—VCSEs (non-governmental

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organisations that are value-driven and which principally reinvest their surpluses to further social, environmental or cultural objectives) and the voluntary sector. The Council will also seek out local contractors and suppliers wherever possible.

g. The Council will look positively on suppliers who deliver community benefits and raise living standards by promoting employment through job creation, facilitating apprenticeship opportunities, and paying the real living wage, as it does to its employees.

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h. All procurement will be in accordance with the Council's Equal Opportunities Policy.

#### **Competence of contractors and due diligence**

i. The Council shall only ~~enter~~enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by ~~carrying out~~conducting appropriate due diligence.

j. All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation.

k. Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.

l. The Council requires all contractors to maintain adequate insurance, including but not limited to Public Liability insurance and Employers' Liability Insurance ~~of £10,000,000 million~~. This level may be varied by the officer commissioning the work, taking ~~in to~~into account all factors including the nature of the contract, the value of the contract and the risks to the Council~~—~~. The Council may also require Professional Indemnity insurance at a level commensurate with the value of the contract.

#### **Community engagement**

m. Where relevant the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure. Examples of when this ~~may~~may apply, depending on circumstances, include provision of new play equipment, bus shelters, benches and ~~bins~~possibly bins.

#### **Selection criteria**

n. In addition to the above requirements the following factors may also be considered in the Council's selection process:

- Credit ~~checks;checks.~~
- Health and safety ~~record;record.~~
- Health and safety ~~procedures;procedures.~~
- Financial ~~accounts;accounts.~~
- References from ~~customers;customers.~~
- Location of ~~supplier;supplier.~~
- Organisational structure and staffing ~~levels;levels.~~
- Policies in relation to the environment/ sustainability and equality and ~~diversity;diversity.~~
- Any other factors which the Council considers relevant in relation to the procurement.

#### **Procurement procedures**

~~o.~~ All contracts over £25,000 (excluding VAT) will be advertised on the Council's website and the Contracts Finder website (or equivalent) subject to the exemptions to this requirement detailed in the Financial Regulations paragraph 5.12.

~~e.~~ .

p. In accordance with Financial Regulation 5.14~~Standing Orders~~ the Council is not obliged to accept the lowest or of any tender, quotation, or estimate.

q. The Council maintains monthly accounts with suppliers from which it makes of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must either provide a purchase order or be provided with a receipt. Limits are will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised by the Town Clerk/ Chief Executive in advance.

r. The Council understands the importance of paying suppliers promptly and will wherever possible settle undisputed accounts within a maximum of 30 days from receipt, or earlier, by agreement.

#### **Additional guidance**

s. Where additional guidance is needed the following documents should be referred to will be considered:

- Practitioners Guide 2026/27 (Jointly published by the Smaller Authorities Proper Practices Panel with: the National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities), 24 March 2026. Joint Panel on Accountability and Governance A Practitioners' Guide (National Association of Local Councils, March 2024).

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• ~~NALC Advice Note - Legal Topic Note 87~~ – Procurement – ~~3 February 2026~~24 January 2024.

\* ~~Advice can also be obtained from the Oxfordshire Association of Local Councils.~~

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### **Review**

This policy will be monitored and reviewed by the Council's Policy, Governance & Finance Committee every 2 years, or in response to changes in legislation. However on this occasion the RFO intends to issue an expanded Procurement handbook, including both policy and procedures and therefore the next scheduled review date is 30 September 2026.

~~Next scheduled review date: March 2026.~~

### APPENDIX 1 – SUMMARY OF CONTRACT REQUIREMENTS

<b>ESTIMATED VALUE OF CONTRACT (Net of Vat)</b>	<b>CONTRACT REQUIREMENTS</b>
Between £500 and £3,000	3 estimates required. A purchase order is required.
Between £3,001 and £24,999	3 quotations required. A purchase order is required.

Between £25,000 and Procurement threshold*	Tender advertised on the Town Council <a href="#">website</a> , <a href="#">Contract Finder</a> <del>and</del> <a href="#">Find a Tender websites</a> , and specialist <a href="#">websites</a> if appropriate. A contract is required.
Above Procurement threshold	Legal advice shall be obtained on the most appropriate processes, if necessary. A contract is required.

\*Procurement thresholds are set, usually annually by central government in accordance with the Public Contracts Regulations 2015.

[These requirements are subject to the exemptions outlined in Financial Regulation 5.12.](#)

## **Witney Town Council – Procurement Policy**

### **1. Background**

Procurement refers to the process by which the Council awards and manages contracts to acquire goods, works and services from third parties. It covers the purchase of everything from stationery to the construction of a new building.

Procurement is a complex function governed and guided by many statutes and policies. A comprehensive Procurement Policy is critical to ensuring that all stakeholders involved in procurement follow the proper procedures and rules, and that there is a clear and consistent understanding of the regulations and organisational approach in relation to procurement.

Every contract by the Council or a person acting on its behalf shall comply with relevant legislation, this Procurement Policy, the Council's Standing Orders and its Financial Regulations.

The Council's key objective in procurement is to obtain best value for the goods, materials and services that it purchases. Best Value is defined as a balance of price, quality of the product and of the service and is a key requirement of the procurement process. The Council is also required to achieve economy, efficiency and effectiveness in its procurement.

Prior to commencing a procurement the person leading the procurement must identify and assess the options for meeting these requirements and prepare a detailed specification. The following matters shall be taken into consideration:

- Aggregating purchases where possible in order to achieve the best price.
- The life cycle of the product supplied and the on-going maintenance costs.
- Sustainable procurement and local procurement. The Council aims to ensure its impact is positive, adding social value by contributing to the long-term wellbeing and resilience of residents, the community and society in general, balancing this with financial regulations and statutory legislation.

The Council operates a transparent procurement process in accordance with its [Financial Regulations](#) and [Standing Orders](#).

### **2. Related policies**

Every contract made by or on behalf of the Council shall comply with:

- This policy.
- The Council's Financial Regulations, in particular section 5 – Procurement.
- The Council's Standing Orders, in particular Standing Order 32 – Financial Controls

and Procurement.

- The Council's Climate Emergency declaration to be carbon neutral by 2028 as declared on 26 June 2019.
- All relevant statutory provisions including but not limited to the Local Government Act 1972 s.135, Local Government Act 1988 Part II, the Local Government (Contracts) Act 1997, Local Government Act 1999, Local Government Act 2000 and the Public Contracts Regulations 2015 and the Procurement Act 2023.

### **3. Sustainable procurement**

- a. The Council recognises the importance of sustainability and will consider the environmental, social and economic impacts of its purchasing decisions.
- b. The Council recognises that it is good practice to consider social value for all contracts and will seek to mitigate any negative impacts of its operations and enhance those that could be beneficial in the hope of leaving a positive social legacy.
- c. The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.
- d. The Council will further encourage suppliers to adopt practices which minimize their environmental impact and deliver community benefits in relation to their operations and supply chains.
- e. The Council will, wherever relevant, purchase goods that meet Fairtrade standards (or similar).

### **Local contractors, community benefits and equalities**

- f. The Council recognises the benefits to the economy of using SME (micro, small and medium-sized enterprises) businesses, VCSEs (non-governmental organisations that are value-driven and which principally reinvest their surpluses to further social, environmental or cultural objectives) and the voluntary sector. The Council will also seek out local contractors and suppliers wherever possible.
- g. The Council will look positively on suppliers who deliver community benefits and raise living standards by promoting employment through job creation, facilitating apprenticeship opportunities, and paying the real living wage, as it does to its employees.
- h. All procurement will be in accordance with the Council's Equal Opportunities Policy.

### **Competence of contractors and due diligence**

- i. The Council shall only enter into a contract with a supplier if it is satisfied as to the

supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by conducting appropriate due diligence.

- j. All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation.
- k. Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.
- l. The Council requires all contractors to maintain adequate insurance, including but not limited to Public Liability insurance and Employers' Liability Insurance of £10,000,000. This level may be varied by the officer commissioning the work, taking into account all factors including the nature of the contract, the value of the contract and the risks to the Council. The Council may also require Professional Indemnity insurance at a level commensurate with the value of the contract.

### **Community engagement**

- m. Where relevant the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure. Examples of when this may apply, depending on circumstances, include provision of new play equipment, bus shelters, benches and bins

### **Selection criteria**

- n. In addition to the above requirements the following factors may also be considered in the Council's selection process:
  - Credit checks.
  - Health and safety record.
  - Health and safety procedures.
  - Financial accounts.
  - References from customers.
  - Location of supplier.
  - Organisational structure and staffing levels.
  - Policies in relation to the environment/ sustainability and equality and diversity.
  - Any other factors which the Council considers relevant in relation to the procurement.

### **Procurement procedures**

- o. All contracts over £25,000 (excluding VAT) will be advertised on the Council's website and the Contracts Finder website (or equivalent) subject to the exemptions

to this requirement detailed in the Financial Regulations paragraph 5.12.

- p. In accordance with Financial Regulation 5.14 the Council is not obliged to accept the lowest or any tender, quotation or estimate.
- q. The Council maintains monthly accounts with suppliers from which it makes regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must either provide a purchase order or be provided with a receipt. Limits are set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised by the Town Clerk/ Chief Executive in advance.
- r. The Council understands the importance of paying suppliers promptly and will wherever possible settle undisputed accounts within a maximum of 30 days from receipt, or earlier, by agreement.

#### **Additional guidance**

- s. Where additional guidance is needed the following documents should be referred to:
  - Practitioners Guide 2026/27 (Jointly published by the Smaller Authorities Proper Practices Panel with: the National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities), 24 March 2026.
  - NALC Advice Note - Procurement – 3 February 2026.

Advice can also be obtained from the Oxfordshire Association of Local Councils.

#### **Review**

This policy will be monitored and reviewed by the Council's Policy, Governance & Finance Committee every 2 years, or in response to changes in legislation. However on this occasion the RFO intends to issue an expanded Procurement handbook, including both policy and procedures and therefore the next scheduled review date is 30 September 2026.

APPENDIX 1 – SUMMARY OF CONTRACT REQUIREMENTS

<b>ESTIMATED VALUE OF CONTRACT (Net of Vat)</b>	<b>CONTRACT REQUIREMENTS</b>
Between £500 and £3,000	3 estimates required. A purchase order is required.
Between £3,001 and £24,999	3 quotations required. A purchase order is required.
Between £25,000 and Procurement threshold*	Tender advertised on the Town Council website, Contracts Finder/ Find a Tender website, and specialist websites if appropriate. A contract is required.
Above Procurement threshold	Legal advice shall be obtained on the most appropriate processes, if necessary. A contract is required.

\*Procurement thresholds are set, usually annually by central government in accordance with the Public Contracts Regulations 2015.

These requirements are subject to the exemptions outlined in Financial Regulation 5.12.



## Policy Document

### 1863 Local Art Display Policy

Adopted: Policy, Governance & Finance Committee      Minute no:

Review Date:

#### 1. General

This policy is to establish a simple and accessible framework for the display of local artwork within the café. The initiative aims to:

- Support and promote local artists, including emerging and young artists
- Enhance the café environment for visitors
- Provide a fair and manageable system for staff to administer

This scheme will operate in a straightforward manner to ensure ease of management and equitable access. “Local” is defined as artists

#### 2. Principles

The Café Artwork Display Scheme will operate under the following principles:

- **Accessibility:** Opportunities will be open to local artists, with encouragement for emerging and young artists.
- **Fair Rotation:** Display periods will be limited to **6 weeks** to prevent any single artist from dominating the space.
- **Simplicity:** Application, selection, installation, and sales arrangements will be kept straightforward to minimise administrative burden.
- **Transparency:** Selection criteria and commission arrangements will be clear and openly communicated.

#### 3. Eligibility

- Artists must be living, working, or with a demonstrable connection to Witney or immediate surrounding area.
- Both established and emerging artists may apply.
- Priority may be given to first-time artists, young artists, or those who have not recently displayed work in the café.

The Council reserves the right to decline applications that are not suitable for a public café setting.

#### 4. Display Arrangements

- Artwork will be displayed only in the designated wall space within the café.
- The standard display period will be 6 weeks.
- Artists are responsible for providing work that is ready to hang, clearly labelled, and compliant with any health and safety requirements.
- Officers will determine the number of pieces permitted per exhibition to ensure balanced use of space.

- The Council reserves the right to remove artwork or cancel exhibitions where the terms of this policy are not adhered to.

## **5. Sales and Commission**

- No fee will be charged to artists for displaying their work.
- If Artists would like their artwork to be available for sale, they should outline the price on their application and provide contact details to WTC.
- Artists will be able to enquire about purchasing artwork and will be provided with contact information for the artist.
- Where artwork is sold during the exhibition period, artists will be asked to offer an honest 10% commission to the Council.
- VAT at 20% VAT will be added to the commission amount.

The commission income will contribute to supporting the continuation of the scheme and related community initiatives.

## **6. Application and Selection Process**

- Artists must complete a simple application form and provide images of their work they wish to be displayed.
- Officers will assess applications against eligibility criteria, suitability for the space, and rotation considerations.
- Decisions will be made to ensure fairness, variety, and broad representation of local talent.

Where demand exceeds capacity, a waiting list will be maintained and reviewed regularly to ensure fair access and a reduction of the display duration will be considered.

## **7. Responsibilities**

### **Artists**

- Deliver and collect artwork at agreed times
- Ensure work is appropriately insured
- Provide accurate pricing and contact information
- Comply with agreed display dates

### **Council**

- Allocate display periods
- Maintain a simple record of artists and sales
- Provide reasonable care of the artwork while on display

## **8. Security**

- The display area is within view of the cafes CCTV system
- WTC is NOT responsible for theft or damage caused by members of the public.

## **9. Review**

This policy will be reviewed after 6 months and every 12 months thereafter to ensure it remains effective, accessible, and manageable for staff.

# DRAFT

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For any further information, please contact the Witney Town Council Communities Department on [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

All completed applications with supporting information should be returned to the above email address for the information of the Responsible Financial Officer.



## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Agenda Item:** Payment of Accounts  
**Meeting Date:** Monday 30 March 2026  
**Contact Officer:** Responsible Financial Officer

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### 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 December 2025 and January 2026.

#### 2. Payment of Accounts

Attached are the payment schedules for December 2025 and January 2026.

### 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 December 2025	£463,875.27	General CB 1
Cheques, DDs, BACs and Standing Orders December 2025	£13,257.24	Imprest CB 2

DDs, ELPs and Standing Orders January 2026	£596,706.83	General CB 1
Cheques, DDs and Standing Orders January 2026	£14,147.69	Imprest CB 2

Report ends.

# Appendix

## WITNEY TOWN COUNCIL BARCLAYS GENERAL ACCOUNT

### List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2025	Wodc Ctax Ndr - 30421105	Std Ord	£216.00	WODC - Rates Burwell Hall
01/12/2025	Wodc Ctax Ndr - 30623704	Std Ord	£379.00	WODC - Rates Tower Hill
01/12/2025	Wodc Ctax Ndr - 30685600	Std Ord	£322.00	WODC - Rates Corn Exchange
01/12/2025	Wodc Ctax Ndr - 30903104	Std Ord	£948.00	WODC - Rates Town Hall
01/12/2025	Wodc Ctax Ndr - 90024629	Std Ord	£798.00	WODC - Rates Windrush Cemetery
01/12/2025	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00	WODC Rates - 51 Market Square
02/12/2025	National Association of Local	366	£52.04	23823/fight for standards course
02/12/2025	Rialtas Business Solutions Ltd	367	£396.00	24424/finance system support
03/12/2025	Ustigate Ltd	369	£10,350.00	23612/Splashpark balance
03/12/2025	Atomyc Ltd	368	£7,903.38	IT/computers
04/12/2025	Skyline DC Limited	370	£128,083.40	24644/W Witney payment cert No 1
04/12/2025	BARCLAYS BANK	BACS	£15.00	CHARGES RE ELP-370
05/12/2025	Southern Electric Power Distri	371	£557.09	24617/service alteration works
05/12/2025	BARCLAYS BANK	BACS	£15.00	CHARGES RE ELP-371
05/12/2025	BARCLAYS BANK	DD	£130.65	COMMISSION 13OCT/12NOV
05/12/2025	Restore Datashred	DD	£96.79	24681/paper/ confidential waste
08/12/2025	Fuel Card Services Ltd t/a Mot	DD1	£47.47	24670/Can-Am 25.11
09/12/2025	Castle Water Ltd - Leys Splash	372	£1,006.29	24516/water rates
09/12/2025	Castle Water Ltd - Windrush Ce	373	£157.96	24517/water rates
09/12/2025	Castle Water Ltd - Town Hall O	374	£46.40	24515/water rates
10/12/2025	Amazon Payments UK Ltd	375	£163.26	24529/misc. supplies
10/12/2025	Brunel Engraving Company Limit	376	£42.00	24531/plaque cemetery
10/12/2025	Cleansing Service Group Ltd	377	£603.00	24534/sludge disposal
10/12/2025	Copy Right Systems Ltd	378	£169.74	24535/printer costs
10/12/2025	Margaret L Johnson Limited	379	£20.98	24526/stationery supplies
10/12/2025	Oddsocks Communications Limite	380	£667.54	24448/Events
10/12/2025	Print Ready Ltd	381	£183.00	24611/general posters/flyers
10/12/2025	Reeves Memorial Co Ltd	382	£804.00	24538/remove & refix memorials
10/12/2025	Royal Mail Group Ltd	383	£1.33	24539/response services
10/12/2025	Seldram Supplies Oxford Ltd	384	£676.79	24540/cleaning supplies
10/12/2025	Opus Safety Limited	384(a)	£1,188.00	24488/managing safely support
10/12/2025	BARCLAYCARD	DD	£48.80	NOVEMBER CHARGES
10/12/2025	BARCLAYCARD	DD	£51.20	NOVEMBER CHARGES
10/12/2025	WEST OXON COMMUNITY TRANSPORT	SO	£1,750.00	GRANT - DEC25
12/12/2025	5A's Tool & Plant Hire	385	£5,145.60	Equipment/hire
12/12/2025	Forst - t/a Redwood Global Ltd	386	£22,200.00	24618/Forst ST6P woodchipper
12/12/2025	Bidwells	387	£2,400.00	24530/consultancy Oct-Dec
12/12/2025	Moore	388	£3,835.50	24567/external audit 2024/25
12/12/2025	Brake Bros Limited	389	£2,623.92	24552/cafe supplies
12/12/2025	Cotteswold Dairy Ltd (Cheltenham	390	£414.40	24556/milk delivery café
12/12/2025	Eynsham Cellars	391	£419.52	24558/cafe supplies - alcohol
12/12/2025	Hook Norton Brewery Co Ltd	392	£502.82	24560/cafe supplies - alcohol
12/12/2025	Lyd's Bakes and Cakes	393	£1,667.00	24561/cakes and cookies café
12/12/2025	Ue Coffee Roasters Ltd	394	£1,931.65	24609/cafe supplies
12/12/2025	C & C Tyre & Exhaust Services	395	£30.00	24474/tyre repair
12/12/2025	Cotswold Security Systems Ltd	396	£300.00	Fire/ intruder alarm systems
12/12/2025	Glasdon UK Ltd	397	£57.60	24480/dog bin keys x 10
12/12/2025	Lighting & Illumination Techno	398	£540.00	24483/replacement tree lights
12/12/2025	Trade UK	399	£274.68	24496/misc. supplies
12/12/2025	Smith & Sons (Bletchington) Lt	400	£678.88	24497/path gravel 9.96T
12/12/2025	Spaldings Limited	401	£63.79	24498/scag deck belts
12/12/2025	Start Traffic Ltd	402	£198.42	24499/PPE/works clothing
12/12/2025	Travis Perkins Trading Company	403	£68.04	24502/postcrete
12/12/2025	Tudor Environmental	404	£110.17	24504/misc. equipment
12/12/2025	Workwear Express Ltd	405	£235.28	24508/PPE/works clothing

12/12/2025	Witney Projectile Range	406	£403.68	24541/electric rates
16/12/2025	Sage UK	DD	£248.40	24933/payroll & HR support
17/12/2025	David Parry Employment Law	401	£2,202.00	24641/employment advice
17/12/2025	House and Carriage Ltd	408	£84.72	24642/monthly storage
17/12/2025	The HR & OD Consultancy Ltd	409	£1,570.80	24643/monthly consultancy
17/12/2025	Broxap Limited	410	£4,467.60	24473/Eastgate seats x 6
17/12/2025	A Podbery	411	£3,060.00	24464/over seeding pitches
17/12/2025	Tallis Amos Group Limited	412	£1,826.23	24500/Dennis FT510 service/rep
17/12/2025	Azura Limited	413	£3,579.28	24469/electrical work
17/12/2025	Aspect Plumbing & Heating (Wit	414	£1,248.00	24471/boiler & heater service
17/12/2025	George Browns Ltd	415	£2,622.97	24479/Kubota mower service
17/12/2025	Green-Tech Limited	416	£2,304.00	24481/grass seed for the Leys
17/12/2025	M & M Skip Hire Limited	417	£2,526.00	Skip exchanges
17/12/2025	WGS Power & Lighting Ltd	418	£768.00	24505/call out & repair Christmas lights
17/12/2025	W Robinson Plants	419	£3,390.77	24490/additional winter plants
18/12/2025	Real Christmas Trees Limited	ELP-424	£3,102.00	Christmas trees (2 No)
18/12/2025	Town & Country Trees Limited	ELP-425	£1,200.00	Arboriculture
18/12/2025	West Oxfordshire Community Tra	ELP-426	£2,500.00	Grant payment - additional agreed by WTC
18/12/2025	Staff Member	ELP-428	£184.30	24614/expenses reclaimed
18/12/2025	Staff Member	ELP-427	£129.90	P/expenses reclaimed
18/12/2025	Staff Member	ELP-429	£64.99	P/expenses reclaimed
18/12/2025	Staff Member	ELP-430	£33.47	24613/expenses reclaimed
18/12/2025	Skyline DC Limited	420	£67,786.44	24645/West Witney payment cert No 2
18/12/2025	OXFORDSHIRE COUNTY COUNCIL	ELP-421	£25,066.29	LGPS/NOVEMBER 2025
18/12/2025	Internet Communications (Servi	423	£90.00	24646/emergency callout
19/12/2025	SALARIES AND WAGES	ELP-422	£71,046.30	SALARIES DECEMBER 2025
23/12/2025	Agrovista UK Ltd	431	£4,963.30	24635/grounds maintenance materials
23/12/2025	VOLUNTEER LINK UP	432	£2,000.00	24636/annual grant 25/26
23/12/2025	High Street Methodist Church	433	£375.00	24612/High Street MC Christmas grant
23/12/2025	Witney Community Church	434	£375.00	24615/Community Church grant Christmas
23/12/2025	Witney & West Oxon Foodbank	435	£375.00	24616/Witney Foodbank Christmas grant
23/12/2025	Hall Hirer	436	£150.00	24637/damage deposit refund
23/12/2025	Staff Member	ELP-437	£43.27	SALARIES DECEMBER 2025
23/12/2025	Staff Member	ELP-438	£148.60	24652/cafe expenses
23/12/2025	Croner-i Limited t/a HR Inform	DD	£216.00	24665/HR inform subscription
24/12/2025	Lighting & Illumination Techno	ELP-437(9)	£21,354.72	24653/Christmas light installation 40%
29/12/2025	HMRC	DD	£26,183.08	PAYE/NICs NOVEMBER 2025
29/12/2025	Fuel Card Services Ltd t/a Mot	DD	£36.62	24930/Can-Am fuel 18.12.25
29/12/2025	Castle Water Ltd - Burwell Hal	DD1	£50.67	24912/01.11.25 - 30.11.25
29/12/2025	WITNEY TOWN HALL CHARITY	SO	£3,437.50	RENT - TOWN HALL & TOWN HOUSE
30/12/2025	Staff Member	ELP-441	£49.99	24655/expenses reclaimed

**Total Payments** £463,875.27

Sort Code 20-97-48  
Account No 00974935  
SWIFTBIC BUKBGB22  
IBAN GB78 BUKB 2097 4800 9749 35  
Issued on 07 January 2026

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



# Your Business Current Account

## At a glance

31 Dec 2025 - 06 Jan 2026

Date	Description	Money out £	Money in £	Balance £
31 Dec	Start Balance			119,188.59
	<b>Giro</b> Direct Credit From Ostma Ref: B6138		117.00	119,305.59
	<b>Giro</b> Direct Credit From BCard1577926291225		269.00	119,574.59
	<b>Giro</b> Direct Credit From Epos Now (UK) Ltd Ref: Swpe429TM22322235N		747.20	120,321.79
2 Jan	<input checked="" type="checkbox"/> Payment to BX25123064170535 Ref: Elp440	110,779.22		9,542.57
	<b>DD</b> Direct Debit to Restore Datashred Ref: Res108-Def5Tdvsdl	96.79		9,445.78
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 03 90170575	1,023.00		8,422.78
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30421105	216.00		8,206.78
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30623704	379.00		7,827.78
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30685600	322.00		7,505.78
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30903104	948.00		6,557.78
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 90024629	798.00		5,759.78
	<b>STO</b> Standing Order From Lily's Attic Ltd Ref:- Rent		1,662.50	7,422.28
	<b>Giro</b> Direct Credit From Witney Bridge Club Ref: Witbridge Invb6171		174.00	7,596.28
	<b>Giro</b> Direct Credit From Witney Bridge Club Ref: Witbridge Invb6176		232.00	7,828.28

Start balance	£119,188.59
Money out	£118,462.51
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£7,404.81
End balance	£8,130.89

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

Continued

Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 1 - BARCLAYS GENERAL A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/12/2025		120,321.79
			<u>120,321.79</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			120,321.79
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			120,321.79
		<b>Balance per Cash Book is :-</b>	<b>120,321.79</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL ACCOUNT**

