

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



Monday, 22nd June, 2026 at 6.00 pm

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

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

Admission to Meetings

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

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

Recording of Meetings

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 [PGF Meeting 22.06.2026](#)

Agenda

1. **Apologies for Absence**

To consider apologies and reasons for absence.

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

Standing Order 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. **Election of Vice-Chair**

To elect a Vice-Chair of the Committee for the 2026/27 Municipal Year.

4. **Minutes** (Pages 4 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meetings held on 30 March and 27 May 2026.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **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.

6. **Committee Terms of Reference** (Pages 13 - 15)

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

7. **Annual Resident's Survey 2026** (Pages 16 - 21)

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

Policy

8. **Litter Picking Policy** (Pages 22 - 27)

To receive and consider approval for a town council Litter picking Policy.

Governance

9. **Payment of Accounts** (Pages 28 - 56)

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

10. **Accounts & Audit (England) Regulations 2015 - Annual Governance & Accountability Return (AGAR) 2025-26** (Pages 57 - 74)

To receive and consider the report of the RFO to agree the Annual Governance statement.

In line with The Accounts & Audit (England) Regulations 2015. To receive and consider the Annual Governance & Accountability Return for 2025/26.

11. **Internal Audit 2026** (Pages 75 - 82)

To receive and consider the final report of the Internal Auditor for 2025/26.

Finance

12. **Finance Report** (Pages 83 - 139)

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2026/27.

13. **Financial Matters referred from Spending Committees** (Pages 140 - 145)

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

a) **Skate Park Fencing** (Pages 146 - 149)

To receive and consider the report of the Head of Estates & Operations.

14. **Exclusion of Press and Public**

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

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

15. **Grants & Subsidised Lettings - Youth Services Grants** (Pages 150 - 153)

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

16. **Property, Legal & Insurance Matters** (Pages 154 - 163)

To receive and consider confidential updates reported by the Senior Management Team.

17. **Staffing Matters**

To receive the confidential minutes of the Personnel Sub-Committee meetings held on 8 and 30 April 20: and agree any recommendations contained therein (sent under separate cover).



Town Clerk

Agenda Item 4

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

Held on Monday, 30 March 2026

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

Present:

Councillor J Aitman (Vice-Chair, in the Chair)

Councillors:	J Doughty	D Enright (In place of R Smith)
	T Ashby	G Meadows (In place of R Crouch)
	G Doughty	D Newcombe (In place of A Bailey)

Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Nigel Warner	Responsible Financial Officer

Others: 2 members of the public.

F157 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Bailey, R Crouch, R Smith for whom Cllrs D Newcombe, G Meadows and D Enright attended as substitutes respectively. A further apology was received from Cllr S Simpson.

F158 DECLARATIONS OF INTEREST

A personal, non -prejudicial declaration was made by Cllr D Newcombe due to his residence being in an area to be considered under Agenda Item 14.

There were no further declarations of interests from Members or officers at this juncture.

F159 MINUTES

The minutes of the Policy, Governance & Finance Committee meeting held on 2 February 2026 were received.

There were no matters arising from the minutes.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 2 February 2026 be approved as correct records of the meeting and be signed by the Chair.

F160 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The Committee received representations from Hanborough Cricket Club and Friends of Witney Community Primary School under agenda item 12.

The Committee reconvened.

The two Members of the Public left the meeting following their participation.

F161 **PROCUREMENT POLICY REVIEW**

The Committee received and considered an updated Procurement Policy for approval by the Council from the Responsible Financial Officer (RFO).

Members heard that the Council had procured heavily in the previous two years due to the level of high value works being undertaken by the Council. This two-yearly review ensured it was reflective of standard statutory regulations and complimented the Council's Financial Regulations and Standing Orders.

The RFO suggested good practice would be to consolidate all procurement details into one document for clarity and ease of use for Council employees. It was suggested this could be presented at the September meeting of this Committee.

Members welcomed the review and were pleased to note a section on utilising local suppliers where possible and therefore welcomed the updated document and endorsed the creation of one procurement document.

Resolved:

1. That, the report be noted and,
2. That, the revised Procurement Policy, as presented be agreed and adopted by Witney Town Council and,
3. That, the RFO creates a consolidated Procurement document for review at the Committee meeting scheduled for 28 September 2026.

Cllr T Ashby left the meeting briefly between 6.32 – 6.35pm

F162 **CORN EXCHANGE ART DISPLAY POLICY**

The Committee received and considered a Corn Exchange Art Display Policy for approval by the Council.

Cllr J Aitman declared an interest in this item as she hoped to display her art in the facility.

The policy had been recommended for approval by the Halls, Cemeteries & Allotments Committee at its meeting on 16 March 2026, subject to changes.

Members agreed with a recommended change for a 10% +VAT commission charge and welcomed the policy.

Resolved:

That, the Corn Exchange Art Display Policy, with the above amendment, be agreed and adopted by Witney Town Council and reviewed after six months.

F163 **PAYMENT OF ACCOUNTS**

The Committee received the report of the Responsible Financial Officer with the accompanying payment schedules, bank statements and reconciliations for December 2025 and January 2026.

Resolved:

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

Payment reference	In the sum of:	Account
DDs, ELPs (electronic payments) and Standing Orders 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

F164 **INTERIM AUDIT REPORT**

The Council received the interim update of the Council's independent Internal Auditor for the 2025-26 fiscal year.

Members were advised there were no issues to draw their attention to and the final year-end report would be received in June.

Resolved:

That, the internal Audit interim update for 2025/26 be welcomed and the whole team be thanked for their work and diligence.

F165 **EFFECTIVENESS OF INTERNAL CONTROL: CORPORATE & FINANCIAL RISK ASSESSMENT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) who provided a verbal update to explain the need for a robust corporate risk assessment to be in place.

In accordance with its responsibility for the Council's governance and financial oversight in line with the Accounts & Audit Regulations 2015, the Committee considered an updated Risk Management Policy and Risk Assessment, comprising nine sections. An action plan was included at the end of the documents and compiled various risks, including malicious representation.

The Responsible Financial Officer (RFO) proposed that, in future, this process be undertaken earlier in the year, suggesting September 2026 as the most appropriate timing, in advance of the annual budget-setting process.

Recommended:

1. That the report be noted and,
2. That, the Risk Management Policy & Corporate Risk Assessment for the financial year 2025-26 be endorsed and signed by the Chair and,
3. That, a future corporate risk assessment be considered at the September meeting on this Committee.

F166 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

Members were advised work had taken place on making the costs centres more accurate and accurately reflective, on property budgets and VAT. It was noticeable that income and expenditure were higher for the final economic quarter due to the West Witney projects and the loan and payments tied therein, the bulk of the loan having to be drawn down by the end of the fiscal year.

The Committee also welcomed news that the Council's green energy contract had been renewed, and the Council had been relatively protected from recent changes as officers had accepted a quote prior to energy price rises.

Finally, it was confirmed the Council had continued membership of the Oxfordshire Association of Local Councils due to the support provided which would be especially useful with upcoming Local Government reorganisation.

Resolved:

1. That, the report be noted and,
2. That, the management accounts of the Committee's services to 31 December 2025 be approved and,
3. That, the endorsement of the actions of officers in agreeing the energy contract with 100 Green for the year commencing 1 April 2026 be noted and,
4. That, draw downs of two loans totalling £960,000 in relation to the West Witney Project borrowed from the Public Works Loan Board be noted and,
5. That, the endorsement of the renewal for the subscription to the Oxfordshire Association of Local Councils for the year commencing 1 April 2026 for the sum of £4,508 be noted and,
6. That, the report on investments to the period to 28 February 2026 be approved.

F167 **FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES**

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

Members noted the recommendation of the Parks & Recreation Committee to release agreed funding to Courtside Hubs for the Leys redevelopment project via delegation. Senior officers were inputting into this issue, and the funds would be released on the completion of project milestones.

Resolved:

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

Due to a previous role held with one of the grant applicants the Responsible Financial Officer left the meeting at this point, returning after the conclusion of the item.

F168 **GRANTS & SUBSIDISED LETTINGS**

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

Members considered each application in turn and noted that any awards would fall within the new financial year, as the 2025–26 budget had been fully expended. It was further noted that a number of organisations applied annually and that, while this may create an expectation of funding, the position was clearly set out within the Council’s Grants Criteria and Subsidised Lettings Policy.

In respect of subsidised lettings, the Committee recognised that the applicants delivered valuable arts and community services and therefore agreed to award these in full, including a reminder that an annual award could not be taken for granted. Full grant awards were also approved for Witney Shed and the annual grant to Witney Town Band in support of civic performances.

Applications from the Friends of Witney Community Primary School and Hanborough Cricket Club were initially deferred to the June meeting. The Committee considered that alternative funding sources may be available and that approving these requests at this stage could limit the Council’s ability to allocate discretionary grants later in the year. Applicants would be provided with further guidance on potential funding options.

The Committee acknowledged the admirable project from Hanborough Cricket Club and the potential wider benefit of the proposed project to some Witney residents; however, it was ultimately concluded that the request could not be justified for funding by Witney Town Council.

Resolved:

1. That, the report be noted and,
2. That, Witney Photo Group (£266.67+VAT), Witney Food Revolution (£228.33+VAT), and Witney Town Training Band (£215.50+VAT) be awarded full subsidised letting of the Corn Exchange in the new fiscal year and,
3. That, Witney Shed be awarded a grant of £450 and,
4. That, Witney Town Band be awarded an annual grant of £750 and,
5. That, the grant application from the Friends of Witney Community Primary School be deferred until the June meeting of this Committee and,
6. That, no award be granted to Hanborough Cricket Club and,
7. That, these grants be awarded under the General Power of Competence and awardees be asked to acknowledge the Town Council in any promotional material.

F169 **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.

During the following item the Town Clerk left the meeting.

F170 **PROPERTY, LEGAL & INSURANCE MATTERS**

The Committee received and considered the confidential reports of the Town Clerk/C.E.O and Head of Estates & Operations.

The Committee firstly received an update from the Responsible Financial Officer (RFO) on the Council's insurance procurement, including three quotations for the annual premium. The options presented were broadly comparable in cost. In response to a query regarding the ethical standing of the suppliers, Members were advised that, due to time constraints, a full assessment had not been undertaken however this could be considered in future, subject to the decision made. Members resolved to enter into a three-year agreement with Contractor C, as identified in the report.

The Committee also received an update from the Head of Estates & Operations regarding ongoing negotiations with West Witney Sports & Social Club, including a range of potential leasing options. It was agreed that a decision could not be made at this stage pending further financial and forward-planning information.

Heads of Terms for the transfer and project management of the Springfield Oval Play Area/Open Space were considered and approved and, the Committee further noted correspondence from West Oxfordshire District Council in relation to a planning enforcement matter.

Resolved:

1. That, the confidential reports and updates be noted and,
2. That, the insurance quote from Contractor C in the report be approved on a three-year deal for the sum of £42,574 per annum and,
3. That, further accounting and future business information is requested from West Witney Sports & Social Club and,
4. That, Witney Town Council approves the Heads of Terms and therefore, the transfer and project management of the Springfield Oval Play Area/Open Space, subject to final legal documentation.

F171 **SUSPENSION OF STANDING ORDER 5(W)**

Resolved:

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

F172 **THE STATION - DRAFT SERVICE LEVEL AGREEMENT 2026-2029**

The Committee received and considered the report of the Deputy Town Clerk and accompanying draft Service Level Agreement (SLA) with Bright Futures Oxfordshire for a detached Youth Service, The Station in Witney.

The SLA incorporated amendments as previously agreed by the delegated Members and officers tasked with progressing the matter. At the time of the meeting, a response from Bright Futures had not yet been received.

The Committee approved the proposed amendments on behalf of the Council and reaffirmed the existing delegation to enable the matter to be concluded expediently.

Resolved:

1. That, the report be noted and,
2. That, the Council amendments to the Service Level Agreement with Bright Futures Oxfordshire be approved and,
3. That, delegation to conclude the negotiations on this matter be re-affirmed to the Deputy Town Clerk, Cllr R Smith, Cllr T Ashby and Cllr R Crouch.

Cllrs D Enright & G Meadows left the meeting ahead of the next item as they were not members of the Personnel Sub-Committee.

F173 **STAFFING MATTERS**

The Committee received the minutes of the Personnel Sub Committee meeting held on 25th March 2026 and a verbal update from the Deputy Town Clerk. The minutes of the meeting held on 24th February had been circulated prior to this meeting.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee meetings held on 24th February and 25th March 2026, and the recommendations contained therein be approved.

The meeting closed at: 8.17 pm

Chair

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

Held on Wednesday, 27 May 2026

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	J Doughty S Simpson T Ashby	G Doughty R Crouch
Officers:	Adam Clapton Mark Lewis	Deputy Town Clerk Head of Estates & Operations
Others:	None.	

F258 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr J Aitman.

F259 DECLARATIONS OF INTEREST

There were no declarations of interest from Members.

F260 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.

F261 PROPERTY & LEGAL MATTERS

The Committee received and considered the confidential report of the Head of Estates and Operations concerning lease terms for the tenant at West Witney Sports Ground Clubhouse.

Members welcomed the report, noting the proposed interim arrangements following completion of the facility refurbishment as well as the potential options and Council expectations for future discussions.

Resolved:

1. That, the confidential report be noted and,

2. That, the interim tenancy arrangements with West Witney Sports & Social Club be approved for a period up to 1 January 2027 while further negotiations take place.

The meeting closed at: 6.26 pm

Chair

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item:	Terms of Reference
Meeting Date:	Monday, 22 nd June 2026
Contact Officer:	Deputy Town Clerk

The purpose of this report is for Members to review and recommend terms of reference for the Committee for the forthcoming municipal year.

Background

At the Annual Council Meeting (ACM) held on 6th May 2026, it was resolved that terms of reference for each Committee would be reviewed at each meeting in the current meeting cycle.

Current Situation

The current terms of reference for this Committee are:

Overall Purpose

To ensure that the Council's finances, staffing, statutory obligations, and governance are managed effectively and in accordance with legal and regulatory requirements, while supporting the strategic direction and service delivery of the Council.

1. Policy

- a) To consider, keep under review and make recommendations to the Council as appropriate:
 - The Council's strategic objectives and priorities.
 - All major issues of national and local policy affecting the town, including new government legislation.
 - Council policies.
 - The development of existing and introduction of new services, including grounds maintenance.
 - Relationships with West Oxfordshire District Council, Oxfordshire County Council, other public bodies, and outside organisations.
- b) To consider the resources available to meet the Council's objectives in terms of land, property, finance, and manpower and to advise other committees and the Council as required.
- c) Within all decision-making, ensure that the green environment and biodiversity of public open spaces is protected and enhanced in line with the Council's Climate Emergency aspirations.
- d) To oversee and ensure social value outcomes are considered in policy development.

2. Governance

- e) Oversee Council administration, legal compliance, and be responsible to the Council for reviewing the effectiveness and efficiency of all services.
- f) Review and monitor:
 - Council corporate and financial risk register, insurance, and legal matters.
 - Data protection, FOI, and related statutory duties.
 - Committee structures and delegated responsibilities.
 - Banking arrangements
- g) To consider community governance matters including elections and electoral arrangements, town boundaries, and the impact of future changes to Local Government structure and devolution.
- h) Overall management of Council assets (including land), records, and operational premises (including those under other committees).
- i) To oversee and approve tendering and purchasing arrangements ensuring compliance with the Council's Financial Regulations and Procurement Act 2023.
- j) Provide oversight of contracts, major capital projects and investment properties including those leased to the Council.
- k) Hold overall responsibility for employment matters via the personnel sub-committee.
- l) Consider matters affecting Members, including Member allowances (if appropriate) and the annual calendar of meetings.
- m) To receive reports from the internal and external auditors, review actions required and ensure effective internal controls.
- n) To appoint the Council's independent Internal Auditor.

3. Finance

- o) Oversee the Council's finances (including investments), ensuring legal and regulatory compliance
- p) Prepare and recommend the annual budget and precept for approval by Council.
- q) Review and approve:
 - Estimates of income and expenditure from all committees.
 - Fees, charges, and funding levels.
 - Annual Governance & Accountability Return, and financial statements.
- r) To consider and approve grant applications in accordance with adopted policy, and to recommend larger or exceptional grants to Full Council
- s) To act as the Council's Audit Committee and to
 - Review and authorise Council payments in accordance with Financial Regulations.
 - Monitor budgeted vs actual income/expenditure.
 - Act as a financial scrutiny panel.
- t) Approve or recommend additional expenditure beyond approved limits.
- u) Maintain oversight of financial systems, controls, and reporting.
- v) To develop and monitor the Council's Medium-Term Financial Plan and Capital Programme

Committee Membership & Quorum

- 6 Councillors (made up of the Chairs of the standing Committees) plus the Leader and Town Mayor (ex officio).
- Quorum: 4 Members.
- The Committee may make recommendations to Full Council on any matter within its remit.

It was further agreed at the Annual Council Meeting that the Terms of Reference of the Policy, Governance & Finance Committee, Personnel Sub-Committee, and the Disciplinary & Grievance Panel should be reviewed to ensure consistency and alignment in relation to staffing and human resources matters (Minute No. 228 refers).

Due to time constraints, it has not been possible to complete a review of term (k) prior to this meeting. The Committee is therefore requested to consider whether it wishes to make any amendments to the remaining Terms of Reference for the current municipal year and defer consideration of term (k) to a future meeting to allow sufficient time for the review.

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

1. A Forward Looking Town Council

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 – As the Committee with oversight on policy and employment matters, the Committee are reminded that Council decisions are subject to relevant legislation.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder - no direct implications.
- d) Environment & Climate Emergency – no direct implications

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. Without clear terms of reference, Council committees risk role confusion, weak accountability, legal challenges, inefficient decision-making, and poor alignment with Council objectives. Clear and regularly reviewed terms of reference are essential for accountable, transparent, and effective committee operations.

Social Value

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

Financial implications

- The work of the Committee is funded from pre-defined budgets.

Recommendations

Members are invited to note the report and;

1. Review the terms of reference; and
2. Consider any changes to the terms of reference; and recommend such changes be made to Full Council on 13th July 2026.



POLICY, GOVERNANCE & FINANCE COMMITTEE

Agenda Item:	Annual Resident's Survey 2026
Meeting Date:	Monday, 22 June 2026
Contact Officer:	Deputy Town Clerk (Administrative Support Assistant – Communities & Engagement)

The purpose of this report is to present Members with the results of the annual residents' satisfaction survey, conducted between February and May, regarding services overseen by this Committee.

Background

The survey was sent to every household in the post and was promoted online via social media and in the local secondary schools; 344 responses were received in total.

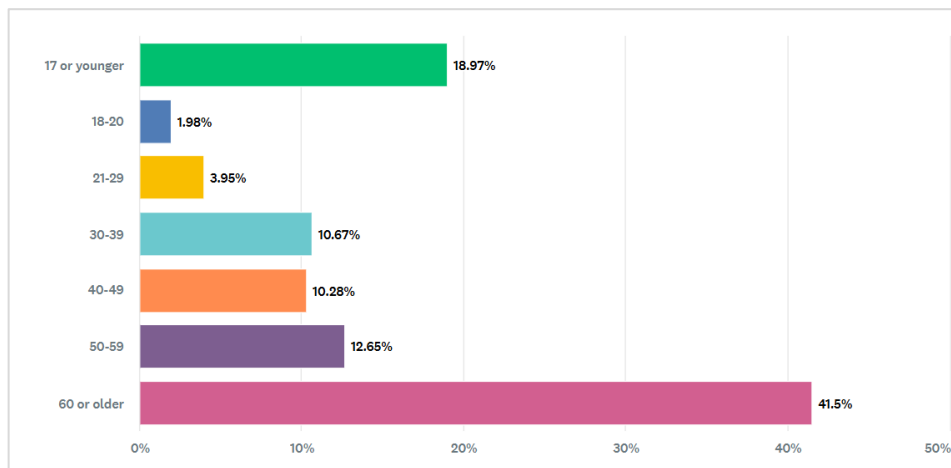
While the number of responses is a very small percentage of the population, the results are still an important resource in advising the Council in which areas projects, communications, and future spending should be considered.

Current Situation

All Council Standing Committees have received reports outlining the scores and comments for services under their remit during the current meeting cycle.

Responses from younger residents were noticeably lower this year, with participation from school-aged respondents (18 and under) decreasing from around 186 responses in 2024 and 122 responses in 2025 to 48 responses in 2026.

Respondent Age Demographics



The following table shows how the services scored overall in the survey (with percentages rounded).

The combined percentage figure gives an overall satisfactory/good/excellent scoring for each service.

Service	Year	Excellent	Good	Satisfactory	% comb	Poor	n/a	Resp
Recreation Grounds/Play Areas/Open Spaces	2026	10.5% (28)	31.5% (86)	26.5% (72)	68.50%	20% (54)	11.5% (31)	271
	2025	8.5% (29)	38% (131)	28% (96)	74.50%	11% (37)	14.5% (49)	342
	2024	7.5% (33)	48% (207)	19% (82)	74.50%	10.5% (45)	15% (65)	432
The Leys Splash & Adventure Parks	2026	11% (30)	23.5% (62)	18.5% (66)	53.00%	5% (14)	41.5% (66)	270
	2025	6.5% (22)	23.5% (81)	18% (62)	48.00%	16.5% (56)	35.5% (121)	342
	2024	11% (48)	27% (117)	20% (87)	58.00%	11.0% (48)	31% (134)	434
Cemeteries	2026	8% (21)	22% (60)	9.5% (25)	39.50%	15% (41)	45.5% (123)	270
	2025	12% (40)	28% (95)	18% (61)	58.00%	6% (21)	36% (124)	341
	2024	13% (57)	36% (156)	15.5% (67)	64.50%	5.5% (24)	30% (129)	433
Public Halls Corn Exchange	2026	21% (57)	24% (57)	11% (29)	56.00%	25% (67)	19.5% (52)	269
	2025	22.5% (77)	29% (97)	16% (55)	67.50%	3.5% (12)	29% (99)	340
	2024	18% (77)	31% (135)	16% (69)	65.00%	4.5% (20)	30.5% (133)	434
Public Halls Burwell Hall	2026	4% (11)	10.5% (28)	10% (27)	24.50%	8.5% (23)	67% (179)	268
	2025	6% (20)	16% (54)	13% (45)	35.00%	4.5% (15)	60.5% (207)	341
	2024	5.5% (23)	22% (96)	13.5% (58)	41.00%	3.5% (15)	55.5% (242)	434
Floral Displays (including Hanging Baskets)	2026	20% (55)	29% (79)	32.5% (88)	81.50%	8% (22)	10.5% (28)	272
	2025	22.5 (77)	34% (116)	23.5% (80)	80.00%	8.5% (29)	11.5% (39)	341
	2024	21.5% (92)	35.5% (153)	24.5% (107)	81.50%	9% (40)	9.5% (42)	434
Street Furniture (bins/benches/bus shelters)	2026	19.5% (52)	33.5% (90)	25.5% (68)	78.50%	21% (56)	1% (3)	269
	2025	12% (42)	29.5% (100)	34% (116)	75.50%	21% (71)	3.5% (12)	341
	2024	7.5% (32)	36.5% (158)	32.5% (141)	76.50%	19.5% (84)	4% (17)	432
Christmas Lights Display	2026	38.5% (104)	30.5% (83)	11.5% (31)	80.50%	16.5% (45)	2.5% (7)	270
	2025	36.5% (125)	37% (126)	16.5% (56)	90.00%	7% (24)	3% (10)	341
	2024	33.5% (146)	36.5% (160)	16.5% (72)	86.50%	10% (43)	3.5% (16)	437
Civic Events (e.g. Remembrance & Mayor's Carols)	2026	23.5% (64)	30% (81)	11% (30)	64.50%	3% (8)	32% (87)	270
	2025	21% (71)	32% (110)	16.5% (56)	69.50%	5.5% (18)	25% (86)	341
	2024	16.5% (72)	34% (149)	19% (83)	69.50%	4.5% (19)	26% (112)	435
Community Events (e.g. Play Days, coffee mornings)	2026	8% (21)	18.5% (49)	8.5% (23)	35.00%	4% (11)	61% (164)	268
	2025	5.5% (19)	18% (62)	14% (47)	37.50%	7.5% (26)	55% (186)	340
	2024	8.5% (36)	22.5% (98)	13.5% (60)	44.50%	8% (34)	47.5% (208)	436
Communication	2026	6.5% (18)	23% (62)	39.5% (105)	69.00%	18% (48)	12.5% (34)	267
	2025	8% (28)	28% (94)	25.5% (87)	61.50%	22.5% (76)	16% (54)	339
	2024	8% (35)	35% (149)	27% (116)	70.00%	16% (68)	14% (60)	428
Witney Lake & Country Park	2026	16% (53)	32% (86)	26.5% (72)	74.50%	13% (35)	24% (66)	272
	2025	14.5% (50)	36% (123)	19% (65)	69.50%	7.5% (25)	23% (80)	343
	2024	12.5% (54)	34.5% (150)	22.5% (99)	69.50%	6% (27)	24.5% (106)	436

Comments

As the Committee with overall financial and policy-making powers, the remainder of the comments include general comments about the town council, its services and those relating to other organisations. These can be seen below:

- “Potholes need sorting”
- “Great”
- “There are lots of potholes which damage the car's suspension.”
- “Mid place”
- “Lots of litter around but still beautiful sites to be in.”
- “Nice town People need to pick up their dog poo more, this could be a more prominent issue in the future”
- “Everything costs far too much for an area which has the highest youth mental health numbers in England. I know of non-profits that want to do World changing work in the area(UK Paradigm) and they cannot afford statutory prices set to do the work that will fix everything..”
- “The council is one of the best managed and run councils in the country with dedicated competent professional officers serving the community.”
- “I think Witney Town Council does an outstanding job with the thing it has jurisdiction for. I wish you had more influence over WODC.”
- “The slow decline in standards of council services becomes more visible each year, but the rates keep going up!”
- “Too expensive. Too many pen pushers.”
- “Please stop hiking up my council tax - I’m not seeing any improvements in services.”
- “The council need to do less, but do it better. Less spent trying to entertain us & more spent on the basics. It might be boring, but that's your job!”
- “Why is the council spending £13,000 on a music festival? There is little benefit to Witney residents. If it weren't subsidised, it would still go ahead, with tickets costing just a pound or two more. Why should the small number of Witney residents who attend get such a large subsidy from the majority, who don't? Why are Witney ratepayers subsidising tickets for non-residents from all over the country? Any extra business for local pubs or hotels is of no benefit to the Town Council, as businesses don't pay council tax. This unnecessary extravagance needs to stop, with the money spent on keeping the town clean & tidy instead, for the benefit of us ALL.”

The following comments are concerned with services provided by West Oxfordshire District Council.

- “Car parking - currently very good. Recent reports about building on Woodford Way car park is crazy!! If you want to encourage people into the towns we need all car parks that we have plus more - considering new builds as well. Leave the car parks alone.”
- “Do not take the car park away for housing please.”

- “I strongly object to the WODC building displaying the rainbow flag. It's outrageous for the council to have ideological biases.”
- “Do not build on Woodford Way Carpark. We need the car park. Need more bins.”
- “Need more bins in the town centre”
- “We really do need more bins.”
- “Grass cutting for my area extremely poor. Market here improve recently.”
- “There is too much litter around Witney it spoils the town. More litter bins would keep more awareness of regularly litter”
- “Litter never gets collected from side streets. Many of the bins and street furniture are covered in old adverts and are dilapidated.
- “We need more bins in witney - where have they all gone? Woodford way car park must remain, it's where most of my colleagues park for work.”
- “Need a Nando’s in Marriott’s please.”
- “I've noticed there's a lot of rubbish around especially when walking down past The Leys past that Gym (can't remember the name) seem to be cups from McDonalds etc. Thanks to voluntary litter pickers who recently picked up litter on Burford Rd.”
- “Never enough bins in and around areas that need them and then need emptying. Greenspace is badly maintained.”

The following comments are concerned with services provided by Oxfordshire County Council.

- “Far too many obstacles on the pavements.”
- “I am anxious to try and walk on the very broken state of Witney pavements. I have sight and mobility problems and avoid witney sadly.”
- “I do hope the proposed cameras are installed on Market Hill, because my husband (who is disabled + has a blue badge) is unable to park near his bank.”
- “Standard of road is so poor.”
- “The potholes in Witney are awful. Many tires burst from massive holes you can’t avoid. Please fix the roads.”
- “State of paths and roads are appalling”
- “I understand why you have banned most traffic from the High Street but that ban impairs businesses and makes it harder for me to drop my wife off. She has disabilities.”
- “Too many obstructions on the pavements make it hard to walk.”

- “Potholes Junction Woodford Wat / Welch Way diabolical Others too numerous to mention.”
- “More information on things to be done like roads, potholes, car parking, waste, tips.”
- “Please open the High Street.”
- “Too many different councils, very confusing on who does what.”
- “Witney is a lovely town but the potholes situation is abysmal. There are huge, dangerous potholes right in the town centre and they never seem to get repaired, only get worse.”
- “We desperately need the High Street to be open to all traffic again to bring it back to life. It isn't properly pedestrianised anyway and I still find myself dodging buses & the takeaway drivers who ignore the 'No Entry' signs on the marketplace. What's the point?”

The following comments are concerned with policing, and anti-social behaviour.

- “Too many hooligans on bikes & drug dealers on the Leys. I have even seen them in school uniform at 4 PM!”
- “Can something be done about the dogs running loose on the Leys? When I was young, there were signs saying 'no cycling' & 'dogs must be kept on a lead', but these have all gone now & it is a free-for-all. Not to mention the electric Deliveroo bikes bombing across there in the dark between Sainsbury's & McDonald's. It would be nice to sit and watch a game of cricket, on a peaceful summer's afternoon, again, without these menaces.”
- “Dangerous cycling on the leys & around the lake.”
- “Deer Park playground is often damaged/neglected by youths/young adults and sometimes unusable due to broken glass, anti-social behaviour and flooding.”

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

2. An Engaged & Supported Community

Impact Assessments

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

- a) Equality - The residents' survey helps identify service inequalities and amplify underrepresented voices, supporting fairer, more inclusive decision-making. It may also highlight items which need addressing under the Equality Act 2010.

- b) Biodiversity - The Council must ensure any issues are dealt with in line with biodiversity legislation and its own policy.
- c) Crime & Disorder - The survey provides the ability to highlight concerns about safety and anti-social behaviour. The survey can inform targeted responses, resource allocation, and partnership working with police and community safety teams. It may help identify hotspots, vulnerable groups, and areas needing intervention such as the cemeteries.
- d) Environment & Climate Emergency – The survey supports the Council’s climate emergency commitments by ensuring resident feedback can help shape relevant policies and actions.

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.

There is a reputational risk if the Council does not address comments received in its satisfaction survey as it will be seen as not listening to residents.

The Council’s committees will have competing demands on the overall Council budget, so any additional project funding has to be balanced and proportionate. Additions should be in line with Councils objectives and adopted policies/strategies.

Social Value

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

Listening to residents’ feedback on Council services delivers significant social value by showing empowerment, inclusion, trust, and community wellbeing; It affirms that their opinions matter and helps build a sense of respect and transparency. This is especially important for the Council, where inclusive decision-making ensures diverse needs are reflected in service design and delivery.

Internally, it supports continuous improvement across the Council’s services and helps identify future objectives thereby demonstrating meaningful change.

Financial implications

- There are no new implications from the contents of this report at this point. The Committee may like to consider further projects based on the feedback or increasing/creating budgets for any item.

Recommendations

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

1. What action is required from the results of the survey for services under the remit of this Committee.



Policy Document

Litter Picking Policy

1. Introduction

1.1. This should be read in conjunction with the Witney Town Council Volunteer Policy.

1.2. The aim of the litter picking scheme is:

To improve and maintain the quality of Witney's environment and keep the town free of litter whilst complying with the relevant legislation and insurance requirements and ensuring the health and safety of litter picking volunteers.

1.3 The Town Council will maintain a record of Volunteers, equipment and safety instructions that have been provided and where and when they intend to litter pick. This will be reviewed on an annual basis when litter picking equipment is recalled for checking.

2. Health and Safety Measures for Volunteers

(Also see the Town Council Health and safety Policy) Appendix 2

2.1. Volunteers must be over 18 years of age. If parents or group leaders wish to litter pick with children, then it is at their own risk, and the children should be always supervised by an adult. Litter pickers will not be provided for those under the age of 18 years where the above is not applicable.

2.2. Volunteers will be provided with a safety instruction sheet and risk assessment and will be asked to sign to acknowledge that they have read and understood the information.

2.3 Volunteers will be provided with the appropriate equipment and instructions (where appropriate) for its use: Hi Viz jacket, Safety Gloves and a Litter Picker.

2.4. Equipment will be recalled annually for checking by the Town Office and any damaged/worn items replaced.

2.5. Volunteers should return any items that become damaged/worn to the Town Office as necessary and a replacement will be provided.

2.6. Volunteers must inform the Town Hall Office of the times and locations they will be undertaking litter picking. This can be done at the time of registering for regular litter picking, however the Office must be informed of any additional litter picking prior to it being undertaken. If the Town Office is not notified in advance of the litter picking

activity and the times and locations approved, the volunteer will not be covered by Town Council Insurance.

3. Litter Picking Areas

3.1. Litter picking areas will be assessed regularly to ensure the safety of volunteers.

3.2. The Town Council will not endorse, support or insure litter picking activities taking place on roads of 40mph or above, or roads where there is no pavement or verge wide enough to provide a safe distance from traffic.

3.3. An annual audit will be conducted to produce/update a map of areas covered by the Volunteer Litter Pickers.

3.4. New volunteers may be requested to litter pick in any areas or at times not already covered by a volunteer(s).

Volunteer Litter Picking Scheme - Safety Instructions for Volunteers

Before you begin/continue as a volunteer picker please make sure that you have read a copy of the risk assessment and that you have read and signed the safety instructions below.

You must inform the Town Office of the times and locations that you will be litter picking. This can be done at the time of registering for regular litter picking, however the Office must be informed of any additional litter picking prior to it being undertaken. If the Town Office is not notified in advance of the litter picking activity and has not approved the times and locations, you will not be covered by Town Council Insurance.

Protective Clothing and Equipment •

Wear suitable footwear and clothing for weather conditions. Footwear should not be open toed and should be suitable for uneven/unstable ground and to withstand standing on sharp items. Arms should be covered.

- Wear gloves and a reflective jacket/waistcoat – These will be provided by the Town Council.
- Use the litter pickers provided.

Dangerous Materials

Do not touch or move anything that may be dangerous including:

- Broken Glass or other sharp items.
- Drug Related Litter, syringes or needles.
- Unidentified substances, containers or liquids.
- Anything suspected to contain asbestos.
- Large, heavy items.
- Any other potentially hazardous items, including human waste, animal waste or blood. Suspected fly tipping. Please report any dangerous items or fly tipping to: West Oxfordshire District Council at the following link:
https://community.westoxon.gov.uk/s/flow/Web_Form_Fly_Tipping?flowArgument_s=%5B%7B%22label%22%3A%22vClientCode%22%2C%22dataType%22%3A%22String%22%2C%22value%22%3A%22WOD%22%7D%5D&flowTitle=Report%20a%20Fly-tip

Disposal of Waste

Please dispose of waste in the local bins provided, with your weekly collection or in the Town Council waste bin by prior arrangement with the Town Council Office. Tel: 01993 704379.

Volunteers must read and adhere to the risk assessment and safety advice provided by the Town Council.

In the event of an Accident/Injury

Injuries sustained whilst litter picking on behalf of the Town Council should be reported to the **Town Council Office and recorded in the Accident Book.**

Disclaimer

Volunteers litter picking do so at their own risk. Witney Town Council will not be held responsible for any loss, damage or inconvenience caused because of the actions and omissions of volunteers or this guidance. Members of the public using their own equipment do so at their own risk and will not be covered by Town Council Insurance.

I confirm that I will always act responsibly and safely and observe the safety brief and risk assessment given by the Town Council Staff.

Full Name:

Signature:

Date:

Appendix 2

DRAFT

Witney Town Council Health and Safety Policy Statement

It is the policy of Witney Town Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers and members of the public, who might be affected by our operations.

The overall objective of our Health and Safety Policy and management system is to minimise the number of instances of occupational accidents and illnesses and ultimately to reduce them to zero. We endeavour to do all that is reasonably practicable to ensure the health and safety of our employees. However, health and safety at work is the responsibility of each and every individual associated with our business and all employees are required to be constantly vigilant and concerned for the welfare of themselves and others.

It is the duty of each employee to take reasonable care of his or her own safety and welfare and to report any situation, which may pose a threat to the wellbeing of themselves or any other person. Hazards in the workplace must be reported as a matter of routine and no member of staff will be penalised for complaining to management or a designated Safety Officer if hazards are not addressed in a timely manner. It is every workers' responsibility to report immediately any situation that could endanger the wellbeing of themselves or others and to ensure that the reporting of injuries sustained by a person at work, however small, never goes unrecorded. Accident records are crucial to the effective monitoring and revision of our policy and must therefore be accurate and detailed.

Witney Town Council believes that the success of our Health and Safety Policy can only be achieved through the cooperation of all personnel. Experienced employees must support and assist inexperienced and young employees by not allowing them to unknowingly put their health and safety at risk. An inexperienced, untrained or young worker must not attempt to do hazardous work if they do not feel competent or have not been trained for that work. If any inexperienced or untrained worker is in any doubt about his or her competence in carrying out a work activity, they must immediately stop doing the work and inform their supervisor or Safety Officer. Employees will be provided with the required equipment, information, training and supervision required to do their job in accordance with our Health and Safety Policy.

Witney Town Council Health and Safety Policy is regularly monitored and improvements to the Policy will be implemented as necessary. We invite all employees to put forward suggestions for improvements regarding the Health and Safety Policy either informally or in writing directly to the designated Safety Officer.

Name	Position	Signature	Date
Sharon Groth	Town Clerk/CEO		

DRAFT

The person responsible for the overall Health and Safety Policy at Witney Town Council is:

Name	Position	Address for correspondence
Sharon Groth	Town Clerk	Town Hall, Market Square, Witney, Oxfordshire OX28 6AG

The Designated Health & Safety Coordinator is:

Name	Position	Address for correspondence
Mark Lewis	Head of Estates and Operations	Town Hall, Market Square, Witney, Oxfordshire OX28 6AG

The Appointed Health & Safety Competent Person is:

Name	Position	Address for correspondence
Matthew Probitts	H&S Advisor	Opus Safety Ltd. 1 st Floor, 2 Chamberlin Square, Birmingham B3 3AX

Adopted: xxxx Committee. Minute no:

Review Date:

POLICY, GOVERNANCE & FINANCE COMMITTEE



Date: Monday 22 June 2026
Title: Payment of Accounts
Contact Officer: Responsible Financial Officer

Background

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

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 February to April 2026.

2. Payment of Accounts

Attached are the payment schedules for February to April 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 February 2026	£780,196.81	General CB 1
Cheques, DDs, BACs and Standing Orders February 2026	£14,404.70	Imprest CB 2

DDs, ELPs and Standing Orders March 2026	£702,934.72	General CB 1
Cheques, DDs and Standing Orders March 2026	£9,656.68	Imprest CB 2
DDs, ELPs and Standing Orders April 2026	£647,497.99	General CB 1
Cheques, DDs and Standing Orders April 2026	£10,796.51	Imprest CB 2

Report ends.

Appendix

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/02/2026	Fuel Card Services Ltd t/a Mot	D/CR	£ 75.82	25076/unleaded fuel
03/02/2026	Staff Member	ELP 513	£ 42.80	Expenses reclaimed
03/02/2026	Staff Member	ELP 512	£ 320.23	Expenses reclaimed
03/02/2026	Staff Member	ELP 514	£ 62.68	Expenses reclaimed
03/02/2026	Staff Member	ELP 515	£ 21.25	Expenses reclaimed
03/02/2026	Staff Member	ELP 516	£ 23.34	Expenses reclaimed
04/02/2026	Restore Datashred	DD1	£ 96.79	25078/confidential waste
04/02/2026	BARCLAYS BANK	DD	£ 102.52	Charges 15/12/25 - 12/01/26
09/02/2026	ELP 524-525	BACS	£ 2,389.99	ELP 524-525
09/02/2026	Civica UK Limited	ELP517	£ 12,510.62	24853/modern gov licence 26/27
09/02/2026	Berrys	ELP 519	£ 28,334.06	24833/contract admin two
09/02/2026	BASICS	ELP 520	£ 54.77	24843/cafe supplies
09/02/2026	Eynsham Cellars	ELP 522	£ 515.77	24863/cafe supplies - alcohol
09/02/2026	Hook Norton Brewery Co Ltd	ELP 523	£ 682.75	24867/cafe supplies - alcohol
09/02/2026	Brake Bros Limited	ELP 521	£ 3,602.60	24850/cafe supplies
09/02/2026	Bright Futures Oxfordshire	ELP 526	£ 4,500.00	24852/third grant payment 25/6
09/02/2026	Auditing Solutions Ltd	ELP 527	£ 1,260.00	24842/1st interim audit 25/26
09/02/2026	Bunty Haven	Elp 528	£ 1,200.00	24899/Thrill Collins event
09/02/2026	Siren Training Ltd	ELP 529	£ 810.00	24883/first aid training
09/02/2026	Society of Local Council Clerk	ELP 530	£ 595.00	24885/membership fee SG
09/02/2026	SLCC Enterprises Ltd	ELP 531	£ 210.60	24884/VAT course - LS
09/02/2026	Witney & District Twinning Ass	ELP 532	£ 50.00	Purchase Ledger Payment
09/02/2026	Amazon Payments UK Ltd	ELP 533	£ 200.44	Office supplies
09/02/2026	Bicester Town Council	ELP 534	£ 60.00	24900/Bicester TC dinner
09/02/2026	Blueprint Imaging Limited	ELP 535	£ 278.40	24851/twinning flag and pole
09/02/2026	Copy Right Systems Ltd	ELP 536	£ 199.44	24859/monthly printing cost
09/02/2026	Devon County Council	ELP 537	£ 36.68	24860/DBS check
09/02/2026	Print Ready Ltd	ELP 538	£ 122.00	24872/posters & flyers
09/02/2026	Royal Mail Group Ltd	ELP 539	£ 4.00	24874/response services
09/02/2026	Seldram Supplies Oxford Ltd	ELP 540	£ 996.66	24880/cleaning supplies
09/02/2026	Viking Payments	ELP 541	£ 573.08	Office supplies
09/02/2026	Oxfordshire Country Council	BACS	£ 23,545.74	LGPS Jan26
09/02/2026	Fuel Card Services Ltd t/a Mot	DD	£ 70.69	25077/unleaded fuel & fees
10/02/2026	BARCLAY CARD	DD	£ 51.20	BARCLAYCARD CHARGES JAN26
10/02/2026	BARCLAY CARD	DD	£ 54.56	BARCLAY CARD CHARGES JAN26
10/02/2026	West Oxon Community Transport	SO	£ 1,750.00	WTC Grant Feb26
11/02/2026	South Oxfordshire District Cou	ELP 542	£ 25.00	24901/South Oxon DC supper
11/02/2026	Cleansing Service Group Ltd	ELP 543	£ 201.00	24854/sludge removal
11/02/2026	Executive Safety Solutions Ltd	ELP 544	£ 43.20	24861/dry powder extinguishers
11/02/2026	George Browns Ltd	ELP 545	£ 23.24	24895/work gloves
11/02/2026	M & M Skip Hire Limited	ELP 546	£ 1,740.00	24871/skip exchange
11/02/2026	Pest Solutions Oxfordshire	ELP 547	£ 120.00	P/Ledger Electronic Payment
11/02/2026	Project Design Services Ltd	ELP 548	£ 1,221.60	24873/energy performance cert
11/02/2026	Trade UK	ELP 549	£ 112.28	Works supplies
11/02/2026	Brady Corporation Ltd	ELP 550	£ 202.54	Office supplies
11/02/2026	Start Traffic Ltd	ELP 551	£ 101.74	Work clothing
11/02/2026	SWJ Consulting	ELP 552	£ 2,196.00	West Witney Project
11/02/2026	Thames Valley Water Services L	ELP 553	£ 200.40	24888/legionella inspection
11/02/2026	Travis Perkins Trading Company	ELP 554	£ 54.00	24889/gravel boards
11/02/2026	P.A. Turney Ltd	ELP 555	£ 2,030.15	24890/Can-Am repairs
11/02/2026	Vale Training Services Ltd	ELP 556	£ 362.00	Training
13/02/2026	Atomyc Ltd	ELP 557	£ 6,205.09	24948/Azure resource monthly
13/02/2026	Surrey Hills Solicitors	ELP 558	£ 4,509.41	24976/Madley park play area
13/02/2026	Internet Communications (Servi	ELP 559	£ 90.00	24945/monthly call-out fees
16/02/2026	Bidwells	ELP 560	£ 8,100.00	24967/building survey
16/02/2026	Town & Country Trees Limited	ELP 562	£ 6,480.00	24977/various trees The Leys
16/02/2026	Fuel Card Services Ltd t/a Mot	DD	£ 42.55	25234/Can Am fuel 05.02.26
16/02/2026	Sage UK	DD1	£ 248.40	25238/payroll & HR support
17/02/2026	Skyline DC Limited	ELP 563	£ 143,139.19	West Witney Project
17/02/2026	Skyline DC Limited	ELP 564	£ 132,141.55	West Witney Project
17/02/2026	Castle Water Ltd - Burwell Hal	DD	£ 63.87	25212/01.01.26 - 31.01.26
18/02/2026	Castle Water Ltd - Leys Splash	ELP 565	£ 231.90	24953/01.01.26 - 31.01.26
18/02/2026	Castle Water Ltd - Town Hall O	ELP 566	£ 41.68	24952/01.01.26 - 31.01.26
18/02/2026	Castle Water Ltd - Leys Pavili	ELP 567	£ 269.71	24951/01.01.26 - 31.01.26
18/02/2026	Cleansing Service Group Ltd	ELP 568	£ 210.00	24975/sludge disposal
18/02/2026	David Parry Employment Law	ELP 569	£ 1,710.00	24968/employment advice
18/02/2026	GS Window Cleaning	ELP 570	£ 156.00	24955/window cleaning
18/02/2026	Halcyon HR Consulting Ltd	ELP 571	£ 240.00	24969/hourly HR support
18/02/2026	House and Carriage Ltd	ELP 572	£ 84.72	24956/monthly storage fee
18/02/2026	Les Steward	ELP 573	£ 180.00	24957/stocktake 12.01.26
18/02/2026	SSE Energy Solutions	ELP 574	£ 220.54	24971/floodlight/defib June 25
18/02/2026	Witney Food Revolution	ELP 575	£ 375.00	24964/Witney Food Rev 25%
19/02/2026	Aspect Plumbing & Heating (Wit	ELP 576	£ 577.96	24949/replace flush plates
19/02/2026	A G Cruickshank and Son Ltd	ELP 577	£ 288.00	24954/roof repairs

19/02/2026	Adrian Phillips - Minimum Ego	ELP 578	£	30.00	24959/hosting January quiz
19/02/2026	Print Ready Ltd	ELP 579	£	473.30	Office supplies
19/02/2026	Witney Letterbox Ltd	ELP 580	£	360.00	24769/half-page adverts
19/02/2026	EspressoTech	ELP 582	£	391.20	25240/coffee machine service
19/02/2026	Lyd's Bakes and Cakes	ELP 581	£	1,021.25	24958/cakes and cookies
23/02/2026	Fuel Card Services Ltd t/a Mot	DD	£	38.78	25235/Can Am fuel 11.02.26
24/02/2026	Croner-i Limited t/a HR Inform	DD	£	216.00	25061/HR Inform subscription
25/02/2026	HMRC	BACS	£	25,336.48	HMRC Sdds
25/02/2026	SALARY PAYMENTS	BACS	£	71,512.65	SALARY PAYMENTS - FEB26
27/02/2026	Lighting & Illumination Techno	ELP 561	£	10,677.36	24972/light dismantle 20%
27/02/2026	Skyline DC Limited	ELP 591	£	116,401.21	West Witney Project
27/02/2026	Skyline DC Limited	ELP 590	£	138,306.50	West Witney Project
27/02/2026	Restore Datashred	DD	£	96.79	25079/confidential waste
27/02/2026	Staff Member	ELP 584	£	86.13	Expenses reclaimed
27/02/2026	Staff Member	ELP 585	£	39.33	Expenses reclaimed
27/02/2026	Staff Member	ELP 586	£	171.60	Expenses reclaimed
27/02/2026	Staff Member	ELP 587	£	30.00	Expenses reclaimed
27/02/2026	Staff Member	ELP 588	£	29.69	Expenses reclaimed
27/02/2026	Staff Member	ELP 589	£	35.96	Expenses reclaimed
27/02/2026	Cotswold Security Systems Ltd	ELP 592	£	5,737.12	Alarm servicing
27/02/2026	BASICS	ELP 593	£	52.41	Cleaning supplies
27/02/2026	Brake Bros Limited	ELP 594	£	902.00	24998/cafe supplies
27/02/2026	Cotteswold Dairy Ltd (Cheltenham)	ELP 595	£	495.18	25018/milk delivery
27/02/2026	Eynsham Cellars	ELP 596	£	157.32	25020/cafe supplies - alcohol
27/02/2026	Hook Norton Brewery Co Ltd	ELP 597	£	215.71	25024/cafe supplies - alcohol
27/02/2026	Amazon Payments UK Ltd	ELP 598	£	175.49	Office supplies
27/02/2026	Badgmaster Limited	ELP 599	£	20.82	24991/photo ID badges
27/02/2026	Banbury Memorials Ltd	ELP 600	£	690.00	24992/Dmemorial clean
27/02/2026	Clark OH Limited	ELP 601	£	400.00	24999/management referral
27/02/2026	Copy Right Systems Ltd	ELP 602	£	201.28	25019/printer costs
27/02/2026	Hall Hirer	ELP 603	£	100.00	25047/damage deposit refund
27/02/2026	National Association of Local	ELP 604	£	144.00	25049/silver award reg fee
27/02/2026	Safelincs Ltd	ELP 605	£	74.40	25031/defib pads Madley Park
27/02/2026	Seldram Supplies Oxford Ltd	ELP 606	£	663.43	25036/cleaning supplies
27/02/2026	SLCC Enterprises Ltd	ELP 607	£	82.20	25038/GDPR course
27/02/2026	Viking Payments	ELP 608	£	634.96	Office furniture
27/02/2026	AA Pat Testing Ltd	ELP 609	£	680.34	24984/PAT testing
27/02/2026	George Browns Ltd	ELP 610	£	1,106.22	25053/chipper repairs
27/02/2026	Glasdon UK Ltd	ELP 611	£	70.88	25023/dog bin bags
27/02/2026	Hussey Seatway Ltd	ELP 612	£	716.40	25025/annual seating service
27/02/2026	M & M Skip Hire Limited	ELP 613	£	1,392.00	25028/skip exchange
27/02/2026	Trade UK	ELP 614	£	144.14	Works supplies
27/02/2026	Travis Perkins Trading Company	ELP 615	£	71.40	25050/postcrete for rail
27/02/2026	Tudor Environmental	ELP 616	£	280.48	Works supplies
27/02/2026	Attack Environmental Ltd	ELP 617	£	91.20	Bin - West Witney
		Total Payments	£	780,196.81	