**List of Payments made between 01/01/2026 and 31/01/2026**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/01/2026	Wodc Ctax Ndr - 30421105	Std Ord	£216.00	WODC - Rates Burwell Hall
01/01/2026	Wodc Ctax Ndr - 30623704	Std Ord	£379.00	WODC - Rates Tower Hill
01/01/2026	Wodc Ctax Ndr - 30685600	Std Ord	£322.00	WODC - Rates Corn Exchange
01/01/2026	Wodc Ctax Ndr - 30903104	Std Ord	£948.00	WODC - Rates Town Hall
01/01/2026	Wodc Ctax Ndr - 90024629	Std Ord	£798.00	WODC - Rates Windrush Cemetery
01/01/2026	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00	WODC Rates - 51 Market Square
02/01/2026	Skyline DC Limited	ELP440	£110,779.22	24654/West Witney payment certificate no 3
02/01/2026	Restore Datashred	DD	£96.79	24932/confidential/paper waste
06/01/2026	Staff Member	ELP-442	£40.97	24865/expenses reclaimed
06/01/2026	Halcyon HR Consulting Ltd	ELP-444	£2,400.00	24775/HR support
06/01/2026	Atomyc Ltd	ELP-445	£1,194.53	24777/IT systems support
06/01/2026	Staff Member	ELP 443	£265.00	24823/expenses reclaimed
08/01/2026	BARCLAYS BANK	DD	£80.98	COMMISSION
10/01/2026	BARCLAYCARD	DD	£82.95	BARCLAYCARD charges
12/01/2026	Castle Water Ltd - Town Hall O	ELP-445	£92.79	24780/01.11.25 - 30.11.25
12/01/2026	Castle Water Ltd - Leys Splash	ELP-444	£223.71	24779/01.11.25 - 30.11.25
12/01/2026	Castle Water Ltd - Leys Pavili	ELP-446	£58.46	24778/01.11.25 - 30.11.25
12/01/2026	Inclusive by Design Ltd	ELP-447	£2,435.64	24784/EDI workshops
12/01/2026	Pest Solutions Oxfordshire	ELP-448	£120.00	24782/monthly pest control
12/01/2026	SSE Energy Solutions	ELP-449	£169.23	24783/05.09.25 - 30.11.25
12/01/2026	Fuel Card Services Ltd t/a Mot	DD1	£39.62	24931/Can-Am fuel
12/01/2026	BARCLAYCARD	DD	£51.20	BARCLAYCARD charges
12/01/2026	WEST OXON COMMUNITY	SO	£1,750.00	SO - JANUARY 2026 grant
13/01/2026	Croner-i Limited t/a HR Inform	DD2	£216.00	24914/HR support
14/01/2026	Staff Member	ELP-459	£129.90	24649/expenses reclaimed
14/01/2026	Staff Member	ELP-464	£489.95	24824/expenses reclaimed
14/01/2026	David Parry Employment Law	ELP-460	£900.00	24820/employment advice
14/01/2026	House and Carriage Ltd	ELP-461	£84.72	24821/monthly storage
14/01/2026	The Keyholding Company	ELP-462	£1,851.84	24773/keyholding sub for 2026
14/01/2026	Attack Environmental Ltd	ELP-450	£362.40	24785/sanitary bin service
14/01/2026	Azura Limited	ELP-451	£301.57	24786/electrical works
14/01/2026	A Podbery	ELP-452	£600.00	24787/mill & snipe meadow
14/01/2026	BGC South Limited	ELP-453	£127.88	24788/flowers Remembrance memorial
14/01/2026	Filmbankmedia	ELP-454/5	£208.80	24790/film licences cinema
14/01/2026	Greenway Training Limited	ELP-456	£1,800.00	24791/tractor driving course x 4
14/01/2026	GS Window Cleaning	ELP-457/8	£312.00	24793/window cleaning
14/01/2026	Huck Tek	101278	£20,929.78	24482/black forest tower repairs play areas
15/01/2026	The Oxford Face Painter	ELP-463	£610.00	24774/face painters x 2
16/01/2026	M + S Sound Systems	ELP-471	£715.33	24711/Remembrance Day
16/01/2026	Amazon Payments UK Ltd	ELP-466	£1,024.16	24732/misc. supplies
16/01/2026	Atomyc Ltd	ELP-467	£2,492.43	24734/credit to 619
16/01/2026	Hall Hirer	ELP-468	£45.00	24795/agreed partial refund
16/01/2026	Ue Coffee Roasters Ltd	ELP-469	£1,039.00	24708/cafe supplies
16/01/2026	EXPERIAN	ELP-470	£240.00	24710/business credit checks
16/01/2026	Skyline DC Limited	ELP-464	£126,400.84	24794/West Wintey payment cert no 4
16/01/2026	Oxfordshire Country Council	ELP 465	£22,824.11	LGPS December 2025
16/01/2026	Sage UK	DD3	£248.40	25080/payroll & HR support
16/01/2026	Fuel Card Services Ltd t/a Mot	DD4	£214.90	25074/unleaded fuel
19/01/2026	Castle Water Ltd - Burwell Hal	DD5	£63.87	25058/01.12.25 - 31.12.25
22/01/2026	BASICS	ELP-473	£45.93	24688/cafe supplies
22/01/2026	Brake Bros Limited	ELP474	£1,766.47	24693/cafe supplies
22/01/2026	Cotteswold Dairy Ltd (Cheltenham)	ELP-375	£555.66	24699/milk delivery

22/01/2026	Eynsham Cellars	ELP-476	£209.76	24701/cafe supplies - alcohol
22/01/2026	Hook Norton Brewery Co Ltd	ELP-477	£326.89	24703/cafe supplies - alcohol
22/01/2026	Lyd's Bakes and Cakes	ELP-478	£1,500.50	24709/cakes and cookies café
23/01/2026	Banbury Memorials Ltd	480	£42.00	24758/core marker
23/01/2026	Blueprint Imaging Limited	481	£391.20	24762/Remembrance signs x3
23/01/2026	Copy Right Systems Ltd	482	£277.73	24764/printer cost
23/01/2026	Greenbarnes Ltd	483	£224.40	24765/noticeboards x 3
23/01/2026	Margaret L Johnson Limited	484	£3.54	24766/year planner
23/01/2026	Seldram Supplies Oxford Ltd	485	£784.99	24705/vacuum cleaner/cleaning supplies
23/01/2026	Viking Payments	486	£287.14	24768/office supplies
23/01/2026	Hydro-Gis Limited	487	£1,955.19	24742/hydrological survey
23/01/2026	5A's Tool & Plant Hire	ELP-488	£2,089.02	24737/equipment purchase & hire
23/01/2026	George Browns Ltd	ELP-489	£2,714.16	24740/new trailer & vee belts
23/01/2026	Fenland Leisure Products Ltd	ELP-490	£174.00	24748/equipment
23/01/2026	HTF Holdings	ELP-491	£3,812.25	24804/service charge to Mar 26
23/01/2026	Cotswold Security Systems Ltd	ELP-492	£634.80	24738/meeting room camera
23/01/2026	Trade UK	ELP-493	£435.65	24757/works supplies
23/01/2026	KJ's Motor Car Engineers Ltd	ELP-494	£55.14	24743/battery reps
23/01/2026	Amiantus Environmental Consult	ELP-495	£654.00	24796/asbestos survey
23/01/2026	The Pitchmark Group Ltd	ELP-496	£672.00	24797/pitch marking paint
23/01/2026	Glasdon UK Ltd	ELP-497	£930.20	24741/grit/salt bins x 3
23/01/2026	Tallis Amos Group Limited	ELP-498	£298.44	24749/trimax belts
23/01/2026	Travis Perkins Trading Company	ELP-499	£202.68	24763/featheredged boards
23/01/2026	Tudor Environmental	ELP-500	£299.67	24752/life jackets
23/01/2026	M & M Skip Hire Limited	ELP-479	£5,416.80	24747/skip exchange
23/01/2026	Salaries and Wages	ELP 472	£73,020.94	BX26012166090609
23/01/2026	HMRC	405095	£25,590.45	HMRC Sdds
26/01/2026	Fuel Card Services Ltd t/a Mot	DD6	£41.82	25075/unleaded fuel
28/01/2026	Castle Water Ltd - Leys Splash	ELP-501	£231.90	24811/01.12.25 - 31.12.25
28/01/2026	Castle Water Ltd - Town Hall O	ELP-502	£8.58	24812/01.12.25 - 31.12.25
28/01/2026	Filmbankmedia	ELP-503	£208.80	24817/Film licences
28/01/2026	Irrigation & Garden Services	ELP-504	£240.00	24813/winterize system
28/01/2026	Hall Hirer	ELP-505	£100.00	24818/damage deposit refund
28/01/2026	One Stop Promotions Ltd	ELP-506	£490.74	24819/Oxon & St George flags
28/01/2026	Quiz Host	ELP-507	£30.00	24815/hosting December quiz events
28/01/2026	Workwear Express Ltd	ELP-508	£62.93	24814/works clothing
29/01/2026	Atomyc Ltd	ELP-509	£3,922.37	24841/computer equipment
29/01/2026	Staff Member	R64/REFUND	-£129.90	Adjustment
30/01/2026	Skyline DC Limited	ELP 510	£74,378.22	24979/West Witney cert no 5 phase 2
30/01/2026	Skyline DC Limited	ELP 511	£83,949.80	24978/West Witney cert no 5 phase 1

**Total Payments** £596,706.83

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				-143,097.84
30 Jan	Direct Credit From Ccla Investment MA Ref: LA3077549, Witney		662.93	-142,434.91
	Giro Direct Credit From Tower Hill Football Ref: B6220		1,694.00	-140,740.91
	Deposit Re 45Witney 101225		1,706.90	-139,034.01
	Witney Town Coun * 172393*Barclays B*		70,000.00	-69,034.01
	Witney Town Coun * 214042*Barclays B*		80,000.00	10,965.99
2 Feb	DD Direct Debit to Motia/Fuelcardserv Ref: Shb303621	75.82		10,890.17
	Standing Order From Lily's Attic Ltd Ref:- Rent		1,662.50	12,552.67
	Giro Direct Credit From Ostma Ref: B6166		117.00	12,669.67
	Direct Credit From The Little L Ref: Inv B6225		160.00	12,829.67
	Giro Direct Credit From Music Box Ref: B6226 - Music Box		160.00	12,989.67
	Direct Credit From P J Music Ref: Hall Hire 26.1.26		160.00	13,149.67
	Giro Direct Credit From C Codd Ref: B6221		290.00	13,439.67
	Direct Credit From The Arts Society W Ref: Inv B6224		322.40	13,762.07
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42C6622322235N		536.06	14,298.13
	Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Dcv22322235N		863.81	15,161.94
	Deposit Re 45Witney 101226		1,616.10	16,778.04
3 Feb	Payment to BX26020267296746 Ref: Elp 512-516	470.30		16,307.74
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Dgj223D4R45N		414.94	16,722.68
	Direct Credit From Peter Smith & Son Ref: Smithp		1,911.00	18,633.68
3 Feb	Balance carried forward			18,633.68
Total Payments/Receipts		164,169.46	164,371.99	

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

Bank Reconciliation Statement as at 31/01/2026  
for Cashbook 1 - BARCLAYS GENERAL A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/01/2026		10,965.99
			<u>10,965.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,965.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,965.99
		<b>Balance per Cash Book is :-</b>	<b>10,965.99</b>
		<b>Difference is :-</b>	<b>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 01/12/2025 and 31/12/2025**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
05/12/2025	BARCLAYS BANK	DD	£17.88	COMMISSION 13OCT/12NOV
15/12/2025	Green Energy (UK) Plc	DD	£6,870.70	24926/95132 November 25 gas/electricity
15/12/2025	BNP Paribas Leasing Solutions	DD	£556.58	GRILLO MOWER HP
19/12/2025	EOS Electrical Limited	35202	£382.86	24638/LED bulkhead lights
19/12/2025	BNP Paribas Leasing Solutions	DD	£360.70	Trimax Mower HP
22/12/2025	Biffa Waste Services Limited	DD1	£1,143.89	24658/waste disposal & recycling
29/12/2025	Epos Now Ltd	DD2	£22.80	24916/EPOS system monthly payment
29/12/2025	Epos Now Ltd	DD3	£128.40	24915/support & care plan
29/12/2025	Watson Fuels	DD4	£619.20	24683/works team diesel
30/12/2025	HAGS-SMP Ltd	35200ADJ	£1,483.48	Play equipment etc
31/12/2025	STL Communications Ltd T/A Foc	DD5	£1,720.75	24935/monthly telephone
31/12/2025	Witney & District Twinning Ass	35084/168C	-£50.00	C/B adjustment
<b>Total Payments</b>			<b>£13,257.24</b>	

Sort Code 20-97-48  
Account No 70974765  
SWIFTBIC BUKBGB22  
IBAN GB04 BUKB 2097 4870 9747 65  
Issued on 07 January 2026

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



# Your Business Current Account

## At a glance

31 Dec 2025 - 06 Jan 2026

Date	Description	Money out £	Money in £	Balance £
31 Dec	Start Balance			1,000.00
	<b>DD</b> Direct Debit to Stl Communications Ref: 0319-383	1,720.75		-720.75
	<b>Giro</b> Transfer From Account 70974641		1,720.75	1,000.00
5 Jan	<b>DD</b> Direct Debit to Sse Energy Supply Ref: 0085171-DD01377045	279.90		720.10
	<b>Giro</b> Transfer From Account 70974641		279.90	1,000.00
6 Jan	Balance carried forward			1,000.00
	Total Payments/Receipts	2,000.65	2,000.65	

Start balance	£1,000.00
Money out	£2,000.65
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£2,000.65
End balance	£1,000.00

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

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

7/8

36086 00007 F1V1522A 7 of 8

Bank Reconciliation Statement as at 31/12/2025 for Cashbook 2 - BARCLAYS IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/12/2025		1,000.00
			<u>1,000.00</u>
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
19/12/2025 35202 EOS Electrical Limited		382.86	
			<u>382.86</u>
			617.14
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			617.14
		<b>Balance per Cash Book is :-</b>	<b>617.14</b>
		<b>Difference is :-</b>	<b>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 01/01/2026 and 31/01/2026**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
05/01/2026	SSE Energy Solutions	DD01377045	£279.90	24934/street & clock 1/8-30/11
08/01/2026	BARCLAYS BANK	DD	£11.80	COMMISSION 13NOV/14DEC
15/01/2026	BNP Paribas Leasing Solutions	DD	£556.58	GRILLO MOTOR HP
15/01/2026	Green Energy (UK) Plc	DD	£8,427.01	25073/95132 December 25
19/01/2026	Health Assured Ltd	000WIT006	£300.02	24929/peak performance 12 - 03
19/01/2026	BNP Paribas Leasing Solutions	DD	£360.70	TRIMAX MOVWER HP
21/01/2026	SSE Energy Solutions	DD1	£62.54	25082/street & clock Dec 25
22/01/2026	POST OFFICE LTD	35204	£220.00	24798/BV73 HLM 26/27 RFL
22/01/2026	CASH	35203	£442.37	24802/petty cash reimburse imprest
26/01/2026	Biffa Waste Services Limited	W34565	£1,621.26	24909/glass recycling
26/01/2026	Epos Now Ltd	DD2	£22.80	25062/payments pro monthly EPOS
27/01/2026	Epos Now Ltd	DD3	£128.40	25063/care plan & support
30/01/2026	STL Communications Ltd T/A Focus	DD4	£1,714.31	25085/monthly telephone charge
<b>Total Payments</b>			<b>£14,147.69</b>	

**WITNEY TOWN COUNCIL  
IMPREST ACCOUNT**

 Sort Code 20-97-48  
 Account No 70974765

SWIFT BIC BUKBGB22

IBAN GB04 BUKB 2097 4870 9747 65

Issued on 04 February 2026

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

# Your Business Current Account

## At a glance

Date	Description	Money out £	Money in £	Balance £
28 Jan	Start Balance			1,000.00
30 Jan	DD Direct Debit to Stl Communications Ref: 0319-383	1,714.31		-714.31
	Transfer From Account 70974641		1,714.31	1,000.00
3 Feb	Balance carried forward			1,000.00
	<b>Total Payments/Receipts</b>	<b>1,714.31</b>	<b>1,714.31</b>	

### 28 Jan - 03 Feb 2026

Start balance	£1,000.00
Money out	£1,714.31
u Commission charges	£0.00
u Interest paid	£0.00
Money in	£1,714.31
End balance	£1,000.00

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

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

Bank Reconciliation Statement as at 31/01/2026  
for Cashbook 2 - BARCLAYS IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/01/2026		1,000.00
			<u>1,000.00</u>
<b><u>Unpresented Payments (Minus)</u></b>			<b><u>Amount</u></b>
19/12/2025 35202 EOS Electrical Limited		382.86	
			<u>382.86</u>
			617.14
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			617.14
		<b>Balance per Cash Book is :-</b>	<b>617.14</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 07 January 2026

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


# Your Business Premium Account

## At a glance

**31 Dec 2025 - 06 Jan  
2026**

Date	Description	Money out £	Money in £	Balance £
31 Dec	Start Balance			3,066,361.72
	<b>Giro</b> to 70974765 Automatic	1,720.75		3,064,640.97
5 Jan	<b>Giro</b> to 70974765 Automatic	279.90		3,064,361.07
6 Jan	Balance carried forward			3,064,361.07
	Total Payments/Receipts	2,000.65	0.00	

Start balance	£3,066,361.72
Money out	£2,000.65
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£3,064,361.07

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

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

Bank Reconciliation Statement as at 31/12/2025 for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS B P A	31/12/2025		3,064,640.97
			<u>3,064,640.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,064,640.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,064,640.97
		<b>Balance per Cash Book is :-</b>	<b>3,064,640.97</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

SWIFT BIC BUKBGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 04 February 2026

 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 £
28 Jan	Start Balance			2,752,207.59
30 Jan	Trf Skyline Inv * 172393*Wit Town C*	70,000.00		2,682,207.59
	Trf Skyline Inv. * 214042*Wit Town C*	80,000.00		2,602,207.59
	Giro to 70974765 Automatic	1,714.31		2,600,493.28
3 Feb	Balance carried forward			2,600,493.28
	Total Payments/Receipts	151,714.31	0.00	

28 Jan - 03 Feb 2026

Start balance £2,752,207.59

Money out £151,714.31

Money in £0.00

Gross interest earned £0.00

End balance £2,600,493.28

 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.

Bank Reconciliation Statement as at 31/01/2026 for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	31/01/2026		2,600,493.28
			<u>2,600,493.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,600,493.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,600,493.28
		<b>Balance per Cash Book is :-</b>	<b>2,600,493.28</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 update*

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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 initially over two days and completed by the 18th December 2025 and a subsequent update review on 20<sup>th</sup> February 2026. 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 reviews for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

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

## **Overall Conclusion**

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

We are also pleased to record that, in the areas examined, no major issues or concerns have been identified.

We consider the Clerk and her staff continue to operate generally effective control procedures in in most areas. We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

## Detailed Report

### Review of Accounting Arrangements & Bank Reconciliations

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

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

- Ensured that the ledger remains in balance at the current date;
- Verified the opening trial balance detail 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, September and December 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, 30<sup>th</sup> September and 31<sup>st</sup> December 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 final 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 previously advised 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> December 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 December 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 final 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 final audit.***

## **Precept Determination and Budget Control**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and the level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note from the Full Council minutes that the Council, at its 2nd February 2025 meeting approved a precept of £2,427,251 for 2026-27.

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***

***No issues have been identified in this area warranting formal comment or recommendation.***

## 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 at the update audit reviewed the food sales income from the Corn Exchange café and are satisfied that the funds are accurately recorded and managed in a satisfactory manner;
- We have reviewed the ledgers in respect of the income generated from the Corn Exchange to include bar, food and hot drinks and the EPOS system payments.
- We have also reviewed a sample from the Rialtas Diary in respect of the bookings and the issuing of invoices and collection of payments for the facilities and rooms at the Corn Exchange, Burwell Hall and The Leys.

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 are satisfied that the Café facilities are well managed and the facilities booking system is controlled in a satisfactory manner. We will undertake a further review of the Sales Ledger at our final 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 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 final audit.*

## POLICY, GOVERNANCE & FINANCE COMMITTEE



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**Agenda Item:** Effectiveness of Internal Control: Corporate & Financial Risk Assessment 2025/26

**Meeting Date:** Monday 30 March 2026.

**Contact Officer:** Responsible Financial Officer (RFO)

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

### Background

The Accounts and Audit Regulations 2015 section 3 requires that the council “has a sound system of internal control which...includes effective arrangements for the management of risk.” The Council is required to undertake an annual review of its internal controls for risk management (financial and non-financial).

The Council’s corporate and financial risk assessment covers all of the Council’s functions and the risks to public money relating to council property, activities and employees.

The Council has a formal Risk Management Policy which is kept under review, and a copy is attached at Appendix A for approval. This incorporates some non-material amendments following review.

There are other legislative requirements in relation to the management of specific risks, for example health and safety risks. It should be noted that Operational Risk Assessments and Method Statements are carried out by the Council’s Officers and staff for the various activities and events, and the Corporate Risk Assessment should not be confused with these. Management of risk is not just concerned with health and safety and making sure we have sufficient insurance cover. It identifies and assesses all risks the Council faces.

**The purpose of the Corporate Risk Assessment is to ensure that the Council is complying with legislation and statute, good practice and Council procedures.**

### Current Situation

Managing risk is what we do continually. The important thing is to identify risks and plan how these risks can be mitigated but recognising that it is not possible to remove the risk altogether.

It is acknowledged that some risks will always exist and by carrying out these Risk Assessments the Council is demonstrating that it is working to control and manage its risks.

The Corporate Risk Register comprises nine sections:

1. Financial administration.
2. Banking and investments.
3. Expenditure.
4. Grants.
5. Income.
6. Insurance.
7. Payroll.
8. Internal audit.
9. Strategic risks.

Each risk is scored by selecting a value of the likelihood (the likelihood of this happening with the controls the council has in place\_ and impact (estimated impact of this risk on this area to the Council with the controls the Council has in place). The system multiplies the likelihood score against the impact score to arrive at a risk value for each item.

Where responsibilities are specified:

- The Deputy Town Clerk has authority to act in the absence of the Town Clerk/ Chief Executive in their absence.
- The Town Clerk/ Chief Executive as Proper Officer may act in the absence of the RFO.

The “acting powers” will be used at the discretion of the officer concerned taking into account factors such as urgency and how long the officer is expected to be absent.

The risk register is attached for Members to review.

The Council has effective controls in place and officers continually review risks during the year and update practices and procedures where appropriate. However, there are a number of actions identified to strengthen controls. The controls which require further action are marked with “\*” in the rating column.

#### Future Corporate Risk Assessment

The Council has usually considered its corporate risk assessment at the end of the financial year to which it relates. Your officers consider that it would be more appropriate to consider the risk assessments earlier in the year to which they relate and therefore recommend that the Corporate Risk Assessment for 2026/27 be considered at the meeting due to take place on 28 September 2026; this would allow for most actions identified to be taken in the same financial year. It is intended that this timing should continue for future years.

Your officers will also be reviewing the format and scope of the Corporate Risk Assessment. A few years ago the Council used a proprietary sector-specific software package to produce these risk assessments. This is no longer available but the Council does have the old software and copies of previous risk assessments and so your officers will be looking at this with a view to incorporating some of the elements of the previous assessments back in to the process – for instance including the legal powers in relation to various services, noting that the Council has the power of general competence, which is one of first resort. Your officers will also be considering the risk assessments published by similar larger councils and potentially incorporating good practice from elsewhere.

### **Impact Assessments**

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

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

### **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. This is a statutory requirement defined in the Accounts & Audit Regulations 2015.

As mentioned above the purpose of the Corporate Risk Assessment is to ensure that the Council is complying with legislation and statute, good practice and Council procedures. In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

Day to day operational risks are managed by managers.

The Corporate and Financial Risk Register is held by the RFO and updated with input from other officers as appropriate.

Risk of loss is mitigated by having adequate insurance in place. Note that councils are required to have employers' liability insurance in place under the Employer's Liability (Compulsory Insurance) Act 1969; this is the only insurance which the Council is legally obliged to have. The Local Government Act 1972 (ss.111 and 140[1]) also allow councils to put in place other insurances against loss and in this regard the Council maintains a comprehensive insurance policy with an appropriate provider who is active in the local council sector.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates. Having an effective risk management policy, strategy and delivery is a prerequisite of delivering social value.

## **Financial implications**

There are no financial implications arising directly from this report however as a result of the risk assessment some risks may require financial commitment to alleviate the risk – Officers will try to meet these costs from existing budgets, however if not possible these will be considered as part of the next budget setting cycle later in the year.

## **Recommendations**

Members are invited to:

1. Note this report and recommend to the Town Council that it approve the Corporate Risk Assessment for the financial year 2025-26.
2. Recommend to the Town Council the adoption of the Risk Management Policy (as amended).
3. Note the section headed “Future Corporate Risk Assessment” and recommend to the Town Council that in future the Corporate Risk Assessment should be considered at the September meeting of this Committee.

**WITNEY TOWN COUNCIL****RISK MANAGEMENT POLICY****INTRODUCTION**

The Accounts and Audit Regulations 2015 section 3 requires that the council “has a sound system of internal control which...includes effective arrangements for the management of risk.” This policy has been developed to comply with the statutory requirements and to assist in achieving effective corporate governance.

The Risk Management Policy of the Council is to ensure it complies with statutory requirements and guidelines and to adopt best practices in the identification, evaluation and cost-effective control of risks to ensure they are eliminated or reduced to an acceptable level.

All decisions present different levels of risk and opportunity to the Council. It is acknowledged that some risks will always exist and will never be eliminated for this reason contingency plans will need to be in place to manage these risks. The Town Council expects Members and employees at all levels to understand the nature of the risks and accept responsibility for risks associated with their area of authority.

**RISK MANAGEMENT POLICY OBJECTIVES**

The risk management policy objectives of the Council are:

- ❑ To integrate risk management into the culture of the Council.
- ❑ To identify, evaluate and manage risk in accordance with best practice.
- ❑ To anticipate and respond to changing social, environmental and legislative requirements.
- ❑ To prevent injury, damage and losses and reduce the cost of risk.
- ❑ To promote awareness of the need for risk management in all service areas.

**ACHIEVEMENT OF OBJECTIVES**

These objectives will be achieved by:

- ❑ Maintaining clear roles, responsibilities and reporting lines for risk management within the Council including the heading “risk ” where applicable, in reports to the Committees and Council. This highlights any key additional risks which arise from reports so that in decision making Councillors can consider these risks and any action it can take to limit or negate its liability.
- ❑ Maintaining and regularly reviewing the corporate risk register which identifies and evaluates risks and the controls used to manage those risks on an ongoing basis.
- ❑ Preparing contingency plans in areas where there is potential for an occurrence having a significant effect on the Council and its business capability.
- ❑ Monitoring arrangements on an ongoing basis.

**RISK IDENTIFICATION**

Risks are identified and are scored each year. Where necessary an Action Plan is produced to address these risks. However this is not an exhaustive list and other risks emerge during the year as a result of experience and events and as decisions are taken by the Council . Line

Managers are therefore expected to review their areas to highlight any other aspects of the Council business that may be exposed to risk.

### RISK ASSESSMENT

A risk assessment can be performed based on the **impact** of the risk on the service or Council and the **likelihood** of it occurring. A points system is used to flag risks for attention or further action.

Low = 1

Medium = 2

High = 3

Where further action is required in relation to controls this is indicated by the "\*" flag in the Rating column and this generates the content of the action plan which is produced and presented to the Committee responsible for comment.

### MANAGING RISK

There are a number of ways in which risk can be managed and these include:

- Identification and implementation of adequate controls to reduce risk to an acceptable level
- Accept the risk
- Avoid the risk (do not carry out the activity)
- Transfer the risk (insurance or third party)
- Reduce the possible impacts (business continuity planning)

Many risk control measures may already be in place whilst others may need to be implemented as a result of this process. Officers are required to ensure that processes are clearly documented in order to satisfy Auditors.