Sort Code 20-97-48
Account No 00974935
SWIFTBIC BUKGB22
IBAN GB78 BUKB 2097 4800 9749 35
Issued on 04 March 2026

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



Your Business Current Account

At a glance

25 Feb - 03 Mar 2026

Date	Description	Money out £	Money in £	Balance £
25 Feb	Start Balance			116,708.06
	DD Direct Debit to HMRC Sdds Ref: 0000405095 CB 525	25,336.48		91,371.58
	PL Payment to BX26021969013499 Ref: Elp-583 PL 570	71,512.65		19,858.93
	Giro Direct Credit From BCard1577926230226 566		13.50	19,872.43
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Dbd22365JL5N CB 570		431.66	20,304.09
26 Feb	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Dbd22365JL5N		376.96	20,681.05
	Giro Direct Credit From West OX Payments Ref: 0 SL?		294.00	20,975.05
	Witney Town Coun * 170118*Barclays B*		260,000.00	280,975.05
	PL Direct Credit From E Taylor and SW F Ref: C979 Howse SL		83.00	281,058.05
27 Feb	PL Payment to BX26022669673378 Ref: Elp 584-589 PL	392.71		280,665.34
	PL Payment to BX26022769820562 Ref: Elp 593-597 PL	1,822.62		278,842.72
	PL Payment to BX26022769827108 Ref: Elp 598-608 PL	3,186.58		275,656.14
	PL Payment to BX26022769872706 Ref: Elp 609-617 PL	4,553.06		271,103.08
	PL Payment to BX26022769802189 Ref: Elp 592 PL	5,737.12		265,365.96
	PL Payment to BX26021368471071 Ref: Elp 561 PL	10,677.36		254,688.60

Start balance	£116,708.06
Money out	£1,288,781.90
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£1,178,647.75
End balance	£6,573.91

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

check sheets

1,263.05

Continued

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	28/02/2026		10,455.84
			10,455.84
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			10,455.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			10,455.84
		Balance per Cash Book is :-	10,455.84
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix

Date Paid	Payee Name	Reference	Amount Paid	Authorized Transaction Detail
04/02/2026	BARCLAYS BANK	DD	£ 10.00	DD Commission Charges 15/12-12/01
16/02/2026	Green Energy (UK) Plc	DD	£ 9,088.56	25230/1557816 January 26
16/02/2026	BNP Paribas Leasing Solutions	DD	£ 556.58	DD GRILLO MOWER HP
19/02/2026	BNP Paribas Leasing Solutions	DD	£ 360.70	DD TRIMAX MOWER HP
23/02/2026	Biffa Waste Services Limited	DD	£ 1,240.44	25056/glass recycling
23/02/2026	SSE Energy Solutions	DD1	£ 61.43	25239/street & clock Jan 26
26/02/2026	Watson Fuels	DD1	£ 1,221.48	25083/754 litres of diesel
26/02/2026	Epos Now Ltd	DD	£ 22.80	25216/payments pro
26/02/2026	Epos Now Ltd	DD1	£ 12.00	25218/payments pro
26/02/2026	Epos Now Ltd	DD2	£ 16.80	25219/protect now care plan
26/02/2026	Epos Now Ltd	DD3	£ 22.80	25217/payments pro
26/02/2026	Epos Now Ltd	DD4	£ 76.80	25220/support licence
27/02/2026	STL Communications Ltd T/A Foc	DD	£ 1,714.31	25260/telephone charges
		Total Payments	£ 14,404.70	

Sort Code 20-97-48
Account No 70974765
SWIFTBIC BUKBGB22
IBAN GB04 BUKB 2097 4870 9747 65
Issued on 04 March 2026

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



Your Business Current Account

At a glance

25 Feb - 03 Mar 2026

Date	Description	Money out £	Money in £	Balance £
25 Feb	Start Balance			1,000.00
26 Feb	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms <i>PL</i>	22.80		977.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh <i>PL</i>	12.00		965.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh <i>PL</i>	16.80		948.40
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh <i>PL</i>	22.80		925.60
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh <i>PL</i>	76.80		848.80
	DD Direct Debit to Watson Fuels Ref: 10213451 <i>PL</i>	1,221.48		-372.68
	Giro Transfer From Account 70974641		1,372.68	1,000.00
27 Feb	DD Direct Debit to Stl Communications Ref: 0319-383 <i>PL</i>	1,714.31		-714.31
	Giro Transfer From Account 70974641		1,714.31	1,000.00
3 Mar	Balance carried forward			1,000.00
	Total Payments/Receipts	3,086.99	3,086.99	

Start balance	£1,000.00
Money out	£3,086.99
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£3,086.99
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 28/02/2026
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	28/02/2026		1,000.00
			<u>1,000.00</u>
<u>Unpresented Payments (Minus)</u>			
		<u>Amount</u>	
19/12/2025 35202 EOS Electrical Limited		382.86	
			<u>382.86</u>
			617.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			617.14
		Balance per Cash Book is :-	617.14
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Sort Code 20-97-48
 Account No 70974641

SWIFTBIC BUKBGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 04 March 2026

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


Your Business Premium Account

At a glance

25 Feb - 03 Mar 2026

Date	Description	Money out £	Money in £	Balance £
25 Feb	Start Balance			2,204,175.57
26 Feb	Elps Inc WW * 170118*Wit Town C*	260,000.00		1,944,175.57
	Giro to 70974765 Automatic	1,372.68		1,942,802.89
27 Feb	Giro to 70974765 Automatic	1,714.31		1,941,088.58
2 Mar	Interest Earned Gross For The Period 8 Dec 2025 - 1 Mar 2026		9,064.66	1,950,153.24
3 Mar	Witney Town Coun * 161997*Barclays B*		910,000.00	2,860,153.24
3 Mar	Balance carried forward			2,860,153.24
	Total Payments/Receipts	263,086.99	919,064.66	

Start balance	£2,204,175.57
Money out	£263,086.99
Money in	£919,064.66
▶ Gross interest earned £9,064.66	
End balance	£2,860,153.24

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 28/02/2026
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	28/02/2026		1,941,088.58
			<u>1,941,088.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,941,088.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,941,088.58
		Balance per Cash Book is :-	1,941,088.58
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/03/2026	Siemens Financial Services Ltd	A10261431	£ 718.92	Copier rental
02/03/2026	Fuel Card Services Ltd t/a Mot	DD	£ 39.90	25236/Can Am fuel 17.02.26
09/03/2026	Fuel Card Services Ltd t/a Mot	DD	£ 114.65	25258/unleaded fuel
09/03/2026	BARCLAYS BANK	DD	£ 97.53	Commission Charges 13.01-12.02
10/03/2026	WEST OXON COMM TRANSPORT	STD ORD	£ 1,750.00	GRANT - MARCH26 INSTALMENT
10/03/2026	BARCLAYCARD PAYMENTS	DD	£ 58.22	BARCLAYCARD- CHARGES FEB26
10/03/2026	BARCLAYCARD PAYMENTS	DD	£ 51.20	BARCLAYCARD CHARGES FEB.2026
13/03/2026	Skyline DC Limited	ELP 618	£ 197,119.09	West Witney Project
13/03/2026	Skyline DC Limited	ELP 619	£ 113,924.00	West Witney Project
16/03/2026	Fuel Card Services Ltd t/a Mot	DD	£ 128.18	25407/unleaded fuel
17/03/2026	Castle Water Ltd - Burwell Hal	DD	£ 57.97	25402/01.02.26 - 28.02.26
19/03/2026	OXFORDSHIRE COUNTY COUNCIL	BACS	£ 22,967.63	LGPS FEBRUARY 2026
23/03/2026	Fuel Card Services Ltd t/a Mot	DD	£ 124.42	25408/unleaded fuel
25/03/2026	Sutcliffe Play (South West) Li	ELP 622	£ 6,244.99	Play equipment
25/03/2026	Oxfordshire Association of Loc	ELP 623	£ 5,475.85	25152/membership fee 26/27
25/03/2026	Berrys	ELP 624	£ 7,221.30	25190/discharge of conditions
25/03/2026	Croner-i Limited t/a HR Inform	DD	£ 216.00	25215/HR inform subscription
25/03/2026	HMRC	DD	£ 24,200.70	HMRC Sdds
25/03/2026	EMPLOYEE SALARIES & WAGES	BACS	£ 74,457.09	EMPLOYEE SALARIES & WAGES
25/03/2026	Sage UK	DD	£ 248.40	25437/payroll & HR support
27/03/2026	Staff Member	ELP 625	£ 273.14	Expenses reclaimed
27/03/2026	Staff Member	ELP 626	£ 33.75	Expenses reclaimed
27/03/2026	Staff Member	ELP 627	£ 241.92	Expenses reclaimed
27/03/2026	Staff Member	ELP 628	£ 170.16	Expenses reclaimed
27/03/2026	Staff Member	ELP 629	£ 353.18	Expenses reclaimed
27/03/2026	Staff Member	ELP 630	£ 26.34	Expenses reclaimed
27/03/2026	Staff Member	ELP 631	£ 56.00	Expenses reclaimed
27/03/2026	Bright Futures Oxfordshire	ELP 632	£ 4,500.00	25205/Bright Futures 4th
27/03/2026	Be Free Young Carers	ELP 633	£ 2,000.00	25199/discretionary grant
27/03/2026	Windrush Church	ELP 634	£ 2,350.00	25202/discretionary grant
27/03/2026	Oxfordshire Foster Care Associ	ELP 635	£ 400.00	25200/discretionary grant
27/03/2026	Witney & District Museum	ELP 636	£ 500.00	25203/annual grant
27/03/2026	Windrush C of E Primary School	ELP 637	£ 250.00	25201/discretionary grant
27/03/2026	Witney Woodland Volunteers	ELP 638	£ 653.00	25204/discretionary grant
27/03/2026	BASICS	ELP 639	£ 25.74	Cleaning supplies
27/03/2026	Brake Bros Limited	ELP 640	£ 1,796.31	25118/cafe supplies
27/03/2026	Eynsham Cellars	ELP 641	£ 178.30	25139/cafe supplies - alcohol
27/03/2026	Hook Norton Brewery Co Ltd	ELP 642	£ 170.00	25145/cafe supplies - alcohol
27/03/2026	Lyd's Bakes and Cakes	ELP 643	£ 1,491.75	25147/cakes and cookies
27/03/2026	Ue Coffee Roasters Ltd	ELP 644	£ 1,186.00	25178/cafe supplies
27/03/2026	Cotteswold Dairy Ltd (Cheltenham)	ELP 645	£ 387.30	25127/milk delivery
27/03/2026	The Dung Beatles	ELP 646	£ 1,242.57	25133/Beatles event 28.02.26
27/03/2026	Hall Hirer	ELP 647	£ 150.00	25134/damage deposit refund
27/03/2026	Filmbankmedia	ELP 648	£ 432.00	25231/Film licence
27/03/2026	Glasdon UK Ltd	ELP 649	£ 2,920.32	25143/phoenix seats x 4
27/03/2026	Treework Services Ltd	ELP 650	£ 1,905.60	25245/beechn static load test
27/03/2026	Workwear Express Ltd	ELP 651	£ 160.43	Work clothing
27/03/2026	Executive Alarms Ltd	ELP 652	£ 156.00	25135/CCTV maintenance
27/03/2026	H&OB Building Ltd	ELP 653	£ 2,148.00	25192/chimney & window repairs
27/03/2026	M & M Skip Hire Limited	ELP 654	£ 1,392.00	25150/skip exchange
27/03/2026	Vatix	ELP 655	£ 1,292.40	25179/long working device sub
27/03/2026	Agrovista UK Ltd	ELP 656	£ 1,034.46	Works supplies
27/03/2026	Attack Environmental Ltd	ELP 657	£ 468.10	Bins - Clubhouse
27/03/2026	Azura Limited	ELP 658	£ 184.24	25108/install new time clock
27/03/2026	Bay Plastics	ELP 659	£ 99.01	25110/bus shelter roof repairs
27/03/2026	Cleansing Service Group Ltd	ELP 660	£ 210.00	25122/sludge disposal
27/03/2026	Executive Safety Solutions Ltd	ELP 661	£ 43.20	25136/vehicle extinguishers
27/03/2026	George Browns Ltd	ELP 662	£ 177.00	25142/greenmech chipper repair
27/03/2026	Tudor Environmental	ELP 663	£ 2,689.71	25174/fuel and chemical safes
27/03/2026	Aspect Plumbing & Heating (Wit)	ELP 664	£ 1,065.06	25112/ladies wc water heater
27/03/2026	Internet Communications (Servi	ELP 665	£ 194.40	25246/monthly call-out fees
27/03/2026	Monarch Hose & Hydraulics Ltd	ELP 666	£ 264.77	25232/water tank connector
27/03/2026	Fenland Leisure Products Ltd	ELP 667	£ 253.20	Works supplies
27/03/2026	Pest Solutions Oxfordshire	ELP 668	£ 552.00	25157/annual pest control
27/03/2026	Trade UK	ELP 669	£ 620.92	25244/compact drill holster
27/03/2026	Brady Corporation Ltd	ELP 670	£ 710.58	25166/laddertag kits & notices
27/03/2026	Thames Valley Water Services L	ELP 671	£ 630.00	25168/clean cold water tank
27/03/2026	Travis Perkins Trading Company	ELP 672	£ 35.70	25169/post crete
27/03/2026	The HR & OD Consultancy Ltd	ELP 673	£ 4,712.40	25256/consultancy services
27/03/2026	Restore Datashred	DD	£ 96.79	25237/confidential waste
27/03/2026	INFO COMMISSIONERS OFFICE	DD	£ 73.00	ICO REGISTRATION 2026-27
27/03/2026	Skyline DC Limited	ELP-674	£ 184,015.31	West Witney Project
30/03/2026	Fuel Card Services Ltd t/a Mot	DD	£ 140.88	25409/unleaded fuel
30/03/2026	WITNEY TOWN HALL CHARITY	SO	£ 3,437.50	RENT TOWN HALL & TOWN HOUSE

31/03/2026	Witney Town Mayors Charity Acc	ELP 697	£	464.37	25288/bank chrgs and income from main WTC a/c
31/03/2026	Amazon Payments UK Ltd	ELP 675	£	356.51	Stationery supplies
31/03/2026	Atomyc Ltd	ELP 676	£	3,290.74	25185/cyber security
31/03/2026	DCK Accounting Solutions Ltd	ELP 677	£	1,227.60	25130/VAT partial exemption
31/03/2026	Auditing Solutions Ltd	ELP 678	£	630.00	25107/2nd interim audit
31/03/2026	Blueprint Imaging Limited	ELP 679	£	458.40	25113/flags, poles & bases
31/03/2026	Brunel Engraving Company Limit	ELP 680	£	195.78	25121/Memorial Plaque
31/03/2026	Copy Right Systems Ltd	ELP 681	£	139.87	25128/printing costs
31/03/2026	David Parry Employment Law	ELP 682	£	1,020.00	25129/general employmnt advice
31/03/2026	Devon County Council	ELP 683	£	73.36	25131/DBS Checks
31/03/2026	Halcyon HR Consulting Ltd	ELP 684	£	480.00	25144/HR support
31/03/2026	Office Needs Direct (UK) Ltd	ELP 685	£	425.34	25153/free-standing display
31/03/2026	Oxford Chair Covers	ELP 686	£	95.20	25155/table cloths & sashes
31/03/2026	Pear Technology Services Ltd	ELP 687	£	258.00	25156/PT-mapper support 26/27
31/03/2026	Print Ready Ltd	ELP 688	£	208.00	25158/various posters & flyers
31/03/2026	Rialtas Business Solutions Ltd	ELP 689	£	514.80	Training
31/03/2026	Seldram Supplies Oxford Ltd	ELP 690	£	143.58	Cleaning supplies
31/03/2026	Viking Payments	ELP 691	£	228.94	25180/first aid & stationery
31/03/2026	Witney Trophy Centre Ltd	ELP 692	£	98.38	25181/engraved trophies & pen
31/03/2026	Zurich Municipal	ELP 693	£	220.74	25183/additional premium
31/03/2026	Staff Member	ELP 694	£	553.87	Expenses reclaimed
31/03/2026	Lyd's Bakes and Cakes	ELP 695	£	1,303.50	25257/cakes and cookies
31/03/2026	Skyline DC Limited	ELP-696	£	4,781.26	West Witney Project
		Total Payments	£	702,934.72	

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



Your Business Current Account

At a glance

25 - 31 Mar 2026

Date	Description	Money out £	Money in £	Balance £
25 Mar	Start Balance			135,864.57
	DD Direct Debit to Croner-I Ltd Ref: Hri939678	216.00		135,648.57
	DD Direct Debit to HMRC Sdds Ref: 0000405095	24,200.70		111,447.87
	Payment to BX26032472116009 Ref: Elp 624	7,221.30		104,226.57
	Payment to BX26032472101625 Ref: Elp 622-623	11,720.84		92,505.73
	Payment to BX26032372060117 Ref: Elp-621	74,457.09		18,048.64
	Giro Direct Credit From Cussolin Dos SA D Ref: B6267 Ddias		92.55	18,141.19
	Giro Direct Credit From BCard1577926230326		403.00	18,544.19
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42C8722322235P		483.20	19,027.39
26 Mar	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Wvd22322235P		445.48	19,472.87
	Giro Direct Credit From Specsavers Finance Ref: Specsavers Cpl Pro		160.00	19,632.87
	Giro Direct Credit From West OX Payments Ref: 0		150.00	19,782.87
27 Mar	Payment to BX26032572344284 Ref: Elp 625-631	1,154.49		18,628.38
	Payment to BX26032572350882 Ref: Elp 635-638	1,803.00		16,825.38

Start balance	£135,864.57
Money out	£425,534.61
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£298,801.59
End balance	£9,131.55

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

Continued

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/03/2026		9,131.55
			<u>9,131.55</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,131.55
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,131.55
		Balance per Cash Book is :-	9,131.55
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
09/03/2026	BARCLAYS BANK	DD	£ 15.60	Charges 13/01-12/02
16/03/2026	Green Energy (UK) Plc	DD	£ 4,236.33	25419/1557816 February 26
16/03/2026	BNP Paribas Leasing Solutions	DD	£ 556.58	Grillo Mower HP
19/03/2026	BNP Paribas Leasing Solutions	DD	£ 360.70	Trimax Mower HP
23/03/2026	Biffa Waste Services Limited	DD	£ 1,240.44	25210/glass recycling
23/03/2026	SSE Energy Solutions	DD	£ 54.23	25423/street & clock Feb 26
26/03/2026	CASH	35205	£ 466.15	25250/petty cash imprest
26/03/2026	Epos Now Ltd	DD	£ 22.80	25406/payments pro
26/03/2026	Epos Now Ltd	DD1	£ 128.40	25405/care plan & support
31/03/2026	STL Communications Ltd T/A Foc	DD	£ 2,575.45	25431/Electronic equipment
		Total Payments	£ 9,656.68	



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

Your Business Current Account

At a glance

25 - 31 Mar 2026

Date	Description	Money out £	Money in £	Balance £
25 Mar	Start Balance			1,000.00
26 Mar	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	22.80		977.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	128.40		848.80
	Giro Transfer From Account 70974641		151.20	1,000.00
30 Mar	CB Cheque Cashed at Barclays 035205	466.15		533.85
	Giro Transfer From Account 70974641		466.15	1,000.00
31 Mar	DD Direct Debit to Stl Communications Ref: 0319-383	2,575.45		-1,575.45
	Giro Transfer From Account 70974641		2,575.45	1,000.00
31 Mar	Balance carried forward			1,000.00
	Total Payments/Receipts	3,192.80	3,192.80	

Start balance	£1,000.00
Money out	£3,192.80
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£3,192.80
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 31/03/2026
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/03/2026		1,000.00
			<u>1,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.00
		Balance per Cash Book is :-	1,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Sort Code 20-97-48
Account No 70974641

SWIFTBIC BUKBGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 01 April 2026

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


Your Business Premium Account

At a glance

25 - 31 Mar 2026

Date	Description	Money out £	Money in £	Balance £
25 Mar	Start Balance			2,418,306.50
26 Mar	Giro to 70974765 Automatic	151.20		2,418,155.30
27 Mar	Elps625-674 * 220462*Wit Town C*	220,000.00		2,198,155.30
30 Mar	Giro to 70974765 Automatic	466.15		2,197,689.15
31 Mar	Giro to 70974765 Automatic	2,575.45		2,195,113.70
	Witney Town Coun * 216021*Barclays B*		60,000.00	2,255,113.70
31 Mar	Balance carried forward			2,255,113.70
	Total Payments/Receipts	223,192.80	60,000.00	

Start balance	£2,418,306.50
Money out	£223,192.80
Money in	£60,000.00
▶ Gross interest earned	£0.00
End balance	£2,255,113.70