### RE-ASSESSMENT OF RISK

From the annual risk assessment of a service further reviews are triggered on a timely basis. However, all risks should periodically be reassessed at least annually. Risk control measures will also need to be monitored to ensure all relevant Officers understand all new processes.

### ACTION PLANNING

As mentioned above, after the appropriate risk control measures have been identified and assessed as being adequate terms of reducing risk to an acceptable level, action needs to be taken to ensure these are properly implemented and maintained.

All documentation associated with operational risk assessment and risk management should be maintained in a central location and, where appropriate, used to support subsequent business planning.

## MONITORING AND REPORTING

Risk assessment and risk management is not a one-off activity and should therefore be integrated within the normal management and business planning process.

Once a particular area of the Council's business has been risk scored and an action plan drawn up a report will be presented to the Committee responsible for comment, either as part of the RFO's usual financial report, as part of another officer's report or as a "standalone" report and any financial implications rising directly from the risk assessment will be referred to the Policy, Governance & Finance Committee for approval.

## REVIEW OF RISK MANAGEMENT POLICY

Any variations to this policy will be reported to the Policy, Governance & Finance Committee as they occur. The policy will also be reviewed annually in September.

Revised draft: Policy, Governance and Finance Committee, 30 March 2026.

Next review: Policy, Governance and Finance Committee, 28 September 2026

Corporate Risk Assessment: 1. Administration					Responsible Officer: RFO / Full Council Committee
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Likelihood	Impact	Rating	
1	Poor financial management	1	3	3	Responsibility for the management of financial affairs and delegations clearly defined within Financial Regulations.
					RFO maintains an effective budgetary control/financial reporting system with reports presented to all spending Committees and ultimately PGF Committee.
					Standing Orders, Financial Regulations and Delegations reviewed regularly.
					Financial Regulations issued to all employees financial responsibilities.
					Formal appointment of internal auditor by PGF Committee.
					Council maintains an effective system of internal control and internal audit.
					Internal audit reports and any actions to be taken reported to Policy, Governance & Finance Committee.
					Effective budgetary control and financial reporting system maintained.
2	Non-compliance with statutory deadlines for completion, approval or submission of accounts and other financial statements.	1	3	3	Schedule for committee meetings set and updated regularly.
					RFO works with Rialtas (company who provide and support Omega financial software) to for any necessary advise on year end accounts and produce financial statement in good time.
					Critical dates logged in Council diary and monitored for action.
					Year-end accounts approved by Full Council on or before 30 June each year.
3	Failure to comply with Customs & Excise Regulations	1	3	3*	Value added tax is properly administered through the Omega financial software, with returns made electronically on a quarterly basis.
					RFO ensures all input tax and output tax is properly recorded on accounting packag
					Refer to guidance from HMRC where necessary, Sector specific advice available through NALC (National Association of Local Councils) and SLCC (Society of Local Councils). Specialist advice sought from DCK Accounting Solutions or the Parkinson Partnership where necessary.
					Partial exemption calculation undertaken on the Council's behalf by DCK Accounting Solutions.
4	Failure to maintain record of Council assets	1	2	2	RFO responsible for the maintenance of the asset register. This is to be migrated to the Omega accounting software module during 2026/27.

					All acquisitions/disposals are accurately and promptly recorded.
					Annual inventory checks undertaken by relevant officers for insurance purposes by 30 June each year.
5	Failure to comply with Inland Revenue Regulations	1	3	3	Salaries processed using SAGE Payroll Software which automatically deducts the appropriate rate of PAYE/NICs/ Pension etc.
					Comprehensive records kept of all calculations of income tax, national insurance and pension contributions deducted from pay, and are subject to periodic Internal Audit checks
					All sums due paid promptly within the deadlines set by HMRC by direct debit.
					RFO responsible for undertaking monthly returns to HMRC through Full Payment Submission.
					All necessary information including payslips, P45s and P60s issued to employees on a timely basis.
6	Theft, misappropriation or loss	1	3	3*	Council procedures for handling of cash are to be followed at all times and receipts are issued for all income.
					Responsibility determined for the management of any cash transactions.
					Training on financial management, procedures and monitoring given to all office staff.
					Increased use of Card Payment Machine has reduced number of cash transactions especially since Covid. Enhanced training to be given to staff in this regard.
					Secure arrangements are in place for all monies held prior to banking with safes on site. Large amounts of cash are banked immediately or as soon as practicable.
					Bank reconciliation reviewed by the RFO monthly, with PGF Committee receiving the monthly reconciliation together with the copy of the bank statement as at the last day of the month.

					<p>Petty cash float maintained at agreed level and kept in locked safe.</p> <p>All petty cash vouchers signed by recipient and authorised by the Officer with delegated authority.</p> <p>Reconciliation of petty cash undertaken each month by the Officer and cross checked by RFO.</p> <p>No personal cheques cashed or money borrowed.</p> <p>Only authorised staff are permitted to access safe.</p> <p>Safe kept locked unless items being removed or deposited.</p> <p>Banking of cash done discreetly and at varying times. Staff go directly to bank when making deposits, escorted as necessary depending on amount to be deposited.</p> <p>All financial and banking records monitored by RFO.</p> <p>Town Clerk/ Chief Executive is signatory for cheque payments up to £5,000 (Deputy Town Clerk and RFO may sign petty cash cheques up to £500). Town Clerk/ Chief Executive or Deputy Town Clerk authorise electronic payments of £5,000 or more.</p> <p>Two members are required to sign any cheques of £5,000 or more. One Member and either the Town Clerk/ Chief Executive or Deputy Town Clerk authorise electronic payments of £5,000 or more.</p> <p>Cheque books kept in RFO's locked cupboard and the safe.</p> <p>Cheques waiting for authorisation are held by a nominated officer until signed and then posted or issued promptly.</p> <p>Any lost or annulled cheques cancelled with the bank. Annulled cheques and cheque stubs are crossed through, signed and logged. They are then cancelled in the relevant cashbook.</p> <p>Council holds adequate fidelity guarantee insurance as well as all risks insurance covering theft of property and theft of cash.</p> <p>Codes and passwords changed when officer responsible for specific tasks changes.</p> <p>Internal audit used to test processes and procedures.</p>
					Regular back-ups taken of financial and payroll software.
7	Loss of RFO	1	3	3	<p>Town Clerk/ Chief Executive will liaise Chair of PSC/Leader of Council to organise cover for essential tasks by sector specialists such as DCK Beavers.</p> <p>Town Clerk/ Chief Executive to be appointed RFO pending recruitment.</p> <p>Recruitment to be organised.</p>

	<i>Reviewed by Town Clerk/ Chief Executive:</i>			<i>Date:</i>
	<i>Approval by PGF Committee, signed by Chair:</i>			<i>Date:</i>

Corporate Risk Assessment : 2. Banking and Investments					Responsible Officer: RFO / Full Council Committee
Ref No.	Hazard				Risk Control Measures
		Like - lihood	Impact	Rating	
1	Incorrect or illegal procedure	1	3	3*	Banking arrangements reviewed on a regular basis by PGF Committee. Bank accounts operated within fixed limits: see CRA 1.6 Codes and passwords changed when officer responsible for specific tasks changes. Bank account details & passcodes kept on system with restricted access.
2	To ensure integrity of investments and maintain proper records	1	2	2	Investment Strategy agreed and reviewed by PGF annually. Maintain effective internal audit. Regular reports of investments to PGF Committee including an annual report.
3	To and maximize return on investment	2	1	4	To carry out regular review to ensure maximum return is achieved commensurate with investment risk (see Investment Strategy).
4	To minimize risk arising from misappropriation or theft	1	3	3	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds are subject to Council approval in line with investment strategy. Ensure all transactions are subject to counter signatures of Clerk/authorised council members as necessary. Regular reports of investments to P&R Committee.
<b>Reviewed by Town Clerk/ Chief Executive:</b>					<b>Date:</b>
<b>Approval by PGF Committee, signed by Chair:</b>					<b>Date:</b>

Corporate Risk Assessment: 3. Expenditure					Responsible Officer: RFO/Full Council Committee
Ref No.	Hazard				Risk Control Measures
		Likelihood	Impact	Rating	
1	Failure to maintain an effective payments system	1	3	3*	RFO responsible for control of expenditure and operates sound budgetary control for all expenditure.
					Expenditure within estimated budgets controlled by the Town Clerk & Chief Executive/RFO.
					Purchase orders raised for items of expenditure and matched with invoice for payment. Council transition to computerised order system (Rialtas software). This was scheduled to be rolled out to all officers during 2025/26. Now scheduled to be complete by 31 May 2026.
					All purchase orders coded to correct budget allocation and checked by office placing the order, the Admin. Support Assistant & Town Clerk/ Chief Executive before payment of invoice.
					All payments supported by an invoice/voucher – all details are checked input on accounting system and payment generated.
					The relevant Officer's signature to show final approval for payment.
					All payments (via a payments schedule) are approved by the PGF Committee
	Cheque and Electronic Payments:				All cheques raised must be authorised by the relevant Officer and countersigned by RFO before Town Clerk/ Chief Executive/Members sign the cheque per signing limits.
	For payments over £5k all cheques and relevant invoices must be signed by two authorised Members and cheque number endorsed on cheque run summary. Electronic payments in excess of £5K must be authorized by (i) the Town Clerk/ Chief Executive or the Deputy Town Clerk and (ii) one Member.				
2	Incorrect payment	1	2	2	Invoices must be signed by the Officer receiving the goods as true and correct.
					Admin. Support Assistant cross checks purchase orders and invoices before raising cheque for payment or inputting invoices via electronic payments.
					RFO to ensure all expenditure within legal powers. NB the Council has attained the General Power of Competence.
3	Improper use of direct debit/ unauthorized payments made from bank account.	1	2	2	All DD mandates signed off by Town Clerk & Chief Executive.
					Limited use of direct debits and any new ones must be authorised by Town Clerk& Chief Executive/RFO prior to setting up.
					All bank accounts monitored by RFO on a twice daily basis so that any improper

					transactions can be addressed and in their absence Admin. Support Assistant Direct debit payments monitored twice daily by RFO and in their absence the Admin. Support Assistant.
4	Not achieving value for money	2	2	4*	All purchases of goods and services must be made in accordance with the Council's Procurement Policy, the Financial Regulations and Standing Orders.  Procurement thresholds are set, usually annually, by central government in accordance with the Public Contracts Regulations 2015. This is monitored by the RFO and any necessary changes made to the above documents.  New procurement policy and procedure document to be adopted during 2026-27 – see report to the meeting of 30 March 2026.  All contracts and tenders marked on value for money=price/weighted score, taking into account all the objectives set out in the Procurement Policy including sustainability and use of local contractors where possible.  Contracts registered on contracts schedule and delegated to specified officers for regular management and monitoring.
5	Inadequate budget provision	2	1	2	Any unexpected expense to be met from reserves or virement only after Council approval.  Adequacy of finances to repay loans reviewed as part of budgetary process.
					Budgets to be thoroughly scrutinised at each meeting of the Council's Committees to ensure that budget risks are identified and addressed. Annual budget set at adequate level to cover the Council's requirements.
	<b>Reviewed by Town Clerk/ Chief Executive:</b>			<b>Date:</b>	
	<b>Approval by PGF Committee, signed by Chair:</b>			<b>Date:</b>	

Corporate Risk Assessment: 4. Grants					Responsible Officer: RFO/Full Council Committee
Ref No.	Hazard				Risk Control Measures
		Like-likelihood	Impact	Rating	
1	Grants <b>applied</b> for by the Council: Grant income incorrect	1	2	2	Town Clerk/ Chief Executive to authorise any grant applications.
					All grant money received and checked against application form and details.
					Any money incorrectly received or not required/ used returned as required by funding body.
					Officers responsible for specific grants to inform RFO of amount and date of payment(s). Payments to be checked regularly by RFO and reconciled with bank statements.
					RFO to inform officer responsible for specific grant application when money is received or if money expected is not received.
					Grant cheques received to be receipted and banked promptly.
					RFO to reconcile receipts of money with bank statements.
2	Grants awarded <b>by</b> the Council: Insufficient budget for grant awards	1	1	1	Budget reviewed annually and agreed as part of the budgetary process.
					Grant applications assessed against Council criteria and award recommended by PGF Committee, and subject to full Council endorsement.
					Grants only awarded where the Council has sufficient budget.
3	Grants awarded <b>by</b> the Council: Insufficient powers to award grants	1	2	2	RFO to establish powers under which specific grants are awarded. Council has the Power of General Competence which is power of first resort and gives the Council wide powers to award grants.
					Council in membership of the Oxfordshire Association of Local Council who can advise as required.
4	Improper use of funds <b>by</b> applicants	2	2	4	Policy for awarding grants to local organisations in place and periodically reviewed.
					Grant application forms completed by all applicants and checked by the officer responsible for grants. Officer to return form or seek further information/ clarification if form is incomplete or ambiguous.
					All applicants and applications researched and evaluated thoroughly.

				<p>All grant awards acknowledged by recipient.</p> <p>Random checks are undertaken following award to ensure grant awarded is spent as stated in the application.</p> <p>Appropriate action taken to recover any money not used as detailed in the grant application.</p> <p>The Council's support must be acknowledged on the recipient's publicity.</p> <p>When a grant award of £500 or over is made there is a condition that a written update is received within 12 months on how the money was spent.</p> <p>All monies received must be spent on the specific purpose applied for in the grant application.</p>
	<b><i>Reviewed by Town Clerk/ Chief Executive</i></b>			<b><i>Date:</i></b>
	<b><i>Approval by PGF Committee, signed by Chair:</i></b>			<b><i>Date:</i></b>

Corporate Risk Assessment: 5. Income				Responsible Officer: RFO / Full Council Committee	
Ref No.	Hazard				Risk Control Measures
		Like-lihood	Impact	Rating	
1	Failure to set a precept within sound budgeting arrangements.	1	3	3*	<p>Responsibilities of Town Clerk/ Chief Executive and the RFO, Council, committee, Budget Working Group, all defined.</p> <p>Each Committee requested to consider its financial requirements during the September/ October cycle of meeting followed by full budget report to each Committee from RFO, working with other officers, during the November/December cycle of meetings. The budget report should include revised estimates for the current financial year together with proposed estimates and options for the following financial year.</p> <p>In December there is a Presentation to Council by the RFO detailing the budget position following the meetings from September to December.</p> <p>Precept is set by the full council at the second December meeting or if deemed necessary by the Town Clerk/Chief Executive, at a special meeting in January.</p> <p>All fees and charges made by the Council are reviewed as part of budgetary process.</p> <p>Adequacy of all balances and reserves reviewed regularly and formally reviewed by the Council as part of the budget-setting process and at the financial year end.</p> <p>Effective budget monitoring in place throughout the year.</p> <p>Accrue hall hire and sports pitch income as at 31 March each year.</p>
2	Precept not received	1	2	2	<p>Level of precept to be entered on to appropriate form, signed by the Town Clerk/ Chief Executive and sent within the statutory timescales** to the District Council by the RFO.</p> <p>** under statute the Town Council must submit their precept by 1<sup>st</sup> March; although the District Council may specify a date by which they "require" the notice the statutory requirements cannot be varied.</p> <p>Dates receipt of precept due logged in Council diary.</p> <p>RFO reconciles bank statements and checks for timely receipt of precept, taking appropriate action if it is not received when expected.</p>
3	Failure to collect income due to the Council.	2	2	4*	<p>Clear delegated responsibility for collection of due income.</p> <p>Defined procedure for payments issued to relevant bodies.</p> <p>Record of all tenancy agreements and leases maintained and monitored regularly.</p> <p>Proper records maintained of income received and banked.</p>

					Income received is made via cash, cheque, bank transfer or card payment following the procedures in place.
					Receipts issued for all income received.
					Direct debit income checked at regular intervals by the RFO.
					Monitoring of trends and actual versus budget undertaken.
					Procedure for collecting outstanding debt followed. To be reviewed during 2026-27.
					Irrecoverable sums to be written off subject to Council approval.
					Use of EPOS system in the Council's bars and café and independent quarterly stocktake.
					Appropriate testing by internal audit.
4	Failure to collect full payment for hire of facilities	2	2	4	Facilities are only released in accordance with the booking conditions in place.
					Receipts issued upon receipt of payment.
					Hiring income reconciled with facility hiring records.
					Appropriate testing by internal audit.

5	Loss of income from facilities through poor asset maintenance	2	2	4	Annual maintenance inspection and maintenance regime in place to ensure maximum availability.	
<b><i>Reviewed by Town Clerk/ Chief Executive:</i></b>					<b><i>Date:</i></b>	
<b><i>Approval by PGF Committee, signed by Chair:</i></b>					<b><i>Date:</i></b>	

Corporate Risk Assessment: 6. Insurance					Responsible Officer: RFO / Full Council Committee
Ref No.	Hazard	Like-lihood	Impact	Rating	Risk Control Measures
2	Risk to third party as a consequence of providing a service.	1	3	3	<p>Appropriate insurance cover/policy in force.</p> <p>Proof of third-party public liability insurance always demanded.</p>
3	Invalid insurance policy	1	2	2	<p>Insurance policy and level of cover reviewed on an annual basis.</p> <p>Prompt payment of premiums.</p> <p>Any issues with policy or company reported to Town Clerk/Chief Executive.</p>
4	Requirement to make claim	3	2	6	<p>No liability admitted and incident reported immediately to the Town Clerk/Chief Executive.</p> <p>Accident/Incident Form completed as soon after the event as possible.</p> <p>Contact details of any witnesses taken at the time of the incident.</p> <p>Insurance company contacted to report incident and take instructions on how to proceed.</p>
<b>Reviewed by Town Clerk/Chief Executive:</b>					<b>Date:</b>
<b>Approval by PGF Committee, signed by Chair:</b>					<b>Date:</b>



Corporate Risk Assessment for: 7. Payroll				Responsible Officer: RFO / Full Council Committee	
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Likelihood	Impact	Rating	
1	Loss of payroll data on PC due to system failure	2	2	4	Data backed up following any updates and saved offsite by Council's IT support provider. Hard copy of employee financial records stored securely. Reliable payroll software (SAGE) used. Access by Officers into electronic monthly payroll is password protected and meets Data Protection regulations. Password to be changed periodically.
2	Over or under payment of salary	1	2	2	Timesheets checked by Line Managers before submission to RFO. Payroll checked before payment authorized. Periodic spot checks by internal audit Trust in the honesty and integrity of staff. Under payments paid as soon as possible. All salaries paid directly into staff bank account by electronic transfer.
3	Wrong PAYE and pension contributions	2	2	4	SAGE payroll software kept up Payroll data periodically checked by the internal auditor/RFO. RFO undertakes training as necessary re payroll and pensions and keep up to date on changes through Oxfordshire Association of Local Council and Society of Local Councils. Queries from HMRC and Oxfordshire County Council answered by RFO.
4	Misappropriation or theft	1	3	3	All expenditure cross checked with budget estimates and reconciled with bank statements. Payroll calculated by RFO and authorized by Town Clerk/ Chief Executive.
5	Wrong pay level according to grade of employee	1	2	2	Annual salary and grade for each post in the establishment agreed by Personnel Sub-Committee. Increments agreed by Town Clerk/ Chief Executive.
6	Deductions not paid over to relevant authorities	1	3	3	Tax and National Insurance is paid over to HMRC by Direct Debit each month. RFO monitors General Account to ensure sufficient funds to meet the DD. Other pay overs made by RFO each month or as necessary.
<b>Reviewed by Town Clerk/ Chief Executive:</b>				<b>Date:</b>	

*Approval by PGF Committee, signed by Chair:*

*Date:*

Corporate Risk Assessment: 8. Internal Audit					Responsible Officer: RFO / Full Council Committee
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Like-lihood	Impact	Rating	
1	Scope of Internal Audit does not include all relevant risks.	1	3	3	<p>The terms of reference for the Internal Audit are agreed by the PGF Committee.</p> <p>The scope of the audit plan is agreed by PGF to ensure it supports the Council's Annual Governance Statement by RFO/Council.</p> <p>The scope of audit work takes into account risk management processes and wider internal controls.</p> <p>Terms of reference define audit responsibilities in relation to fraud.</p>
2	The Internal Auditor is not sufficiently independent, unbiased and objective.	1	2	2	<p>The Internal Auditor has direct access to those charged with governance i.e. Members.</p> <p>Reports are made in own name to management.</p> <p>Auditor does not have any other role within the Council.</p> <p>The Internal Auditor is not involved with the preparation of management accounts.</p>
3	The Internal Auditor is unable to carry out the work ethically, with integrity and objectivity.	1	2	2	<p>Internal Audit reports are considered by the PGF Committee to ensure competency of the Internal Auditor meets the Council's requirements.</p> <p>References are obtained when appointing the Internal Auditor.</p>
4	Relationships impact on an effective audit process.	1	2	2	<p>The Town Clerk/Chief Executive and the RFO are consulted on the internal audit plan and on the scope of each audit.</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management, fraud and corruption matters.</p> <p>The Internal Auditor does not influence the direction or extent of the review.</p> <p>The responsibilities of Council Members are understood; training of Members is carried out as necessary.</p>
5	Inadequate or a lack of audit planning and reporting.	1	2	2*	<p>The Internal Auditor is instructed to undertake a full internal audit currently with four visits per year and to submit recommendations for improvement.</p> <p>The annual audit plan properly takes account of all the risks facing the Council and is approved by the Council.</p> <p>Internal audit is reported in accordance with the plan.</p> <p>Internal auditor is appointed on an annual basis and procurement of the service</p>

takes place every five years. To be considered at the June PGF meeting.

*Reviewed by Town Clerk/ Chief Executive:*

*Date:*

*Approval by PGF Committee, signed by Chair:*

*Date:*

Corporate Risk Assessment: 9. Strategic Risk Register					Responsible Officer: RFO/Full Council Committee
Ref No.	Hazard	Risk Assessment			Risk Control Measures
		Likelihood	Impact	Rating	
1	Disaster impacting on Town	1	2	2	<p>District &amp; County Council and other Authorities lead on local/national disasters.</p> <p>Basic Emergency Response Plan to be: In the event of a local or national emergency being declared, the following applies to all Members and Officers of Witney Town Council:</p> <p>(a) Make yourself available to help if you can;</p> <p>(b) Use your own common sense to determine appropriate action within your personal limits;</p> <p>(c) Listen for any communications;</p> <p>(d) Accept instructions from Category 1 responders i.e. Emergency Services, NHS Bodies and the District / County Council.</p> <p>Town Council to take part in exercises run by Category 1 responders as appropriate.</p> <p>Town Council to take part in “learning reviews” after any disaster.</p>
2	Terrorism Incident	1	2	2	<p>Terrorism insurance in place.</p> <p>Advice received from H&amp;S Consultants.</p> <p>Call 999.</p> <p>Follow Government defined Run / Hide / Tell process.</p>
3	Town Hall unserviceable (e.g. fire/flood)	1	3	3	<p>Business Continuity Strategy &amp; Action Plan to be reviewed to reflect changes in accommodation - but in summary:</p> <ul style="list-style-type: none"> <li>- There are no life-critical services provided.</li> <li>- Emergency management team called together to agree priorities.</li> <li>- Short term measured recovery in the alternative location such as the Corn Exchange.</li> <li>- Medium / Long term plan to return to Town Hall.</li> </ul>

					Insurance in place to meet costs.
4	Sudden loss of staff	2	3	6*	<p>Many tasks are already shared.</p> <p>Many tasks are already covered on normal absence (holiday / sickness.)</p> <p>Most core and critical processes are documented. Further action to consolidate in to manuals.</p> <p>Seek support from other Town Councils/District Council.</p> <p>Temporary staffing or use of agency staff as short-term solution.</p> <p>Recruitment is the only long term solution.</p>
5	Sudden loss of Councillors	2	3	6	<p>Chair, Town Clerk, Deputy Town Clerk and Democratic Services Officer ensures meetings are quorate.</p> <p>Standing Orders apply: if not quorate, no business may be transacted.</p> <p>Council by-election/Co-option process would commence.</p> <p>District Council informed if Council unable to transact business until by-election held.</p>
6	Loss of IT facilities	2	2	4	<p>Business Continuity Strategy &amp; Action Plan.</p> <p>Full offsite backup service provided by existing IT supplier.</p> <p>Major improvements during 2025-26 included installation of SOGEA broadband for enhanced speed and performance. Moved to cloud-based server to ensure improved back-up and continuity.</p> <p>Periodic testing of recovery of specific systems.</p> <p>Occasional power outages / internet access failures / PC failures already occur and are successfully managed operationally.</p>
7	Significant change in funding; sudden large expenditure required; excessive under-budgeting established	2	2	4*	<p>Council has established adequate reserves – equivalent to three months net revenue expenditure, plus specific earmarked reserves.</p> <p>Insurance in place to cover major risks.</p> <p>Use of other funding sources including loan from Public Works Loan Board for large projects yielding a benefit over a number of years so that the burden of funding does not fall entirely on current council tax payers but is shared more fairly with future tax payers.</p> <p>Five year medium-term financial strategy – review for September 2026 meeting, especially important as changes likely due to current international situation.</p> <p>Experience in place to manage any public messages required.</p>

8	Fraud, Misconduct, Gross underperformance	1	3	3	Financial Risk Assessments in place.
					Procedures in place to prevent / detect including payment authorisation and internal audit.
					Risk also managed through management vigilance, informal monitoring and spot checks.
					Full appraisal system in place to ensure continuous development and improvement including support for professional qualifications and training.
					Insurance in place to cover any resulting financial losses.
					Never previously required in these circumstances but there is experience in place to manage any public messages required.
9	Media misreporting	3	2	6*	Press Releases / News Items issued where relevant.
					Follow social media and Media Relations Policy.
					Councillors / Clerk available to accurately brief journalists.
10	Malicious misrepresentation	3	2	6*	Council believes that everyone has the right to free speech provided that this is exercised within the law.
					Policy of not responding to general "chit chat" except in exceptional cases has been proven to minimise impact of misinformation and also is best use of limited staffing resource.
11	Council action having unintended negative impact on other parties	1	3	3	Transparent procedures and processes in place to minimise likelihood in day to day service operations.
					Effective project management / action planning / risk management procedures in place for all defined projects, functions, events and services.
					Councillors available and prepared to discuss any impacts at any time.
					Insurance in place to cover any resulting financial losses including public liability and libel/slander.
					Expert / professional input sought where appropriate.
12	Out-of-the-ordinary tasks having unexpected consequences	2	2	4	All routine services are covered by detailed procedures / processes, with high-risk areas having their own specific risk management plans.
					"One off" activities have their own risk management plans and discussions with the Safety Advisory Group where appropriate.
					Expert / professional input sought where appropriate.
					Post event reviews take place.
13	Contractors not	1	3	3	All tasks are controlled by defined contracts / purchase order or service level agreements.

	suppling agreed services				<p>All contracts / agreements are monitored as required by the relevant officers and relevant corrective actions taken.</p> <p>Full procurement procedures (including credit checks) defined and followed.</p> <p>Preferred and proven contractors used where possible.</p> <p>Alternative suppliers continually considered.</p>
14	Confidential data being disclosed	1	3	3	<p>Security measures in place and used – e.g. safes, shredding/confidential waste disposal contract, firewall etc.</p> <p>Respect for confidentiality of data embedded in culture of the council.</p> <p>Staff and Member training has taken place and embedded in Council admin.</p> <p>Data Protection procedures and data held are fully reviewed as part of 2018 GDPR (UK GDPR). An officer is responsible for this and related matters.</p> <p>Consideration applied as part of all new services / activities</p>
				<b>Reviewed by Town Clerk/ Chief Executive:</b>	<b>Date:</b>
				<b>Approval by PGF Committee, signed by Chair:</b>	<b>Date:</b>

**Corporate Risk Assessment – Action Plan arising from 2025-26 assessment**

<b><u>Reference</u></b>	<b><u>Hazard</u></b>	<b><u>Action and date</u></b>
<b>Administration</b>		
1.3	HMRC regulations	Partial exemption calculation to take place in relation to 2025-26 - commission DCK Accounting Solutions by 31 May 2026.
1.6	Theft, misappropriation or loss	Office staff training to be refreshed by 31 July 2026.
<b>Banking &amp; Investments</b>		
2.1	Incorrect or illegal procedure	PGF Committee to review arrangements September 2026
<b>Expenditure</b>		
3.1	Effective payments system	Complete training of all relevant staff on the Omega purchase ordering system by 31 May 2026
3.4	Value for money	Procurement in relation to local councils is a complex area. The current policy sits alongside other documents referred to including the Council's Financial Regulations and Standing Orders. The RFO considers that it would be appropriate to draft a more comprehensive document that includes all the Council's requirements regarding governance relating to procurement in one document and also then moves on to detail procurement procedures based on existing internal good practice. This document would be drafted in consultation with the senior management team and other key officers involved in procurement. It is anticipated that having regard to the time available to

		undertake this task, a draft document could be presented to the meeting of this Committee due to take place on 28 September 2026.
<b>Income</b>		
5.3	Collection of income due to Council	Review procedures for collection of outstanding debts by 31 July 2026.
<b>Insurance</b>		
6.1	Cover	Latest advice is that buildings should be valued by RICS surveyor in relation to reinstatement costs every three years (previously every five years). This will need to be done in September 2026 and a budget agreed ( PGF – 22 June 2026).
<b>Internal audit</b>		
8.5	Audit planning	Appointment of internal auditor to be considered by PGF at its meeting on 22 June 2026.
<b>Strategic</b>		
9.3	Town Hall not usable	Review Business Continuity Strategy & Action Plan – by 31 July 2026.
9.4	Sudden loss of staff	Formalise documentation in relation to procedures into standard procedure manuals by 31 December 2026 and then review.
9.7	Significant change in funding	Review the medium-term financial strategy in the light of current international situation and likely increased inflationary pressures – PGF 28 December 2026.

9.8 9.9	Media misreporting/malicious misrepresentation	Review procedures by 30 June 2026.
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**Important note:** Once approved by the Council the various tasks will be allocated to the relevant officers.

## POLICY, GOVERNANCE & FINANCE COMMITTEE



**Agenda Item:** Finance Report

**Meeting Date:** 30 March 2026

**Contact Officer:** Responsible Financial Officer

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

### Background

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is 1 April to 31 December 2025.

The Committee is also requested to consider the Council's energy contract, the insurance provider for 2026-27 and potentially for the period to 31 March 2029 following receipt of quotes, loans in relation to the West Witney Project, membership of the Oxfordshire Association of Local Councils and the Council's investments.

### Current Situation

#### A Management accounts

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed; these are the management accounts for this committee. The period to which this report relates is 1 April to 31 December 2025.

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

Cost centre (CC)	Service
102	Langdale Hall (Property)
106	Madley Park Community Centre
401	Civic activities
403	Planning (staffing)
407	Grants and donations
501	Property/ Investments
502	Town Hall Maintenance
505	Precept
506	Interest received
601	Works department
602	Central support
604	Works depot, vehicles , equipment etc

700	Strategic planning initiatives
701	Corporate management
702	Democratic representation and management
800	Capital Projects

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

Committee	Cost centres
Parks and Recreation	201, 202, 203, 204, 205, 207, 208, 209, 211, 212, 213, 214, 215,216,217,218,230
Stronger Communities	402, 408
Halls, Cemeteries and Allotments	103, 104, 105,301,302, 303, 305
Climate and Biodiversity	206,250

Cost centres, comprising three digits, typically represent a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

A report is regularly submitted to each of the standing committees and previous reports are available on the relevant committee section of the website.

The format of this report is as follows: the first two columns relate to the original budget from 2024/25 against the actual figures for last year. The middle columns relate to the current year’s original budget, actual expenditure year to date, the projected budget to 31 March 2026, based on the estimates agreed during the budget cycle. The right-hand columns relate to the agreed estimates for 2026/27.

A full review of the budgetary position was undertaken during the budget cycle. This received detailed consideration at the last meeting of this committee and the subsequent Policy Governance and Finance Committee and full Council meetings. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further information.

Members may wish to note the following:

1. There will be some codes where the year-to-date figure now exceeds the projected estimate for the whole year. This is to be expected as the projections were the best

estimates made in September/ October and clearly matters move on. Equally there will be other codes where not all the projected budgets will be required. Virements (transfers) between budgets will be made where these can be justified but overall there are no budget lines which cause particular concern.

2. As reported previously there was a change to Committee responsibilities earlier in the financial year which affecting the Climate & Biodiversity and Stronger Communities Committees.

Within the terms of reference for the Climate and Biodiversity Committee there are a number of responsibilities budgetary provision for which were previously under the remit of the Stronger Communities Committee. These are, referenced directly from the Committee terms of reference for 2025-26:

*(b) To manage the Council's Environmental Spaces, including Amenity Areas...*

*c) To oversee the management of the Council's tree stock across the town;*

*h) To oversee the maintenance of the Council's infrastructure concerning planting displays (including hanging baskets).*

Your officers have now made the necessary changes to the budget/cost centre structures which will relate to cost centre 402 – Community Infrastructure and specifically nominal ledger codes – 4017, 4036, 4037, 4039, 4040, 4066, 4067, 4888, 4890, 4892, 4893 and 4899. These have been transferred in whole or in part a new cost centre attached to the Climate and Biodiversity Committee. The virement in relation to the 2025/26 original budget amounted to £238,491.

Note that in relation to works team allocations, of which a total of £162,990 has been transferred in relation to the 2025/26 budget, the amounts will be subject to review over the next twelve months.

3. The Council has agreed a delegation to the Town Clerk/CEO to opt-to-tax the Burwell Hall (cost centre 105) if it was considered necessary in terms of input VAT recovery. However following further review this is not considered necessary at this point in relation to current capital works. The position is due for review early in the new financial year and will consider planned projects in relation to the Burwell Hall. Members will also recall that if an option-to-tax is made then it was agreed that the output tax would be absorbed by the Council so that the additional 20% cost would not be passed on to customers, the vast majority of which are not VAT-registered organisations.
4. Members are reminded of the change in relation to the treatment of property budgets. Previously where a property was leased out this was represented in the accounts against the site where the property was located.

This impacts on the Cemetery Lodge rent and insurance recharge (previously under the Tower Hill cemetery budget -301), the West Witney Sports Clubhouses/Pavilion and rents on bowls club pavilions (previously under West Witney – 203), and the Leys bowls pavilion (previously under the Leys – 202). The rationale for the change is that the previous treatment inadvertently had the impact of distorting revenue budgets in cost centres 202, 203 and 301 because whilst bringing in income to these cost centres none of the expenditure in these cost centres related to the properties in question. In governance terms it should also be noted that whilst clearly spending committees have an interest, property matters in relation to leases etc are primarily a matter for the Policy, Governance and Finance Committee (PGF). Consequently a new cost centre – 501 was created under PGF and this will consolidate all rented property income and expenditure. This cost centre will also include the Multi-Activity Hub at the Leys and the lease to Courtside CIC.

Current year budgets were vired from the old budget lines to the new cost centre 501 which has the impact of ensuring that like for like comparisons may more readily be made between 2025-26 and 2026-27.

The Langdale Hall (cc102) and Madley Park Hall (cc106), which have their own cost centres, have also been transferred to the Policy, Governance and Finance Committee.

5. The financial year end is on 31 March 2026. The accounts will be “closed down” during April 2026. This will involve a number of tasks. All purchase ledger invoices for 2025-26 will be entered and any remaining sales ledger invoices will be raised. Further adjustments will be made for accruals.

There are inevitably some coding errors which will have crept through the accounts and these will be corrected.

Reserve movements will be processed and as part of the year end process your officers will thoroughly re-examine the various budget lines and proposals will come forward following the financial year end (31 March 2026) for a number of underspends against specific codes to be transferred into the Earmarked Reserves (EMRs) to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will be in future years. On specific nominal codes where expenditure is likely to be under-budget the revised budget was retained at the original. A proposal will come forward at final accounts stage for any difference between spend and budget to then be transferred to the earmarked reserve at year end. Over-spends on nominal budgets may also, where appropriate, be met from earmarked reserves. Any adjustments will be made at final accounts stage and will then reduce revenue expenditure for the year.

6. As of 31 December 2025 the Council’s income and expenditure for the year to date was as follows:

Income - £3,492,031 (this being 75% of original budget and 71% of revised budget).  
 Expenditure - £2,256,107 (this being 40% of original budget and 47% of revised budget).

However the position will change greatly in the final quarter (January to March 2026) due to the capital programmes at cost centre 800 especially with the building works in relation to the West Witney Project, with part of the approved loan being drawn down during this period and expenditure in relation to the building contract. A detailed report in relation to this matter will be brought forward to the next meeting of this Committee. The Project is currently being delivered within the approved budgets.

**B Energy contracts**

Energy costs are significant part of the Council’s expenditure. During the budget cycle the RFO commented: “there remains uncertainty regarding gas and electricity prices, and these could change depending on the increasingly unstable international circumstances.”

Since then the international situation has deteriorated and the war in the Middle East has led to a general increase in prices. However the impact on the Council’s energy budgets for 2026-27 has been minimised as your officers placed a contract with the Council’s current energy providers on 2 March 2026 ( a couple of days after the war commenced) based on contract sums offered prior to the start of the war.

The one area where the Council will be exposed to inflationary pressures in this regard will be in relation to the new depot at West Witney where colleagues are currently arranging the supply and this will no doubt be exposed to the current market conditions.

The energy contract prices across the Council’s sites are as follows:

	<b>2025-26</b>		<b>2026-27</b>	
	Total of standing charges/day	Average unit cost (unweighted)	Total of standing charges/day	Average unit cost (unweighted)
Electricity (nine sites)	£8.08	22.42p	£21.62	21.67p
Gas (two sites)	£0.90	7.9p	£0.90	7.9p

Gas prices have remained the same. In relation to electricity there has been a substantial increase in standing charges, which is understood to be in line with national policy, but this has been partially offset by a reduction in unit charges amounting to 3.3%.

It is worth emphasizing that electricity is an area where your officers have successfully procured good rates in the past. The Council compares favourably to other local authorities. An article published in “The Times” on 14 November 2025 looked at electricity costs across principal authorities during the year to 31 March 2025, using an FOI request. 268 of the 400 (approx.) authorities responded. In Oxfordshire, the County Council paid 44.1p per unit (kWh) and Oxford City Council 29.1p per unit. Witney Town Council paid 21.7p per unit on its main contract that year and if it had been included in the survey then the price paid for electricity would have been 267<sup>th</sup> (=) in the rankings with only Mid Devon District Council lower, at 21.2p per unit. It may be that the scale of this Council’s operations and factors affecting larger authorities have an impact but the result is that the Council has fared well in relation to its electricity contracts.

The Council’s current supplier remains [100 Green](#) (formerly Green Energy UK), which supplies gas and electricity generated in the United Kingdom and not imported, and is from sustainable sources. This is in line with the Council’s procurement policy. The company is a Which Recommended Provider.

Excluding the electricity budget set aside for the new works depot (£7,000) the budget for electricity and gas across the Council during is £49,379. Based on the new contract and current usage the cost of electricity and gas is projected to be £48,943 so the new contract is within the budgets agreed in February 2026.

Notwithstanding the above the volatility of another major war will likely cause significant inflationary pressures as the situation unfolds and I suspect further consideration of the impacts will be given during the course of this coming financial year.

## **C      Insurance**

The Council’s Long-Term Agreement (LTA) with Zurich Municipal ends as of 31 March 2026. The LTA has guaranteed the same rate (insurance charge per £1K insured) for five years although premiums have risen according to the sums insured. As reported during the budget cycle the end of the LTA will result in significant increases and these were provided for in the budget.

The Council has sought quotes from the current insurance provider and two other companies. These are currently being considered, and clarification being sought as necessary. The RFO will report further at the meeting with their recommendation for the insurance contract for 2026-27 and whether any longer-term agreement should be entered in to.

## **D      Loan in relation to the West Witney Project**

Significant progress has been made in relation to the West Witney Project, which is now well into the building phase, and in accordance with the Council's decision to substantially fund the project by way of a loan and the approval by the Ministry of Housing, Communities and Local Government for borrowing a sum not exceeding £1,250,000 the following loans have been drawn down from the Public Works Loans Board (PWLB):

3 March 2026 - £900,000 over a 40- year period;  
31 March 2026 - £60,000 over a 40- year period.

Further drawdowns will be made early in 2026-27 in accordance with the Council's decision of 2 February 2026, to draw down the full loan.

Members are reminded of the rationale of the loan being that the Council did not have sufficient funds to undertake the works without a loan and that, as the works in relation to creating and enhancing assets are estimated to have a lifetime of at least 40 years, then there is a logic to spreading the cost of these works over this period by way of a loan rather than all the costs being borne by today's Council taxpayers.

Members should note that the war in the Middle East has had an adverse impact on interest rates. The Council has held back from actually drawing down the loan until required as the expectation had been that rates would fall this year, evidenced by a decrease on the 40-year rates decreasing from 6.20% (19 November 2025) to 6.08% (29 December 2025) The loan taken on 3 March 2026 was at 5.97% but at rates struck on 24 February 2026. The war in the Middle East started on 28 February 2026 and since then interest rates have risen. The rate on the second instalment, agreed on 24 March 2026, was 6.41%.

To give Members an indication of the financial impact of the impact of increasing rates, the £900,000 advanced on 3 March 2026 will cost £75,894 in terms of repayment in the first year; had this loan had been taken out on 31 March 2026 the repayments would have been £79,829, an extra £3,935.

It is obviously very difficult to predict how interest rates will change in the next few months but your officers will monitor the situation.

## **E      Membership of the Oxfordshire Association of Local Councils**

The Council is a member of the Oxfordshire Association of Local Councils (OALC). This organisation is part of the National Association of Local Councils. The two organisations provide representation for town and parish councils at local and national level, essential information and advice, and training for Members and officers. The Council has benefited from the membership over many years and sets aside a budget in its Democratic Representation and Management (DRM) cost centre (code 4024/702). In accordance with the Council's policy to be a member of the OALC the subscription for 2026-27 has therefore been paid in the sum of £4,508 (2025-26 - £4,217).

## **F      Investments**

At each meeting members receive the latest updates in relation to the Council's investments.

The Council holds the following investments:

1.      Public Sector Deposit Fund (CCLA Investment Management Ltd.) – Value of as of 28 February 2026 - £1,219,461 (*Value of £1,191,071 as of 31 July 2025*) an increase of £28,390 over the six months, which was reinvested.
  
2.      The Local Authorities' Property Fund (CCLA Fund Managers Ltd.) – Value as of 28 February 2026 = £58,776 (*Value as of 30 July 2025 = £58,825*). This represents a decrease in value of £49 over the six months. Income is credited to the Council on a quarterly basis; the sum of £658.70 was credited on 31 October 2025 and £662.93 was credited on 30 January 2026.

## **Impact Assessments**

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

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

## **Risk**

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

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

## **Social Value**

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

## **Financial implications**

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

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

## **Recommendations**

Members are invited to note the report and:

1. To approve the report and the management accounts of the Committee's services to 31 December 2025.
2. To note and endorse the action of officers in agreeing the energy contract with 100 Green for the year commencing 1 April 2026, as detailed in the report.
3. To note the two loans totalling £960,000 in relation to the West Witney Project borrowed from the Public Works Loans Board (3 March 2026 - £900,000 over 40 years; 31 March 2026 - £60,000 over 40 years), drawn down in accordance with the loan approval of the Ministry of Housing, Communities and Local Government and the Council's resolutions of 23 June 2025 and 2 February 2026.
4. To note and endorse the renewal of the subscription to the Oxfordshire Association of Local Councils for the year commencing 1 April 2026 in the sum of £4,508.
5. To approve the report on investments to the period to 28 February 2026.

The RFO will report further at the meeting in relation to the insurance arrangements for 2026-27 and their recommendation regarding this.

Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Policy, Governance &amp; Finance</u></b>										
<b>102</b>	<b><u>LANGDALE HALL (Property)</u></b>									
1050	RENT RECEIVED	26,007	25,979	25,979	25,979	25,979	0	25,979	0	0
1052	EXPENSES RECOVERED	171	91	370	0	370	0	384	0	0
1060	INSURANCE RECOVERED	764	1,771	950	803	803	0	1,125	0	0
	<b>Total Income</b>	<b>26,942</b>	<b>27,841</b>	<b>27,299</b>	<b>26,782</b>	<b>27,152</b>	<b>0</b>	<b>27,488</b>	<b>0</b>	<b>0</b>
4021	TELEPHONE/FAX	171	304	310	280	374	0	390	0	0
4025	INSURANCE	928	765	950	803	803	0	1,125	0	0
4036	PROPERTY MAINTENANCE	3,000	679	1,000	34	1,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	0	1,000	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	368	575	585	811	811	0	840	0	0
4059	OTHER PROF FEES	1,000	0	1,000	0	0	0	1,000	0	0
4888	O/S STAFF RECHARGE	1,039	1,865	2,100	126	0	0	2,340	0	0
4890	O/S O'HEAD RECHARGE	95	137	137	9	0	0	138	0	0
4892	C/S STAFF RCHG	4,607	4,456	5,311	3,719	5,208	0	5,079	0	0
4893	C/S O'HEAD RCHG	1,304	1,549	1,410	1,030	1,304	0	1,454	0	0
4899	DEPOT REALLOCATION	189	454	299	26	0	0	347	0	0
	<b>Overhead Expenditure</b>	<b>13,701</b>	<b>10,784</b>	<b>14,102</b>	<b>6,840</b>	<b>10,000</b>	<b>0</b>	<b>14,213</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>13,241</b>	<b>17,057</b>	<b>13,197</b>	<b>19,943</b>	<b>17,152</b>		<b>13,275</b>		
<b>106</b>	<b><u>MADLEY PARK COMMUNITY CENTRE</u></b>									
1052	EXPENSES RECOVERED	0	1,204	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	526	519	530	545	545	0	750	0	0
	<b>Total Income</b>	<b>526</b>	<b>1,724</b>	<b>530</b>	<b>545</b>	<b>545</b>	<b>0</b>	<b>750</b>	<b>0</b>	<b>0</b>

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Appendix

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	INSURANCE	526	519	530	545	545	0	750	0	0
4036	PROPERTY MAINTENANCE	0	7,617	0	0	0	0	0	0	0
4038	OTHER MAINTENANCE	0	1,856	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	747	0	760	0	760	0	789	0	0
4059	OTHER PROF FEES	1,500	0	1,500	0	1,500	0	1,500	0	0
4495	TFR FROM EARMARKED R	0	0	0	-1,500	-1,500	0	0	0	0
4888	O/S STAFF RECHARGE	15	0	533	0	0	0	594	0	0
4890	O/S O'HEAD RECHARGE	1	0	35	0	0	0	35	0	0
4892	C/S STAFF RCHG	921	888	1,067	743	1,041	0	1,015	0	0
4893	C/S O'HEAD RCHG	261	247	282	206	261	0	291	0	0
4897	MTCE O'HEAD RECHARGE	1	0	1	0	0	0	1	0	0
4899	DEPOT REALLOCATION	3	0	76	0	0	0	88	0	0
	<b>Overhead Expenditure</b>	<b>3,975</b>	<b>11,127</b>	<b>4,784</b>	<b>-6</b>	<b>2,607</b>	<b>0</b>	<b>5,063</b>	<b>0</b>	<b>0</b>
	<b>106 Net Income over Expenditure</b>	<b>-3,449</b>	<b>-9,403</b>	<b>-4,254</b>	<b>551</b>	<b>-2,062</b>	<b>0</b>	<b>-4,313</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	7,617	0	-1,500	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	-1,500	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(3,449)</b>	<b>(1,786)</b>	<b>(4,254)</b>	<b>551</b>	<b>(2,062)</b>		<b>(4,313)</b>		
<b>401</b>	<b><u>CIVIC ACTIVITIES</u></b>									
4000	MAYORS ALLOWANCE	3,000	1,568	3,000	977	3,000	0	3,000	0	0
4150	CIVIC FUNCTIONS	2,000	1,326	2,000	1,361	1,700	0	1,700	0	0
4152	MAYOR'S CHAIN	300	0	300	13	300	0	300	0	0
4153	ANNUAL CIVIC AWARDS	200	467	200	0	500	0	500	0	0
4892	C/S STAFF RCHG	36,861	35,653	42,713	29,755	41,668	0	40,636	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	10,429	12,400	11,280	8,234	10,434	0	11,634	0	0
	<b>Overhead Expenditure</b>	52,790	51,414	59,493	40,340	57,602	0	57,770	0	0
	<b>Movement to/(from) Gen Reserve</b>	(52,790)	(51,414)	(59,493)	(40,340)	(57,602)		(57,770)		
<b>403</b>	<b><u>PLANNING</u></b>									
4028	I.T.	0	0	0	294	294	0	0	0	0
4892	C/S STAFF RCHG	25,342	24,508	29,371	20,457	28,647	0	27,937	0	0
4893	C/S O'HEAD RCHG	7,170	8,526	7,755	5,660	7,174	0	7,999	0	0
	<b>Overhead Expenditure</b>	32,512	33,034	37,126	26,411	36,115	0	35,936	0	0
	<b>Movement to/(from) Gen Reserve</b>	(32,512)	(33,034)	(37,126)	(26,411)	(36,115)		(35,936)		
<b>407</b>	<b><u>GRANTS &amp; DONATIONS</u></b>									
1170	GRANTS RECEIVED	0	159	0	0	0	0	0	0	0
1171	DONATIONS RECEIVED	0	33	0	33	0	0	0	0	0
	<b>Total Income</b>	0	193	0	33	0	0	0	0	0
4100	GRANTS GENERAL	20,000	19,000	20,000	10,075	21,000	0	20,000	0	0
4101	GRANT CAB	2,000	2,000	2,000	-2,000	2,000	0	2,000	0	0
4107	Witney Dementia Alliance	1,000	0	1,000	0	0	0	0	0	0
4108	GRANT - WITNEY MUSIC FESTIVAL	0	0	10,000	10,000	10,000	0	10,000	0	0
4110	LETTINGS - NO CHARGE/SUBSID'D	1,800	852	1,325	2,843	1,501	0	2,000	0	0
4162	GRANT VOLUNTEER LINK-UP	2,000	2,000	2,000	2,000	2,000	0	2,000	0	0
4495	TFR FROM EARMARKED R	0	0	0	-13,412	-13,412	0	0	0	0
	<b>Overhead Expenditure</b>	26,800	23,852	36,325	9,506	23,089	0	36,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	(26,800)	(23,659)	(36,325)	(9,472)	(23,089)		(36,000)		