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 31/03/2026
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	31/03/2026		2,255,113.70
			<u>2,255,113.70</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,255,113.70
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,255,113.70
		Balance per Cash Book is :-	2,255,113.70
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/04/2026	Wodc Ctax Ndr - 30421105	Std Ord	£ 291.68	WODC - Rates Burwell Hall
01/04/2026	Wodc Ctax Ndr - 30623704	Std Ord	£ 388.60	WODC - Rates Tower Hill
01/04/2026	Wodc Ctax Ndr - 30685600	Std Ord	£ 400.55	WODC - Rates Corn Exchange
01/04/2026	Wodc Ctax Ndr - 30903104	Std Ord	£ 987.50	WODC - Rates Town Hall
01/04/2026	Wodc Ctax Ndr - 90024629	Std Ord	£ 780.50	WODC - Rates Windrush Cemetery
01/04/2026	Wodc Ctax Ndr - 90170575	Std Ord	£ 990.00	WODC Rates - 51 Market Square
02/04/2026	Castle Water Ltd - Leys Pavili	ELP 714	£ 133.55	25267/01.02.26 - 28.02.26
02/04/2026	Castle Water Ltd - Town Hall O	ELP 715	£ 48.48	25268/01.02.26 - 28.02.26
02/04/2026	CPL Learning Limited	ELP 716	£ 60.00	25270/licenced premises course
02/04/2026	Pest Solutions Oxfordshire	ELP 717	£ 120.00	25609/monthly pest control
02/04/2026	Executive Safety Solutions Ltd	ELP 718	£ 630.00	25283/extinguisher service
02/04/2026	SSE Energy Solutions	ELP 719	£ 312.31	25284/floodlight/defib 07 & 08
02/04/2026	SSE Energy Solutions	ELP 720	£ 719.78	25285/floodlight/defib 09 - 02
02/04/2026	SSE Energy Solutions	ELP 721	£ 99.51	25286/05.09.25 - 06.02.26
02/04/2026	Jason Holden t/a Windrush Radi	ELP 722	£ 300.00	25287/disco 14.03.26
02/04/2026	HTF Holdings	ELP 713	£ 3,625.00	25274/rent to 24.06.25
02/04/2026	Adam Blizzard	ELP 703	£ 271.00	25264/door staff 14.03.26
02/04/2026	BGC South Limited	ELP 704	£ 64.97	25266/bulbs, plants & pots
02/04/2026	Filmbankmedia	ELP 705	£ 106.80	Film licence
02/04/2026	Adrian Phillips - Minimum Ego	ELP 706	£ 30.00	25277/quiz night March 26
02/04/2026	Joel Sanders - Angry Boater	ELP 707	£ 501.03	25259/Angry Boater 21.02.26
02/04/2026	Weston Entertainments Ltd	ELP 708	£ 1,389.74	25279/Young Elton tribute
02/04/2026	House and Carriage Ltd	ELP 709	£ 169.44	25604/monthly storage fee
02/04/2026	GS Window Cleaning	ELP 710	£ 156.00	25272/window cleaning
02/04/2026	West Oxfordshire District Coun	ELP 711	£ 1,274.00	25280/recycling, waste, food
02/04/2026	Zurich Municipal	ELP 712	£ 73.94	West Witney Project
02/04/2026	Atomyc Ltd	ELP 701	£ 3,355.86	25278/monthly IT support
02/04/2026	Breakthrough Communications &	ELP 702	£ 1,440.00	25265/council hive service
02/04/2026	Zurich Municipal	ELP 699	£ 43,779.42	25289/01.04.26 - 31.03.27
02/04/2026	Southern Electric Power Distri	ELP 698	£ 20,768.15	25273/electricity connection
02/04/2026	Oxfordshire County Council	BACS	£ 23,875.92	LGPS MAR 26
07/04/2026	Fuel Card Services Ltd t/a Mot	DD	£ 41.95	25410/Can-Am 25.03.26
08/04/2026	Southern Electric Power Distri	ELP 724	£ 10,228.75	25610/cable route changes
08/04/2026	Castle Water Ltd - Leys Splash	ELP 723	£ 811.09	25290/01.02.26 - 28.02.26
08/04/2026	BARCLAYS BANK	DD	£ 98.22	COMMISSION CHARGES 13.02/12.03
09/04/2026	Breathe HR	DD	£ 118.80	25482/monthly HR support
10/04/2026	Staff Member	ELP 725	£ 52.50	Expenses reclaimed
10/04/2026	Staff Member	ELP 726	£ 29.95	Expenses reclaimed
10/04/2026	Lighting & Illumination Techno	ELP 727	£ 21,354.72	25308/2026 light deposit 40%
10/04/2026	Witney Music Festival Ltd	ELP 728	£ 9,000.00	25313/2026 event at the Leys
10/04/2026	David Parry Employment Law	ELP 729	£ 1,182.00	25311/employment advice
10/04/2026	National Association of Local	ELP 730	£ 768.00	25309/LGA assoc member 26-27
10/04/2026	Oxfordshire Association of Loc	ELP 731	£ 132.00	25310/biodiversity course
10/04/2026	Oxfordshire Council County	ELP 732	£ 2,750.00	25608/wedding licence 3 years
10/04/2026	Skyline DC Limited	ELP 733	£ 200,223.36	West Witney Project
10/04/2026	Banbury Memorials Ltd	ELP 734	£ 1,410.00	Memorial maintenance
10/04/2026	C & C Tyre & Exhaust Services	ELP 735	£ 411.60	25325/mower tyre repairs
10/04/2026	Eynsham Cellars	ELP 736	£ 267.50	25315/cafe supplies - alcohol
10/04/2026	Halcyon HR Consulting Ltd	ELP 737	£ 576.00	25307/hourly HR support
10/04/2026	HTF Holdings	ELP 738	£ 187.25	25306/service charge to 30.06
10/04/2026	Lyd's Bakes and Cakes	ELP 739	£ 1,637.25	25328/cakes & cookies
10/04/2026	Print Ready Ltd	ELP 740	£ 172.00	25321/posters & flyers
10/04/2026	Seldram Supplies Oxford Ltd	ELP 741	£ 1,347.45	25326/cleaning supplies
10/04/2026	STRI LTD	ELP 742	£ 1,340.40	25327/annual sports turf sub
10/04/2026	Ue Coffee Roasters Ltd	ELP 743	£ 1,645.45	25319/cafe supplies
10/04/2026	WODC	SO	£ 1,750.00	Community Transport Grant
10/04/2026	Barclaycard	DD	£ 67.22	25439/monthly charges 1577926
10/04/2026	Barclaycard	DD1	£ 51.20	25440/monthly charges 7888266
13/04/2026	Fuel Card Services Ltd t/a Mot	DD	£ 144.66	25629/unleaded fuel
16/04/2026	Amazon Payments UK Ltd	ELP 744	£ 849.15	Office supplies
16/04/2026	Chew Valley Trees Ltd	ELP 747	£ 2,106.97	25370/trees for new orchard
16/04/2026	C J M Services	ELP 748	£ 140.00	25084/scaffold poles & bases
16/04/2026	Glasdon UK Ltd	ELP 750	£ 1,460.16	25367/phoenix benches x 2
16/04/2026	Castle Water Ltd - Leys Pavili	ELP 745	£ 121.14	P/Ledger Electronic Payment
16/04/2026	Castle Water Ltd - Town Hall O	ELP 746	£ 46.40	P/Ledger Electronic Payment
16/04/2026	GCL Products Limited	ELP 749	£ 204.52	P/Ledger Electronic Payment
16/04/2026	Sage UK	DD	£ 269.40	25478/HR & payroll
21/04/2026	Castle Water Ltd - Burwell Hal	DD	£ 63.87	25480/March 2026
22/04/2026	Croner-i Limited t/a HR Inform	DD	£ 216.00	25404/HR Inform subscription
23/04/2026	Skyline DC Limited	ELP 752	£ 152,151.62	West Witney Project
23/04/2026	HMRC	DD	£ 25,789.39	HMRC SDDS
24/04/2026	Staff Member	ELP 754	£ 87.91	Expenses reclaimed
24/04/2026	Staff Member	ELP 755	£ 15.40	Expenses reclaimed
24/04/2026	Blueprint Imaging Limited	ELP 766	£ 161.40	25345/volunteer leaflets
24/04/2026	Brunel Engraving Company Limit	ELP 767	£ 92.70	25381/large plaque
24/04/2026	Community First Oxfordshire	ELP 768	£ 85.00	25358/community membership
24/04/2026	Copy Right Systems Ltd	ELP 769	£ 265.69	25363/printer costs

24/04/2026	Newsquest Media Group	ELP 770	£	141.96	25382/witney Gazette - ATM
24/04/2026	Royal Mail Group Ltd	ELP 771	£	71.93	25374/pre-paid postage fees
24/04/2026	Brady Corporation Ltd	ELP 772	£	411.87	25385/new depot signs
24/04/2026	Surrey Hills Solicitors	ELP 773	£	61.00	25388/land registry fees
24/04/2026	Azura Limited	ELP 774	£	861.16	25339/remedial work
24/04/2026	C J Clarke (Timber Merchants)	ELP 775	£	142.75	25357/roof batten
24/04/2026	Dab Lift & Electrical Services	ELP 776	£	336.00	25364/annual lift maintenance
24/04/2026	George Browns Ltd	ELP 777	£	380.53	25366/Dennis mower parts
24/04/2026	Rowstock Ltd	ELP 778	£	249.98	25373/vehicle full service
24/04/2026	Trade UK	ELP 779	£	174.89	25427/vent, bolts, ppe items
24/04/2026	Spaldings Limited	ELP 780	£	65.75	25386/Dennis mower blade
24/04/2026	Start Traffic Ltd	ELP 781	£	191.54	Works clothing
24/04/2026	Travis Perkins Trading Company	ELP 782	£	14.30	25433/cement for wall repairs
24/04/2026	Workwear Express Ltd	ELP 783	£	717.61	Works clothing
24/04/2026	Playsafety Ltd	ELP 759	£	1,075.68	25383/annual play inspections
24/04/2026	SWJ Consulting	ELP 760	£	1,332.00	25389/RIBA stage 5
24/04/2026	Tudor Environmental	ELP 761	£	1,170.99	25392/turf fertiliser
24/04/2026	BASICS	ELP 762	£	36.26	25340/cafe supplies
24/04/2026	Cotteswold Dairy Ltd (Cheltenham)	ELP 763	£	410.13	25362/milk delivery
24/04/2026	Hook Norton Brewery Co Ltd	ELP 764	£	400.51	25369/cafe supplies - alcohol
24/04/2026	M & M Skip Hire Limited	ELP 765	£	348.00	25371/skip exchange
24/04/2026	APCAM	ELP 756	£	2,250.00	25432/mental health drop-in
24/04/2026	Brake Bros Limited	ELP 757	£	2,353.13	25436/member discount March 26
24/04/2026	Viking Payments	ELP 758	£	370.53	25394/printer paper
24/04/2026	Restore Datashred	DD	£	96.79	25422/confidential waste
24/04/2026	EMPLOYEE SALARIES & WAGES	BACS	£	84,617.29	EMPLOYEE SALARIES & WAGES
27/04/2026	Fuel Card Services Ltd t/a Mot	DD	£	145.64	25630/unleaded fuel
		Total Payments	£	647,497.99	

Sort Code 20-97-48
Account No 00974935
SWIFTBIC BUKBGB22
IBAN GB78 BUKB 2097 4800 9749 35
Issued on 06 May 2026

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



Your Business Current Account

At a glance

29 Apr - 05 May 2026

Date	Description	Money out £	Money in £	Balance £
29 Apr	Start Balance			68,512.45
	Giro Direct Credit From BCard1577926270426		45.00	68,557.45
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Bxg22322235P <i>28/04</i>		445.89	69,003.34
	Giro Direct Credit From Tower Hill Footbal Ref: B6295		1,951.50	70,954.84
30 Apr	Eom Transfer * 216783*Wit Town C*	65,000.00		5,954.84
	Giro Direct Credit From H Clarke		92.55	6,047.39
	Giro Direct Credit From Ostma Ref: B6279		185.00	6,232.39
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Wzg22322235P <i>29/04</i>		522.94	6,755.33
	Giro Direct Credit From Ccla Investment MA Ref: LA3077549, Witney <i>1190/506</i>		721.11	7,476.44
	Giro Direct Credit From West OX Payments Ref: 0		194.00	7,670.44
	Giro Direct Credit From HSBC Porthaven Pch Ref: 543550 <i>check</i>		80.00	7,750.44
1 May	Payment to BX26050176267104 Ref: Elp 785-787	131.12		7,619.32
	Payment to BX26050176269606 Ref: Elp 788	3,683.08		3,936.24
	Payment to BX26050176289794 Ref: Elp 789-795	4,038.96		-102.72

Start balance	£68,512.45
Money out	£276,983.20
▶ Commission charges	£72.07
▶ Interest paid	£0.00
Money in	£224,926.39
End balance	£16,455.64

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

Continued

**Bank Reconciliation Statement as at 30/04/2026
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/04/2026		7,750.44
			<u>7,750.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,750.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,750.44
		Balance per Cash Book is :-	7,750.44
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Appendix

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
08/04/2026	Watson Fuels	DD	£ 1,397.88	25424/706 litres of diesel
08/04/2026	BARCLAYS BANK	DD	£ 10.00	COMMISSION CHARGES 13.02/12.03
15/04/2026	Green Energy (UK) Plc	DD	£ 6,619.16	25475/1557819 March 2026
15/04/2026	BNP Paribas Leasing Solutions	DD	£ 556.58	Grillo Mower HP
20/04/2026	Health Assured Ltd	DD	£ 300.02	25421/peak performance 03 - 06
20/04/2026	BNP Paribas Leasing Solutions	DD	£ 360.70	Trimax Mower HP
21/04/2026	SSE Energy Solutions	DD	£ 58.54	25479/clock & street March 26
24/04/2026	Epos Now Ltd	DD	£ 22.80	25486/payment support
27/04/2026	Epos Now Ltd	DD	£ 16.80	25487/payment support
27/04/2026	Epos Now Ltd	DD1	£ 111.60	25485/payment support
27/04/2026	Biffa Waste Services Limited	DD2	£ 1,342.43	25399/glass recycling
		Total Payments	£ 10,796.51	

Sort Code 20-97-48
 Account No 70974765
 SWIFTBIC BUKGB22
 IBAN GB04 BUKB 2097 4870 9747 65
 Issued on 06 May 2026

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

Your Business Current Account

At a glance

29 Apr - 05 May 2026

Date	Description	Money out £	Money in £	Balance £
29 Apr	Start Balance			1,000.00
5 May	DD Direct Debit to Stl Communications Ref: 0319-383	2,724.20		-1,724.20
	€ Commission Charges For The Period 13 Mar /12 Apr	14.69		-1,738.89
	Giro Transfer From Account 70974641		2,738.89	1,000.00
5 May	Balance carried forward			1,000.00
	Total Payments/Receipts	2,738.89	2,738.89	

Start balance	£1,000.00
Money out	£2,738.89
▶ Commission charges	£14.69
▶ Interest paid	£0.00
Money in	£2,738.89
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 30/04/2026
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	30/04/2026		1,000.00
			<u>1,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.00
		Balance per Cash Book is :-	1,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Sort Code 20-97-48
Account No 70974641
SWIFTBIC BUKGB22
IBAN GB54 BUKB 2097 4870 9746 41
Issued on 06 May 2026

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



Your Business Premium Account

At a glance

29 Apr - 05 May 2026

Date	Description	Money out £	Money in £	Balance £
29 Apr	Start Balance			2,786,032.19
30 Apr	— Witney Town Coun * 216783*Barclays B*		65,000.00	2,851,032.19
1 May	— Transfer * 153395*Wit Town C*	210,000.00		2,641,032.19
5 May	Giro to 70974765 Automatic	2,738.89		2,638,293.30
5 May	Balance carried forward			2,638,293.30
	Total Payments/Receipts	212,738.89	65,000.00	

Start balance	£2,786,032.19
Money out	£212,738.89
Money in	£65,000.00
▶ Gross interest earned	£0.00
End balance	£2,638,293.30

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 30/04/2026 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	30/04/2026		2,851,032.19
			<u>2,851,032.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,851,032.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,851,032.19
		Balance per Cash Book is :-	2,851,032.19
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Annual Governance and Accountability Return (AGAR) 2025/26.

Meeting Date: Monday, 22 June 2026.

Contact Officer: Responsible Financial Officer.

The purpose of this report is to consider the Annual Governance and Accountability Return (AGAR) 2025/26 and explain what the Council is required to do in order to approve the AGAR.

Background

The Accounts and Audit (England) Regulations 2015 require relevant bodies to complete an Annual Return which is attached at Appendix A. The Annual Return must be submitted to the external auditors by the 30 June having been approved by full council before that date.

Current Situation

The form comprises a number of pages and these are detailed below.

Pages 1 and 2 – guidance notes and checklist

These comprise guidance notes and a checklist for the Responsible Financial Officer (RFO to complete before submission to the External Auditor).

Page 3 – Internal Audit Report 2025/26

This is the statutory report completed by the Internal Auditor. Throughout the year Auditing Solutions Ltd, the Council's independent Internal Auditors have carried out a number of visits and also undertaken some work remotely, in order to scrutinise internal procedures and accounting.

The Internal Auditor, Adrian Shepherd-Roberts of Auditing Solutions has carried out the final audit work for the year, and he has completed page 3 of the Annual Return.

This should be taken into consideration when Members consider the Annual Governance Statement.

As detailed above the report included in the AGAR is in a statutory format. The full Internal Audit Report is at a separate agenda item.

Page 4 – Section 1- Annual Governance Statement 2025/26

This is the document where Members consider the system of internal control including arrangements for the preparation of the Accounting Statements.

It is a statutory requirement that Members take responsibility for ensuring that there is a sound system of internal control in place for the Council and give answers to ten questions in 'Section 1 – Annual governance statement'.

The Responsible Financial Officer (RFO) has prepared the following notes to assist Council's consideration of the Annual Governance Statement. Council is required to answer 'Yes' or 'No' to each of the statements 1 to 9 below. In the event of a 'No' response, explanations must be provided to the external auditor together with a description of the action that is being taken to address the weakness identified.

The RFO considers that Members should answer Yes to questions 1 to 8 and 10 and not applicable to question 9;

Statement 1: We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

[Yes means prepared its accounting statements in accordance with the Accounts and Audit Regulations]

[A] **Statement of Accounts.** Arrangements are in place to enable the preparation of an accurate and timely statement of accounts detailed in section 2 of the annual return.

These have been produced and certified by the Council's Responsible Financial Officer. They have been prepared in accordance with proper practices and in particular with reference to the Smaller Authorities Proper Practices Panel "Practitioners' Guide 2025 – Governance and accountability for smaller authorities in England" ("the Guide"). This is jointly published by the National Association of Local Councils, the Society of Local Councils and the Association of Drainage Authorities" to support the preparation by smaller authorities in England of the statutory annual accounting and governance statements which are part of the Annual Governance and Accountability Return.

In accordance with Section 6 of the Local Audit and Accountability Act 2014, an authority is a 'smaller authority' if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6,500,000. This is the case for Witney Town Council.

[B] **Budget estimates.** In accordance with relevant legislation, the Council prepares and approves a budget in a timely manner before setting its precept. The Council monitors its budget during the year through regular reports to the Council's committees, taking corrective action where necessary.

- [C] **Accounting records and supporting documents** – The Council has appointed an officer to be responsible for the financial administration of the authority in accordance with Section 151 of the Local Government Act 1972. The Council needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO has maintained effective procedures to accurately and promptly record all financial transactions and maintained up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the Annual Governance and Accountability Return agree to the underlying records.
- [D] **Bank reconciliations**- Statements reconciling the Council’s three bank accounts with its accounting records are prepared on a regular basis, including at the financial year-end and reviewed by the Council at each meeting of the Policy, Governance and Finance Committee.
- [E] **Investments** - Arrangements are in place to ensure that the authority’s funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with the annual agreed Investment Strategy, which itself has regard to the government’s Statutory Guidance on Local Government Investments.
- [F] **Reserves** - The Council has a policy that the General Reserve has a minimum balance of three months’ budgeted net revenue expenditure and reviews the level and purpose of Earmarked Reserves on an annual basis as part of its budget making process.

Statement 2: We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

[Yes means: made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge]

[A] **Internal control.** The Council’s system of internal control is designed to manage risk to a reasonable level.

As Members you are all monitoring the Council’s Internal Control mechanisms by attending Committee and Council meetings when regular management and financial information is provided, covering items including:

- Service delivery and project performance;
- Financial reports measuring actual expenditure against budgets;
- Comprehensive budget cycle.

Key elements of the internal control environment include:

- Internal Audit. This is independent and outsourced to Auditing Solutions Ltd as a competent provider of these services. There is a separate report recommending

the appointment of Auditing Solutions for the year commencing 2026-27 and that a re-tendering exercise takes place during 2026-27 for a new contract for Internal Audit services to commence on 1 April 2027.

- The Council adopted an updated 'Model Code of Conduct' on 10th October 2022 (minute 528). Following the May 2023 ordinary elections, the new administration adopted the Code at its Annual Meeting on 17th May 2023 (minute 245), and this is then reviewed annually.
- Standing Orders & Financial Regulations in place and regularly reviewed.
- The Council adopted an Annual Investment Strategy for 2004/05 on 5 May 2004 (minute 170/04 refers), which has been reviewed annually since, the latest review being on 17 February 2025 (minute 108).
- This Committee adopted a formal Risk Management Policy and programme for 2005/06 on 4 April 2005 (minute F142 refers); this has since been reviewed regularly. The policy is presented annually for approval, the latest review being for 2025/26 on 30 March 2026 (minute F165).
- Operational Risk Assessments have been presented to Council as and when they arise. The Corporate Risk Assessments and Risk Register was presented and adopted by this Committee on 30 March 2026. These Risk Assessments focus on the safety of the Council's assets, particularly money.

The risk register comprises nine sections:

- Financial administration.
 - Banking and investments.
 - Expenditure.
 - Grants.
 - Income.
 - Insurance.
 - Payroll.
 - Internal audit.
 - Strategic risks.
-
- The Council's book-keeping and accountancy is undertaken in-house by the Responsible Financial Officer (30 hours per week), the Administrative Support Assistant - Policy, Governance & Finance (25 hrs. per week) and the Finance Apprentice (full-time including attendance at college).
Financial procedures have been designed to allow for appropriate segregation of duties and to support and strengthen other internal controls.

[B] **Bank accounts** - The Council approves the setting up of, and any changes to, accounts with banks or other financial institutions including associated mandates.

- [C] **Employment** – Salaries and wages paid to all employees are approved in advance by the Council. The Council has in place robust payroll arrangements, and the Council complies with its duties under employment legislation and has met its pension obligations.
- [D] **VAT** - The Council has proper arrangements in place for handling its responsibilities regarding VAT.
- [E] **Loans**- loans are only entered into once the Council is satisfied that they can be afforded and that relevant approvals have been obtained. Proper arrangements are in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities.
- [F] **Fixed assets** and equipment – the Council has arrangements to ensure that the Council’s assets are secured, properly maintained and managed efficiently.

Statement 3: We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

[Yes means: has only done what it has the legal power to do and has complied with Proper Practices in doing so]

- [A] **Powers**- The Town Clerk and Internal Auditor continually review legislative processes to ensure that the Council has the powers to undertake actions and that it complies with regulations and proper practices. Corrective action is taken as necessary. Standing orders and Financial Regulations are in place.

The Council has the Power of General Competence (March 2016) which was reaffirmed at the Annual Council meeting on 17 May 2023 following the ordinary elections.

Statement 4: We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

[yes means.... during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts]

- [A] **Electors rights** - Compliance with year-end statutory requirements is prompted and monitored by the external auditors. Annual Reports including Financial Statements are available for inspection throughout the year. Financial information is also available on the Council’s website. For information the draft notice advertising electors’ rights for 2025/26 is attached as appendix B.

[B] **External Auditor’s Review** – The notice of the conclusion of the external auditor’s limited assurance review of the Annual Governance and Accountability Return for 2024-25, together with relevant accompanying information, was published on the Council’s website and in its noticeboard on 26 September 2025 in accordance with the legislative requirements. It was also considered by the Full Council meeting which took place on 6 October 2025.

Statement 5: We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required

[Yes means: considered and documented the financial and other risks it faces and dealt with them properly]

[A] **Risks** - Your officers maintain a register in Word for corporate and financial purposes. This identifies and prioritises risks facing the council in relation to its actions and decisions. Reports detailing actions taken and persons responsible are reviewed annually by council. The Internal Auditor also independently reviews the effectiveness of actions and controls. A comprehensive insurance policy is in place through Zurich Municipal.

Statement 6: We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

[Yes means: arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority]

[A] **Internal audit** - The internal auditor is appointed by council every five years and is an independent and competent person employed by [Auditing Solutions](#)

The Internal Auditor undertakes reports throughout the year with the resultant internal audit report reviewed by the Policy, Governance & Finance Committee. The contract was due for re-tender in 2025; it is now proposed that this exercise takes place in 2026 for a new contract from 1 April 2025. There is a separate report to the Committee in this regard.

Statement 7: We took appropriate action on all matters raised in reports from internal and external audit.

[Yes means: responded to matters brought to its attention by internal and external audit]

[A] Management responses and actions taken are recorded as part of the annual audit reports from internal and external auditors which are reviewed by council.

Statement 8: We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

[Yes means.... disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant]

[A] The Town Clerk and the RFO review and accrue for any material known or contingent liabilities at the year-end.

Statement 9: Trust funds including charitable. In our capacity as the sole managing trustee, we have discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

[A] Not applicable.

Statement 10: We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

This has been added to the AGAR this year to clarify data compliance, this having previously been covered under Assertion 3. A report from the Deputy Town Clerk was submitted to this Committee on 22 September 2025 (minute F553). This outlined the requirements and confirmed that the Council was compliant in relation to this matter.

[Yes means proper arrangements are in place for effective IT and data management].

[A] **Email management** – the Council has a generic email account hosted on an authority owned domain.

[B] **Websites – legal requirements** - The Council meets legal requirements for its two websites, www.witney-tc.gov.uk and www.witneycornexchange.org.uk

[C] **Website accessibility** - Websites must meet the Web Content Accessibility Guidelines 22.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

[D] **Published documentation requirements** - The Council website (www.witney-tc.gov.uk) includes published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

[E] **Legal requirements** The Council follows both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

[F] **Processing of personal data** - The Council processes personal data with care and in line with the principles of data protection.

[G] **Data Controller and Data Processor** - Note that the DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

[H] **IT policy** - The Council has an IT policy which explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

Page 5 – Section 2 - Annual Return 2025/26

‘Section 2 of the Annual Return – Accounting Statements’ is the statutory form of accounts required of councils if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6,500,000.

It is subject to External audit as part of the Annual Governance and Accountability Return 2025/26 Form 3.

There is one item to note in relation to the figure in line 8 - Total fixed assets plus long term investments and assets.

The figure previously published for the year ended 31 March 2025 was £7,573,997 whereas the records suggest that it should have been £7,599,265. The RFO is attempting to reconcile the reason for the difference, noting that this is a “book figure” which will not affect the actual assets owned. The RFO has therefore included the prior year comparison figure as £7,599,265 and consequently the column has, in accordance with the guidance in the Practitioners’ Guide, been headed up “Restated.”

The draft management accounts for 2025-26 are presented as a separate agenda item. This does not affect the AGAR.

Page 6 – Section 3 – External Auditor’s Report and Certificate 2025/26

When the audit is completed the External Auditor, Moore (Peterborough office) will issue their report in the format set out in this section. It is therefore blank at present.

Corporate Strategy

The Council’s Strategic Plan 2025–29 sets out the Council’s long-term priorities and direction, supporting its mission to ‘make Witney a great place to live, work and visit.’ This report contributes to the delivery of the following strategic pillar of the plan:

1. A Forward Looking Town Council

However, as all services require financing and their efficient delivery relies on robust controls, strong financial management and constant monitoring, of which this report is an integral part, this report may be said to contribute to all of the strategic pillars.

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 Accounts and Audit (England) Regulations 2015 require relevant bodies to complete and approve an Annual Return which must then be submitted to the external auditors by the 30 June each year. Undertaking this exercise is an important part of considering and managing the Council's risk. Furthermore, consideration and action in relation to the matters outlined in this report is essential in order to comply with the law.

Social Value

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

Robust financial management, control and compliance with the Accounts and Audit (England) Regulations 2015 is a prerequisite of enabling the Council to deliver social value.

Financial implications

There are no financial implications arising directly from this report.

Recommendations

Members are invited to note the report and recommend to the Full Council:

- 1) That the Annual Internal Audit report be noted for consideration when answering the questions in relation to Section 1 of the Annual Governance Statement.
- 2) That the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2026 be approved and adopted (note that the RFO considers that Members should answer Yes to questions 1 to 8 and 10 and not applicable to question 9);
- 3) That the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2026 be approved and adopted;
- 4) That the draft notice advertising electors' rights for 2025/26 is noted.

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

WITNEY TOWN COUNCIL

www.witney-tc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process: progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

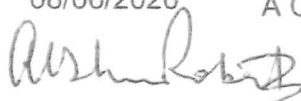
18/12/2025

20/02/2026

08/06/2026

A C Shepherd-Roberts

Signature of person who carried out the internal audit



Date

08/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WITNEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.witney-tc.gov.uk

Section 2 – Accounting Statements 2025/26 for

WITNEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	* RESTATED 2,654,529	2,668,913	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,984,834	2,297,745	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	642,404	2,307,625	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,376,872	1,464,073	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,235,982	2,678,949	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,668,913	3,131,261	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3,225,412	3,488,976	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	* 7,599,265	7,663,305	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	960,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

N E Warner

17/06/2026

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

WITNEY TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature


Date

Smaller authority name: **WITNEY TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Friday 26 June 2026</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p style="padding-left: 40px;">(b) Mr Nigel Warner, Responsible Financial Officer, Witney Town Council, Town Hall, Market Square, Witney, OX28 6AG</p> <p>commencing on (c) <u>Monday 29 June 2026</u></p> <p>and ending on (d) <u>Friday 7 August 2026</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="flex: 1;"> <p>Moore East Midlands (Ref AP/HD) Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ</p> </div> <div style="flex: 0.5; text-align: center;">  </div> <div style="flex: 1;"> <p>MOORE</p> </div> </div> <p>5. This announcement is made by (e) <u>Mr Nigel Warner, Responsible Financial Officer.</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and extends for a single period of 30 working days (inclusive) ending on the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must also include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

--	--

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.



Witney Town Council

Internal Audit Report 2025-26: Final update

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 which was undertaken initially over two days and completed by the 18th December 2025 and subsequent update reviews on 20th February & 8th June 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, 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.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

This report has been prepared for the sole use of Witney Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

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 and March 2026 noting that these records continue to be maintained in a timely and accurate manner;
- Checked and agreed all inter account “sweep” transactions between the Imprest and premium accounts, to retain a daily balance on the former of £1,000, for the same months; and
- Checked detail on bank reconciliations as at 30th April 2025, 30th September and 31st December 2025 and 31st March 2026 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.

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 are satisfied that The Council have met the requirements for Assertion 10 for this financial year.

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 completed our testing in this area, examining a sample of payments excluding salaries, to 31st March 2026.

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 March 2026 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.

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 2025-2026.

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.

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.

Petty Cash Account

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

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

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

Conclusions

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

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2023 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in 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.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

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 for West Witney Sports & Pavillion and note that this has now been drawn down.

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

Conclusions

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

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

As part of our year-end review, we have checked to the March 2026 cash books, nominal ledgers, purchase & sales ledgers and year end trial balances.

We have also examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the Trial Balance figures and the accounts to include the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in this review area and, on the basis of the work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in most areas

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item:	Finance Report
Meeting Date:	Monday, 22 June 2026
Contact Officer:	Responsible Financial Officer

The purpose of this report is to update Members regarding a number of financial matters.

Background

This report includes the detailed final management accounts for 2025-26.

This report also includes the usual statement in relation to investments since the last meeting, the formal review of investment activity in relation to 2025-26, the bar stocktake report to 9 April 2026, a financial update in relation to the West Witney Project, requests for authorisation to incur expenditure on a vehicle and works equipment and the appointment of the Internal Auditor.

Current Situation

A Management accounts for 2025-26

The Council's statutory accounts for audit are part of the Annual Governance and Accountability Return (AGAR) and this comprises a separate report to this meeting, which will then comprise a recommendation to the Full Council meeting which follows this Committee meeting.

This section of the report considers the management accounts for the Council for the year ending 31 March 2026. The management accounts show the detailed income and expenditure analysed by Committee, cost centre and nominal ledger code and are presented to the various committees during the year.

Committee reports

The Council has appointed committees which have delegated powers to make decisions, including financial decisions, regarding the services which are included within their terms of reference, subject to the committee having the necessary budget. The Council's coding system and management accounts reflect the committee structure.

The Committee's terms of reference details the various responsibilities of the Policy, Governance and Finance Committee.

- The Committee has budgets which are its direct responsibility.

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

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

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

Cost centre (CC)	Service
401	Civic activities
407	Grants and donations
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, for 2024-25, were as follows:

Committee	Cost centres
Parks and Recreation	201, 202, 203, 204, 205, 207, 208, 209, 211, 212, 213, 214, 215,216,217,218,219,230
Stronger Communities	402, 408
Halls, Cemeteries and Allotments	102, 103, 104, 105, 106, 301,302, 303, 305
Climate, Biodiversity and Planning	206, 250, 403

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

refine 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 “3” or “4” are expenditure codes.

Report format

There are differences to note on the treatment of EMRs which are made between the budget cycle and the production of the final management accounts. This is due to limitations in relation to the reports produced by the Council’s accounting software.

During the budget cycle, in order to represent proposed EMR movements within the “Projected” figures column for the year transfers from the EMRs are shown against line 4495; transfers to EMRs are represented by retaining the original budget, thus impacting the General Fund, and then at 31 March 2026 underspends may be transferred to the reserve, where appropriate. This is done in this way because the software does not include a column for earmarked reserve movements within the “Projected” estimates for the current year.

However, at year end this treatment has to be reversed and movements are represented as follows:

- (i) Where in-year expenditure is funded from the EMR – line 6000/ cost centre. Using the detailed report option in the budget module of the software allows this to be represented in a column alongside the relevant nominal ledger code.
- (ii) Where in-year income (e.g. unspent grants) is transferred to the EMR – line 6001/ cost centre. This shows as one figure for the whole cost centre rather than showing as accruing to specific codes.
- (iii) Where budget is not spent during the year but is transferred to an EMR for future expenditure then the transfer is from the General Fund to the EMR. Depending on the report chosen from the accounts software this shows as one figure for the whole cost centre rather than showing as accruing to specific codes.

I am looking at ways ahead of the budget cycle to address this issue and to make the transfers easier to track within the reports. The solution is likely to export reports from the accounting software into Excel where it can be amended to suit the requirements of the Council.

The Omega financial programme has a number of different report formats but there are none which include all the information which would be helpful for our purpose in the one report.

On this occasion, I am reporting using the detailed income and expenditure report in the management accounts module, sorted by committee, rather than the one in the budget module, which was used during the budget cycle. This format has been chosen because it shows much more clearly the use of earmarked reserves by including a column showing the use of earmarked reserve by code and also partially addresses the issue detailed above. The disadvantage is that this report format does not show the revised 2025-26 estimates (within

the report within the “Projected” column), agreed in February 2026 and for these I would refer Members to the report submitted to the meeting of 2 February 2026. Please also refer to that report for the current year budget figures.

The format of this report is as follows, the columns from left to right:

- (i) Nominal ledger code.
- (ii) Nominal ledger code description.
- (iii) Actual last year = 2024-25 final income/ expenditure.
- (iv) Actual year to date = 2025-25 draft final income/ expenditure.
- (v) Current annual = 2025-26 budget estimate.
- (vi) Variance = difference between 2025-26 actual and budget.
- (vii) Committed expenditure = indicates where income/expenditure has been committed by way of an order placed – as yet not operational.
- (viii) Funds available = the funds remaining against the code.
- (ix) % spend.
- (x) Transfer to/from EMR. This shows where budget lines have been funded via the earmarked reserves (EMRs). Funds moved to EMRs show at code 6000 at the foot of each cost centre report.

At the end of each committee section there are totals of income and expenditure and similarly at the end of the report itself, for the whole Council.

Budget review

A full review of the budgetary position was undertaken during the budget cycle. Further consideration has taken place during the various committee meetings during May/ June 2026. The RFO would refer members to the finance reports which were approved at those meetings for further details.

The final management accounts include the Reserve movements which have been processed and as part of the year end process. This includes an allowance for some underspends against specific codes to be transferred into the earmarked reserves 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.

Within the year there were two major changes affecting Committee responsibilities and the cost centres to note:

1. There was a change in Committee responsibilities with the following items, previously within the remit of the Stronger Communities Committee transferred to the Climate and Biodiversity 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).

As a consequence, the following budget lines were transferred to the Climate and Biodiversity Committee:

402 – Community Infrastructure, nominal ledger codes – 4017, 4036, 4037, 4039, 4040, 4066, 4067, 4888, 4890, 4892, 4893 and 4899.

This resulted in a virement in relation to the 2025/26 original budget amounted to £233,491.

2. There was a 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.

The rationale for the change is that the previous treatment inadvertently had the impact of distorting revenue budgets. An example was the lease of the Cemetery Lodge previously shown against cc301. This brought an income into the cost centre but none of the expenditure in this cost centre related to this property. The expenditure in cc301 relates to gravedigging and maintenance of the Tower Hill cemetery. 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 to consolidate all rented property income and expenditure with the exception of the Langdale Hall and Madley Park Hall, which already had their own cost centres but which are now also included under PGF.

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.

In summary, on page 24 the headline figures for the Council are:

- Income – Original budget £4,682,781; actual £4,605,370 = 98.3%
- Expenditure – Original budget £5,608,029; actual £4,143,022 = 73.9% (excluding the committed sum figure). Note the original budget did not provide

for any contribution to or from the General Reserve, with all expenditure funded by way of income received during the year (including precept). The difference was budgeted to be funded from a combination of earmarked reserves and s106 contributions and amounted to £925,248 as shown on the bottom line of the budget although not unfortunately represented by a separate budget column.

- The main reason for differences between actuals and budget relates to capital projects which were either outstanding or works in progress at year end.
- On the bottom line of page 26, showing against actual year to date there is a figure of £147,856. This represents a surplus on the year and therefore a transfer o the General Reserves. Whilst the majority of reserve movements have now been determined there are some which require further consideration and consultation with other officers and therefore a report on the Council’s general and earmarked reserves will be presented to the Council at its meeting on 13 July 2026.

B Investment statement to 31 May 2026

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 31 May 2026 - £1,230,659 (*Value of £1,219,461 as of 28 February 2026*) an increase of £11,198 over the three-month period (0.9% over the three months). This has been reinvested.
2. The Local Authorities’ Property Fund (CCLA Fund Managers Ltd.) – Value as of 31 May 2026 = £58,044 (*Value as of 28 February 2026 = £58,776*). This represents a decrease in value of £732 over that period, i.e 1.2%). Income is credited to the Council on a quarterly basis and the sum of £722.11 was credited on 30 April 2026.

D Report on investment activity during 2025-26

Under the Council’s investment policy the RFO presents a report on the Investment activity to Full Council following the end of each financial year (31 March).

The Council invests in the two funds above – [the Public Sector Deposit Fund](#) and the [Local Authorities’ Property Fund](#).

These funds are managed by the CCLA (Churches, Charities and Local Authorities (CCLA) Investment Management Limited). It was previously reported that CCLA were joining the Jupiter Group, a UK-based active investment management company. This took place on 2 February 2026.

A summary of the returns on these two funds is detailed in the following table:

Name of fund	Fund value 01.04.25	Fund value 31.03.26	Increase/ (decrease) in value	%age change 25-26	%age change 24-25	Notes
Public Sector Deposit Fund (CCLA Investment Management Ltd.)	£1,173,745	£1,222,981	£49,236	4.2%	5.1%	Dividends are automatically reinvested in the Council's fund holding
The Local Authorities' Property Fund (CCLA Fund Managers Ltd.) Original investment £60,469	£58,710	£58,705	(£5)	0.0%	1.9%	Although the fund lost value during the year, there were dividends of £2,698 relating to the year and credited to code 1190/506
Inflation rate – year to March 2026 (CPI)				3.3%	2.6%	

With regard to the Public Sector Deposit Fund, this comprises the bulk (95%) of the Council's investments. This a low-risk investment, a low volatility net asset value money market fund. The return remained higher than the rate of inflation for the period.

The Fitch rating for the Fund as of 'AAAmmf (May 2026), the same as previously reported and the highest rating available. Their report states: "The affirmation of the MMF ratings is driven by the funds' high credit quality and diversification, high levels of daily and weekly liquid assets and low exposure to interest-rate and spread risks. The ratings also reflect the capabilities and resources of CCLA as investment manager."

The Council holds shares in the fund (1,222,981 as at 31 March 2026) and shares can be sold on a daily basis.

The Council's investment in the Local Authorities' Property Fund is much smaller (5% on investments). The CCLA's overview of the Fund states: "The fund aims to provide investors with a high level of income and long-term capital appreciation. The fund is designed to achieve long term capital growth and a rising income from investments in the UK commercial property sector. The fund is actively managed with a focus on asset selection. The intention is to boost returns by lease and tenant management and property improvement. The fund has a broad sector spread, with prudent diversification to keep risks under control."

Whilst in 2024-25 there was a profit of £1,110 against the value of the Council's holdings, during 2025-26 there was a very small decrease in value of £5 and dividends also decreased from £2,891 (2024-25) to £2,698 (2025-26). Members will be aware that there can be significant variation in property values which is why this type of investment is considered one for the long-term.

The RFO previously reported in relation to the sustainability of the funds and for the purposes of this report I would confirm that in the judgement of the RFO the CCLA investments deliver on the Council's investment objective 7 which requires that:

"The power to invest must be exercised in accordance with the provisions of this Strategy and what is best for the financial position of the Council in terms of investment returns. However subject to these requirements, the precise choice of investment may then be influenced by wider social, ethical or environmental considerations. The Council has declared a Climate Change Emergency and therefore places a high priority on sustainability in order to meet the needs of the present without compromising the ability of future generations to meet their needs. The Council will consider these matters when making investment decisions but also recognises that there are limitations on the extent to which it can make environmental, social and governance comparisons and assessments including:

"(a) Multiple and diverse sustainability frameworks and standards including on sustainability disclosure.

"(b) The lack of common definition of sustainable activities.

"(c) Greenwashing (a difficulty establishing the depth of claimed green credentials)."

The RFO considers that the Council's investments are low risk and currently returning a good yield. I recommend that the Council's investments should continue to be with CCLA.

Previously the RFO has mentioned consideration of investment in other CCLA Funds in accordance with the Investment Strategy. Work on this has been delayed but I am arranging a meeting with CCLA shortly to explore the options including the CCLA Better World Global Equity Fund. I will explore this further in terms of the criteria, liquidity and yields and report back to Members.

E Bar stocktake reports

The Bar stocktake report for the period to 9 April 2026 is attached (confidential).

These reports show that the bar stock is being well-managed, with reasonable levels of stock, appropriate margins and minimal wastage. The RFO does not consider that there are any matters of concern arising from these reports.

Members are requested to note these reports.

Following consideration of the above regular reports there are a number of specific items which are now brought forward for consideration.

F West Witney Project

The West Witney Project is now nearing completion. This section of the report is an interim update in relation to the costs of the project to 31 May 2026.

To recap:

At the Council meeting on 10 November 2025 the Council agreed a revised budget in relation to the building phase of the West Witney project in the sum of £1,977,008.

Following that meeting the Town Council received additional contributions in relation to the works for the West Witney club house from Section 106 funds which substantially improved the funding situation.

At the budget briefing on 3 January 2026 Members were advised that the latest estimates in relation to the project work were as follows:

Building contract (net of MCD)	£1,798,000
Contract admin	£27,500
Other costs (total)	£95,000
	£1,920,500

Members were further advised that the funding now available was:

Loan approved	£1,250,000
s106 –	£643,090
West Witney Clubhouse	
EMR 315 - Rolling Capital Fund	£150,000
EMR 319- Sports Contingency	£147,509
	£2,190,599

At the Council meeting on 2 February 2026 it was resolved that the Council take out the full loan of £1,250,000 on the Project. A total sum of £960,000 was drawn down on the loan during March 2026 and it is anticipated that the remainder will be borrowed in the coming months.

Summary update

The total expenditure on the West Witney Project to 31 March 2026, which included expenditure during 2024-25 of £16,942, totalled £1,526,932 split as follows:

- Phase 1 – Works depot - £1,000,100
- Phase 2 – Clubhouse/ Pavilion- £526,932

For the period 1 April to 31 May 2026 a further £414,915 of expenditure was incurred on the Project, the bulk being in relation to the building contract (£398,019), the remainder being professional fees, costs in relation to the electrical supply and fitting out the depot. In relation to the building contract the split in the current year is Works depot £45,491 and Clubhouse/ Pavilion £352,528.

Consequently, the costs to 31 May 2026 total £1,941,847 (revised Nov.2025 budget £1,977,008).

I would anticipate that the final costs will exceed the revised November 2025 budget but will be within the funding allocated for the scheme. It should be understood that with any Project of this nature there are often additional costs which are incurred. In appendix 1 these have been detailed by the Project Officer, who points out that whilst the cost of the variations amounts to £92,927 the Council has benefited from savings of £150,785 against the contract as a result of the Multi-Contractor discount.

This is an interim update which Members are requested to note and will be followed by a further report to the Full Council at its meeting on 13 July 2026.

G Requests in relation to capital expenditure

1. Purchase of mower

A request has been received from the Operations Manager to purchase an additional mower. He has advised: *“Following a recent review of our plant assets with the Maintenance team, we have identified priority areas for investment. The initial requirement for two replacement strimmers has now been completed; these are in use and have been added to the asset register. The next priority identified is the procurement of an additional fine turf mower (quote attached).*

“At present, we are reliant on a single mower capable of meeting the required greens standard. During the playing season, greens require frequent cutting, and any breakdown presents a significant risk to service delivery—an issue we experienced last year. Whilst hire options have been explored, availability cannot be relied upon at short notice. A second mower would provide essential resilience, reduce service risk, and improve our ability to meet operational demands, particularly during extended

workdays for bowls clubs where completing all works within the time window is currently challenging.”

An estimate for this equipment is £8,000 and its procurement is subject to three quotes being received.

A sum of £19,816 (line 4964/800) is included in the budget for 2026-27, funded from the Outside Services Contingency Earmarked reserve, the sum in this reserve being

Members are requested to approve this expenditure of up to £8,000 as detailed above.

2. Replacement vehicle

When the budget was set for 2026-27 a sum of £ 25,000 was set aside for the replacement of the vehicle used by the Biodiversity and Green Spaces Officer. This budget was funded by £17,800 from the precept and £7,200 from the Renewals Fund (EMR320).

Please see appendix 2 (confidential) for officer justification in relation to this matter. Members may consider any trade-in value of the vehicle being replaced as available as an additional budget if required.

Members are requested to approve this expenditure of up to £25,000 as detailed above.

H Internal audit

The Council is required to appoint an internal auditor. The internal auditor is appointed by council every five years and is currently Adrian Shepherd-Roberts of Auditing Solutions. I am of the view and advise Council that the auditor is an independent and competent person who undertakes audits for a number of Council and is employed by [Auditing Solutions](#) employ a number of internal auditors to provide services in the local council sector.

The Internal Auditor undertakes reports throughout the year with the resultant internal audit report reviewed by the Policy, Governance & Finance Committee.

The contract was due for re-tender in 2025 but due to other priorities this did not take place; it is now proposed that this exercise takes place in 2026 for a new contract from 1 April 2027.

Consequently it is recommended that Adrian Shepherd-Roberts of Auditing Solutions is appointed the Internal Auditor for Witney Town Council for the financial year 2026-27 and that a re-tendering exercise takes place during 2026-27 for a new contract for Internal Audit services to commence on 1 April 2027.

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

1. A Forward Looking Town Council

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 provision of regular financial reports and associated matters 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 Council to 31 March 2026.
2. To approve the report on investments to the period to 31 May 2026.
3. To approve the report on investment activity during 2025-26.
4. To note the bar stocktake report for the period to 9 April 2026.
5. To approve the financial update in relation to the West Witney Project.
6. To approve the requests to purchase:
 - a. Mower – budget up to £8,000.
 - b. Replacement vehicle – budget up to £25,000.As detailed in the report.
7. To approve the appointment of Adrain Shephard-Roberts as Internal Auditor for the financial year 2026-27 and delegate the re-tender of the internal audit function to the officers for the five-year period from 1 April 2027.

APPENDIX 1 – UPDATE FROM PROJECT OFFICER RE THE WEST WITNEY PROJECT

West Witney Project – Variations and Cost Savings to date

The West Witney Project is made up of 2 phases which combines the construction of a New Works Depot alongside the refurbishment of the existing Clubhouse.

Throughout a construction project it is considered normal to reveal issues or identify opportunities for improvement. These items are called “variations” which are highlighted, discussed and agreed formally through our strict contract administration processes.

For this report the project officer has detailed the variations for both phases, combined with associated costs and justification. This list represents an up to date position of the project which is still ongoing and is subject to change.

WEST WITNEY PROJECT - VARIATIONS

Phase 1 - NEW DEPOT

Variation	Cost	Justification
Installation of a "Man-Safe" System on the roof of the new Depot	£3,250.00	This system will enable our operatives and contractors to carry out essential maintenance and cleaning of the roof and solar panels, without the need to hire specialist contractors or equipment. This will save the council money in the future.
Increase the height of the vehicle bays on the Car Port	£2,081.98	Previous architect designed car port for our vans and cars. When the Car Port was constructed officers realised the opening was too low to accommodate our larger flatbed vehicles. Remedial work was instructed to ensure not only the Flat-Bed vehicles could park in bays, but also future-proof bays for any vehicles the council may purchase in the future.
Creation of a new internal doorway from the Tractor Bay to the Lawnmower storage area. This entailed the installation of new fire door.	£2,255.00	The installation of this door improves operative efficiency/convenience and building security. It prevents operatives having to walk outside or open main shutters to access the Lawnmower storage areas. Useful if the weather is poor and mitigates the risk of leaving shutters open unintentionally.
Additional grounds work when installing the oil separator underground	£1,301.02	Unexpected solid rock underground when excavating required hire of specialist rock breaking attachments to achieve required hole depth.
Installation of additional CCTV to improve exterior and interior security. Includes supply of 4 new cameras and installation/routing of cables.	£1,485.00	During partial completion inspection officers identified several blind spots inside and outside of building that required addressing.