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>501</b>	<b>PROPERTY/ INVESTMENTS</b>									
1050	RENT RECEIVED	0	0	28,356	25,966	37,495	0	56,541	0	0
1058	WATER RECOVERED	0	0	0	195	195	0	205	0	0
1060	INSURANCE RECOVERED	0	0	655	274	274	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>29,011</b>	<b>26,435</b>	<b>37,964</b>	<b>0</b>	<b>56,746</b>	<b>0</b>	<b>0</b>
4012	WATER RATES	0	0	0	0	195	0	0	0	0
4025	INSURANCE	0	0	120	112	274	0	150	0	0
4036	PROPERTY MAINTENANCE	0	0	0	25	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>137</b>	<b>469</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>28,891</b>	<b>26,297</b>	<b>37,495</b>		<b>56,596</b>		
<b>502</b>	<b>TOWN HALL MAINTENANCE</b>									
1050	RENT RECEIVED	19,950	19,950	19,950	14,963	19,950	0	19,950	0	0
	<b>Total Income</b>	<b>19,950</b>	<b>19,950</b>	<b>19,950</b>	<b>14,963</b>	<b>19,950</b>	<b>0</b>	<b>19,950</b>	<b>0</b>	<b>0</b>
4001	SALARIES	0	0	0	1,175	4,828	0	5,152	0	0
4002	ER'S NIC	0	0	0	110	411	0	481	0	0
4003	ER'S SUPERANN	0	0	0	214	855	0	837	0	0
4013	RENT PAID	16,500	16,500	16,500	10,313	16,500	0	16,500	0	0
4025	INSURANCE	1,087	1,131	1,150	1,183	1,183	0	1,650	0	0
4036	PROPERTY MAINTENANCE	4,500	1,011	4,500	3,374	4,500	6	4,500	0	0
4038	OTHER MAINTENANCE	2,000	4,018	2,140	1,812	2,140	0	2,221	0	0
4041	EQUIPMENT HIRE	1,000	746	800	575	750	0	800	0	0
4059	OTHER PROF FEES	2,500	0	2,500	345	345	0	2,500	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RECHARGE	1,256	1,187	2,500	2,635	3,030	0	2,786	0	0
4890	O/S O'HEAD RECHARGE	115	102	160	175	222	0	165	0	0
4892	C/S STAFF RCHG	4,608	4,463	5,340	3,719	5,208	0	5,079	0	0
4893	C/S O'HEAD RCHG	1,304	1,549	1,410	1,031	1,304	0	1,454	0	0
4899	DEPOT REALLOCATION	228	258	353	479	457	0	413	0	0
	<b>Overhead Expenditure</b>	<b>35,098</b>	<b>30,966</b>	<b>37,353</b>	<b>27,139</b>	<b>41,733</b>	<b>6</b>	<b>44,538</b>	<b>0</b>	<b>0</b>
	<b>502 Net Income over Expenditure</b>	<b>-15,148</b>	<b>-11,016</b>	<b>-17,403</b>	<b>-12,177</b>	<b>-21,783</b>	<b>-6</b>	<b>-24,588</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	450	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(15,148)</b>	<b>(10,566)</b>	<b>(17,403)</b>	<b>(12,177)</b>	<b>(21,783)</b>		<b>(24,588)</b>		
<b>506</b>	<b>INTEREST RECEIVED</b>									
1190	INTEREST RECEIVED	39,804	86,554	40,600	69,636	85,000	0	45,000	0	0
	<b>Total Income</b>	<b>39,804</b>	<b>86,554</b>	<b>40,600</b>	<b>69,636</b>	<b>85,000</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>0</b>
4051	BANK CHARGES	3,387	2,317	3,450	3,391	6,000	0	6,500	0	0
	<b>Overhead Expenditure</b>	<b>3,387</b>	<b>2,317</b>	<b>3,450</b>	<b>3,391</b>	<b>6,000</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>36,417</b>	<b>84,237</b>	<b>37,150</b>	<b>66,245</b>	<b>79,000</b>		<b>38,500</b>		
<b>601</b>	<b>WORKS DEPARTMENT</b>									
4001	SALARIES	441,633	392,493	514,276	310,517	514,276	0	584,586	0	0
4002	ER'S NIC	44,046	37,533	65,261	39,094	65,261	0	74,938	0	0
4003	ER'S SUPERANN	96,903	86,067	111,596	66,551	111,596	0	116,233	0	0
4007	PROTECTIVE CLOTHING	7,000	5,538	6,300	3,260	5,200	0	6,300	0	0
4008	TRAINING	10,500	6,799	7,500	2,800	2,000	0	7,500	0	0
4017	CONTRACT CLEAN/WASTE	0	43	0	22	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4043	SMALL TOOLS & EQUIPT	0	0	0	10	0	0	0	0	0
4143	REFRESHMENT COSTS	0	184	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-1,000	-1,000	0	0	0	0
4888	O/S STAFF RECHARGE	-612,869	-516,092	-691,133	-416,162	-584,041	0	-786,378	0	0
4890	O/S O'HEAD RECHARGE	-54,737	-55,593	-45,011	-28,834	-39,705	0	-46,467	0	0
4892	C/S STAFF RCHG	23,038	22,281	26,695	18,596	26,041	0	25,396	0	0
4893	C/S O'HEAD RCHG	6,518	7,749	4,515	5,146	6,521	0	7,271	0	0
<b>Overhead Expenditure</b>		<b>-37,968</b>	<b>-13,000</b>	<b>-1</b>	<b>0</b>	<b>106,149</b>	<b>0</b>	<b>-10,621</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>37,968</b>	<b>13,000</b>	<b>1</b>	<b>0</b>	<b>(106,149)</b>		<b>10,621</b>		
<b>602</b>	<b><u>CENTRAL SUPPORT</u></b>									
1099	MISCELLANEOUS INCOME	0	0	0	463	455	0	0	0	0
<b>Total Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>463</b>	<b>455</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4001	SALARIES	350,135	338,444	404,372	276,421	404,372	0	398,414	0	0
4002	ER'S NIC	35,042	33,857	48,278	35,602	48,278	0	51,340	0	0
4003	ER'S SUPERANN	75,566	73,395	81,259	59,914	81,259	0	79,648	0	0
4008	TRAINING	7,500	7,841	7,500	3,375	4,000	0	7,500	0	0
4009	TRAVELLING	1,500	79	1,000	0	500	0	500	0	0
4010	MISC STAFF COSTS	200	638	500	123	200	0	500	0	0
4011	RATES	19,860	19,451	20,100	17,740	19,711	0	20,460	0	0
4012	WATER RATES	460	263	550	368	410	0	430	0	0
4014	ELECTRICITY	14,502	14,290	9,000	4,602	9,000	0	9,342	0	0
4016	CLEANING MATERIALS	1,000	18	500	4	100	0	100	0	0
4017	CONTRACT CLEAN/WASTE	1,821	1,597	1,900	2,131	2,600	0	2,700	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4018	PHOTOCOPIER COSTS	2,185	1,218	2,185	2,016	3,000	0	3,100	0	0
4020	COPIER RENTAL	4,000	2,216	4,000	1,078	4,000	0	5,200	0	0
4021	TELEPHONE/FAX	6,485	6,920	7,600	7,418	9,190	0	9,540	0	0
4022	POSTAGE	1,814	1,768	600	522	600	0	800	0	0
4023	STATIONERY	3,000	2,467	3,000	1,338	2,000	0	3,000	0	0
4024	SUBSCRIPTIONS	0	0	0	600	400	0	420	0	0
4025	INSURANCE	3,511	4,376	4,470	4,565	4,565	0	6,375	0	0
4026	BOOKS/PUBLICATIONS	300	104	300	29	150	0	150	0	0
4028	I.T.	21,340	21,576	25,110	23,040	27,225	0	29,250	0	0
4030	RECRUITMENT ADVT'G	2,500	0	1,500	0	750	0	1,500	0	0
4036	PROPERTY MAINTENANCE	0	50	0	205	40	0	0	0	0
4038	OTHER MAINTENANCE	0	0	0	691	74	0	0	0	0
4040	ARBORICULTURE	0	0	0	36	36	0	0	0	0
4042	EQUIPMENT INC. FURNITURE	5,000	4,571	5,100	7,089	4,200	0	5,500	0	0
4054	INTERNAL AUDIT	2,300	2,040	2,590	1,050	2,550	0	2,650	0	0
4055	ACCOUNTANCY FEES	1,000	0	1,000	330	1,000	0	1,000	0	0
4059	OTHER PROF FEES	34,930	56,893	45,000	34,095	45,000	0	46,710	0	0
4064	HEALTH & SAFETY	250	333	250	83	200	0	260	0	0
4099	MISCELLANEOUS	50	20	50	0	50	0	52	0	0
4143	REFRESHMENT COSTS	300	266	300	314	300	0	311	0	0
4150	CIVIC FUNCTIONS	0	0	0	7	0	0	0	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	0	6	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-9,456	-9,456	0	0	0	0
4892	C/S STAFF RCHG	-460,761	-445,696	-533,909	-371,937	-520,846	0	-531,007	0	0
4893	C/S O'HEAD RCHG	-130,360	-155,000	-140,995	-102,928	-130,426	0	-145,426	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		5,430	-6,000	3,110	463	15,032	0	10,319	0	0
<b>Movement to/(from) Gen Reserve</b>		(5,430)	6,000	(3,110)	0	(14,577)		(10,319)		
<b>604</b>	<b><u>WORKS DEPOT/VEH/EQUIP ETC</u></b>									
1099	MISCELLANEOUS INCOME	0	13,254	0	74	0	0	0	0	0
<b>Total Income</b>		0	13,254	0	74	0	0	0	0	0
4007	PROTECTIVE CLOTHING	0	0	0	0	0	108	0	0	0
4011	RATES	0	0	0	0	0	0	10,000	0	0
4012	WATER RATES	0	0	0	0	0	0	4,000	0	0
4014	ELECTRICITY	22,125	12,425	5,000	5,053	5,300	0	7,000	0	0
4016	CLEANING MATERIALS	1,421	1,666	1,750	1,961	2,200	0	2,800	0	0
4017	CONTRACT CLEAN/WASTE	22,348	25,838	21,000	18,152	20,750	0	21,798	0	0
4021	TELEPHONE/FAX	2,990	4,755	3,050	3,011	4,100	0	4,255	0	0
4023	STATIONERY	150	50	153	46	153	0	159	0	0
4025	INSURANCE	141	148	150	156	156	0	1,200	0	0
4028	I.T.	1,250	165	1,250	0	200	0	200	0	0
4030	RECRUITMENT ADVT'G	500	0	500	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	2,000	920	2,000	210	1,000	0	3,000	0	0
4038	OTHER MAINTENANCE	1,750	431	1,785	0	200	0	400	0	0
4039	HORTICULTURE	14,434	13,155	4,500	222	1,000	0	1,000	0	0
4041	EQUIPMENT HIRE	3,500	4,673	4,000	1,354	2,000	0	2,000	0	0
4042	EQUIPMENT INC. FURNITURE	2,964	3,307	3,500	7,348	4,300	0	3,633	0	0
4043	SMALL TOOLS & EQUIPT	1,500	1,876	1,600	1,911	2,000	0	1,600	0	0
4044	FUEL	15,725	16,301	20,375	8,317	13,125	0	20,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4045	LICENCES	2,874	2,228	2,900	2,470	2,760	0	2,860	0	0
4050	VEHICLE MAINTENANCE	12,000	26,652	16,500	11,343	16,200	46	17,127	0	0
4052	VEHICLE INSURANCE	3,500	4,159	4,300	8,994	8,994	0	9,800	0	0
4062	SPORTS PITCH MATERIALS	8,003	3,176	3,100	5,037	3,100	7	3,218	0	0
4064	HEALTH & SAFETY	250	404	500	254	500	0	519	0	0
4143	REFRESHMENT COSTS	360	0	367	9	9	0	0	0	0
4899	DEPOT REALLOCATION	-149,214	-109,076	-98,280	-75,773	-88,144	0	-116,569	0	0
	<b>Overhead Expenditure</b>	<b>-29,429</b>	<b>13,254</b>	<b>0</b>	<b>74</b>	<b>-97</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>29,429</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>97</b>		<b>0</b>		
<b>605</b>	<b><u>GENERAL MAINT./NOW 601</u></b>									
4043	SMALL TOOLS & EQUIPT	0	0	0	0	0	10	0	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>700</b>	<b>STRATEGIC PLANNING INITIATIVES</b>									
4892	C/S STAFF RCHG	55,291	47,106	64,069	44,633	62,502	0	60,953	0	0
4893	C/S O'HEAD RCHG	15,643	18,602	16,907	12,350	15,651	0	17,451	0	0
	<b>Overhead Expenditure</b>	<b>70,934</b>	<b>65,708</b>	<b>80,976</b>	<b>56,983</b>	<b>78,153</b>	<b>0</b>	<b>78,404</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(70,934)</b>	<b>(65,708)</b>	<b>(80,976)</b>	<b>(56,983)</b>	<b>(78,153)</b>		<b>(78,404)</b>		
<b>701</b>	<b>CORPORATE MANAGEMENT</b>									
4022	POSTAGE	300	214	200	112	200	0	200	0	0
4024	SUBSCRIPTIONS	0	0	0	540	1,080	0	2,160	0	0
4025	INSURANCE	2,114	1,544	1,575	1,964	1,964	0	2,750	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4031	OTHER ADVERTISING	250	113	260	0	120	0	120	0	0
4057	AUDIT FEES	2,689	2,600	2,600	636	3,196	0	3,215	0	0
4892	C/S STAFF RCHG	78,329	75,786	90,764	63,230	88,545	0	109,416	0	0
4893	C/S O'HEAD RCHG	22,161	26,351	23,969	17,498	22,173	0	24,723	0	0
	<b>Overhead Expenditure</b>	<b>105,843</b>	<b>106,608</b>	<b>119,368</b>	<b>83,980</b>	<b>117,278</b>	<b>0</b>	<b>142,584</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(105,843)</b>	<b>(106,608)</b>	<b>(119,368)</b>	<b>(83,980)</b>	<b>(117,278)</b>		<b>(142,584)</b>		
<b>702</b>	<b><u>DEMOCRATIC REP'N &amp; MGMT</u></b>									
4008	TRAINING	2,500	2,254	1,400	9	600	0	1,400	0	0
4022	POSTAGE	0	0	0	1	0	0	0	0	0
4024	SUBSCRIPTIONS	6,414	7,079	7,200	5,850	7,200	0	8,675	0	0
4028	I.T.	5,872	2,930	2,880	1,860	2,880	0	2,100	0	0
4034	NEWSLETTER	3,798	2,616	3,875	0	3,875	0	4,000	0	0
4120	ROOM HIRE/MEETING EXPS	3,709	3,749	3,783	3,723	3,783	0	3,927	0	0
4155	MODERN GOV/MTNG DIGITALISATION	9,788	9,939	10,140	10,426	10,300	0	10,700	0	0
4180	ELECTION EXPENSES	5,124	7,985	5,125	0	5,125	0	5,320	0	0
4892	C/S STAFF RCHG	69,344	67,091	80,353	55,979	78,393	0	76,451	0	0
4893	C/S O'HEAD RCHG	19,618	23,326	21,220	15,487	19,631	0	21,888	0	0
	<b>Overhead Expenditure</b>	<b>126,167</b>	<b>126,969</b>	<b>135,976</b>	<b>93,335</b>	<b>131,787</b>	<b>0</b>	<b>134,461</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(126,167)</b>	<b>(126,969)</b>	<b>(135,976)</b>	<b>(93,335)</b>	<b>(131,787)</b>		<b>(134,461)</b>		
	<b>Policy, Governance &amp; Finance - Income</b>	<b>87,222</b>	<b>149,516</b>	<b>117,390</b>	<b>138,932</b>	<b>171,066</b>	<b>0</b>	<b>149,934</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>409,240</b>	<b>457,033</b>	<b>532,182</b>	<b>348,595</b>	<b>625,917</b>	<b>176</b>	<b>555,317</b>	<b>0</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>-322,018</b>	<b>-307,518</b>	<b>-414,792</b>	<b>-209,663</b>	<b>-454,851</b>	<b>-176</b>	<b>-405,383</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR		0	8,067	0	(1,500)	0	0	0	0	0
less Transfer to EMR		0	0	0	(1,500)	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(322,018)</b>	<b>(299,451)</b>	<b>(414,792)</b>	<b>(209,663)</b>	<b>(454,851)</b>		<b>(405,383)</b>		
<b><u>Parks &amp; Recreation</u></b>										
<b>201</b>	<b><u>SPLASHPARK</u></b>									
4012	WATER RATES	12,000	19,404	15,000	13,548	14,000	0	15,000	0	0
4016	CLEANING MATERIALS	300	0	305	197	305	0	300	0	0
4036	PROPERTY MAINTENANCE	5,651	5,841	5,100	1,733	3,000	0	3,500	0	0
4047	PLAY EQUIP MAINTENANCE	2,668	0	5	0	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	500	0	510	0	0	0	510	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	72	0	75	0	0	0
4099	MISCELLANEOUS	0	51	0	0	0	0	0	0	0
4888	O/S STAFF RECHARGE	9,315	4,956	7,500	2,951	6,162	0	8,358	0	0
4890	O/S O'HEAD RECHARGE	854	392	488	208	452	0	494	0	0
4899	DEPOT REALLOCATION	1,699	1,256	1,067	602	930	0	1,239	0	0
<b>Overhead Expenditure</b>		<b>32,987</b>	<b>31,900</b>	<b>29,975</b>	<b>19,311</b>	<b>24,849</b>	<b>75</b>	<b>29,401</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(32,987)</b>	<b>(31,900)</b>	<b>(29,975)</b>	<b>(19,311)</b>	<b>(24,849)</b>		<b>(29,401)</b>		
<b>202</b>	<b><u>THE LEYS RECREATION GROUND</u></b>									
1020	SPORTS - FOOTBALL	3,400	3,147	2,600	697	2,700	0	2,810	0	0
1043	GREEN FEES - WTBC	5,420	5,420	5,500	5,550	5,550	0	5,760	0	0
1050	RENT RECEIVED	1,000	1,000	0	0	0	0	0	0	0
1051	GROUND HIRE	16,038	15,991	17,650	12,138	12,138	0	18,257	0	0
1052	EXPENSES RECOVERED	160	1,228	165	455	1,658	0	171	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1054	EASEMENTS/WAYLEAVES	0	6	6	0	0	0	6	0	0
1055	GROUND HIRE - NOT CHARGD/GRANT	0	0	0	5,820	5,763	0	0	0	0
1058	WATER RECOVERED	190	2,370	0	0	0	0	202	0	0
<b>Total Income</b>		<b>26,208</b>	<b>29,162</b>	<b>25,921</b>	<b>24,659</b>	<b>27,809</b>	<b>0</b>	<b>27,206</b>	<b>0</b>	<b>0</b>
4012	WATER RATES	3,000	8,445	1,350	2,539	1,350	0	0	0	0
4014	ELECTRICITY	5,202	2,422	3,600	2,377	1,350	0	3,737	0	0
4017	CONTRACT CLEAN/WASTE	609	869	425	841	640	0	665	0	0
4024	SUBSCRIPTIONS	0	0	0	430	430	0	446	0	0
4025	INSURANCE	256	112	0	112	224	0	150	0	0
4028	I.T.	0	0	0	13	13	0	0	0	0
4036	PROPERTY MAINTENANCE	7,500	6,991	5,000	4,075	6,000	0	6,000	0	0
4037	GROUNDS MAINTENANCE	8,120	8,118	5,000	6,326	8,000	48	8,000	0	0
4038	OTHER MAINTENANCE	2,500	0	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	0	38	0	0	0	0	0	0	0
4046	SPORTS EQUIPMENT	4,000	3,495	2,000	1,687	2,900	0	3,500	0	0
4047	PLAY EQUIP MAINTENCE	5,000	1,728	4,091	4,091	3,882	53	0	0	0
4048	ENG.INSPEC.(VARIABLE)	1,055	1,043	1,060	940	940	0	1,100	0	0
4049	PLAY RISK ASSESSMENT	144	420	140	72	0	75	145	0	0
4059	OTHER PROF FEES	0	0	0	0	10,000	0	0	0	0
4099	MISCELLANEOUS	0	8	0	41	41	21	0	0	0
4110	LETTINGS - NO CHARGE/SUBSID'D	10,000	4,855	5,500	5,820	5,763	0	5,980	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	1,000	50	2,000	0	4,000	0	2,000	0	0
4495	TFR FROM EARMARKED R	0	0	0	-13,875	-13,875	0	0	0	0
4888	O/S STAFF RECHARGE	66,175	75,610	80,000	59,655	82,022	0	89,149	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RECHARGE	15,690	7,751	5,210	4,096	6,518	0	5,268	0	0
4892	C/S STAFF RCHG	18,431	17,825	21,358	14,878	20,835	0	20,319	0	0
4893	C/S O'HEAD RCHG	5,214	6,201	5,650	4,117	5,217	0	5,817	0	0
4899	DEPOT REALLOCATION	7,483	14,657	11,376	11,181	13,410	0	13,215	0	0
	<b>Overhead Expenditure</b>	<b>161,379</b>	<b>160,638</b>	<b>153,760</b>	<b>109,416</b>	<b>159,660</b>	<b>196</b>	<b>165,491</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(135,171)</b>	<b>(131,476)</b>	<b>(127,839)</b>	<b>(84,757)</b>	<b>(131,851)</b>		<b>(138,285)</b>		
<b>203</b>	<b>WEST WITNEY SPORTS GROUND</b>									
1020	SPORTS - FOOTBALL	8,536	10,464	8,050	6,580	9,900	0	10,300	0	0
1021	SPORTS - CRICKET	1,500	1,470	1,500	1,939	1,938	0	2,000	0	0
1041	RENTAL - TENNIS CLUB	0	4,970	0	0	0	0	0	0	0
1042	RENTAL- PROJ.RANGE	3,110	3,110	0	0	0	0	0	0	0
1044	GREEN FEES - WMBC	3,254	3,250	3,325	3,350	3,325	0	3,450	0	0
1045	GREEN FEES - WWBC	3,254	3,250	3,325	3,325	3,325	0	3,450	0	0
1050	RENT RECEIVED	10,366	10,352	0	0	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	0	6	0	6	0	0
1060	INSURANCE RECOVERED	427	457	0	0	0	0	472	0	0
1170	GRANTS RECEIVED	0	0	0	6,986	6,986	0	0	0	0
	<b>Total Income</b>	<b>30,453</b>	<b>37,329</b>	<b>16,206</b>	<b>22,179</b>	<b>25,480</b>	<b>0</b>	<b>19,678</b>	<b>0</b>	<b>0</b>
4024	SUBSCRIPTIONS	0	0	0	430	430	0	445	0	0
4025	INSURANCE	774	681	695	704	704	0	950	0	0
4028	I.T.	0	0	0	47	47	0	0	0	0
4036	PROPERTY MAINTENANCE	1,500	2,708	3,300	972	2,100	0	3,000	0	0
4037	GROUNDS MAINTENANCE	11,500	11,374	11,600	13,263	11,000	61	11,400	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4046	SPORTS EQUIPMENT	1,000	156	1,000	665	500	0	500	0	0
4047	PLAY EQUIP MAINTENCE	0	6	0	5	5	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	213	207	210	376	376	0	390	0	0
4059	OTHER PROF FEES	2,000	0	2,000	0	4,000	0	2,000	0	0
4062	SPORTS PITCH MATERIALS	0	1,665	1,285	0	600	0	1,200	0	0
4099	MISCELLANEOUS	0	8	0	0	82	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-2,000	-2,000	0	0	0	0
4888	O/S STAFF RECHARGE	37,622	65,701	70,000	42,731	62,350	0	78,005	0	0
4890	O/S O'HEAD RECHARGE	13,071	7,977	4,559	2,836	4,574	0	4,609	0	0
4899	DEPOT REALLOCATION	2,275	14,337	9,954	7,797	9,410	0	11,563	0	0
<b>Overhead Expenditure</b>		<b>69,955</b>	<b>104,821</b>	<b>104,603</b>	<b>67,826</b>	<b>94,178</b>	<b>61</b>	<b>114,062</b>	<b>0</b>	<b>0</b>
<b>203 Net Income over Expenditure</b>		<b>-39,502</b>	<b>-67,491</b>	<b>-88,397</b>	<b>-45,647</b>	<b>-68,698</b>	<b>-61</b>	<b>-94,384</b>	<b>0</b>	<b>0</b>
6001	less Transfer to EMR	0	0	0	6,986	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(39,502)</b>	<b>(67,491)</b>	<b>(88,397)</b>	<b>(52,633)</b>	<b>(68,698)</b>		<b>(94,384)</b>		
<b>204</b>	<b><u>BURWELL (QE2) SPORTS GROUND</u></b>									
1020	SPORTS - FOOTBALL	8,000	6,859	7,150	3,777	7,000	0	7,280	0	0
<b>Total Income</b>		<b>8,000</b>	<b>6,859</b>	<b>7,150</b>	<b>3,777</b>	<b>7,000</b>	<b>0</b>	<b>7,280</b>	<b>0</b>	<b>0</b>
4017	CONTRACT CLEAN/WASTE	0	700	0	0	0	0	0	0	0
4024	SUBSCRIPTIONS	0	0	0	215	215	0	220	0	0
4028	I.T.	0	0	0	36	36	0	0	0	0
4036	PROPERTY MAINTENANCE	1,000	1,626	1,000	728	1,000	0	1,038	0	0
4037	GROUNDS MAINTENANCE	9,745	9,745	9,950	10,609	9,950	0	10,328	0	0
4046	SPORTS EQUIPMENT	2,000	0	1,000	1,334	2,000	0	1,000	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	2,000	2,053	130	130	130	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	587	546	560	1,200	1,200	0	1,245	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	75	0	0
4099	MISCELLANEOUS	0	0	0	41	41	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-1,000	-1,000	0	0	0	0
4888	O/S STAFF RECHARGE	21,124	37,944	35,000	31,265	46,148	0	39,003	0	0
4890	O/S O'HEAD RECHARGE	8,809	4,182	2,279	2,155	3,385	0	2,305	0	0
4899	DEPOT REALLOCATION	577	8,920	4,977	5,766	6,965	0	5,782	0	0
	<b>Overhead Expenditure</b>	<b>45,942</b>	<b>65,785</b>	<b>54,971</b>	<b>52,551</b>	<b>70,142</b>	<b>75</b>	<b>60,996</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(37,942)</b>	<b>(58,927)</b>	<b>(47,821)</b>	<b>(48,774)</b>	<b>(63,142)</b>		<b>(53,716)</b>		
<b>205</b>	<b>KING GEORGE V / NEWLAND</b>									
1020	SPORTS - FOOTBALL	1,700	1,539	1,750	1,131	1,600	0	1,665	0	0
	<b>Total Income</b>	<b>1,700</b>	<b>1,539</b>	<b>1,750</b>	<b>1,131</b>	<b>1,600</b>	<b>0</b>	<b>1,665</b>	<b>0</b>	<b>0</b>
4028	I.T.	0	0	0	8	8	0	0	0	0
4036	PROPERTY MAINTENANCE	534	0	0	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	4,003	4,003	5,700	2,895	5,000	0	5,917	0	0
4047	PLAY EQUIP MAINTENCE	500	38	33	33	33	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	480	472	480	496	496	0	515	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	75	0	0
4099	MISCELLANEOUS	0	0	0	41	41	0	0	0	0
4100	GRANTS GENERAL	500	0	500	0	0	0	500	0	0
4495	TFR FROM EARMARKED R	0	0	0	-500	-500	0	0	0	0
4888	O/S STAFF RECHARGE	15,699	13,570	20,000	10,730	16,727	0	22,287	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RECHARGE	3,502	1,507	1,303	759	1,227	0	1,317	0	0
4899	DEPOT REALLOCATION	1,881	2,853	2,844	1,859	2,524	0	3,304	0	0
<b>Overhead Expenditure</b>		<b>27,199</b>	<b>22,513</b>	<b>30,935</b>	<b>16,393</b>	<b>25,628</b>	<b>75</b>	<b>33,915</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(25,499)</b>	<b>(20,974)</b>	<b>(29,185)</b>	<b>(15,262)</b>	<b>(24,028)</b>		<b>(32,250)</b>		
<b>207</b>	<b><u>MOORLAND ROAD PLAY AREA</u></b>									
4036	PROPERTY MAINTENANCE	0	60	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	905	449	449	449	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	293	273	280	313	313	0	325	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	2,728	7,095	7,000	4,474	7,820	0	7,801	0	0
4890	O/S O'HEAD RECHARGE	251	898	456	303	574	0	461	0	0
4899	DEPOT REALLOCATION	498	1,502	995	827	1,180	0	1,156	0	0
<b>Overhead Expenditure</b>		<b>4,370</b>	<b>10,824</b>	<b>9,255</b>	<b>6,480</b>	<b>10,449</b>	<b>75</b>	<b>9,818</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(4,370)</b>	<b>(10,824)</b>	<b>(9,255)</b>	<b>(6,480)</b>	<b>(10,449)</b>		<b>(9,818)</b>		
<b>208</b>	<b><u>WOOD GREEN/PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	500	574	63	63	63	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	300	298	305	313	313	0	325	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	8,637	5,862	5,000	5,252	8,447	0	5,572	0	0
4890	O/S O'HEAD RECHARGE	2,854	647	326	363	620	0	329	0	0
4899	DEPOT REALLOCATION	592	1,198	711	944	1,275	0	826	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		12,983	8,670	6,480	7,048	10,831	75	7,127	0	0
<b>Movement to/(from) Gen Reserve</b>		(12,983)	(8,670)	(6,480)	(7,048)	(10,831)		(7,127)		
<b>209</b>	<b><u>ETON CLOSE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	250	38	9	9	9	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	200	199	205	209	209	0	213	0	0
4049	PLAY RISK ASSESSMENT	100	70	100	72	72	75	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4222	TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
4888	O/S STAFF RECHARGE	0	6,037	6,000	3,559	6,430	0	6,686	0	0
4890	O/S O'HEAD RECHARGE	0	687	391	236	472	0	395	0	0
4899	DEPOT REALLOCATION	0	1,344	853	650	970	0	991	0	0
<b>Overhead Expenditure</b>		700	8,395	7,708	4,776	8,353	75	8,510	0	0
<b>Movement to/(from) Gen Reserve</b>		(700)	(8,395)	(7,708)	(4,776)	(8,353)		(8,510)		
<b>210</b>	<b><u>OXLEASE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	500	102	1,768	1,768	1,732	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	614	621	635	524	524	0	659	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	10,240	8,858	7,000	7,612	13,045	0	7,801	0	0
4890	O/S O'HEAD RECHARGE	3,001	1,041	456	508	957	0	461	0	0
4899	DEPOT REALLOCATION	885	1,777	995	1,428	1,969	0	1,156	0	0
<b>Overhead Expenditure</b>		15,340	12,490	10,929	11,954	18,340	75	10,152	0	0
<b>Movement to/(from) Gen Reserve</b>		(15,340)	(12,490)	(10,929)	(11,954)	(18,340)		(10,152)		