Installation of Plywood panels to reinforce plasterboard walls within the Tool Storeroom	£438.00	Enables operatives to install hooks and shelves to hang equipment on walls
Installed plywood edging around the 1st floor mezzanines	£2,150.32	Normal construction methods resulted in a 300mm gap around the mezzanine flooring. This isn't a safety issue but could create frustration should anything fall down the gap. As mezzanines are used for storage the risk of this happening is quite high.
Replace loose Type 1 compacted surface in Large Bin Storage area with concrete hard standing finish	£15,651.28	Opportunity presented itself to concrete this area at a cheaper cost than if we decided to concrete in the future. Operationally it made sense as the bin area is a high traffic area for heavy vehicles. In addition, it would have been the only area of the depot that was loose surface, so aesthetically it was justified.
Prepare and concrete additional area excavated to install soakaway crates to satisfy amendment to drainage design	£1,669.50	Districts planning team required some changes to the drainage design to comply with regulations. This meant revising the soakaway design and additional groundworks.
Installation of a Kerb line in the depots storage bays - to prevent materials entering the drainage system	£3,394.65	To comply with regulations and achieve sign off of drainage design, kerb lines were required to prevent stored material and surrounding soil entering the drainage system, reducing risk of blockage.
Supply and install of temporary toilets and associated fencing, gates, locks etc	£3,399.12	The council needed to provide sports teams with toilet facilities whilst the clubhouse is closed
Total	£37,075.87	

Phase 2 - Clubhouse Refurbishment

Variation	Cost	Justification
Unexpected requirement to insulate behind cladding	£2,650.00	Demolition of building revealed a requirement to insulate behind cladding to ensure building meets building control UV value
Demolish Chimney and unstable/cracked internal chimney stack	£3,541.44	Chimney stack was redundant and dated the look of building. Deeper internal investigations revealed large cracks in the inner stack so decision to remove was made based on safety, with added benefit of improving aesthetics.
Supply and install 2x door lintels on ground floor	£675.00	Deeper investigations into building revealed inadequate lintels which needed to be replaced to comply with building control
Remove external wooden door to access the storeroom and block up and make good	£595.00	Door is redundant and would present a hazard as opens into the alleyway separating the kitchen and bar area (high foot traffic).

		Instruction given as mitigates a health and safety risk
Change M&E design to remove high energy consuming electric boilers and replace with Air Source Heat pumps	£8,199.00	Air source heat pump technology has made a step forward since tendering for the project and both reliability and energy consumption has improved significantly. The design of M&E has always been the responsibility of the contractor and upon demonstration of the efficiencies, reliability, cost of purchase and future costs versus electric boilers a decision was made to go with heat pumps. In addition, it aligns with the councils' green strategies and will reduce overall energy consumption year on year.
Repair and re-block unstable wall between bar and sports bar.	£895.00	Deeper investigations into building revealed an unstable wall, which required demolition and rebuild to satisfy building control
SSEN costs to install new electric cable from substation based on 3rd party land to our new depot.	£30,996.00	Despite early engagement with SSEN the council and contractor have been misinformed by SSEN regarding available loads, substation availability and unacceptable quotes. After many discussions and actions to explore all options, we located a substation on 3rd party land that was sufficient for our load requirements. This cost represents the cheapest option available and includes legal wayleave agreements and cost supply and join the lines.
Hire of temporary generator	£8,300.00	Whilst we await SSEN to install new electricity line this generator is to supply electric to New Depot and Clubhouse. As the line is due to be installed end of June this represents an approx. total cost.
TOTAL	£55,851.44	

The combined cost of the variations is **£92,927.31**

The cost savings for the project are yet to be fully captured and costed as this is done at the end of the project and will reported upon within the post project evaluation report. In the meantime, officers can report that the council has saved **£150,785.37** through the contractors Main Contractor Discount (MCD).

Therefore, the headline is whilst the project has incurred additional costs, these are covered by the MCD and don't take into account the cost savings identified through both phases of the project.

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Policy, Governance & Finance</u>								
<u>102 LANGDALE HALL (Property)</u>								
1050 RENT RECEIVED	25,979	25,979	25,979	(0)			100.0%	
1052 EXPENSES RECOVERED	91	0	370	370			0.0%	
1060 INSURANCE RECOVERED	1,771	803	950	147			84.5%	
LANGDALE HALL (Property) :- Income	27,841	26,782	27,299	517			98.1%	0
4021 TELEPHONE/FAX	304	376	310	(66)		(66)	121.3%	
4025 INSURANCE	765	803	950	147		147	84.5%	
4036 PROPERTY MAINTENANCE	679	274	1,000	726		726	27.4%	
4038 OTHER MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4048 ENG.INSPEC.(VATABLE)	575	811	585	(226)		(226)	138.7%	
4059 OTHER PROF FEES	0	4,750	1,000	(3,750)		(3,750)	475.0%	
4888 O/S STAFF RECHARGE	1,865	710	2,100	1,390		1,390	33.8%	
4890 O/S O'HEAD RECHARGE	137	59	137	78		78	43.1%	
4892 C/S STAFF RCHG	4,456	5,001	5,311	310		310	94.2%	
4893 C/S O'HEAD RCHG	1,549	1,443	1,410	(33)		(33)	102.4%	
4899 DEPOT REALLOCATION	454	92	299	207		207	30.8%	
LANGDALE HALL (Property) :- Indirect Expenditure	10,784	14,320	14,102	(218)	0	(218)	101.5%	0
Net Income over Expenditure	17,057	12,462	13,197	735				
<u>106 MADLEY PARK COMMUNITY CENTRE</u>								
1052 EXPENSES RECOVERED	1,204	0	0	0			0.0%	
1060 INSURANCE RECOVERED	519	545	530	(15)			102.9%	
MADLEY PARK COMMUNITY CENTRE :- Income	1,724	545	530	(15)			102.9%	0
4025 INSURANCE	519	545	530	(15)		(15)	102.9%	
4036 PROPERTY MAINTENANCE	7,617	0	0	0		0	0.0%	
4038 OTHER MAINTENANCE	1,856	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	0	760	760		760	0.0%	
4059 OTHER PROF FEES	0	0	1,500	1,500		1,500	0.0%	
4888 O/S STAFF RECHARGE	0	0	533	533		533	0.0%	
4890 O/S O'HEAD RECHARGE	0	0	35	35		35	0.0%	
4892 C/S STAFF RCHG	888	1,000	1,067	67		67	93.7%	
4893 C/S O'HEAD RCHG	247	288	282	(6)		(6)	102.1%	
4897 MTCE O'HEAD RECHARGE	0	0	1	1		1	0.0%	
4899 DEPOT REALLOCATION	0	0	76	76		76	0.0%	
MADLEY PARK COMMUNITY CENTRE :- Indirect Expenditure	11,127	1,833	4,784	2,951	0	2,951	38.3%	0
Net Income over Expenditure	(9,403)	(1,288)	(4,254)	(2,966)				
6000 plus Transfer from EMR	7,617	(1,500)	0	1,500				
6001 less Transfer to EMR	0	(1,500)	0	1,500				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(1,786)	(1,288)	(4,254)	(2,966)				
401 CIVIC ACTIVITIES								
4000 MAYORS ALLOWANCE	1,568	1,266	3,000	1,734		1,734	42.2%	
4150 CIVIC FUNCTIONS	1,326	1,828	2,000	172		172	91.4%	
4152 MAYOR'S CHAIN	0	13	300	287		287	4.2%	
4153 ANNUAL CIVIC AWARDS	467	488	200	(288)		(288)	244.0%	
4892 C/S STAFF RCHG	35,653	40,011	42,713	2,702		2,702	93.7%	
4893 C/S O'HEAD RCHG	12,400	11,535	11,280	(255)		(255)	102.3%	
CIVIC ACTIVITIES :- Indirect Expenditure	51,414	55,140	59,493	4,353	0	4,353	92.7%	0
Net Expenditure	(51,414)	(55,140)	(59,493)	(4,353)				
407 GRANTS & DONATIONS								
1170 GRANTS RECEIVED	159	0	0	0			0.0%	
1171 DONATIONS RECEIVED	33	33	0	(33)			0.0%	
GRANTS & DONATIONS :- Income	193	33	0	(33)				0
4100 GRANTS GENERAL	19,000	29,478	20,000	(9,478)		(9,478)	147.4%	9,478
4101 GRANT CAB	2,000	2,000	2,000	0		0	100.0%	
4107 Witney Dementia Alliance	0	0	1,000	1,000		1,000	0.0%	
4108 GRANT - WITNEY MUSIC FESTIVAL	0	10,000	10,000	0		0	100.0%	
4110 LETTINGS - NO CHARGE/SUBSID'D	852	2,868	1,325	(1,543)		(1,543)	216.4%	
4162 GRANT VOLUNTEER LINK-UP	2,000	2,000	2,000	0		0	100.0%	
GRANTS & DONATIONS :- Indirect Expenditure	23,852	46,346	36,325	(10,021)	0	(10,021)	127.6%	9,478
Net Income over Expenditure	(23,659)	(46,312)	(36,325)	9,987				
6000 plus Transfer from EMR	0	9,478	0	(9,478)				
Movement to/(from) Gen Reserve	(23,659)	(36,834)	(36,325)	509				
501 PROPERTY/ INVESTMENTS								
1050 RENT RECEIVED	0	25,966	28,356	2,390			91.6%	
1058 WATER RECOVERED	0	195	0	(195)			0.0%	
1060 INSURANCE RECOVERED	0	274	655	381			41.8%	
PROPERTY/ INVESTMENTS :- Income	0	26,435	29,011	2,576			91.1%	0
4025 INSURANCE	0	224	120	(104)		(104)	186.7%	
4036 PROPERTY MAINTENANCE	0	25	0	(25)		(25)	0.0%	
PROPERTY/ INVESTMENTS :- Indirect Expenditure	0	249	120	(129)	0	(129)	207.9%	0
Net Income over Expenditure	0	26,185	28,891	2,706				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
502 TOWN HALL MAINTENANCE								
1050 RENT RECEIVED	19,950	19,950	19,950	0			100.0%	
TOWN HALL MAINTENANCE :- Income	19,950	19,950	19,950	0			100.0%	0
4001 SALARIES	0	2,349	0	(2,349)		(2,349)	0.0%	
4002 ER'S NIC	0	221	0	(221)		(221)	0.0%	
4003 ER'S SUPERANN	0	428	0	(428)		(428)	0.0%	
4013 RENT PAID	16,500	13,750	16,500	2,750		2,750	83.3%	
4025 INSURANCE	1,131	1,183	1,150	(33)		(33)	102.9%	
4036 PROPERTY MAINTENANCE	1,011	5,395	4,500	(895)	6	(901)	120.0%	
4038 OTHER MAINTENANCE	4,018	3,090	2,140	(950)		(950)	144.4%	
4041 EQUIPMENT HIRE	746	786	800	14		14	98.3%	
4059 OTHER PROF FEES	0	345	2,500	2,155		2,155	13.8%	
4888 O/S STAFF RECHARGE	1,187	2,732	2,500	(232)		(232)	109.3%	
4890 O/S O'HEAD RECHARGE	102	182	160	(22)		(22)	113.8%	
4892 C/S STAFF RCHG	4,463	4,998	5,340	342		342	93.6%	
4893 C/S O'HEAD RCHG	1,549	1,444	1,410	(34)		(34)	102.4%	
4899 DEPOT REALLOCATION	258	489	353	(136)		(136)	138.5%	
TOWN HALL MAINTENANCE :- Indirect Expenditure	30,966	37,392	37,353	(39)	6	(45)	100.1%	0
Net Income over Expenditure	(11,016)	(17,442)	(17,403)	39				
6000 plus Transfer from EMR	450	0	0	0				
Movement to/(from) Gen Reserve	(10,566)	(17,442)	(17,403)	39				
506 INTEREST RECEIVED								
1190 INTEREST RECEIVED	86,554	91,543	40,600	(50,943)			225.5%	
INTEREST RECEIVED :- Income	86,554	91,543	40,600	(50,943)			225.5%	0
4051 BANK CHARGES	2,317	5,510	3,450	(2,060)		(2,060)	159.7%	
INTEREST RECEIVED :- Indirect Expenditure	2,317	5,510	3,450	(2,060)	0	(2,060)	159.7%	0
Net Income over Expenditure	84,237	86,033	37,150	(48,883)				
601 WORKS DEPARTMENT								
4001 SALARIES	392,493	406,914	514,276	107,362		107,362	79.1%	
4002 ER'S NIC	37,533	51,114	65,261	14,147		14,147	78.3%	
4003 ER'S SUPERANN	86,067	87,468	111,596	24,128		24,128	78.4%	
4007 PROTECTIVE CLOTHING	5,538	4,375	6,300	1,925		1,925	69.4%	
4008 TRAINING	6,799	2,800	7,500	4,700		4,700	37.3%	
4017 CONTRACT CLEAN/WASTE	43	196	0	(196)		(196)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 SMALL TOOLS & EQUIPT	0	10	0	(10)		(10)	0.0%	
4143 REFRESHMENT COSTS	184	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	(516,092)	(550,740)	(691,133)	(140,393)		(140,393)	79.7%	
4890 O/S O'HEAD RECHARGE	(55,593)	(38,597)	(45,011)	(6,414)		(6,414)	85.7%	
4892 C/S STAFF RCHG	22,281	25,006	26,695	1,689		1,689	93.7%	
4893 C/S O'HEAD RCHG	7,749	7,209	4,515	(2,694)		(2,694)	159.7%	
WORKS DEPARTMENT :- Indirect Expenditure	(13,000)	(4,244)	(1)	4,243	0	4,243	424400.0	0
Net Expenditure	13,000	4,244	1	(4,243)				
6001 less Transfer to EMR	0	120,156	0	(120,156)				
Movement to/(from) Gen Reserve	13,000	(115,912)	1	115,913				
602 CENTRAL SUPPORT								
1099 MISCELLANEOUS INCOME	0	463	0	(463)			0.0%	
CENTRAL SUPPORT :- Income	0	463	0	(463)				0
4001 SALARIES	338,444	371,757	404,372	32,615		32,615	91.9%	
4002 ER'S NIC	33,857	47,795	48,278	483		483	99.0%	
4003 ER'S SUPERANN	73,395	80,586	81,259	673		673	99.2%	
4008 TRAINING	7,841	4,055	7,500	3,445		3,445	54.1%	
4009 TRAVELLING	79	0	1,000	1,000		1,000	0.0%	
4010 MISC STAFF COSTS	638	479	500	21		21	95.7%	
4011 RATES	19,451	19,711	20,100	390		390	98.1%	
4012 WATER RATES	263	505	550	46		46	91.7%	
4014 ELECTRICITY	14,290	11,430	9,000	(2,430)		(2,430)	127.0%	
4016 CLEANING MATERIALS	18	6	500	494		494	1.3%	
4017 CONTRACT CLEAN/WASTE	1,597	3,074	1,900	(1,174)		(1,174)	161.8%	
4018 PHOTOCOPIER COSTS	1,218	2,492	2,185	(307)		(307)	114.0%	
4020 COPIER RENTAL	2,216	1,677	4,000	2,323		2,323	41.9%	
4021 TELEPHONE/FAX	6,920	10,227	7,600	(2,627)		(2,627)	134.6%	
4022 POSTAGE	1,768	522	600	78		78	87.0%	
4023 STATIONERY	2,467	1,956	3,000	1,044		1,044	65.2%	
4024 SUBSCRIPTIONS	0	600	0	(600)		(600)	0.0%	
4025 INSURANCE	4,376	4,786	4,470	(316)		(316)	107.1%	
4026 BOOKS/PUBLICATIONS	104	270	300	30		30	89.9%	
4028 I.T.	21,576	34,000	25,110	(8,890)		(8,890)	135.4%	4,912
4030 RECRUITMENT ADVT'G	0	534	1,500	966		966	35.6%	
4036 PROPERTY MAINTENANCE	50	210	0	(210)		(210)	0.0%	
4038 OTHER MAINTENANCE	0	906	0	(906)		(906)	0.0%	
4040 ARBORICULTURE	0	36	0	(36)		(36)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4042 EQUIPMENT INC. FURNITURE	4,571	8,504	5,100	(3,404)		(3,404)	166.7%	
4054 INTERNAL AUDIT	2,040	2,100	2,590	490		490	81.1%	
4055 ACCOUNTANCY FEES	0	1,482	1,000	(482)		(482)	148.2%	
4059 OTHER PROF FEES	56,893	48,081	45,000	(3,081)		(3,081)	106.8%	
4064 HEALTH & SAFETY	333	178	250	72		72	71.3%	
4099 MISCELLANEOUS	20	0	50	50		50	0.0%	
4143 REFRESHMENT COSTS	266	391	300	(91)		(91)	130.5%	
4150 CIVIC FUNCTIONS	0	7	0	(7)		(7)	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	6	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	(445,696)	(500,138)	(533,909)	(33,771)		(33,771)	93.7%	
4893 C/S O'HEAD RCHG	(155,000)	(144,199)	(140,995)	3,204		3,204	102.3%	
CENTRAL SUPPORT :- Indirect Expenditure	(6,000)	14,019	3,110	(10,909)	0	(10,909)	450.8%	4,912
Net Income over Expenditure	6,000	(13,556)	(3,110)	10,446				
6000 plus Transfer from EMR	0	4,912	0	(4,912)				
Movement to/(from) Gen Reserve	6,000	(8,644)	(3,110)	5,534				
604 WORKS DEPOT/VEH/EQUIP ETC								
1099 MISCELLANEOUS INCOME	13,254	74	0	(74)			0.0%	
WORKS DEPOT/VEH/EQUIP ETC :- Income	13,254	74	0	(74)				0
4007 PROTECTIVE CLOTHING	0	0	0	0	108	(108)	0.0%	
4014 ELECTRICITY	12,425	8,909	5,000	(3,909)		(3,909)	178.2%	
4016 CLEANING MATERIALS	1,666	2,596	1,750	(846)		(846)	148.4%	
4017 CONTRACT CLEAN/WASTE	25,838	22,173	21,000	(1,173)		(1,173)	105.6%	
4021 TELEPHONE/FAX	4,755	4,714	3,050	(1,664)		(1,664)	154.6%	
4023 STATIONERY	50	46	153	107		107	30.4%	
4025 INSURANCE	148	230	150	(80)		(80)	153.1%	
4028 I.T.	165	0	1,250	1,250		1,250	0.0%	
4030 RECRUITMENT ADVT'G	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	920	240	2,000	1,760		1,760	12.0%	
4038 OTHER MAINTENANCE	431	517	1,785	1,268		1,268	29.0%	
4039 HORTICULTURE	13,155	222	4,500	4,278		4,278	4.9%	
4041 EQUIPMENT HIRE	4,673	1,354	4,000	2,646		2,646	33.9%	
4042 EQUIPMENT INC. FURNITURE	3,307	7,348	3,500	(3,848)	0	(3,848)	209.9%	
4043 SMALL TOOLS & EQUIPT	1,876	2,196	1,600	(596)		(596)	137.2%	
4044 FUEL	16,301	10,891	20,375	9,484		9,484	53.5%	
4045 LICENCES	2,228	2,690	2,900	210		210	92.8%	
4050 VEHICLE MAINTENANCE	26,652	12,157	16,500	4,343	46	4,297	74.0%	
4052 VEHICLE INSURANCE	4,159	8,994	4,300	(4,694)		(4,694)	209.2%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4062 SPORTS PITCH MATERIALS	3,176	5,868	3,100	(2,768)	7	(2,775)	189.5%	
4064 HEALTH & SAFETY	404	856	500	(356)		(356)	171.1%	
4143 REFRESHMENT COSTS	0	83	367	284		284	22.5%	
4899 DEPOT REALLOCATION	(109,076)	(91,417)	(98,280)	(6,863)		(6,863)	93.0%	
WORKS DEPOT/VEH/EQUIP ETC :- Indirect Expenditure	13,254	667	0	(667)	160	(827)		0
Net Income over Expenditure	0	(593)	0	593				
605 GENERAL MAINT./NOW 601								
4043 SMALL TOOLS & EQUIPT	0	0	0	0	10	(10)	0.0%	
GENERAL MAINT./NOW 601 :- Indirect Expenditure	0	0	0	0	10	(10)		0
Net Expenditure	0	0	0	0				
700 STRATEGIC PLANNING INITIATIVES								
4892 C/S STAFF RCHG	47,106	60,017	64,069	4,052		4,052	93.7%	
4893 C/S O'HEAD RCHG	18,602	17,303	16,907	(396)		(396)	102.3%	
STRATEGIC PLANNING INITIATIVES :- Indirect Expenditure	65,708	77,320	80,976	3,656	0	3,656	95.5%	0
Net Expenditure	(65,708)	(77,320)	(80,976)	(3,656)				
701 CORPORATE MANAGEMENT								
4022 POSTAGE	214	184	200	16		16	92.2%	
4024 SUBSCRIPTIONS	0	1,720	0	(1,720)		(1,720)	0.0%	
4025 INSURANCE	1,544	1,964	1,575	(389)		(389)	124.7%	
4031 OTHER ADVERTISING	113	118	260	142		142	45.5%	
4057 AUDIT FEES	2,600	3,156	2,600	(556)		(556)	121.4%	
4892 C/S STAFF RCHG	75,786	85,024	90,764	5,740		5,740	93.7%	
4893 C/S O'HEAD RCHG	26,351	24,514	23,969	(545)		(545)	102.3%	
CORPORATE MANAGEMENT :- Indirect Expenditure	106,608	116,680	119,368	2,688	0	2,688	97.7%	0
Net Expenditure	(106,608)	(116,680)	(119,368)	(2,688)				
702 DEMOCRATIC REP'N & MGMT								
4008 TRAINING	2,254	9	1,400	1,391		1,391	0.7%	
4022 POSTAGE	0	1	0	(1)		(1)	0.0%	
4024 SUBSCRIPTIONS	7,079	7,172	7,200	28		28	99.6%	
4028 I.T.	2,930	1,860	2,880	1,020	39	981	65.9%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4034 NEWSLETTER	2,616	2,948	3,875	927		927	76.1%	
4120 ROOM HIRE/MEETING EXPS	3,749	4,974	3,783	(1,191)		(1,191)	131.5%	
4155 MODERN GOV/MTNG DIGITALISATION	9,939	10,426	10,140	(286)		(286)	102.8%	
4180 ELECTION EXPENSES	7,985	0	5,125	5,125		5,125	0.0%	
4892 C/S STAFF RCHG	67,091	75,277	80,353	5,076		5,076	93.7%	
4893 C/S O'HEAD RCHG	23,326	21,700	21,220	(480)		(480)	102.3%	
DEMOCRATIC REP'N & MGMT :- Indirect Expenditure	126,969	124,367	135,976	11,609	39	11,571	91.5%	0
Net Expenditure	(126,969)	(124,367)	(135,976)	(11,609)				
6001 less Transfer to EMR	0	5,125	0	(5,125)				
Movement to/(from) Gen Reserve	(126,969)	(129,492)	(135,976)	(6,484)				
Policy, Governance & Finance :- Income	149,516	165,827	117,390	(48,437)			141.3%	
Expenditure	423,999	489,601	495,056	5,455	215	5,240	98.9%	
Net Income over Expenditure	(274,484)	(323,774)	(377,666)	(53,892)				
plus Transfer from EMR	8,067	12,890	0	(12,890)				
less Transfer to EMR	0	123,781	0	(123,781)				
Movement to/(from) Gen Reserve	(266,417)	(434,666)	(377,666)	57,000				