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>211</b>	<b>FIELDMERE PLAY AREA</b>									
4047	PLAY EQUIP MAINTENANCE	250	2,312	1,482	1,482	1,482	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	300	298	305	313	313	0	317	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	4,810	5,743	4,000	3,973	5,968	0	4,457	0	0
4890	O/S O'HEAD RECHARGE	441	606	261	257	438	0	263	0	0
4899	DEPOT REALLOCATION	877	1,038	569	786	901	0	661	0	0
	<b>Overhead Expenditure</b>	<b>6,778</b>	<b>10,087</b>	<b>6,692</b>	<b>6,924</b>	<b>9,215</b>	<b>75</b>	<b>5,773</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(6,778)</b>	<b>(10,087)</b>	<b>(6,692)</b>	<b>(6,924)</b>	<b>(9,215)</b>		<b>(5,773)</b>		
<b>212</b>	<b>QUARRY ROAD PLAY AREA</b>									
4036	PROPERTY MAINTENANCE	0	47	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENANCE	250	66	91	91	91	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	250	323	250	339	339	0	260	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	217	2,275	4,000	1,125	1,115	0	4,457	0	0
4890	O/S O'HEAD RECHARGE	20	204	261	22	82	0	263	0	0
4899	DEPOT REALLOCATION	39	659	569	226	168	0	661	0	0
	<b>Overhead Expenditure</b>	<b>876</b>	<b>3,664</b>	<b>5,246</b>	<b>1,917</b>	<b>1,908</b>	<b>75</b>	<b>5,716</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(876)</b>	<b>(3,664)</b>	<b>(5,246)</b>	<b>(1,917)</b>	<b>(1,908)</b>		<b>(5,716)</b>		
<b>213</b>	<b>RALEGH CRES.PLAY/DEER PK PITCH</b>									
1201	COMMUTED SUMS	0	7,748	0	0	0	0	0	0	0

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		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		0	7,748	0	0	0	0	0	0	0
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4037	GROUNDS MAINTENANCE	0	0	9,250	0	0	0	9,602	0	0
4047	PLAY EQUIP MAINTENCE	500	32	77	77	25	53	0	0	0
4048	ENG.INSPEC.(VARIABLE)	500	0	500	0	0	0	519	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	78	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	4,374	2,999	20,000	2,984	10,096	0	22,287	0	0
4890	O/S O'HEAD RECHARGE	401	384	1,302	202	233	0	1,317	0	0
4899	DEPOT REALLOCATION	798	429	2,844	571	480	0	3,304	0	0
<b>Overhead Expenditure</b>		6,678	3,934	34,053	3,948	10,952	128	37,112	0	0
<b>213 Net Income over Expenditure</b>		-6,678	3,814	-34,053	-3,948	-10,952	-128	-37,112	0	0
6001	less Transfer to EMR	0	74,999	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(6,678)</u>	<u>(71,185)</u>	<u>(34,053)</u>	<u>(3,948)</u>	<u>(10,952)</u>		<u>(37,112)</u>		
<b>214</b>	<b><u>PARK ROAD PLAY AREA</u></b>									
4013	RENT PAID	125	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	500	32	9	9	9	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	275	0	275	0	0	0	285	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	75	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-125	-125	0	0	0	0
4888	O/S STAFF RECHARGE	0	3,024	0	2,393	3,414	0	4,184	0	0
4890	O/S O'HEAD RECHARGE	0	397	0	164	250	0	247	0	0

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		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	0	458	0	468	515	0	620	0	0
	<b>Overhead Expenditure</b>	1,000	4,001	484	3,022	4,301	75	5,536	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,000)	(4,001)	(484)	(3,022)	(4,301)		(5,536)		
<b>215</b>	<b><u>CEDAR DRIVE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	500	0	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	500	0	500	0	0	0	519	0	0
4049	PLAY RISK ASSESSMENT	100	0	100	0	0	0	104	0	0
4099	MISCELLANEOUS	0	20	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	1,100	20	600	0	0	0	623	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,100)	(20)	(600)	0	0		(623)		
<b>216</b>	<b><u>UNTERHACHING PLAY AREA</u></b>									
4014	ELECTRICITY	0	2,681	2,100	797	1,500	0	1,500	0	0
4047	PLAY EQUIP MAINTENCE	500	53	25	25	25	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	500	0	500	0	0	0	519	0	0
4049	PLAY RISK ASSESSMENT	100	70	100	72	72	75	75	0	0
4099	MISCELLANEOUS	0	1,572	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	0	2,780	0	1,208	1,796	0	2,221	0	0
4890	O/S O'HEAD RECHARGE	0	246	0	82	132	0	131	0	0
4899	DEPOT REALLOCATION	0	701	0	235	271	0	329	0	0
	<b>Overhead Expenditure</b>	1,100	8,102	2,725	2,460	3,837	75	4,775	0	0
6000	plus Transfer from EMR	0	1,551	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(1,100)	(6,551)	(2,725)	(2,460)	(3,837)		(4,775)		
<b>217</b>	<b><u>WATERFORD LANE PLAY AREA</u></b>									

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		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENANCE	500	0	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	500	0	510	0	0	0	529	0	0
4049	PLAY RISK ASSESSMENT	100	0	102	0	0	0	106	0	0
	<b>Overhead Expenditure</b>	<b>1,100</b>	<b>0</b>	<b>612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>635</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(1,100)</b>	<b>0</b>	<b>(612)</b>	<b>0</b>	<b>0</b>		<b>(635)</b>		
<b>218</b>	<b><u>WINDRUSH PLACE</u></b>									
1050	RENT RECEIVED	0	0	0	0	0	0	4,000	0	0
1052	EXPENSES RECOVERED	0	0	0	0	0	0	9,250	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,250</b>	<b>0</b>	<b>0</b>
4037	GROUNDS MAINTENANCE	0	0	9,250	0	0	0	9,250	9,602	0
4098	NET COSTS - PAVILION	0	0	50,000	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	0	0	0	59,250	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	20,000	0	0	0	22,287	0	0
4890	O/S O'HEAD RECHARGE	0	0	1,303	0	6	0	1,317	0	0
4899	DEPOT REALLOCATION	0	0	2,844	0	13	0	3,304	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>83,397</b>	<b>0</b>	<b>59,269</b>	<b>0</b>	<b>36,158</b>	<b>9,602</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>(83,397)</b>	<b>0</b>	<b>(59,269)</b>		<b>(22,908)</b>		
<b>230</b>	<b><u>PLAY AREAS HOLDING BUDGET</u></b>									
4047	PLAY EQUIP MAINTENANCE	0	0	6,528	0	6,825	0	15,320	0	0
	<b>Overhead Expenditure</b>	<b>0</b>	<b>0</b>	<b>6,528</b>	<b>0</b>	<b>6,825</b>	<b>0</b>	<b>15,320</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>(6,528)</b>	<b>0</b>	<b>(6,825)</b>		<b>(15,320)</b>		

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

	<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Parks &amp; Recreation - Income</b>	66,361	82,637	51,027	51,746	61,889	0	69,079	0	0
<b>Expenditure</b>	389,487	455,844	548,953	314,025	518,737	1,207	551,120	9,602	0
<b>Net Income over Expenditure</b>	<u>-323,126</u>	<u>-373,207</u>	<u>-497,926</u>	<u>-262,279</u>	<u>-456,848</u>	<u>-1,207</u>	<u>-482,041</u>	<u>-9,602</u>	<u>0</u>
plus Transfer from EMR	0	1,551	0	0	0	0	0	0	0
less Transfer to EMR	0	74,999	0	6,986	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(323,126)</u>	<u>(446,655)</u>	<u>(497,926)</u>	<u>(269,265)</u>	<u>(456,848)</u>		<u>(482,041)</u>		

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Stronger Communities</u></b>										
<b>402</b>	<b><u>COMMUNITY INFRASTRUCTURE</u></b>									
1052	EXPENSES RECOVERED	1,336	500	1,350	0	500	0	1,000	0	0
1099	MISCELLANEOUS INCOME	0	1,000	0	1,500	1,000	0	1,000	0	0
1170	GRANTS RECEIVED	0	5,000	0	0	0	0	0	0	0
1171	DONATIONS RECEIVED	1,334	2,665	10,350	4,800	4,800	0	7,500	0	0
	<b>Total Income</b>	<b>2,670</b>	<b>9,165</b>	<b>11,700</b>	<b>6,300</b>	<b>6,300</b>	<b>0</b>	<b>9,500</b>	<b>0</b>	<b>0</b>
4014	ELECTRICITY	3,411	3,323	3,400	1,061	2,300	0	2,100	0	0
4017	CONTRACT CLEAN/WASTE	3,000	169	0	0	0	0	0	0	0
4025	INSURANCE	112	112	115	112	112	0	150	0	0
4028	I.T.	0	117	0	0	0	0	0	0	0
4035	BUS SHELTER MAINTENANCE	3,000	484	3,000	303	1,500	0	3,000	0	0
4036	PROPERTY MAINTENANCE	2,630	1,490	2,600	77	1,400	7	2,600	0	0
4037	GROUNDS MAINTENANCE	3,000	646	1,500	401	900	0	1,557	0	0
4039	HORTICULTURE	19,500	16,277	0	0	0	0	0	0	0
4040	ARBORICULTURE	20,000	11,735	0	0	0	0	0	0	0
4066	TREE REPLACEMENT	8,000	6,159	0	0	0	0	0	0	0
4067	Tree Survey	8,000	6,845	0	0	0	0	0	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	55,000	55,337	48,500	40,972	48,500	0	50,300	0	0
4113	XMAS SOCIAL CONTRN - SEE 1099	0	750	0	1,125	1,000	0	1,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	4,000	1,685	4,000	315	1,800	0	4,000	0	0
4200	STREET FURNITURE	5,000	7,047	5,000	6,857	6,000	19	5,000	0	0
4210	CHURCH CLOCK	1,500	0	1,500	0	625	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLEN	7,250	2,346	3,500	3,974	4,750	0	3,500	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4495	TFR FROM EARMARKED R	0	0	0	-17,040	-18,307	0	0	0	0
4888	O/S STAFF RECHARGE	161,845	91,284	15,000	8,087	9,741	0	16,715	0	0
4890	O/S O'HEAD RECHARGE	43,819	8,565	977	641	401	0	988	0	0
4892	C/S STAFF RCHG	18,431	17,824	10,681	7,439	10,418	0	10,160	0	0
4893	C/S O'HEAD RCHG	5,214	6,201	2,820	2,059	2,609	0	2,909	0	0
4899	DEPOT REALLOCATION	15,763	19,619	2,133	1,447	1,470	0	2,478	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	11,267	0	11,267	0	11,591	0	0
	<b>Overhead Expenditure</b>	<b>398,475</b>	<b>268,013</b>	<b>115,993</b>	<b>57,831</b>	<b>86,486</b>	<b>26</b>	<b>119,548</b>	<b>0</b>	<b>0</b>
	<b>402 Net Income over Expenditure</b>	<b>-395,805</b>	<b>-258,847</b>	<b>-104,293</b>	<b>-51,531</b>	<b>-80,186</b>	<b>-26</b>	<b>-110,048</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	-2,047	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	5,000	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(395,805)</b>	<b>(265,894)</b>	<b>(104,293)</b>	<b>(51,531)</b>	<b>(80,186)</b>		<b>(110,048)</b>		
<b>408</b>	<b>COMMUNITY ACTIVITIES</b>									
1099	MISCELLANEOUS INCOME	0	26	0	0	0	0	0	0	0
1170	GRANTS RECEIVED	0	1,500	1,500	0	0	0	1,557	0	0
1171	DONATIONS RECEIVED	0	0	0	2	2	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>1,526</b>	<b>1,500</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>1,557</b>	<b>0</b>	<b>0</b>
4001	SALARIES	4,888	5,022	15,118	4,665	6,324	0	7,197	0	0
4002	ER'S NIC	498	482	1,949	600	811	0	929	0	0
4003	ER'S SUPERANN	1,061	1,004	3,281	1,010	1,372	0	1,432	0	0
4103	GRANT YOUTH COUNCIL	1,350	81	1,350	0	1,350	0	500	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	4,500	4,900	4,900	5,075	5,075	0	5,100	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	0	0	0	640	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4106	GRANT - PLAY DAY	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4109	BLUE PLAQUES	0	525	0	0	0	0	0	0	0
4111	WATER SAFETY/EDUCATION	2,000	0	2,000	0	2,000	0	2,000	0	0
4112	GRANT - WITNEY TOWN BAND	660	660	660	660	660	0	660	0	0
4141	EVENTS	10,000	4,961	6,977	5,341	12,407	0	7,500	0	0
4147	50th Anniversary Grants	0	1,100	0	50	50	0	0	0	0
4148	VE/ VJ 80th Anniversary comm'n	1,500	862	2,023	2,271	2,269	0	0	0	0
4149	WTC 50th ANNIVERSARY	5,000	3,332	0	0	0	0	0	0	0
4154	EXPERIENCE OXFORDSHIRE M'SHIP	1,200	0	1,200	0	0	0	0	0	0
4160	TOWN TWINNING	500	0	500	0	500	0	500	0	0
4161	TOWN TWINNING ROOM HIRE	500	0	500	58	500	0	500	0	0
4167	BUS SERVICE	21,000	23,500	23,500	20,750	26,000	0	26,000	0	0
4169	CHILDREN & YOUTH PROVISION	40,000	30,200	0	18,600	29,800	0	20,000	0	0
4170	ADVENT FAYRE	2,000	2,064	1,000	1,650	1,000	0	1,000	0	0
4172	GRANT - DETACHED YOUTH WORK	0	0	18,000	13,500	18,000	0	28,500	0	0
4173	GRANT - HOME START	0	0	11,000	11,000	11,000	0	12,000	0	0
4495	TFR FROM EARMARKED R	0	0	0	-40,000	-40,000	0	0	0	0
4892	C/S STAFF RCHG	73,721	71,310	85,443	59,509	83,333	0	81,268	0	0
4893	C/S O'HEAD RCHG	20,857	24,799	25,094	16,470	20,868	0	23,267	0	0
<b>Overhead Expenditure</b>		<b>192,235</b>	<b>175,801</b>	<b>205,495</b>	<b>122,849</b>	<b>184,319</b>	<b>0</b>	<b>219,353</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(192,235)</b>	<b>(174,275)</b>	<b>(203,995)</b>	<b>(122,847)</b>	<b>(184,317)</b>		<b>(217,796)</b>		

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

	<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Stronger Communities - Income</b>	2,670	10,691	13,200	6,302	6,302	0	11,057	0	0
<b>Expenditure</b>	590,710	443,813	321,488	180,680	270,805	26	338,901	0	0
<b>Net Income over Expenditure</b>	<u>-588,040</u>	<u>-433,122</u>	<u>-308,288</u>	<u>-174,378</u>	<u>-264,503</u>	<u>-26</u>	<u>-327,844</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	(2,047)	0	0	0	0	0	0	0
less Transfer to EMR	0	5,000	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(588,040)</u>	<u>(440,169)</u>	<u>(308,288)</u>	<u>(174,378)</u>	<u>(264,503)</u>		<u>(327,844)</u>		

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Halls, Cemeteries &amp; Allotments</u></b>										
<b>103</b>	<b><u>BAR/ CAFE</u></b>									
1000	C/EX. 1863 - SALES ALCOHOL	34,736	28,915	37,500	30,487	37,750	0	41,075	0	0
1001	C/EX. 1863 SALES - FOOD	28,660	36,511	35,700	34,703	44,375	0	48,280	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	1,430	1,107	1,055	650	750	0	1,095	0	0
1003	C/EX. 1863 SALES - SOFT DRINKS	7,064	9,211	9,030	9,230	12,450	0	13,550	0	0
1009	CORN EX.1863 CAFE- HOT DRINKS	74,800	99,374	96,000	88,093	112,100	0	121,975	0	0
1014	EVENTS INCOME	0	217	0	0	0	0	0	0	0
1090	BURWELL HALL BAR - ALL DRINKS	6,600	1,413	3,200	1,710	3,325	0	3,600	0	0
1091	BURWELL HALL BAR HIRE CHARGE	150	-100	153	0	150	0	159	0	0
	<b>Total Income</b>	<b>153,440</b>	<b>176,648</b>	<b>182,638</b>	<b>164,874</b>	<b>210,900</b>	<b>0</b>	<b>229,734</b>	<b>0</b>	<b>0</b>
3000	BAR PURCHASES - DRINK	21,000	18,056	22,875	20,454	21,675	0	23,575	0	0
3001	BAR PURCHASES - FOOD	17,196	20,970	21,420	19,521	26,625	0	28,975	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	19,448	23,558	24,000	19,203	28,025	0	30,500	0	0
3010	PROMOTIONS	0	2,668	4,450	5,143	6,100	0	6,400	0	0
	<b>Direct Expenditure</b>	<b>57,644</b>	<b>65,252</b>	<b>72,745</b>	<b>64,320</b>	<b>82,425</b>	<b>0</b>	<b>89,450</b>	<b>0</b>	<b>0</b>
4001	SALARIES	105,307	113,561	107,000	86,877	117,490	0	124,745	0	0
4002	ER'S NIC	4,566	6,704	9,900	7,562	10,185	0	10,600	0	0
4003	ER'S SUPERANN	5,124	6,587	7,000	6,313	11,275	0	14,850	0	0
4007	PROTECTIVE CLOTHING	750	21	500	0	250	0	250	0	0
4016	CLEANING MATERIALS	100	73	100	177	160	0	160	0	0
4032	PUBLICITY	0	15	0	0	0	0	0	0	0
4038	OTHER MAINTENANCE	500	0	500	125	250	0	250	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	EQUIPMENT INC. FURNITURE	5,000	6,018	5,000	4,990	5,500	0	4,000	0	0
4059	OTHER PROF FEES	700	600	700	450	600	0	600	0	0
4099	MISCELLANEOUS	1,000	309	1,000	605	300	0	300	0	0
4892	C/S STAFF RCHG	4,608	6,578	5,339	3,719	5,208	0	5,079	0	0
4893	C/S O'HEAD RCHG	1,304	1,612	1,410	1,031	1,304	0	1,454	0	0
<b>Overhead Expenditure</b>		<b>128,959</b>	<b>142,077</b>	<b>138,449</b>	<b>111,849</b>	<b>152,522</b>	<b>0</b>	<b>162,288</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(33,163)</b>	<b>(30,681)</b>	<b>(28,556)</b>	<b>(11,296)</b>	<b>(24,047)</b>		<b>(22,004)</b>		
<b>104</b>	<b><u>CORN EXCHANGE</u></b>									
1007	CORN EXCHNGE LETTING	57,314	64,006	68,000	48,351	62,000	0	68,000	0	0
1014	EVENTS INCOME	13,609	7,942	13,881	13,646	16,200	0	18,000	0	0
1015	TEA DANCE INCOME	2,400	2,743	2,400	2,463	3,300	0	3,300	0	0
1016	FUNCTION REFRESHMENT	0	0	0	50	50	0	0	0	0
1017	CORN EXCHANGE WEDDING LETTING	1,353	2,962	1,400	0	1,050	0	2,200	0	0
1052	EXPENSES RECOVERED	3,479	0	750	1,471	1,729	0	650	0	0
<b>Total Income</b>		<b>78,155</b>	<b>77,654</b>	<b>86,431</b>	<b>65,982</b>	<b>84,329</b>	<b>0</b>	<b>92,150</b>	<b>0</b>	<b>0</b>
4001	SALARIES	78,384	75,017	65,544	56,249	75,560	0	82,632	0	0
4002	ER'S NIC	5,927	6,365	7,342	6,356	8,022	0	9,533	0	0
4003	ER'S SUPERANN	12,971	11,837	9,811	7,123	11,388	0	15,575	0	0
4007	PROTECTIVE CLOTHING	300	154	300	83	150	0	200	0	0
4008	TRAINING	1,000	3,462	1,020	1,302	1,020	0	1,020	0	0
4011	RATES	1,244	1,282	3,167	2,897	3,219	0	4,043	0	0
4012	WATER RATES	2,700	6,559	5,075	1,620	4,920	0	5,665	0	0
4014	ELECTRICITY	16,792	13,662	12,000	8,227	13,895	0	14,500	0	0

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		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	GAS	8,987	9,339	8,000	2,496	8,500	0	8,900	0	0
4016	CLEANING MATERIALS	2,000	2,655	2,040	2,182	2,800	0	2,800	0	0
4017	CONTRACT CLEAN/WASTE	3,735	1,560	3,735	1,467	2,200	0	2,700	0	0
4018	PHOTOCOPIER COSTS	50	166	190	83	130	0	170	0	0
4021	TELEPHONE/FAX	960	1,697	1,260	1,125	1,550	0	1,600	0	0
4025	INSURANCE	1,126	930	950	977	977	0	1,350	0	0
4028	I.T.	1,400	1,698	1,500	1,854	2,100	0	2,100	0	0
4030	RECRUITMENT ADVT'G	1,000	0	1,000	0	0	0	0	0	0
4032	PUBLICITY	3,000	1,035	3,000	1,244	2,000	0	2,000	0	0
4036	PROPERTY MAINTENANCE	8,000	12,175	12,000	7,836	11,000	0	12,000	0	0
4038	OTHER MAINTENANCE	4,000	7,086	4,000	3,844	4,000	0	4,000	0	0
4042	EQUIPMENT INC. FURNITURE	2,000	2,239	2,000	417	1,000	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	150	34	150	120	150	0	150	0	0
4045	LICENCES	2,500	2,590	2,900	1,377	2,700	0	2,800	0	0
4048	ENG.INSPEC.(VARIABLE)	373	364	370	473	473	0	490	0	0
4064	HEALTH & SAFETY	100	420	100	52	100	0	100	0	0
4141	EVENTS	10,000	10,036	10,000	13,313	14,400	0	15,500	0	0
4142	TEA DANCE COSTS	6,535	5,709	6,700	3,682	6,000	0	6,300	0	0
4144	FILM CLUB	4,481	3,551	4,600	2,267	1,850	0	1,940	0	0
4888	O/S STAFF RECHARGE	3,856	5,684	5,000	3,546	7,298	0	5,572	0	0
4890	O/S O'HEAD RECHARGE	354	567	326	238	535	0	329	0	0
4892	C/S STAFF RCHG	9,215	13,159	10,677	7,438	10,416	0	10,158	0	0
4893	C/S O'HEAD RCHG	2,607	3,101	2,820	2,058	2,608	0	2,908	0	0
4899	DEPOT REALLOCATION	703	1,141	711	652	1,101	0	826	0	0
<b>Overhead Expenditure</b>		<b>196,450</b>	<b>205,275</b>	<b>188,288</b>	<b>142,593</b>	<b>202,062</b>	<b>0</b>	<b>219,361</b>	<b>0</b>	<b>0</b>

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		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(118,295)</u>	<u>(127,621)</u>	<u>(101,857)</u>	<u>(76,611)</u>	<u>(117,733)</u>		<u>(127,211)</u>		
<b>105</b>	<b>BURWELL HALL</b>									
1005	BURWELL HALL LETTING	30,575	28,681	31,200	22,104	29,000	0	33,000	0	0
1052	EXPENSES RECOVERED	2,189	0	750	829	950	0	350	0	0
	<b>Total Income</b>	<b>32,764</b>	<b>28,681</b>	<b>31,950</b>	<b>22,934</b>	<b>29,950</b>	<b>0</b>	<b>33,350</b>	<b>0</b>	<b>0</b>
4001	SALARIES	52,256	59,252	46,804	31,000	42,294	0	47,959	0	0
4002	ER'S NIC	3,951	5,106	4,925	3,645	4,767	0	5,651	0	0
4003	ER'S SUPERANN	8,647	8,785	5,744	5,047	7,432	0	8,875	0	0
4007	PROTECTIVE CLOTHING	300	0	300	0	150	0	150	0	0
4008	TRAINING	500	0	500	0	0	0	250	0	0
4011	RATES	839	865	2,150	1,940	2,156	0	2,708	0	0
4012	WATER RATES	420	909	825	403	650	0	680	0	0
4014	ELECTRICITY	3,362	2,987	2,500	1,195	2,800	0	2,900	0	0
4015	GAS	8,567	2,322	4,146	1,075	3,250	0	3,400	0	0
4016	CLEANING MATERIALS	2,000	2,213	2,050	1,716	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	1,225	3,281	2,800	2,812	3,600	0	3,725	0	0
4021	TELEPHONE/FAX	268	235	260	332	400	0	285	0	0
4025	INSURANCE	592	437	445	459	459	0	625	0	0
4028	I.T.	1,000	1,494	1,000	1,158	1,550	0	1,550	0	0
4032	PUBLICITY	1,000	330	1,000	0	500	0	500	0	0
4036	PROPERTY MAINTENANCE	5,000	4,576	5,000	2,603	2,500	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,885	1,825	1,075	1,000	0	1,000	0	0
4042	EQUIPMENT INC. FURNITURE	1,500	378	1,500	749	1,500	0	1,500	0	0
4045	LICENCES	477	475	485	512	512	0	530	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4048	ENG.INSPEC.(VARIABLE)	340	1,790	1,825	335	335	0	350	0	0
4064	HEALTH & SAFETY	0	498	0	404	404	0	0	0	0
4099	MISCELLANEOUS	0	54	200	0	100	0	100	0	0
4142	TEA DANCE COSTS	0	113	0	0	0	0	0	0	0
4888	O/S STAFF RECHARGE	19,324	2,020	5,000	4,316	8,768	0	5,572	0	0
4890	O/S O'HEAD RECHARGE	1,773	159	326	337	643	0	329	0	0
4892	C/S STAFF RCHG	4,608	4,456	5,339	3,717	5,204	0	5,075	0	0
4893	C/S O'HEAD RCHG	1,304	1,549	1,410	1,031	1,303	0	1,453	0	0
4899	DEPOT REALLOCATION	3,524	478	711	320	1,323	0	826	0	0
	<b>Overhead Expenditure</b>	<b>124,877</b>	<b>106,648</b>	<b>99,070</b>	<b>66,182</b>	<b>95,600</b>	<b>0</b>	<b>102,993</b>	<b>0</b>	<b>0</b>
	<b>105 Net Income over Expenditure</b>	<b>-92,113</b>	<b>-77,967</b>	<b>-67,120</b>	<b>-43,249</b>	<b>-65,650</b>	<b>0</b>	<b>-69,643</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	1,940	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(92,113)</b>	<b>(76,027)</b>	<b>(67,120)</b>	<b>(43,249)</b>	<b>(65,650)</b>		<b>(69,643)</b>		
<b>301</b>	<b>TOWER HILL CEMETERY</b>									
1050	RENT RECEIVED	13,260	13,620	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	194	262	0	0	0	0	0	0	0
1099	MISCELLANEOUS INCOME	0	183	0	31	31	0	0	0	0
1100	BURIAL FEES	9,283	9,284	8,850	7,428	10,175	0	9,965	0	0
1101	GRANT OF RIGHTS	2,828	1,060	1,200	720	1,200	0	1,040	0	0
1102	INTERMENT OF ASHES	12,324	17,596	13,000	6,880	11,750	0	14,600	0	0
1105	MEMORIAL FEES	5,692	5,771	6,500	3,543	5,400	0	5,600	0	0
1106	MEMORIAL PLAQUES	323	594	500	251	500	0	520	0	0
1108	CHAPEL FEES	384	508	450	132	400	0	450	0	0
	<b>Total Income</b>	<b>44,288</b>	<b>48,876</b>	<b>30,500</b>	<b>18,984</b>	<b>29,456</b>	<b>0</b>	<b>32,175</b>	<b>0</b>	<b>0</b>

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001	SALARIES	14,639	14,621	15,602	10,512	13,818	0	15,548	0	0
4002	ER'S NIC	1,193	1,306	1,915	1,280	1,738	0	1,894	0	0
4003	ER'S SUPERANN	3,177	3,173	3,385	2,281	3,000	0	3,076	0	0
4011	RATES	4,046	3,792	3,850	3,413	3,792	0	3,936	0	0
4012	WATER RATES	365	1,689	850	356	1,700	0	1,800	0	0
4014	ELECTRICITY	1,118	894	900	91	900	0	900	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	1,000	1,325	1,500	1,250	1,600	0	1,700	0	0
4025	INSURANCE	435	0	445	274	274	0	375	0	0
4028	I.T.	0	0	0	309	309	0	0	0	0
4036	PROPERTY MAINTENANCE	6,000	7,466	6,000	6,428	7,250	0	7,000	0	0
4038	OTHER MAINTENANCE	0	52	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	0	0	400	200	400	0	400	0	0
4042	EQUIPMENT INC. FURNITURE	100	178	100	0	50	0	100	0	0
4059	OTHER PROF FEES	0	0	100	0	0	0	0	0	0
4064	HEALTH & SAFETY	100	0	102	0	100	0	100	0	0
4099	MISCELLANEOUS	0	195	200	105	200	0	200	0	0
4110	LETTINGS - NO CHARGE/SUBSID'D	200	0	200	0	0	0	0	0	0
4350	PLAQUES PURCHASED	291	326	605	201	400	0	400	0	0
4355	MEMORIAL MAINTENANCE	2,500	1,400	2,000	670	1,000	0	1,800	0	0
4888	O/S STAFF RECHARGE	80,770	78,495	110,000	53,420	83,506	0	122,580	0	0
4890	O/S O'HEAD RECHARGE	10,846	8,710	7,164	3,385	6,126	0	7,243	0	0
4892	C/S STAFF RCHG	13,823	13,369	16,017	11,158	15,626	0	15,239	0	0
4893	C/S O'HEAD RCHG	3,911	4,650	4,230	3,088	3,913	0	4,363	0	0

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Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	13,092	16,714	15,643	10,481	12,603	0	18,171	0	0
	<b>Overhead Expenditure</b>	157,636	158,356	191,238	108,902	158,335	0	206,855	0	0
	<b>301 Net Income over Expenditure</b>	-113,348	-109,480	-160,738	-89,918	-128,879	0	-174,680	0	0
6000	plus Transfer from EMR	0	1,427	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(113,348)</u>	<u>(108,053)</u>	<u>(160,738)</u>	<u>(89,918)</u>	<u>(128,879)</u>		<u>(174,680)</u>		
<b>302</b>	<b><u>WINDRUSH CEMETERY</u></b>									
1100	BURIAL FEES	22,338	19,481	22,785	16,341	22,785	0	23,651	0	0
1101	GRANT OF RIGHTS	27,091	21,261	27,633	21,253	30,000	0	28,683	0	0
1102	INTERMENT OF ASHES	5,288	3,642	5,394	3,253	5,100	0	5,599	0	0
1105	MEMORIAL FEES	7,448	6,028	7,597	3,609	5,600	0	7,886	0	0
1106	MEMORIAL PLAQUES	0	212	0	195	93	0	0	0	0
	<b>Total Income</b>	62,165	50,624	63,409	44,650	63,578	0	65,819	0	0
4001	SALARIES	14,639	14,621	14,932	10,512	13,818	0	15,548	0	0
4002	ER'S NIC	1,193	1,306	1,217	1,280	1,738	0	1,894	0	0
4003	ER'S SUPERANN	3,177	3,173	3,241	2,281	3,000	0	3,076	0	0
4011	RATES	8,519	7,984	8,689	7,186	7,984	0	8,287	0	0
4012	WATER RATES	237	318	242	329	340	0	360	0	0
4014	ELECTRICITY	3,532	2,426	2,750	950	2,000	0	2,100	0	0
4016	CLEANING MATERIALS	30	0	31	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	777	1,157	793	3,651	2,600	0	2,700	0	0
4021	TELEPHONE/FAX	268	0	273	0	0	0	0	0	0
4025	INSURANCE	127	131	130	138	138	0	175	0	0
4028	I.T.	0	0	0	309	309	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036	PROPERTY MAINTENANCE	2,000	9,595	2,040	1,070	1,600	50	2,000	0	0
4037	GROUNDS MAINTENANCE	500	966	510	67	510	0	530	0	0
4038	OTHER MAINTENANCE	1,500	2,092	1,530	444	650	0	1,000	0	0
4042	EQUIPMENT INC. FURNITURE	1,500	54	1,530	600	1,000	0	1,000	0	0
4043	SMALL TOOLS & EQUIPT	0	0	0	0	0	0	0	0	0
4059	OTHER PROF FEES	1,000	0	1,020	0	0	0	1,059	0	0
4064	HEALTH & SAFETY	100	0	102	0	0	0	106	0	0
4099	MISCELLANEOUS	0	216	0	13	0	0	0	0	0
4350	PLAQUES PURCHASED	100	103	102	210	225	0	235	0	0
4355	MEMORIAL MAINTENANCE	2,000	1,085	1,790	17	1,000	0	1,300	0	0
4888	O/S STAFF RECHARGE	138,044	67,030	110,000	48,615	67,702	0	122,580	0	0
4890	O/S O'HEAD RECHARGE	16,101	6,583	7,164	3,465	4,966	0	7,243	0	0
4892	C/S STAFF RCHG	13,823	13,369	16,017	11,159	15,628	0	15,241	0	0
4893	C/S O'HEAD RCHG	3,911	4,650	4,230	3,087	3,913	0	4,363	0	0
4899	DEPOT REALLOCATION	23,539	15,125	15,643	8,646	10,218	0	18,171	0	0
	<b>Overhead Expenditure</b>	<b>236,617</b>	<b>151,984</b>	<b>193,976</b>	<b>104,027</b>	<b>139,369</b>	<b>50</b>	<b>208,998</b>	<b>0</b>	<b>0</b>
	<b>302 Net Income over Expenditure</b>	<b>-174,452</b>	<b>-101,361</b>	<b>-130,567</b>	<b>-59,377</b>	<b>-75,791</b>	<b>-50</b>	<b>-143,179</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	6,215	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(174,452)</b>	<b>(95,146)</b>	<b>(130,567)</b>	<b>(59,377)</b>	<b>(75,791)</b>		<b>(143,179)</b>		
<b>303</b>	<b>CLOSED CH'YARDS ST MARYS/HOLY</b>									
4036	PROPERTY MAINTENANCE	16,000	34,588	11,000	448	5,500	0	10,000	0	0
4040	ARBORICULTURE	1,000	1,000	1,000	0	500	0	1,000	0	0
4059	OTHER PROF FEES	1,000	0	1,000	0	500	0	1,000	0	0
4888	O/S STAFF RECHARGE	0	4,668	0	6,182	7,995	0	9,801	0	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RECHARGE	0	971	0	413	586	0	579	0	0
4899	DEPOT REALLOCATION	0	579	0	1,094	1,207	0	1,453	0	0
	<b>Overhead Expenditure</b>	<b>18,000</b>	<b>41,805</b>	<b>13,000</b>	<b>8,138</b>	<b>16,288</b>	<b>0</b>	<b>23,833</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	31,060	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(18,000)</b>	<b>(10,745)</b>	<b>(13,000)</b>	<b>(8,138)</b>	<b>(16,288)</b>		<b>(23,833)</b>		
<b>305</b>	<b><u>ALLOTMENTS</u></b>									
4013	RENT PAID	125	-125	125	0	125	0	125	0	0
4036	PROPERTY MAINTENANCE	500	1,866	1,600	0	800	0	1,600	0	0
4037	GROUNDS MAINTENANCE	500	0	500	240	500	0	500	0	0
4038	OTHER MAINTENANCE	0	0	0	2,529	2,500	871	0	0	0
4040	ARBORICULTURE	0	900	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-500	-500	0	0	0	0
4888	O/S STAFF RECHARGE	1,168	10,528	5,500	5,328	10,335	0	6,129	0	0
4890	O/S O'HEAD RECHARGE	107	832	358	351	758	0	362	0	0
4892	C/S STAFF RCHG	3,456	3,347	4,004	2,789	3,904	0	3,807	0	0
4893	C/S O'HEAD RCHG	978	1,163	1,058	772	978	0	1,090	0	0
4899	DEPOT REALLOCATION	213	2,119	782	951	1,560	0	909	0	0
	<b>Overhead Expenditure</b>	<b>7,047</b>	<b>20,630</b>	<b>13,927</b>	<b>12,460</b>	<b>20,960</b>	<b>871</b>	<b>14,522</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(7,047)</b>	<b>(20,630)</b>	<b>(13,927)</b>	<b>(12,460)</b>	<b>(20,960)</b>		<b>(14,522)</b>		
	<b>Halls, Cemeteries &amp; Allotments - Income</b>	<b>370,812</b>	<b>382,482</b>	<b>394,928</b>	<b>317,424</b>	<b>418,213</b>	<b>0</b>	<b>453,228</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>927,230</b>	<b>892,027</b>	<b>910,693</b>	<b>618,472</b>	<b>867,561</b>	<b>921</b>	<b>1,028,300</b>	<b>0</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>-556,418</b>	<b>-509,546</b>	<b>-515,765</b>	<b>-301,048</b>	<b>-449,348</b>	<b>-921</b>	<b>-575,072</b>	<b>0</b>	<b>0</b>

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	<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	40,642	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(556,418)</u>	<u>(468,904)</u>	<u>(515,765)</u>	<u>(301,048)</u>	<u>(449,348)</u>		<u>(575,072)</u>		

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		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Climate &amp; Biodiversity</u></b>										
<b>206</b>	<b><u>WITNEY COUNTRY PARK</u></b>									
1030	FISHING RIGHTS	978	978	1,000	0	0	0	1,038	0	0
1170	GRANTS RECEIVED	0	10,893	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>978</b>	<b>11,871</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,038</b>	<b>0</b>	<b>0</b>
4001	SALARIES	58,848	58,844	63,211	47,610	63,106	0	66,956	0	0
4002	ER'S NIC	5,585	5,610	7,982	6,016	7,966	0	8,543	0	0
4003	ER'S SUPERANN	12,731	12,707	13,716	10,271	13,694	0	11,334	0	0
4007	PROTECTIVE CLOTHING	400	1,076	1,000	691	1,000	0	1,038	0	0
4008	TRAINING	0	2,860	2,000	375	2,000	0	2,076	0	0
4017	CONTRACT CLEAN/WASTE	0	0	1,000	0	1,000	0	1,038	0	0
4026	BOOKS/PUBLICATIONS	100	55	100	0	100	0	104	0	0
4036	PROPERTY MAINTENANCE	2,000	4,207	2,040	362	2,040	0	2,118	0	0
4037	GROUNDS MAINTENANCE	0	0	7,000	8,963	7,000	0	7,266	0	0
4038	OTHER MAINTENANCE	0	205	0	0	0	0	0	0	0
4040	ARBORICULTURE	1,000	825	1,000	1,500	1,000	0	1,038	0	0
4041	EQUIPMENT HIRE	0	0	500	909	500	0	519	0	0
4042	EQUIPMENT INC. FURNITURE	11,000	4,223	2,000	552	2,000	0	2,076	0	0
4043	SMALL TOOLS & EQUIPT	0	0	2,500	1,439	2,500	0	2,595	0	0
4044	FUEL	0	0	1,000	789	1,000	0	1,038	0	0
4050	VEHICLE MAINTENANCE	0	0	1,000	2,541	1,000	0	1,038	0	0
4059	OTHER PROF FEES	5,000	340	1,500	1,551	1,500	0	1,557	0	0
4064	HEALTH & SAFETY	1,000	528	1,500	261	1,500	0	1,557	0	0
4066	TREE REPLACEMENT	0	0	1,300	0	1,300	0	1,349	0	0

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		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4099	MISCELLANEOUS	250	420	250	209	250	0	260	0	0
4163	GREEN FLAG APPLICATION	0	430	0	60	0	0	0	0	0
4222	TINY FOREST EXPENSES	0	0	200	0	200	0	208	0	0
4495	TFR FROM EARMARKED R	0	0	0	-1,250	-1,250	0	0	0	0
4888	O/S STAFF RECHARGE	24,612	10,878	15,000	15,998	26,461	0	16,715	0	0
4890	O/S O'HEAD RECHARGE	2,832	2,049	977	1,032	1,941	0	988	0	0
4892	C/S STAFF RCHG	2,304	2,227	2,670	1,860	2,604	0	2,539	0	0
4893	C/S O'HEAD RCHG	652	775	705	515	652	0	727	0	0
4899	DEPOT REALLOCATION	4,156	1,460	2,133	2,919	3,993	0	2,478	0	0
	<b>Overhead Expenditure</b>	<b>132,470</b>	<b>109,719</b>	<b>132,284</b>	<b>105,172</b>	<b>145,057</b>	<b>0</b>	<b>137,155</b>	<b>0</b>	<b>0</b>
	<b>206 Net Income over Expenditure</b>	<b>-131,492</b>	<b>-97,848</b>	<b>-131,284</b>	<b>-105,172</b>	<b>-145,057</b>	<b>0</b>	<b>-136,117</b>	<b>0</b>	<b>0</b>
6001	less Transfer to EMR	0	10,887	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(131,492)</b>	<b>(108,735)</b>	<b>(131,284)</b>	<b>(105,172)</b>	<b>(145,057)</b>		<b>(136,117)</b>		
<b>250</b>	<b>AMENITY AREAS</b>									
4017	CONTRACT CLEAN/WASTE	0	0	6,000	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	0	0	0	57	0	0	0	0	0
4039	HORTICULTURE	0	0	19,500	17,883	22,500	4,945	20,200	0	0
4040	ARBORICULTURE	0	0	20,000	6,300	10,000	0	20,000	0	0
4066	TREE REPLACEMENT	0	0	4,000	767	2,000	0	4,000	0	0
4067	Tree Survey	0	0	7,500	0	7,500	0	7,500	0	0
4068	FLOOD ALLEVIATION	0	0	0	5,861	5,861	0	1,250	0	0
4888	O/S STAFF RECHARGE	0	0	135,000	93,059	87,666	0	150,439	0	0
4890	O/S O'HEAD RECHARGE	0	0	8,792	6,597	3,607	0	8,889	0	0
4892	C/S STAFF RCHG	0	0	10,681	7,439	10,418	0	10,160	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	0	0	2,820	2,059	2,609	0	2,909	0	0
4899	DEPOT REALLOCATION	0	0	19,198	10,356	13,230	0	22,300	0	0
<b>Overhead Expenditure</b>		0	0	233,491	150,378	165,391	4,945	247,647	0	0
<b>Movement to/(from) Gen Reserve</b>		0	0	(233,491)	(150,378)	(165,391)		(247,647)		
<b>Climate &amp; Biodiversity - Income</b>		978	11,871	1,000	0	0	0	1,038	0	0
<b>Expenditure</b>		132,470	109,719	365,775	255,549	310,448	4,945	384,802	0	0
<b>Net Income over Expenditure</b>		<u>-131,492</u>	<u>-97,848</u>	<u>-364,775</u>	<u>-255,549</u>	<u>-310,448</u>	<u>-4,945</u>	<u>-383,764</u>	<u>0</u>	<u>0</u>
less Transfer to EMR		0	10,887	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(131,492)</u>	<u>(108,735)</u>	<u>(364,775)</u>	<u>(255,549)</u>	<u>(310,448)</u>		<u>(383,764)</u>		

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Capital &amp; Assets</b>										
<b>800</b>	<b>CAPITAL PROJECTS</b>									
1085	INSURANCE CLAIMS RECEIVED	0	7,250	0	0	0	0	0	0	0
1170	GRANTS RECEIVED	30,000	0	255,000	35,043	35,043	0	0	0	0
1175	ASSET DISPOSALS	12,000	-292	0	1,749	8,000	0	0	0	0
1178	PWLB LOAN	800,516	0	1,250,516	0	1,250,000	0	0	0	0
1179	TENANT CONTRIBUTION	10,000	0	0	0	0	0	0	0	0
1200	S106 INCOME	0	0	301,975	643,090	643,090	0	0	0	0
	<b>Total Income</b>	<b>852,516</b>	<b>6,958</b>	<b>1,807,491</b>	<b>679,883</b>	<b>1,936,133</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4291	HP CAPITAL REPAID	9,431	0	9,431	7,205	18,862	0	0	6,287	0
4295	HP INTEREST PAID	1,576	919	1,576	1,051	3,152	0	0	1,051	0
4491	TFR TO EARMARKED RES	0	0	0	0	47,924	0	0	0	0
4492	TFR TO RENEWALS FUND	54,027	0	65,297	0	74,300	0	82,639	0	0
4493	TFR FROM RENEWALS FD	22,848	0	0	0	-22,878	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	0	-453,355	0	0	0	0
4901	CAP: REFURB L/DALE HALL	20,000	17,525	0	0	0	0	0	0	0
4902	CAP: REFURB C/EXCHANGE	5,000	13,058	15,000	0	15,000	0	0	6,000	0
4910	CAP: PLAY EQUIPT REPLACEMENT	75,000	0	75,000	17,441	62,119	0	75,000	0	0
4919	CAP:LAKE & CNTRY PRK	0	6,583	0	0	0	0	0	0	0
4921	CAP:WWSG TENNIS COURTS	0	-625	0	0	0	0	0	0	0
4924	CAP: SKATE PARK REFURB	0	559	0	0	0	0	0	0	0
4930	CAP:KGV BASKETBALL	0	0	0	0	0	0	15,000	0	0
4933	CAP: BUS SHELTERS	0	0	0	0	8,182	0	0	9,000	0
4935	CAP: DIGITAL SIGNS	0	0	0	0	0	0	0	1,200	0

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## Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4943	CAP: BURWELL CHANGING ROOMS	72,030	0	72,030	0	0	0	0	0	0
4945	CAP:LEYS PARKING RESTRICTIONS	0	0	5,000	0	0	0	0	0	0
4949	CAP: HALLS PROPERTY	0	0	0	0	0	0	50,000	0	0
4951	CAP: LEYS MASTERPLAN	50,000	0	225,000	0	250,000	0	0	0	0
4952	CAP:WEST WITNEY PROJECT	750,000	692	1,850,000	327,021	1,920,500	0	0	0	0
4953	CAP: FOOTPATHS	30,000	0	10,000	0	0	0	0	0	0
4954	CAP: BURWELL HEATING	0	-1,946	0	0	0	0	0	0	0
4957	CAP: WORKS DEPT -SEE 4952/4958	750,000	78,102	0	0	0	0	0	0	0
4958	CAP: TEMP WORKS DEPOT	0	0	0	13,686	41,689	0	0	0	0
4960	CAP:WINDRUSH CEMETERY	0	0	0	0	0	0	0	26,500	0
4964	CAP:GROUNDS MTCE EQPT	48,664	13,699	0	20,650	18,500	0	5,961	13,855	0
4967	CAP:NEW COMPUTER EQUIPMENT	25,000	0	5,000	0	5,000	0	0	0	0
4971	CAP: NEW VEHICLES	34,000	30,986	0	39,485	39,485	0	17,800	77,200	0
4973	CAP: SPLASHPARK	0	80,500	174,600	112,000	112,000	0	19,250	0	0
4975	CAP:TOWN HALL WORKS	0	12,830	0	0	0	0	0	0	0
4978	CAP: BUTTERCROSS	0	0	300,000	0	0	0	0	0	0
4980	CAP: CARGO BIKE SCHEME	0	0	5,500	0	5,500	0	0	0	0
4981	CE EQUIPMENT/STORAGE	0	0	3,144	0	0	0	0	0	0
4982	COMMUNITY WINDOW - DISPLAY	0	0	500	249	249	0	0	0	0
4992	PLAY AREA/REC INFRASTRUCTURE	4,000	3,285	0	0	0	0	0	0	0
4993	LOAN REPAYMENT WEST WITNEY	12,185	0	111,860	0	79,403	0	47,575	58,240	0
4994	LOAN: WEST WITNEY (NOW 4993)	20,273	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		1,984,034	256,168	2,928,938	538,787	2,225,632	0	313,225	199,333	0
<b>800 Net Income over Expenditure</b>		-1,131,518	-249,210	-1,121,447	141,096	-289,499	0	-313,225	-199,333	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

	<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6000 plus Transfer from EMR	0	99,913	0	134,878	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,131,518)</u>	<u>(149,297)</u>	<u>(1,121,447)</u>	<u>275,973</u>	<u>(289,499)</u>		<u>(313,225)</u>		
<b>Capital &amp; Assets - Income</b>	852,516	6,958	1,807,491	679,883	1,936,133	0	0	0	0
<b>Expenditure</b>	1,984,034	256,168	2,928,938	538,787	2,225,632	0	313,225	199,333	0
<b>Net Income over Expenditure</b>	<u>-1,131,518</u>	<u>-249,210</u>	<u>-1,121,447</u>	<u>141,096</u>	<u>-289,499</u>	<u>0</u>	<u>-313,225</u>	<u>-199,333</u>	<u>0</u>
plus Transfer from EMR	0	99,913	0	134,878	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,131,518)</u>	<u>(149,297)</u>	<u>(1,121,447)</u>	<u>275,973</u>	<u>(289,499)</u>		<u>(313,225)</u>		

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Policy, Governance and Finance Cttee, 30 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>PRECEPT</u></b>										
<b>505</b>	<b><u>PRECEPT</u></b>									
1176	PRECEPT	1,984,834	1,984,834	2,297,745	2,297,745	2,297,745	0	2,427,251	0	0
	<b>Total Income</b>	<u>1,984,834</u>	<u>1,984,834</u>	<u>2,297,745</u>	<u>2,297,745</u>	<u>2,297,745</u>	<u>0</u>	<u>2,427,251</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>1,984,834</u>	<u>1,984,834</u>	<u>2,297,745</u>	<u>2,297,745</u>	<u>2,297,745</u>		<u>2,427,251</u>		
	<b>PRECEPT - Income</b>	1,984,834	1,984,834	2,297,745	2,297,745	2,297,745	0	2,427,251	0	0
	<b>Expenditure</b>	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>1,984,834</u>	<u>1,984,834</u>	<u>2,297,745</u>	<u>2,297,745</u>	<u>2,297,745</u>		<u>2,427,251</u>		
	<b>Total Budget Income</b>	3,365,393	2,628,989	4,682,781	3,492,031	4,891,348	0	3,111,587	0	0
	<b>Expenditure</b>	4,433,171	2,614,605	5,608,029	2,256,107	4,819,100	7,275	3,171,665	208,935	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(1,067,778)</u>	<u>14,384</u>	<u>(925,248)</u>	<u>1,235,923</u>	<u>72,248</u>		<u>(60,078)</u>		
	plus Transfer from EMR	0	148,126	0	133,378	0	0	0	0	0
	less Transfer to EMR	0	90,886	0	5,486	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(1,067,778)</u>	<u>71,624</u>	<u>(925,248)</u>	<u>1,363,815</u>	<u>72,248</u>		<u>(60,078)</u>		

## POLICY, GOVERNANCE & FINANCE COMMITTEE



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

**Meeting Date:** Monday, 30 March 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 – 9 March 2026**

**PR124** – The Leys/Courtside Hub. The Committee recommended that, authority be delegated to the Town Clerk, in conjunction with the Head of Estates & Operations, to release the Town Council's £250k funding contribution for the Leys Courtside Hub project in line with the agreed project milestones.

#### **Halls Cemeteries & Allotments Committee – 16 March 2026**

**H139** – Corn Exchange Business Report. The Committee recommended that the Deputy Town Clerk progresses the allocation of the Council's £1,000 grant to West Oxfordshire Performing Arts Foundation and how this would be used to support a bursary award.

**H140** – Proposal to improve the Bin Storage Area at Thorney Leys. The Committee recommended that progression of the improvements be delegated to officers to implement any necessary actions and due diligence (including mitigating against new and ongoing costs to Witney Town Council).

#### **Stronger Communities Committee – 23 March 2026**

Communications Report – The Committee recommended that the fees for the Spring newsletter delivery be reviewed by the Deputy Town Clerk before payment.

Vevox Polling Platform – The Committee noted that the Council had procured this engagement platform which had been used successfully at the Annual Town Meeting from existing budgets.

Community Engagement Report. The Committee recommended that the Council did not budget towards promotion of the Great British Spring Clean week in 2027.

Town Twinning Visit. The Committee recommended that the Council should provide a small civic drinks reception at the Corn Exchange to welcome Witney’s twinned town visitors on 1<sup>st</sup> May 2026. Cost unknown but will be limited and from existing budgets.

Witney: Past, Present & Future WP. The Committee endorsed the plans (and implicated expenses) of St George’s Day events on 23 and 26 April 2026.

Witney Town Centre Improvements. The Committee noted a response from the District Council concerning underspent Section 106 allocations for Witney Town Centre and were advised any suggestions from the Town Council would need to be fully costed and planned before they would be considered. The Committee agreed to defer this to the re-formed Witney Town Centre Forum.

## **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.

## POLICY, GOVERNANCE & FINANCE COMMITTEE



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**Agenda Item:** Grants & Subsidised Lettings

**Meeting Date:** Monday, 30 March 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) - £1,800
- 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

All applications relate to the new financial year. The Council's subsidised letting policy, as agreed by the Committee on 22 September 2025 is attached as **Appendix A**.