Parks & Recreation

<u>201 SPLASHPARK</u>								
4012 WATER RATES	19,404	14,823	15,000	177		177	98.8%	
4016 CLEANING MATERIALS	0	197	305	108		108	64.5%	
4036 PROPERTY MAINTENANCE	5,841	1,733	5,100	3,367		3,367	34.0%	
4047 PLAY EQUIP MAINTENCE	0	0	5	5		5	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	0	510	510		510	0.0%	
4049 PLAY RISK ASSESSMENT	0	72	0	(72)	75	(147)	0.0%	
4099 MISCELLANEOUS	51	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	4,956	2,951	7,500	4,549		4,549	39.3%	
4890 O/S O'HEAD RECHARGE	392	208	488	280		280	42.6%	
4899 DEPOT REALLOCATION	1,256	602	1,067	465		465	56.4%	
SPLASHPARK :- Indirect Expenditure	31,900	20,586	29,975	9,389	75	9,315	68.9%	0
Net Expenditure	(31,900)	(20,586)	(29,975)	(9,389)				
<u>202 THE LEYS RECREATION GROUND</u>								
1020 SPORTS - FOOTBALL	3,147	1,596	2,600	1,005			61.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1043 GREEN FEES - WTBC	5,420	5,550	5,500	(50)			100.9%	
1050 RENT RECEIVED	1,000	0	0	0			0.0%	
1051 GROUND HIRE	15,991	12,138	17,650	5,512			68.8%	
1052 EXPENSES RECOVERED	1,228	455	165	(290)			275.5%	
1054 EASEMENTS/WAYLEAVES	6	0	6	6			0.0%	
1055 GROUND HIRE - NOT CHARGD/GRANT	0	5,820	0	(5,820)			0.0%	
1058 WATER RECOVERED	2,370	0	0	0			0.0%	
1170 GRANTS RECEIVED	0	1,236	0	(1,236)			0.0%	
THE LEYS RECREATION GROUND :- Income	29,162	26,794	25,921	(873)			103.4%	0
4012 WATER RATES	8,445	3,918	1,350	(2,568)		(2,568)	290.3%	
4014 ELECTRICITY	2,422	3,769	3,600	(169)		(169)	104.7%	
4017 CONTRACT CLEAN/WASTE	869	841	425	(416)		(416)	197.9%	
4024 SUBSCRIPTIONS	0	430	0	(430)		(430)	0.0%	
4025 INSURANCE	112	0	0	0		0	0.0%	
4028 I.T.	0	13	0	(13)		(13)	0.0%	
4036 PROPERTY MAINTENANCE	6,991	4,286	5,000	714		714	85.7%	1,875
4037 GROUNDS MAINTENANCE	8,118	6,517	5,000	(1,517)	48	(1,565)	131.3%	
4041 EQUIPMENT HIRE	38	0	0	0		0	0.0%	
4046 SPORTS EQUIPMENT	3,495	1,833	2,000	167	115	52	97.4%	
4047 PLAY EQUIP MAINTENCE	1,728	3,341	3,341	0	53	(53)	101.6%	
4048 ENG.INSPEC.(VATABLE)	1,043	940	1,060	120		120	88.7%	
4049 PLAY RISK ASSESSMENT	420	147	140	(7)		(7)	104.8%	
4099 MISCELLANEOUS	8	41	0	(41)	21	(63)	0.0%	
4110 LETTINGS - NO CHARGE/SUBSID'D	4,855	5,820	5,500	(320)		(320)	105.8%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	50	0	2,000	2,000		2,000	0.0%	
4888 O/S STAFF RECHARGE	75,610	74,941	80,000	5,059		5,059	93.7%	
4890 O/S O'HEAD RECHARGE	7,751	4,975	5,210	235		235	95.5%	
4892 C/S STAFF RCHG	17,825	16,800	21,358	4,558		4,558	78.7%	
4893 C/S O'HEAD RCHG	6,201	4,736	5,650	914		914	83.8%	
4899 DEPOT REALLOCATION	14,657	12,944	11,376	(1,568)		(1,568)	113.8%	
THE LEYS RECREATION GROUND :- Indirect Expenditure	160,638	146,293	153,010	6,717	237	6,480	95.8%	1,875
Net Income over Expenditure	(131,476)	(119,499)	(127,089)	(7,590)				
6000 plus Transfer from EMR	0	1,875	0	(1,875)				
Movement to/(from) Gen Reserve	(131,476)	(117,624)	(127,089)	(9,465)				
203 WEST WITNEY SPORTS GROUND								
1020 SPORTS - FOOTBALL	10,464	10,907	8,050	(2,857)			135.5%	
1021 SPORTS - CRICKET	1,470	1,939	1,500	(439)			129.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1023 SPORTS - TENNIS	0	10,725	0	(10,725)			0.0%	
1041 RENTAL - TENNIS CLUB	4,970	0	0	0			0.0%	
1042 RENTAL- PROJ.RANGE	3,110	0	0	0			0.0%	
1044 GREEN FEES - WMBC	3,250	3,350	3,325	(25)			100.8%	
1045 GREEN FEES - WWBC	3,250	3,325	3,325	0			100.0%	
1050 RENT RECEIVED	10,352	0	0	0			0.0%	
1054 EASEMENTS/WAYLEAVES	6	0	6	6			0.0%	
1060 INSURANCE RECOVERED	457	0	0	0			0.0%	
1170 GRANTS RECEIVED	0	6,986	0	(6,986)			0.0%	
WEST WITNEY SPORTS GROUND :- Income	37,329	37,232	16,206	(21,026)			229.7%	0
4024 SUBSCRIPTIONS	0	430	0	(430)		(430)	0.0%	
4025 INSURANCE	681	704	695	(9)		(9)	101.3%	
4028 I.T.	0	47	0	(47)		(47)	0.0%	
4036 PROPERTY MAINTENANCE	2,708	1,744	3,300	1,556		1,556	52.8%	
4037 GROUNDS MAINTENANCE	11,374	13,425	11,600	(1,825)	61	(1,886)	116.3%	
4046 SPORTS EQUIPMENT	156	665	1,000	335		335	66.5%	
4047 PLAY EQUIP MAINTENCE	6	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VARIABLE)	207	376	210	(166)		(166)	178.8%	
4059 OTHER PROF FEES	0	0	2,000	2,000		2,000	0.0%	
4062 SPORTS PITCH MATERIALS	1,665	0	1,285	1,285		1,285	0.0%	
4099 MISCELLANEOUS	8	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	65,701	55,782	70,000	14,218		14,218	79.7%	
4890 O/S O'HEAD RECHARGE	7,977	3,806	4,559	753		753	83.5%	
4892 C/S STAFF RCHG	0	1,922	0	(1,922)		(1,922)	0.0%	
4893 C/S O'HEAD RCHG	0	619	0	(619)		(619)	0.0%	
4899 DEPOT REALLOCATION	14,337	9,319	9,954	635		635	93.6%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	104,821	88,838	104,603	15,765	61	15,703	85.0%	0
Net Income over Expenditure	(67,491)	(51,607)	(88,397)	(36,790)				
204 BURWELL (QE2) SPORTS GROUND								
1020 SPORTS - FOOTBALL	6,859	5,610	7,150	1,540			78.5%	
BURWELL (QE2) SPORTS GROUND :- Income	6,859	5,610	7,150	1,540			78.5%	0
4017 CONTRACT CLEAN/WASTE	700	0	0	0		0	0.0%	
4024 SUBSCRIPTIONS	0	215	0	(215)		(215)	0.0%	
4028 I.T.	0	36	0	(36)		(36)	0.0%	
4036 PROPERTY MAINTENANCE	1,626	728	1,000	272		272	72.8%	
4037 GROUNDS MAINTENANCE	9,745	10,609	9,950	(659)		(659)	106.6%	
4046 SPORTS EQUIPMENT	0	1,334	1,000	(334)		(334)	133.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4047 PLAY EQUIP MAINTENCE	2,053	135	135	(0)		(0)	100.1%	
4048 ENG.INSPEC.(VARIABLE)	546	1,200	560	(640)		(640)	214.3%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	0	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	37,944	39,386	35,000	(4,386)		(4,386)	112.5%	
4890 O/S O'HEAD RECHARGE	4,182	2,712	2,279	(433)		(433)	119.0%	
4892 C/S STAFF RCHG	0	641	0	(641)		(641)	0.0%	
4893 C/S O'HEAD RCHG	0	206	0	(206)		(206)	0.0%	
4899 DEPOT REALLOCATION	8,920	6,716	4,977	(1,739)		(1,739)	134.9%	
BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure	65,785	64,106	54,976	(9,130)	0	(9,130)	116.6%	0
Net Income over Expenditure	(58,927)	(58,496)	(47,826)	10,670				
<u>205 KING GEORGE V / NEWLAND</u>								
1020 SPORTS - FOOTBALL	1,539	1,596	1,750	154			91.2%	
KING GEORGE V / NEWLAND :- Income	1,539	1,596	1,750	154			91.2%	0
4028 I.T.	0	8	0	(8)		(8)	0.0%	
4037 GROUNDS MAINTENANCE	4,003	2,895	5,700	2,805		2,805	50.8%	
4047 PLAY EQUIP MAINTENCE	38	33	33	0		0	99.1%	
4048 ENG.INSPEC.(VARIABLE)	472	496	480	(16)		(16)	103.2%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	0	41	0	(41)		(41)	0.0%	
4100 GRANTS GENERAL	0	0	500	500		500	0.0%	
4888 O/S STAFF RECHARGE	13,570	14,188	20,000	5,812		5,812	70.9%	
4890 O/S O'HEAD RECHARGE	1,507	1,005	1,303	298		298	77.1%	
4892 C/S STAFF RCHG	0	641	0	(641)		(641)	0.0%	
4893 C/S O'HEAD RCHG	0	206	0	(206)		(206)	0.0%	
4899 DEPOT REALLOCATION	2,853	2,263	2,844	581		581	79.6%	
KING GEORGE V / NEWLAND :- Indirect Expenditure	22,513	21,922	30,935	9,013	0	9,013	70.9%	0
Net Income over Expenditure	(20,974)	(20,326)	(29,185)	(8,859)				
<u>207 MOORLAND ROAD PLAY AREA</u>								
4036 PROPERTY MAINTENANCE	60	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	905	449	449	(0)		(0)	100.1%	
4048 ENG.INSPEC.(VARIABLE)	273	313	280	(33)		(33)	111.8%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	20	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	7,095	5,606	7,000	1,394		1,394	80.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4890 O/S O'HEAD RECHARGE	898	384	456	72		72	84.2%	
4899 DEPOT REALLOCATION	1,502	955	995	40		40	96.0%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	10,824	7,896	9,255	1,359	0	1,359	85.3%	0
Net Expenditure	(10,824)	(7,896)	(9,255)	(1,359)				
208 WOOD GREEN/PLAY AREA								
4047 PLAY EQUIP MAINTENCE	574	63	63	0		0	99.5%	
4048 ENG.INSPEC.(VARIABLE)	298	313	305	(8)		(8)	102.6%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	20	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	5,862	6,464	5,000	(1,464)		(1,464)	129.3%	
4890 O/S O'HEAD RECHARGE	647	450	326	(124)		(124)	138.0%	
4899 DEPOT REALLOCATION	1,198	1,083	711	(372)		(372)	152.3%	
WOOD GREEN/PLAY AREA :- Indirect Expenditure	8,670	8,561	6,480	(2,081)	0	(2,081)	132.1%	0
Net Expenditure	(8,670)	(8,561)	(6,480)	2,081				
209 ETON CLOSE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	38	9	9	0		0	96.8%	
4048 ENG.INSPEC.(VARIABLE)	199	209	205	(4)		(4)	101.8%	
4049 PLAY RISK ASSESSMENT	70	147	100	(47)		(47)	146.7%	
4099 MISCELLANEOUS	20	41	0	(41)		(41)	0.0%	
4222 TINY FOREST EXPENSES	0	0	150	150		150	0.0%	
4888 O/S STAFF RECHARGE	6,037	5,002	6,000	998		998	83.4%	
4890 O/S O'HEAD RECHARGE	687	350	391	41		41	89.5%	
4899 DEPOT REALLOCATION	1,344	813	853	40		40	95.3%	
ETON CLOSE PLAY AREA :- Indirect Expenditure	8,395	6,570	7,708	1,138	0	1,138	85.2%	0
Net Expenditure	(8,395)	(6,570)	(7,708)	(1,138)				
210 OXLEASE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	102	1,768	1,768	(0)		(0)	100.0%	
4048 ENG.INSPEC.(VARIABLE)	621	524	635	111		111	82.6%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	20	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	8,858	9,963	7,000	(2,963)		(2,963)	142.3%	
4890 O/S O'HEAD RECHARGE	1,041	678	456	(222)		(222)	148.7%	
4899 DEPOT REALLOCATION	1,777	1,698	995	(703)		(703)	170.7%	
OXLEASE PLAY AREA :- Indirect Expenditure	12,490	14,820	10,929	(3,891)	0	(3,891)	135.6%	0
Net Expenditure	(12,490)	(14,820)	(10,929)	3,891				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
211 <u>FIELDMERE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	2,312	1,482	1,482	0		0	100.0%	
4048 ENG.INSPEC.(VARIABLE)	298	313	305	(8)		(8)	102.6%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	20	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	5,743	5,110	4,000	(1,110)		(1,110)	127.8%	
4890 O/S O'HEAD RECHARGE	606	339	261	(78)		(78)	129.9%	
4899 DEPOT REALLOCATION	1,038	915	569	(346)		(346)	160.8%	
FIELDMERE PLAY AREA :- Indirect Expenditure	10,087	8,347	6,692	(1,655)	0	(1,655)	124.7%	0
Net Expenditure	(10,087)	(8,347)	(6,692)	1,655				
212 <u>QUARRY ROAD PLAY AREA</u>								
4036 PROPERTY MAINTENANCE	47	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	66	91	91	(0)		(0)	100.1%	
4048 ENG.INSPEC.(VARIABLE)	323	339	250	(89)		(89)	135.6%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	20	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	2,275	1,396	4,000	2,604		2,604	34.9%	
4890 O/S O'HEAD RECHARGE	204	43	261	218		218	16.5%	
4899 DEPOT REALLOCATION	659	262	569	307		307	46.0%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	3,664	2,319	5,246	2,927	0	2,927	44.2%	0
Net Expenditure	(3,664)	(2,319)	(5,246)	(2,927)				
213 <u>RALEGH CRES.PLAY/DEER PK PITCH</u>								
1201 COMMUTED SUMS	7,748	0	0	0			0.0%	
RALEGH CRES.PLAY/DEER PK PITCH :- Income	7,748	0	0	0				0
4013 RENT PAID	0	0	5	5		5	0.0%	
4037 GROUNDS MAINTENANCE	0	0	9,250	9,250		9,250	0.0%	
4047 PLAY EQUIP MAINTENCE	32	77	77	(0)	53	(53)	169.1%	
4048 ENG.INSPEC.(VARIABLE)	0	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	20	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	2,999	4,711	20,000	15,289		15,289	23.6%	
4890 O/S O'HEAD RECHARGE	384	328	1,302	974		974	25.2%	
4899 DEPOT REALLOCATION	429	777	2,844	2,067		2,067	27.3%	
RALEGH CRES.PLAY/DEER PK PITCH :- Indirect Expenditure	3,934	6,082	34,053	27,971	53	27,918	18.0%	0
Net Income over Expenditure	3,814	(6,082)	(34,053)	(27,971)				
6001 less Transfer to EMR	74,999	0	0	0				
Movement to/(from) Gen Reserve	(71,185)	(6,082)	(34,053)	(27,971)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>214 PARK ROAD PLAY AREA</u>								
4013 RENT PAID	0	0	125	125		125	0.0%	
4047 PLAY EQUIP MAINTENCE	32	9	9	0		0	96.8%	
4048 ENG.INSPEC.(VARIABLE)	0	0	275	275		275	0.0%	
4049 PLAY RISK ASSESSMENT	70	147	75	(72)		(72)	195.6%	
4099 MISCELLANEOUS	20	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	3,024	4,999	0	(4,999)		(4,999)	0.0%	
4890 O/S O'HEAD RECHARGE	397	420	0	(420)		(420)	0.0%	
4899 DEPOT REALLOCATION	458	749	0	(749)		(749)	0.0%	
PARK ROAD PLAY AREA :- Indirect Expenditure	4,001	6,365	484	(5,881)	0	(5,881)	1315.0%	0
Net Expenditure	(4,001)	(6,365)	(484)	5,881				
<u>215 CEDAR DRIVE PLAY AREA</u>								
4048 ENG.INSPEC.(VARIABLE)	0	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	100	100		100	0.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
CEDAR DRIVE PLAY AREA :- Indirect Expenditure	20	0	600	600	0	600	0.0%	0
Net Expenditure	(20)	0	(600)	(600)				
<u>216 UNTERHACHING PLAY AREA</u>								
4014 ELECTRICITY	2,681	891	2,100	1,209		1,209	42.5%	
4047 PLAY EQUIP MAINTENCE	53	25	25	0		0	98.6%	
4048 ENG.INSPEC.(VARIABLE)	0	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	70	147	100	(47)		(47)	146.7%	
4099 MISCELLANEOUS	1,572	41	0	(41)		(41)	0.0%	
4888 O/S STAFF RECHARGE	2,780	1,208	0	(1,208)		(1,208)	0.0%	
4890 O/S O'HEAD RECHARGE	246	82	0	(82)		(82)	0.0%	
4899 DEPOT REALLOCATION	701	235	0	(235)		(235)	0.0%	
UNTERHACHING PLAY AREA :- Indirect Expenditure	8,102	2,630	2,725	95	0	95	96.5%	0
Net Expenditure	(8,102)	(2,630)	(2,725)	(95)				
6000 plus Transfer from EMR	1,551	0	0	0				
Movement to/(from) Gen Reserve	(6,551)	(2,630)	(2,725)	(95)				
<u>217 WATERFORD LANE PLAY AREA</u>								
4048 ENG.INSPEC.(VARIABLE)	0	0	510	510		510	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4049 PLAY RISK ASSESSMENT	0	0	102	102		102	0.0%	
WATERFORD LANE PLAY AREA :- Indirect Expenditure	0	0	612	612	0	612	0.0%	0
Net Expenditure	0	0	(612)	(612)				
<u>218 WINDRUSH PLACE</u>								
4037 GROUNDS MAINTENANCE	0	0	9,250	9,250		9,250	0.0%	
4098 NET COSTS - PAVILION	0	0	50,000	50,000		50,000	0.0%	
4888 O/S STAFF RECHARGE	0	0	20,000	20,000		20,000	0.0%	
4890 O/S O'HEAD RECHARGE	0	0	1,303	1,303		1,303	0.0%	
4899 DEPOT REALLOCATION	0	0	2,844	2,844		2,844	0.0%	
WINDRUSH PLACE :- Indirect Expenditure	0	0	83,397	83,397	0	83,397	0.0%	0
Net Expenditure	0	0	(83,397)	(83,397)				
6001 less Transfer to EMR	0	59,250	0	(59,250)				
Movement to/(from) Gen Reserve	0	(59,250)	(83,397)	(24,147)				
<u>230 PLAY AREAS HOLDING BUDGET</u>								
4047 PLAY EQUIP MAINTENCE	0	0	7,273	7,273		7,273	0.0%	
PLAY AREAS HOLDING BUDGET :- Indirect Expenditure	0	0	7,273	7,273	0	7,273	0.0%	0
Net Expenditure	0	0	(7,273)	(7,273)				
<hr/>								
Parks & Recreation :- Income	82,637	71,232	51,027	(20,205)			139.6%	
Expenditure	455,844	405,333	548,953	143,620	426	143,194	73.9%	
Net Income over Expenditure	(373,207)	(334,102)	(497,926)	(163,824)				
plus Transfer from EMR	1,551	1,875	0	(1,875)				
less Transfer to EMR	74,999	59,250	0	(59,250)				
Movement to/(from) Gen Reserve	(446,655)	(391,477)	(497,926)	(106,449)				
<hr/>								
<u>Stronger Communities</u>								
<u>402 COMMUNITY INFRASTRUCTURE</u>								
1052 EXPENSES RECOVERED	500	0	1,350	1,350			0.0%	
1099 MISCELLANEOUS INCOME	1,000	1,500	0	(1,500)			0.0%	
1170 GRANTS RECEIVED	5,000	0	0	0			0.0%	
1171 DONATIONS RECEIVED	2,665	4,800	10,350	5,550			46.4%	
COMMUNITY INFRASTRUCTURE :- Income	9,165	6,300	11,700	5,400			53.8%	0