#### 1. Witney Photo Group

An application has been received for the cost of Corn Exchange Hall hire on Saturday 13<sup>th</sup> June for a photographic exhibition of members' work. This equates to £320.00 (£266.67 + VAT £53.33). The full application and sorting documents are attached as **Appendix B**.

## **2. Witney Food Revolution**

An application has been received for £274.00 (£228.33 + VAT £45.67) to cover the cost of room hire and exclusive use of the bar to hold an annual fund raiser for the Witney Food Revolution. The full application and sorting documents are attached as **Appendix C**.

## **3. Witney Town Band Training Band**

An application has been received for cost of Corn Exchange hire for a fundraising concert. This equates to £215.50 (£179.58 + VAT £35.92). The full application and sorting documents are attached as **Appendix D**.

## **Discretionary Grants**

### **1. Friends of Witney Community Primary School**

A grant application has been received asking for £5,000 'to fund much needed new playground equipment and repairs to existing old equipment not fit for purpose supporting the children to be active.' The full application and sorting documents are attached as **Appendix E**.

### **2. Witney Shed**

A grant application form has been received asking for £450 towards battery drills and impact screw drivers. Battery saw and two batteries. The full application and sorting documents are attached as **Appendix F**.

### **3. Hanborough Cricket Club**

A grant application form has been received asking for £5,000 towards the purchase and build of a community cricket net. The full application and sorting documents are attached as **Appendix G**.

## **Other Grant/Financial Matters**

### **4. Witney Town Band**

An application requesting £750 has been received for providing attendance at three civic events throughout the year. This is an annual grant and the uplift from £660 is referred to in the full application which can be seen as **Appendix H**.

## **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 assisted the Council and other local groups through the provision of bird boxes, hat boxes, hedgehog boxes etc.
- 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 – one of the applicants uses offcuts of wood to create sustainable environmental pieces.

## **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 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.

## **Recommendations**

Members are invited to:

1. Consider the subsidised letting requests as presented, and award as agreed.
2. Consider the discretionary grant requests as presented, and decide whether any allocations should be made now, if at all, and/or whether they should be deferred to the meeting of this Committee on 22 June 2026.
3. Consider the annual grant request from Witney Town Band.



## Policy Document

### Subsidised Lettings Policy

#### 1. General

This policy outlines the criteria and procedures for providing subsidised or reduced-rate hire of Town Council facilities to eligible organisations. It is intended to support local voluntary and community groups whose work benefits the residents of Witney, in line with the aims of the Council's Grant Aid Policy.

#### 2. Eligibility & Criteria

To be eligible for a subsidised letting, applicants must:

- Be a not-for-profit, charitable, voluntary, or community organisation.
- Deliver activities that provide measurable benefits to the residents of Witney.
- Demonstrate financial need or limited access to alternative funding sources.
- Be compliant with all necessary safeguarding, insurance, and licensing requirements.

Commercial enterprises, political parties, or individuals are not eligible for subsidised lettings under this policy.

#### 3. Scope

This policy applies to the hire of any Witney Town Council-owned venues or open spaces, including but not limited to:

- Public Halls
- Public event spaces
- Sports pitches/Recreation Grounds

Subsidies may be awarded in the form of a percentage reduction from the standard hire rate. The following guideline bands apply and will be judged in line with the Council's Bookings Policy group charges.

##### 3.1 Level Percentage Reduction

Level 1	25%	Organisations delivering community benefit with some external funding available or charging for services.
Level 2	50%	Local groups run by volunteers with limited funding, open access to the public.

Level 3	75%	Registered charities or CICs offering free-to-access services for vulnerable or underserved groups.
Level 4	100%	Events or services wholly initiated or supported by the Council with exceptional community benefit and no funding.

Reductions are at the discretion of the Council and subject to budget availability.

#### **4. Application Process**

4.1 To ensure that fair and proper consideration can be given to all requests, the Council requires the following to be submitted:

- A completed application form including a summary of the event or activity.
- The most recent full set of accounts available.
- Evidence of benefit to the local community.
- Any additional information the organisation considers will support their application for subsidised hire.

4.2 If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current fiscal year and the latest bank statement if available.

#### **5. Deadlines**

5.1 Applications will be considered by the Council's Policy, Governance & Finance Committee bi-annually. The deadline for receipt of applications is 12 noon on:

- 30<sup>th</sup> May 2025 for the Policy, Governance & Finance meeting on 9<sup>th</sup> June.
- 23<sup>rd</sup> January 2026 for the Policy, Governance & Finance meeting on 2<sup>nd</sup> February.

*The Council may approve up to 60% of the annual budget after the first round of applications.*

5.2 Applicants will be advised approximately four weeks after the above dates whether their application has been successful or not after ratification by the Full Council. The Town Council's decision is final.

#### **6. Considerations for Approval**

In evaluating applications, the Council will consider:

- Alignment with strategic priorities and community objectives (below);
- Financial need and available funding.
- Frequency and duration of use.
- Previous use and conduct (if applicable).

## Council Aims & Objectives

- 6.1 The Council has the following objectives in its Strategic Vision. In offering financial support, all applicants must identify which objective its project/purpose:
  - 6.1.1 A vibrant local economy – promote local businesses and help develop locally controlled economies which put Witney first whilst preserving and enhancing our history and unique identity.
  - 6.1.2 An engaged and supported community – actively seek engagement with all residents and work with others to enable them to lead safe, healthy, and fulfilling lives.
  - 6.1.3 A beautiful Witney – further improve and develop our open spaces and work to protect and enhance our environment.
  - 6.1.4 A forward-looking Town Council – represent residents and businesses on key strategic issues facing the town.
  - 6.1.5 An empowered community – encourage collaboration for the overall success of the town through the facilitation and championing of change programmes and initiatives.
  - 6.1.6 A respectful community – promote inclusivity and always treat people fairly and with respect regardless of race or racial group, sex or sexual orientation, religion or belief, age, gender identity, or disability.

## 6.2 Climate Emergency

- 6.2.1 Witney Town Council declaring a Climate Emergency on 26 June 2019 and is committed to the vision of carbon neutrality by 2028 at the latest.
- 6.2.2 Witney Town Council works with partners anchored in the area to deliver carbon reductions and grow the local economy.

## 6.3 Social Value

- 6.3.1 The Council recognise the social, economic, and environmental value attributed to the services provided by Community Organisations/Groups and charities to residents.
- 6.3.2 Applicants should be able to identify the additional benefits of their application and demonstrate how this improves their lives.

## **7. General Conditions**

In addition to the criteria listed at the beginning of the guidance, the following also applies:

- 7.1 Applicants can only apply once in any 12-month period.
- 7.2 The giving of a grant one year does not set a precedent for another year.

- 7.3 An application for a retrospective event/project will not be subsidised (unless the delay has occurred due to the Council's meeting calendar).
- 7.4 In order to comply with the Local Government Transparency Code 2015, organisations should provide a registered charity or company number on their application form, if applicable.
- 7.5 The Town Council is committed to adhering to the Equalities Act 2010. Any application which, in the Council's opinion, does not meet this legislation will be refused.

## **8. Confidentiality, Transparency & Data Protection**

- 8.1 The Council is subject to the Data Protection Act 2018 but must be transparent about the granting of its public funds to external parties. The Council will:
- Publish a link to the Town Council's Privacy Notice on the Subsidised Lettings Application Form
  - Publish the application form in its publicly viewable agenda pack for the deciding committee with the named contact on the form (but without other personal details and signature).
  - Share supporting information of the application in its publicly viewable agenda pack unless advised it is commercially sensitive, or it falls under an exemption from disclosure under legislation.

## **11. Review**

This policy will be reviewed every year or sooner if required by legislative or strategic changes.

Adopted: Policy, Governance & Finance Committee, 22 September 2025.  
Minute no: F544

Next scheduled review date: September 2026

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For any further information, please contact the Witney Town Council Communities Department on [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

All completed applications with supporting information should be returned to the above email address for the information of the Responsible Financial Officer.

Version 2 | September 2025



## 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 Photo Group	
Registered Address*		Weekly meetings held at Madley Park Hall, Witney	
Post Code	OX28 1UE	Tel No.	
Contact Name		c/o Brian Lee	
Position in Organisation		Chairman	
Registered Charity	NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>We are a group of photographic enthusiasts who aim to help and encourage all members to take better photographs and exhibit their work.</p> <p>We organise speaker presentations, masterclasses, competitions and practical activities. Regular outings are also arranged throughout the year.</p> <p>We are sponsored by Witney Town Council and T4 Cameras. Links with the community include regular commissions undertaken by our members to photograph local events such as Witney Remembrance Day Parade, Witney Carnival, and Wychwood Fair. We also organise a team of photographers to record all Rotary events and have provided free photography to assist new local start-up businesses, providing all with an extensive array of photography for promotional and social media. We also photographed the Mayor's Gala event last year to provide a wide portfolio of images indirectly to those performers that took part.</p>			
<b>(2) Membership</b>			
How many members do you have?		90	
Approximately how many of your members live in Witney?		53	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		£50	
Are you affiliated to a national organisation? If so, which one?		CACC      PAGB	

Local venue/meeting place	Madley Park Hall	
<b>(3) Grants</b>		
Purpose for which the grant is required:	Cost of Corn Exchange Hall hire for 1 day on Saturday 13 <sup>th</sup> June 2026 (8.00am – 5.00 pm) for a photographic exhibition of members' work	
Amount of grant applied for	Please see above £	
Has your organisation previously applied to the Town Council for a grant?	YES	
If YES please give details	Grants have been given for Corn Exchange Hall hire costs for previous exhibitions.	
Have you applied for a grant to any other body or organisation?	NO	
If YES please give details		
<b>(4) Financial</b>		
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>		
<b>(5) Fundraising</b>		
<p>What fundraising events or activities will your organisation be holding this year?  Raffles have previously been held at club nights and at main speaker events.  Small profits are made from goods sold within the club for its members and sometimes to the wider public such as self-generated photobooks. A few of our committee deliver lectures to neighbouring camera clubs to pass on good practice and inform their members about how things are organised at Witney Photo Group. These latter activities yield a small amount of welcome additional income.</p>		
<b>(6) General</b>		
<p>Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.</p> <p>Please provide or attach any additional information which may assist the Council in reaching its decision.</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>		
Signed:	Date: 20/1/2025	

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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		WITNEY FOOD REVOLUTION	
Registered Address*		WESLEY CENTRE, METHODIST CHURCH, 40 HIGH STREET, WITNEY	
Post Code	0X28 6HG	Tel No.	07765 913294 (PERSONAL)
Contact Name		LINDA COX	
Position in Organisation		SECRETARY <small>(i.e. Chairman, Treasurer, Secretary)</small>	
Registered Charity		NO	Registration No.
<p><i>What are the activities and/or aims of the organisation:</i></p> <ul style="list-style-type: none"> <li>- To reduce and promote the reduction of food waste</li> <li>- To help reduce food poverty, using surplus food</li> <li>- Provide access to good affordable food in the community</li> <li>- Work alongside others to provide support to the community</li> </ul>			
(2) Membership			
How many members do you have?		Approximately 3000	
Approximately how many of your members live in Witney?		Majority of our users live in Witney but we have users from across West Oxfordshire	
Is membership restricted in any way?		Anyone and everyone is welcome	
What is your annual subscription, if any?		N/A	
Are you affiliated to a national organisation? If so, which one?		Fairshare	
Local venue/meeting place		Wesley Centre, Witney	
(3) Grants			

Purpose for which the grant is required:  
To cover the cost of room hire and exclusive use of the bar to hold an annual fund raiser for the Witney Food Revolution

Amount of grant applied for	£274.00 (£228.33 + VAT £45.67)
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Has your organisation previously applied to the Town Council for a grant?	YES
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If YES please give details	In 2024 to support the first anniversary fundraiser held
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Have you applied for a grant to any other body or organisation?	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?

Nothing planned 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.

*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: Linda Cox

Date:27/01/2026

*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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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	Witney Town Band		
Correspondence Address			
Post Code		Tel No.	
Contact Name	Eric Byers		
Position in Organisation	Treasurer		
Registered Charity	NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p><b>Witney Town Band (WTB)</b> is a community brass band with approximately 30 members and welcomes all new players. We are an enthusiastic group of local, amateur musicians who rehearse for two hours every Tuesday evening in the Witney Methodist Hall. We play a wide repertoire of music, from traditional Brass Band fare to the contemporary, and popular movie themes to pop pieces. The focus is always for enjoyment and to entertain an audience, although we also rehearse to master technical challenges including competition test pieces. While competition has an important role in improving playing ability, the main aim of the band is to provide entertainment, and we are proud to represent the local community.</p>			
(2) Membership			
How many members do you have?	30		
Approximately how many of your members live in Witney?	Almost all members live in Witney or in the surrounding areas.		
Is membership restricted in any way?	No		
What is your annual subscription, if any?	Nil		

Are you affiliated to a national organisation? If so, which one?	We pay membership to the Oxfordshire District Brass Band Association (ODDBA) & Brass Bands England	
Local venue/meeting place	Witney Methodist Hall	
<b>(3) Grants</b>		
Purpose for which the grant is requested:		
<p>In November of 2024 &amp; 2025, the council graciously allowed the Witney Town Band and Witney Town Junior Band to play a joint concert in the Corn Exchange free of charge to the band. Our ticket and raffle sales netted the bands an additional £400, which was a great success. Funds the band receive go to covering general expenses including rehearsal space hire at High Street Methodist Church, Musical Director's fees, insurances, instrument repair &amp; purchase and new music.</p> <p>We submit this grant application for the council's consideration for another subsidised date for use of The Corn Exchange for a fundraising concert – date tbc.</p>		
Amount of grant applied for	Free use of The Corn Exchange	
Has your organisation previously applied to the Town Council for a grant?	YES	
If YES please give details	2025 annual grant application for £660 was received, 2025 use of The Corn Exchange was approved & the Witney Town Junior Band received £1,500 for a new tuba.	
Have you applied for a grant to any other body or organisation?	NO	
If YES please give details		
<b>(4) Financial</b>		
<p><i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i></p> <p>As a community society we do not have audited accounts. We do not intend to generate profit, or file tax returns. We are not a business.</p> <p>We do produce a Treasurer's annual report that is made available to all members at our AGM (attached).</p>		
<b>(5) Fundraising</b>		

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

We maintain a schedule of paid performances for both public and private functions.

**(6) General**

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

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

WTB does not charge subscriptions to its members (which is a rarity amongst brass bands), we rely solely on generating sufficient income through performance. A community band which is free to join, participate in and enjoy is an important part of its ethos. We are a band which loves to perform, be it local fetes, community events, dinner nights, or our own shows. The band is currently receiving fewer paid performance opportunities as compared to previous years, which we believe is largely due to present-day budgetary pressures. As the band's treasurer, I have some concern we need a more comfortable working excess to meet unexpected costs and the committee tries to do all it can to optimise the band's income. One obvious factor is to ensure we are adequately paid for any performances we undertake. £250 per local event is our commercial rate which we feel is fair and reasonable. The annual grant from WTC has an expectation we will perform at 3 WTC events during the year, so our annual grant application reflects this.

*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: 21/02/2025
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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)

(1) Your Organisation			
Name of Organisation	FRIENDS OF WITNEY COMMUNITY PRIMARY SCHOOL		
Registered Address*	WITNEY COMMUNITY PRIMARY SCHOOL, HAILEY ROAD, WITNEY		
Post Code	OX28 1HL	Tel No.	
Contact Name	NATALIE JENKINS		
Position in Organisation	CHAIR <small>(i.e. Chairman, Treasurer, Secretary)</small>		
Registered Charity	YES	Registration No.	1202090
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>THE FRIENDS SERVES AS THE SCHOOLS PTA, RECRUITING VOLUNTEERS TO HELP ARRANGE AND RUN FUNDRAISING ACTIVITIES WHICH SUPPORT THE SCHOOL. WE ARE IN DESPERATE NEED OF PLAYGROUND EQUIPMENT/REPAIRS AND ALL FUNDS RAISED ARE IN SUPPORT OF THIS KEY PROJECT. WCPS SERVES AN AREA OF WITNEY WHERE THERE IS NO PLAYGROUND OR RECREATIONAL FACILITIES, SO IT IS IMPORTANT FOR THE CHILDREN TO HAVE ACCESS TO THESE FUNDAMENTAL RESOURCES VIA SCHOOL. TACKLING INACTIVITY AND HELPING CHILDREN TO BUILD HEALTHY ACTIVE HABITS IS VITALLY IMPORTANT FOR LIFELONG HEALTH, AS PER THE GOVERNMENTS NUMEROUS POLICIES AROUND ACTIVE CHILDREN. PERIODS OF ACTIVE PLAY ALSO HELP CHILDREN TO LEARN BETTER ONCE BACK INSIDE THE CLASSROOM.</p>			
(2) Membership			
How many members do you have?	30 ACTIVE VOLUNTEERS INCLUDING 2 TRUSTEES. WE RAISE FUNDS FOR A SCHOOL OF APPROX 200 CHILDREN		
Approximately how many of your members live in Witney?	ALL		
Is membership restricted in any way?	YOU MAY BE A COMMITTEE MEMBER BY BEING A PARENT OR TEACHER AT Witney CP		
What is your annual subscription, if any?	N/A		
Are you affiliated to a national organisation? If so, which one?	PARENTKIND		
Local venue/meeting place	WITNEY COMMUNITY PRIMARY SCHOOL		

**(3) Grants**

Purpose for which the grant is required: TO FUND MUCH NEEDED NEW PLAYGROUND EQUIPMENT AND REPAIRS TO EXISTING OLD EQUIPMENT NOT FIT FOR PURPOSE SUPPORTING THE CHILDREN TO BE ACTIVE. THE 2019 INDICES OF DEPRIVATION SHOWS THAT 20% OF CHILDREN LIVING IN ALL WITNEY WARDS LIVE IN POVERTY AND RANKS WCPS'S AREA AS 3 OUT OF 10 ON THE SCALE FOR INCOME DEPRIVATION AFFECTING CHILDREN. THERE ARE NO PLAYGROUNDS/PARKS IN THIS AREA OF WITNEY. AND WHILST NOT A PUBLIC SPACE, THE PROVISION OF PLAYGROUND EQUIPMENT ON THE SCHOOL SITE FOR OVER 200 LOCAL CHILDREN ALIGNS WITH THE TOWN COUNCILS COMMUNITY AND SPACES STRATEGY TO ENHANCE PARKS, PLAY AREAS AND COMMUNITY FACILITIES.

Amount of grant applied for

£ 5000

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

NO

If YES please give details

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

NO

If YES please give details

**(4) Financial**

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

**(5) Fundraising**

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

DRAG BINGO, SPRING DISCO, SUMMER FAIR, BOOKS &amp; BANGERS (STORY EVENT), WINTER FAIR

**(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: NATALIE JENKINS	Date:22 JAN 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	
Grnt 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	THE WITNEY SHED		
Registered Address*	CEEWOOD HALL, FETTIPLACE ROAD, TOWER HILL, WITNEY, OX28 5AR		
Post Code	OX28 5AR	Tel No.	—
Contact Name	PHIL TARRY		
Position in Organisation	CHAIR <span style="float: right;">(i.e. Chairman, Treasurer, Secretary)</span>		
Registered Charity	YES <input checked="" type="radio"/> NO <input type="radio"/>	Registration No.	
<p>What are the activities and/or aims of the organisation: DROPS IN CENTRE OFFERING WOOD &amp; CRAFT ACTIVITIES FOR LOCALS. COMPANIONSHIP AND COFFEE, KNITTING AND CROCHET RECYCLING TIMBER PRODUCING BIRD BOXES, HEDGENOC HOUSE AND SIMILAR. WE HELP THE COUNTRY PARK. REFURBISHMENT OF ITEMS OF SEATING AND STREET FURNITURE GOOD QUALITY OF LIFE. SERVICE FREE TO PARTICIPANTS</p>			
(2) Membership			
How many members do you have?	50		
Approximately how many of your members live in Witney?	6		
Is membership restricted in any way?	ADULTS ONLY		
What is your annual subscription, if any?	NONE		
Are you affiliated to a national organisation? If so, which one?	UK MENS SHED ASSOCIATION		
Local venue/meeting place	CEEWOOD HALL, WITNEY		

**(3) Grants**

Purpose for which the grant is required: BATTERY DRILLS & IMPACT SCREW DRIVERS. BATTERY SAW AND TWO BATTERIES

Amount of grant applied for £450

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

If YES please give details TOWN COUNCIL CHARITY

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

If YES please give details

**(4) Financial**

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

**(5) Fundraising**

What fundraising events or activities will your organisation be holding this year?  
SALES OF ITEMS MADE TO COVER RUNNING COSTS. PUBLICITY STANDS AT LOCAL EVENTS

**(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: 26 02 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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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Hanborough Cricket Club	
Registered Address*		The Pavilion, Roosevelt Road, Long Hanborough	
Post Code		Tel No.	
OX29 8JG		[REDACTED]	
Contact Name		Kieran McCall	
Position in Organisation		Secretary & Treasurer (i.e. Chairman, Treasurer, Secretary)	
Registered Charity		Registration No.	
YES/NO <input checked="" type="checkbox"/> / <input type="checkbox"/>		n/a	
<p><b>What are the activities and/or aims of the organisation:</b></p> <p>Aim is to build a permanent Cricket net for community use in Long Hanborough. Details here:            Hanborough Cricket Club is one of the many great things about Long Hanborough and after coming close to closure during Covid, the club is thriving once again. From just a handful of players and almost no equipment, we now field two senior teams with players aged 18 to 70.            This year we are taking our biggest step forward by launching our first youth programme through the ECB All Stars Scheme, with growing interest in junior and women's cricket. However, there is one major obstacle holding us back; we don't have a permanent practice net.            A permanent, safe, all-weather cricket net would transform what we can offer. It would be open not just to club members, but to the wider community - giving young people, families and casual players a free, local space to be active, or simply enjoy sport in a welcoming environment.            The net will be long-term infrastructure with a low environmental impact and a free, accessible and inclusive space for the community.            What we'll deliver:            Install a safe, durable, all-weather cricket net at Hanborough Cricket Club            Open the facility for use by the whole community            Manage and maintain the nets to provide long term accessibility            Transform unused land into a community active facility            Hanborough Cricket Club would be enabled to run structured sessions for juniors</p>			
(2) Membership			
How many members do you have?		74	
Approximately how many of your members live in Witney?		15 - Most surrounding areas such as North Leigh, Hanborough, Carterton	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		£80 Full Membership, £40 Part time Membership	
Are you affiliated to a national organisation? If so, which one?		Oxfordshire Cricket Board, Cherwell Cricket League	
Local venue/meeting place		The Pavilion, Roosevelt Road, Long Hanborough	

<b>(3) Grants</b>	
Purpose for which the grant is required: To help fund the purchase and build of a community cricket net	
Amount of grant applied for	£ 5000
Has your organisation previously applied to the Town Council for a grant?	<del>YES</del> <input checked="" type="checkbox"/> NO
If YES please give details	
Have you applied for a grant to any other body or organisation?	<input checked="" type="checkbox"/> YES <del>NO</del>
If YES please give details	We have a grant request with West Oxon (Westhive scheme) & National Lottery
<b>(4) Financial</b>	
Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation. **ATTACHED IN EMAIL**	
<b>(5) Fundraising</b>	
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>We currently have an ongoing fundraiser for this. We have managed to raise £15,500 and have 117 backers. Westhive (West Oxon) will hopefully be making a donation towards to fund too. In addition to this the club will be running some fundraiser evenings in the summer. Fund raiser link: <a href="https://www.spacehive.com/build-hanborough-community-cricket-net">https://www.spacehive.com/build-hanborough-community-cricket-net</a></p>	
<b>(6) General</b>	
<p>Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.</p> <p>Please provide or attach any additional information which may assist the Council in reaching its decision.</p>	
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: 03/03/2026

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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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	Witney Town Band		
Registered Address*			
Post Code		Tel No.	
Contact Name	Eric Byers		
Position in Organisation	Treasurer <small>(i.e. Chairman, Treasurer, Secretary)</small>		
Registered Charity	NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p><b>Witney Town Band</b> (WTB) is a community brass band with approximately 30 members and welcomes all new players. We are an enthusiastic group of local, amateur musicians who rehearse for two hours every Tuesday evening in the Witney Methodist Hall. We play a wide repertoire of music, from traditional Brass Band fare to the contemporary, and popular movie themes to pop pieces. The focus is always for enjoyment and to entertain an audience, although we also rehearse to master technical challenges including competition test pieces. While competition has an important role in improving playing ability, the main aim of the band is to provide entertainment, and we are proud to represent the local community.</p>			
(2) Membership			
How many members do you have?	30		
Approximately how many of your members live in Witney?	Almost all members live in Witney or in the surrounding areas.		
Is membership restricted in any way?	No		
What is your annual subscription, if any?	Nil		
Are you affiliated to a national organisation? If so, which one?	We pay membership to the Oxfordshire District Brass Band Association (ODDBA) & Brass Bands England		

Local venue/meeting place	Witney High Street Methodist Church	
<b>(3) Grants</b>		
Purpose for which the grant is required:		
<p>(1) To help finance the routine functioning of the band. The grant will supplement income received from performances. The band has fixed costs relating to Methodist Church Hall rental, insurance, and expenses for the Musical Director. Variable costs include music purchase, travel expenses, competition entry, and instrument purchase &amp; maintenance.</p> <p>(2) The band will be delighted to perform at 3 WTC civic functions this year, including Remembrance Sunday and Mayor's Carols. The normal fee charged by the band for such events is £250, therefore, our grant application this year reflects this.</p>		
Amount of grant applied for	£750	
Has your organisation previously applied to the Town Council for a grant?	YES	
If YES please give details	2025 annual grant application for £660 was received, 2025 use of The Corn Exchange was approved & the Witney Town Junior Band received £1,500 for a new tuba	
Have you applied for a grant to any other body or organisation?	NO	
If YES please give details		
<b>(4) Financial</b>		
<p><i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i></p> <p>As a community society we do not have audited accounts. We do not intend to generate profit, or file tax returns. We are not a business.</p> <p>We do produce a Treasurer's annual report that is made available to all members at our AGM (attached).</p>		
<b>(5) Fundraising</b>		
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>We maintain a schedule of paid performances for both public and private functions.</p>		
<b>(6) General</b>		

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

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

WTB does not charge subscriptions to its members (which is a rarity amongst brass bands), we rely solely on generating sufficient income through performance. A community band which is free to join, participate in and enjoy is an important part of its ethos. We are a band which loves to perform, be it local fetes, community events, dinner nights, or our own shows. The band is currently receiving fewer paid performance opportunities as compared to previous years, which we believe is largely due to present-day budgetary pressures. As the band's treasurer, I have some concern we need a more comfortable working excess to meet unexpected costs and the committee tries to do all it can to optimise the band's income. One obvious factor is to ensure we are adequately paid for any performances we undertake. £250 per local event is our commercial rate which we feel is fair and reasonable. The annual grant from WTC has an expectation we will perform at 3 WTC events during the year, so our annual grant application reflects this.

*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: 21/02/2025

*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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