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 ELECTRICITY	3,323	2,663	3,400	737		737	78.3%	
4017 CONTRACT CLEAN/WASTE	169	0	0	0		0	0.0%	
4025 INSURANCE	112	112	115	3		3	97.4%	
4028 I.T.	117	0	0	0		0	0.0%	
4035 BUS SHELTER MAINTENANCE	484	303	3,000	2,697		2,697	10.1%	
4036 PROPERTY MAINTENANCE	1,490	137	2,600	2,463	7	2,456	5.5%	
4037 GROUNDS MAINTENANCE	646	401	1,500	1,099		1,099	26.8%	
4039 HORTICULTURE	16,277	0	0	0		0	0.0%	
4040 ARBORICULTURE	11,735	0	0	0		0	0.0%	
4066 TREE REPLACEMENT	6,159	0	0	0		0	0.0%	
4067 Tree Survey	6,845	0	0	0		0	0.0%	
4105 XMAS LIGHTS, TREE & INFRASTRUC	55,337	50,510	48,500	(2,010)		(2,010)	104.1%	
4113 XMAS SOCIAL CONTRN - SEE 1099	750	1,500	0	(1,500)		(1,500)	0.0%	
4166 DEFIBRILLATOR EXPENDITURE	1,685	377	4,000	3,623		3,623	9.4%	
4200 STREET FURNITURE	7,047	6,953	5,000	(1,953)	19	(1,972)	139.4%	1,953
4210 CHURCH CLOCK	0	154	1,500	1,346		1,346	10.2%	
4215 IN BLOOM - INC SCHOOLS CHALLEN	2,346	3,974	3,500	(474)		(474)	113.5%	
4495 TFR FROM EARMARKED R	0	0	0	0	8,557	(8,557)	0.0%	
4888 O/S STAFF RECHARGE	91,284	8,087	15,000	6,913		6,913	53.9%	
4890 O/S O'HEAD RECHARGE	8,565	641	977	336		336	65.6%	
4892 C/S STAFF RCHG	17,824	12,567	10,681	(1,886)		(1,886)	117.7%	
4893 C/S O'HEAD RCHG	6,201	3,710	2,820	(890)		(890)	131.5%	
4899 DEPOT REALLOCATION	19,619	1,447	2,133	686		686	67.8%	
4990 CONTRN TO CCTV SCH.	10,000	10,000	11,267	1,267		1,267	88.8%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	268,013	103,536	115,993	12,457	8,584	3,874	96.7%	1,953
Net Income over Expenditure	(258,847)	(97,236)	(104,293)	(7,057)				
6000 plus Transfer from EMR	(2,047)	1,953	0	(1,953)				
6001 less Transfer to EMR	5,000	0	0	0				
Movement to/(from) Gen Reserve	(265,894)	(95,283)	(104,293)	(9,010)				
408 COMMUNITY ACTIVITIES								
1099 MISCELLANEOUS INCOME	26	0	0	0			0.0%	
1170 GRANTS RECEIVED	1,500	150	1,500	1,350			10.0%	
1171 DONATIONS RECEIVED	0	2	0	(2)			0.0%	
COMMUNITY ACTIVITIES :- Income	1,526	152	1,500	1,348			10.1%	0
4001 SALARIES	5,022	6,393	15,118	8,725		8,725	42.3%	
4002 ER'S NIC	482	821	1,949	1,128		1,128	42.1%	
4003 ER'S SUPERANN	1,004	1,385	3,281	1,896		1,896	42.2%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4103 GRANT YOUTH COUNCIL	81	0	1,350	1,350		1,350	0.0%	
4104 GRANT CARNIVAL/XMAS ROTARY	4,900	5,075	4,900	(175)		(175)	103.6%	
4106 GRANT - PLAY DAY	1,000	1,000	1,000	0		0	100.0%	
4109 BLUE PLAQUES	525	0	0	0		0	0.0%	
4111 WATER SAFETY/EDUCATION	0	0	2,000	2,000		2,000	0.0%	
4112 GRANT - WITNEY TOWN BAND	660	660	660	0		0	100.0%	
4141 EVENTS	4,961	6,344	6,977	633		633	90.9%	
4147 50th Anniversary Grants	1,100	50	0	(50)		(50)	0.0%	
4148 VE/ VJ 80th Anniversary comm'n	862	2,271	2,023	(248)		(248)	112.3%	
4149 WTC 50th ANNIVERSARY	3,332	0	0	0		0	0.0%	
4154 EXPERIENCE OXFORDSHIRE M'SHIP	0	0	1,200	1,200		1,200	0.0%	
4160 TOWN TWINNING	0	0	500	500		500	0.0%	
4161 TOWN TWINNING ROOM HIRE	0	58	500	442		442	11.7%	
4167 BUS SERVICE	23,500	26,000	23,500	(2,500)		(2,500)	110.6%	
4169 CHILDREN & YOUTH PROVISION	30,200	18,600	0	(18,600)		(18,600)	0.0%	18,600
4170 ADVENT FAYRE	2,064	1,650	1,000	(650)		(650)	165.0%	
4172 GRANT - DETACHED YOUTH WORK	0	18,000	18,000	0		0	100.0%	
4173 GRANT - HOME START	0	11,000	11,000	0		0	100.0%	
4892 C/S STAFF RCHG	71,310	80,021	85,443	5,422		5,422	93.7%	
4893 C/S O'HEAD RCHG	24,799	23,073	25,094	2,021		2,021	91.9%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	175,801	202,401	205,495	3,094	0	3,094	98.5%	18,600
Net Income over Expenditure	(174,275)	(202,249)	(203,995)	(1,746)				
6000 plus Transfer from EMR	0	18,600	0	(18,600)				
6001 less Transfer to EMR	0	6,763	0	(6,763)				
Movement to/(from) Gen Reserve	(174,275)	(190,412)	(203,995)	(13,583)				
Stronger Communities :- Income	10,691	6,452	13,200	6,748			48.9%	
Expenditure	443,813	305,937	321,488	15,551	8,584	6,968	97.8%	
Net Income over Expenditure	(433,122)	(299,485)	(308,288)	(8,803)				
plus Transfer from EMR	(2,047)	20,553	0	(20,553)				
less Transfer to EMR	5,000	6,763	0	(6,763)				
Movement to/(from) Gen Reserve	(440,169)	(285,695)	(308,288)	(22,593)				
Halls, Cemeteries & Allotments								
<u>103 BAR/ CAFE</u>								
1000 C/EX. 1863 - SALES ALCOHOL	28,915	34,976	37,500	2,524			93.3%	
1001 C/EX. 1863 SALES - FOOD	36,511	46,433	35,700	(10,733)			130.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1002 C/EX. 1863 BAR HIRE CHARGE	1,107	805	1,055	250			76.3%	
1003 C/EX. 1863 SALES - SOFT DRINKS	9,211	10,893	9,030	(1,863)			120.6%	
1009 CORN EX.1863 CAFE- HOT DRINKS	99,374	114,841	96,000	(18,841)			119.6%	
1014 EVENTS INCOME	217	0	0	0			0.0%	
1090 BURWELL HALL BAR - ALL DRINKS	1,413	5,367	3,200	(2,167)			167.7%	
1091 BURWELL HALL BAR HIRE CHARGE	(100)	(50)	153	203			(32.7%)	
1099 MISCELLANEOUS INCOME	0	166	0	(166)			0.0%	
BAR/ CAFE :- Income	176,648	213,433	182,638	(30,795)			116.9%	0
3000 BAR PURCHASES - DRINK	18,056	20,523	22,875	2,352		2,352	89.7%	
3001 BAR PURCHASES - FOOD	20,970	24,888	21,420	(3,468)		(3,468)	116.2%	
3009 CAFE PURCHASES - HOT	23,558	25,682	24,000	(1,682)		(1,682)	107.0%	
3010 PROMOTIONS	2,668	5,143	4,450	(693)		(693)	115.6%	
BAR/ CAFE :- Direct Expenditure	65,252	76,236	72,745	(3,491)	0	(3,491)	104.8%	0
4001 SALARIES	113,561	116,238	107,000	(9,238)		(9,238)	108.6%	
4002 ER'S NIC	6,704	10,071	9,900	(171)		(171)	101.7%	
4003 ER'S SUPERANN	6,587	9,301	7,000	(2,301)		(2,301)	132.9%	
4007 PROTECTIVE CLOTHING	21	0	500	500		500	0.0%	
4016 CLEANING MATERIALS	73	236	100	(136)		(136)	235.6%	
4032 PUBLICITY	15	0	0	0		0	0.0%	
4038 OTHER MAINTENANCE	0	451	500	49		49	90.2%	
4042 EQUIPMENT INC. FURNITURE	6,018	5,791	5,000	(791)		(791)	115.8%	
4059 OTHER PROF FEES	600	600	700	100		100	85.7%	
4099 MISCELLANEOUS	309	615	1,000	385		385	61.5%	
4892 C/S STAFF RCHG	6,578	5,001	5,339	338		338	93.7%	
4893 C/S O'HEAD RCHG	1,612	1,444	1,410	(34)		(34)	102.4%	
BAR/ CAFE :- Indirect Expenditure	142,077	149,748	138,449	(11,299)	0	(11,299)	108.2%	0
Net Income over Expenditure	(30,681)	(12,552)	(28,556)	(16,004)				
104 CORN EXCHANGE								
1007 CORN EXCHNGE LETTING	64,006	61,826	68,000	6,174			90.9%	
1014 EVENTS INCOME	7,942	19,314	13,881	(5,433)			139.1%	
1015 TEA DANCE INCOME	2,743	3,091	2,400	(691)			128.8%	
1016 FUNCTION REFRESHMENT	0	50	0	(50)			0.0%	
1017 CORN EXCHANGE WEDDING LETTING	2,962	246	1,400	1,154			17.6%	
1052 EXPENSES RECOVERED	0	1,471	750	(721)			196.2%	
1099 MISCELLANEOUS INCOME	0	74	0	(74)			0.0%	
CORN EXCHANGE :- Income	77,654	86,072	86,431	359			99.6%	0
4001 SALARIES	75,017	75,882	65,544	(10,338)		(10,338)	115.8%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 ER'S NIC	6,365	8,541	7,342	(1,199)		(1,199)	116.3%	
4003 ER'S SUPERANN	11,837	9,824	9,811	(13)		(13)	100.1%	
4007 PROTECTIVE CLOTHING	154	96	300	204		204	32.0%	
4008 TRAINING	3,462	1,339	1,020	(319)		(319)	131.3%	
4011 RATES	1,282	3,219	3,167	(52)		(52)	101.6%	
4012 WATER RATES	6,559	2,196	5,075	2,879		2,879	43.3%	
4014 ELECTRICITY	13,662	13,269	12,000	(1,269)		(1,269)	110.6%	
4015 GAS	9,339	5,297	8,000	2,703		2,703	66.2%	
4016 CLEANING MATERIALS	2,655	2,825	2,040	(785)		(785)	138.5%	
4017 CONTRACT CLEAN/WASTE	1,560	2,537	3,735	1,198		1,198	67.9%	
4018 PHOTOCOPIER COSTS	166	112	190	78		78	59.0%	
4021 TELEPHONE/FAX	1,697	1,420	1,260	(160)		(160)	112.7%	
4025 INSURANCE	930	977	950	(27)		(27)	102.8%	
4028 I.T.	1,698	2,087	1,500	(587)		(587)	139.1%	
4030 RECRUITMENT ADVT'G	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	1,035	1,704	3,000	1,297		1,297	56.8%	
4036 PROPERTY MAINTENANCE	12,175	8,956	12,000	3,044		3,044	74.6%	
4038 OTHER MAINTENANCE	7,086	6,002	4,000	(2,002)		(2,002)	150.0%	
4042 EQUIPMENT INC. FURNITURE	2,239	998	2,000	1,002		1,002	49.9%	
4043 SMALL TOOLS & EQUIPT	34	231	150	(81)		(81)	154.1%	
4045 LICENCES	2,590	2,628	2,900	272		272	90.6%	
4048 ENG.INSPEC.(VARIABLE)	364	473	370	(103)		(103)	128.0%	
4064 HEALTH & SAFETY	420	121	100	(21)		(21)	121.2%	
4141 EVENTS	10,036	18,816	10,000	(8,816)		(8,816)	188.2%	
4142 TEA DANCE COSTS	5,709	4,482	6,700	2,218		2,218	66.9%	
4144 FILM CLUB	3,551	3,067	4,600	1,533		1,533	66.7%	
4888 O/S STAFF RECHARGE	5,684	4,674	5,000	326		326	93.5%	
4890 O/S O'HEAD RECHARGE	567	324	326	2		2	99.4%	
4892 C/S STAFF RCHG	13,159	10,002	10,677	675		675	93.7%	
4893 C/S O'HEAD RCHG	3,101	2,884	2,820	(64)		(64)	102.3%	
4899 DEPOT REALLOCATION	1,141	783	711	(72)		(72)	110.1%	
CORN EXCHANGE :- Indirect Expenditure	205,275	195,764	188,288	(7,476)	0	(7,476)	104.0%	0
Net Income over Expenditure	(127,621)	(109,692)	(101,857)	7,835				
105 BURWELL HALL								
1005 BURWELL HALL LETTING	28,681	29,431	31,200	1,769			94.3%	
1052 EXPENSES RECOVERED	0	829	750	(79)			110.6%	
BURWELL HALL :- Income	28,681	30,260	31,950	1,690			94.7%	0
4001 SALARIES	59,252	42,271	46,804	4,533		4,533	90.3%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 ER'S NIC	5,106	4,952	4,925	(27)		(27)	100.5%	
4003 ER'S SUPERANN	8,785	6,963	5,744	(1,219)		(1,219)	121.2%	
4007 PROTECTIVE CLOTHING	0	0	300	300		300	0.0%	
4008 TRAINING	0	13	500	488		488	2.5%	
4011 RATES	865	2,156	2,150	(6)		(6)	100.3%	
4012 WATER RATES	909	589	825	236		236	71.4%	
4014 ELECTRICITY	2,987	2,224	2,500	276		276	89.0%	
4015 GAS	2,322	1,595	4,146	2,551		2,551	38.5%	
4016 CLEANING MATERIALS	2,213	2,351	2,050	(301)		(301)	114.7%	
4017 CONTRACT CLEAN/WASTE	3,281	3,905	2,800	(1,105)		(1,105)	139.5%	
4021 TELEPHONE/FAX	235	402	260	(142)		(142)	154.7%	
4025 INSURANCE	437	459	445	(14)		(14)	103.2%	
4028 I.T.	1,494	1,543	1,000	(543)		(543)	154.3%	
4032 PUBLICITY	330	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	4,576	2,603	5,000	2,397		2,397	52.1%	
4038 OTHER MAINTENANCE	1,885	2,351	1,825	(526)		(526)	128.8%	
4042 EQUIPMENT INC. FURNITURE	378	749	1,500	751		751	49.9%	
4045 LICENCES	475	512	485	(27)		(27)	105.5%	
4048 ENG.INSPEC.(VARIABLE)	1,790	335	1,825	1,490		1,490	18.4%	
4064 HEALTH & SAFETY	498	452	0	(452)		(452)	0.0%	
4099 MISCELLANEOUS	54	0	200	200		200	0.0%	
4142 TEA DANCE COSTS	113	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	2,020	4,427	5,000	573		573	88.5%	
4890 O/S O'HEAD RECHARGE	159	346	326	(20)		(20)	106.3%	
4892 C/S STAFF RCHG	4,456	4,999	5,339	340		340	93.6%	
4893 C/S O'HEAD RCHG	1,549	1,444	1,410	(34)		(34)	102.4%	
4899 DEPOT REALLOCATION	478	335	711	376		376	47.1%	
BURWELL HALL :- Indirect Expenditure	106,648	87,977	99,070	11,093	0	11,093	88.8%	0
Net Income over Expenditure	(77,967)	(57,717)	(67,120)	(9,403)				
6000 plus Transfer from EMR	1,940	0	0	0				
Movement to/(from) Gen Reserve	(76,027)	(57,717)	(67,120)	(9,403)				
301 TOWER HILL CEMETERY								
1050 RENT RECEIVED	13,620	0	0	0			0.0%	
1060 INSURANCE RECOVERED	262	0	0	0			0.0%	
1099 MISCELLANEOUS INCOME	183	31	0	(31)			0.0%	
1100 BURIAL FEES	9,284	10,554	8,850	(1,704)			119.3%	
1101 GRANT OF RIGHTS	1,060	935	1,200	265			77.9%	
1102 INTERMENT OF ASHES	17,596	9,747	13,000	3,253			75.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1105 MEMORIAL FEES	5,771	4,392	6,500	2,108			67.6%	
1106 MEMORIAL PLAQUES	594	419	500	82			83.7%	
1108 CHAPEL FEES	508	402	450	49			89.2%	
TOWER HILL CEMETERY :- Income	48,876	26,479	30,500	4,022			86.8%	0
4001 SALARIES	14,621	13,965	15,602	1,637		1,637	89.5%	
4002 ER'S NIC	1,306	1,691	1,915	224		224	88.3%	
4003 ER'S SUPERANN	3,173	3,030	3,385	355		355	89.5%	
4011 RATES	3,792	3,792	3,850	58		58	98.5%	
4012 WATER RATES	1,689	609	850	241		241	71.6%	
4014 ELECTRICITY	894	517	900	383		383	57.4%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	1,325	1,250	1,500	250		250	83.3%	
4025 INSURANCE	0	274	445	171		171	61.6%	
4028 I.T.	0	309	0	(309)		(309)	0.0%	
4036 PROPERTY MAINTENANCE	7,466	7,167	6,000	(1,167)		(1,167)	119.5%	
4037 GROUNDS MAINTENANCE	0	25	0	(25)		(25)	0.0%	
4038 OTHER MAINTENANCE	52	22	0	(22)		(22)	0.0%	
4040 ARBORICULTURE	0	1,588	0	(1,588)		(1,588)	0.0%	
4041 EQUIPMENT HIRE	0	200	400	200		200	50.0%	
4042 EQUIPMENT INC. FURNITURE	178	0	100	100		100	0.0%	
4059 OTHER PROF FEES	0	0	100	100		100	0.0%	
4064 HEALTH & SAFETY	0	69	102	33		33	67.3%	
4099 MISCELLANEOUS	195	151	200	49		49	75.5%	
4110 LETTINGS - NO CHARGE/SUBSID'D	0	0	200	200		200	0.0%	
4350 PLAQUES PURCHASED	326	387	605	218		218	64.0%	
4355 MEMORIAL MAINTENANCE	1,400	1,845	2,000	155		155	92.3%	
4888 O/S STAFF RECHARGE	78,495	83,158	110,000	26,842		26,842	75.6%	
4890 O/S O'HEAD RECHARGE	8,710	5,582	7,164	1,582		1,582	77.9%	
4892 C/S STAFF RCHG	13,369	15,005	16,017	1,012		1,012	93.7%	
4893 C/S O'HEAD RCHG	4,650	4,326	4,230	(96)		(96)	102.3%	
4899 DEPOT REALLOCATION	16,714	14,042	15,643	1,601		1,601	89.8%	
TOWER HILL CEMETERY :- Indirect Expenditure	158,356	159,005	191,238	32,233	0	32,233	83.1%	0
Net Income over Expenditure	(109,480)	(132,526)	(160,738)	(28,212)				
6000 plus Transfer from EMR	1,427	0	0	0				
Movement to/(from) Gen Reserve	(108,053)	(132,526)	(160,738)	(28,212)				
<u>302 WINDRUSH CEMETERY</u>								
1100 BURIAL FEES	19,481	23,530	22,785	(745)			103.3%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1101 GRANT OF RIGHTS	21,261	27,972	27,633	(339)			101.2%	
1102 INTERMENT OF ASHES	3,642	5,522	5,394	(128)			102.4%	
1105 MEMORIAL FEES	6,028	6,096	7,597	1,501			80.2%	
1106 MEMORIAL PLAQUES	212	195	0	(195)			0.0%	
WINDRUSH CEMETERY :- Income	50,624	63,314	63,409	96			99.8%	0
4001 SALARIES	14,621	13,965	14,932	967		967	93.5%	
4002 ER'S NIC	1,306	1,691	1,217	(474)		(474)	139.0%	
4003 ER'S SUPERANN	3,173	3,030	3,241	211		211	93.5%	
4011 RATES	7,984	7,984	8,689	705		705	91.9%	
4012 WATER RATES	318	329	242	(87)		(87)	136.0%	
4014 ELECTRICITY	2,426	2,000	2,750	750		750	72.7%	
4016 CLEANING MATERIALS	0	0	31	31		31	0.0%	
4017 CONTRACT CLEAN/WASTE	1,157	4,941	793	(4,148)		(4,148)	623.1%	
4021 TELEPHONE/FAX	0	0	273	273		273	0.0%	
4025 INSURANCE	131	138	130	(8)		(8)	106.2%	
4028 I.T.	0	309	0	(309)		(309)	0.0%	
4036 PROPERTY MAINTENANCE	9,595	1,249	2,040	791	50	741	63.7%	
4037 GROUNDS MAINTENANCE	966	120	510	391		391	23.4%	
4038 OTHER MAINTENANCE	2,092	720	1,530	810		810	47.1%	
4042 EQUIPMENT INC. FURNITURE	54	600	1,530	930		930	39.2%	
4043 SMALL TOOLS & EQUIPT	0	0	0	0	0	(0)	0.0%	
4059 OTHER PROF FEES	0	0	1,020	1,020		1,020	0.0%	
4064 HEALTH & SAFETY	0	48	102	54		54	46.6%	
4099 MISCELLANEOUS	216	13	0	(13)		(13)	0.0%	
4350 PLAQUES PURCHASED	103	264	102	(162)		(162)	258.6%	
4355 MEMORIAL MAINTENANCE	1,085	592	1,790	1,198		1,198	33.1%	
4888 O/S STAFF RECHARGE	67,030	78,009	110,000	31,991		31,991	70.9%	
4890 O/S O'HEAD RECHARGE	6,583	5,582	7,164	1,582		1,582	77.9%	
4892 C/S STAFF RCHG	13,369	15,006	16,017	1,011		1,011	93.7%	
4893 C/S O'HEAD RCHG	4,650	4,325	4,230	(95)		(95)	102.2%	
4899 DEPOT REALLOCATION	15,125	11,996	15,643	3,647		3,647	76.7%	
WINDRUSH CEMETERY :- Indirect Expenditure	151,984	152,909	193,976	41,067	50	41,017	78.9%	0
Net Income over Expenditure	(101,361)	(89,595)	(130,567)	(40,972)				
6000 plus Transfer from EMR	6,215	0	0	0				
Movement to/(from) Gen Reserve	(95,146)	(89,595)	(130,567)	(40,972)				
<u>303 CLOSED CH'YARDS ST MARYS/HOLY</u>								
4036 PROPERTY MAINTENANCE	34,588	448	11,000	10,552		10,552	4.1%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 ARBORICULTURE	1,000	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROF FEES	0	0	1,000	1,000		1,000	0.0%	
4888 O/S STAFF RECHARGE	4,668	7,802	0	(7,802)		(7,802)	0.0%	
4890 O/S O'HEAD RECHARGE	971	594	0	(594)		(594)	0.0%	
4899 DEPOT REALLOCATION	579	1,270	0	(1,270)		(1,270)	0.0%	
CLOSED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	41,805	10,115	13,000	2,885	0	2,885	77.8%	0
Net Expenditure	(41,805)	(10,115)	(13,000)	(2,885)				
6000 plus Transfer from EMR	31,060	0	0	0				
Movement to/(from) Gen Reserve	(10,745)	(10,115)	(13,000)	(2,885)				
305 ALLOTMENTS								
4013 RENT PAID	(125)	0	125	125		125	0.0%	
4036 PROPERTY MAINTENANCE	1,866	0	1,600	1,600		1,600	0.0%	
4037 GROUNDS MAINTENANCE	0	240	500	260		260	48.0%	
4038 OTHER MAINTENANCE	0	2,529	0	(2,529)	871	(3,400)	0.0%	
4040 ARBORICULTURE	900	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	10,528	6,715	5,500	(1,215)		(1,215)	122.1%	
4890 O/S O'HEAD RECHARGE	832	515	358	(157)		(157)	143.9%	
4892 C/S STAFF RCHG	3,347	3,751	4,004	253		253	93.7%	
4893 C/S O'HEAD RCHG	1,163	1,082	1,058	(24)		(24)	102.3%	
4899 DEPOT REALLOCATION	2,119	1,095	782	(313)		(313)	140.0%	
ALLOTMENTS :- Indirect Expenditure	20,630	15,927	13,927	(2,000)	871	(2,871)	120.6%	0
Net Expenditure	(20,630)	(15,927)	(13,927)	2,000				
Halls, Cemeteries & Allotments :- Income	382,482	419,557	394,928	(24,629)			106.2%	
Expenditure	892,027	847,681	910,693	63,012	921	62,092	93.2%	
Net Income over Expenditure	(509,546)	(428,124)	(515,765)	(87,641)				
plus Transfer from EMR	40,642	0	0	0				
Movement to/(from) Gen Reserve	(468,904)	(428,124)	(515,765)	(87,641)				
Climate & Biodiversity								
206 WITNEY COUNTRY PARK								
1030 FISHING RIGHTS	978	1,000	1,000	0			100.0%	
1170 GRANTS RECEIVED	10,893	1,500	0	(1,500)			0.0%	
WITNEY COUNTRY PARK :- Income	11,871	2,500	1,000	(1,500)			250.0%	0

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 SALARIES	58,844	63,386	63,211	(175)		(175)	100.3%	
4002 ER'S NIC	5,610	8,007	7,982	(25)		(25)	100.3%	
4003 ER'S SUPERANN	12,707	13,694	13,716	22		22	99.8%	
4007 PROTECTIVE CLOTHING	1,076	691	1,000	309		309	69.1%	
4008 TRAINING	2,860	485	2,000	1,515		1,515	24.3%	
4017 CONTRACT CLEAN/WASTE	0	0	1,000	1,000		1,000	0.0%	
4026 BOOKS/PUBLICATIONS	55	72	100	28		28	72.0%	
4036 PROPERTY MAINTENANCE	4,207	1,284	2,040	756		756	62.9%	
4037 GROUNDS MAINTENANCE	0	9,022	7,000	(2,022)		(2,022)	128.9%	2,340
4038 OTHER MAINTENANCE	205	215	0	(215)		(215)	0.0%	
4040 ARBORICULTURE	825	3,533	1,000	(2,533)		(2,533)	353.3%	
4041 EQUIPMENT HIRE	0	909	500	(409)		(409)	181.8%	
4042 EQUIPMENT INC. FURNITURE	4,223	3,125	2,000	(1,125)		(1,125)	156.3%	
4043 SMALL TOOLS & EQUIPT	0	2,423	2,500	77		77	96.9%	
4044 FUEL	0	1,293	1,000	(293)		(293)	129.3%	
4050 VEHICLE MAINTENANCE	0	3,022	1,000	(2,022)		(2,022)	302.2%	
4059 OTHER PROF FEES	340	1,551	1,500	(51)		(51)	103.4%	
4064 HEALTH & SAFETY	528	287	1,500	1,213		1,213	19.1%	
4066 TREE REPLACEMENT	0	0	1,300	1,300		1,300	0.0%	
4099 MISCELLANEOUS	420	373	250	(123)		(123)	149.2%	
4163 GREEN FLAG APPLICATION	430	60	0	(60)		(60)	0.0%	
4222 TINY FOREST EXPENSES	0	0	200	200		200	0.0%	
4888 O/S STAFF RECHARGE	10,878	19,646	15,000	(4,646)		(4,646)	131.0%	
4890 O/S O'HEAD RECHARGE	2,049	1,238	977	(261)		(261)	126.7%	
4892 C/S STAFF RCHG	2,227	2,501	2,670	169		169	93.7%	
4893 C/S O'HEAD RCHG	775	721	705	(16)		(16)	102.3%	
4899 DEPOT REALLOCATION	1,460	3,330	2,133	(1,197)		(1,197)	156.1%	
WITNEY COUNTRY PARK :- Indirect Expenditure	109,719	140,868	132,284	(8,584)	0	(8,584)	106.5%	2,340
Net Income over Expenditure	(97,848)	(138,368)	(131,284)	7,084				
6000 plus Transfer from EMR	0	2,340	0	(2,340)				
6001 less Transfer to EMR	10,887	0	0	0				
Movement to/(from) Gen Reserve	(108,735)	(136,028)	(131,284)	4,744				
250 AMENITY AREAS								
1170 GRANTS RECEIVED	0	2,925	0	(2,925)			0.0%	
AMENITY AREAS :- Income	0	2,925	0	(2,925)				0
4017 CONTRACT CLEAN/WASTE	0	(64)	6,000	6,064		6,064	(1.1%)	
4037 GROUNDS MAINTENANCE	0	57	0	(57)		(57)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 HORTICULTURE	0	17,883	19,500	1,617	4,945	(3,328)	117.1%	
4040 ARBORICULTURE	0	11,700	20,000	8,300		8,300	58.5%	
4066 TREE REPLACEMENT	0	767	4,000	3,233		3,233	19.2%	
4067 Tree Survey	0	0	7,500	7,500		7,500	0.0%	
4068 FLOOD ALLEVIATION	0	4,861	0	(4,861)		(4,861)	0.0%	1,040
4888 O/S STAFF RECHARGE	0	109,924	135,000	25,076		25,076	81.4%	
4890 O/S O'HEAD RECHARGE	0	7,753	8,792	1,039		1,039	88.2%	
4892 C/S STAFF RCHG	0	7,439	10,681	3,242		3,242	69.6%	
4893 C/S O'HEAD RCHG	0	2,059	2,820	762		762	73.0%	
4899 DEPOT REALLOCATION	0	10,356	19,198	8,842		8,842	53.9%	

AMENITY AREAS :- Indirect Expenditure **0** **172,735** **233,491** **60,756** **4,945** **55,811** **76.1%** **1,040**

Net Income over Expenditure **0** **(169,810)** **(233,491)** **(63,681)**

6000 plus Transfer from EMR 0 1,040 0 (1,040)

Movement to/(from) Gen Reserve **0** **(168,770)** **(233,491)** **(64,721)**

403 PLANNING

4028 I.T.	0	294	0	(294)		(294)	0.0%	
4892 C/S STAFF RCHG	24,508	27,507	29,371	1,864		1,864	93.7%	
4893 C/S O'HEAD RCHG	8,526	7,929	7,755	(174)		(174)	102.2%	
PLANNING :- Indirect Expenditure	33,034	35,730	37,126	1,396	0	1,396	96.2%	0

Net Expenditure **(33,034)** **(35,730)** **(37,126)** **(1,396)**

Climate & Biodiversity :- Income **11,871** **5,425** **1,000** **(4,425)** **542.5%**

Expenditure **142,753** **349,333** **402,901** **53,568** **4,945** **48,622** **87.9%**

Net Income over Expenditure **(130,882)** **(343,908)** **(401,901)** **(57,993)**

plus Transfer from EMR **0** **3,380** **0** **(3,380)**

less Transfer to EMR **10,887** **0** **0** **0**

Movement to/(from) Gen Reserve **(141,769)** **(340,529)** **(401,901)** **(61,372)**

Capital & Assets800 CAPITAL PROJECTS

1085 INSURANCE CLAIMS RECEIVED	7,250	0	0	0			0.0%	
1170 GRANTS RECEIVED	0	36,043	255,000	218,957			14.1%	
1175 ASSET DISPOSALS	(292)	0	0	0			0.0%	
1178 PWLB LOAN	0	960,000	1,250,516	290,516			76.8%	
1200 S106 INCOME	0	643,090	301,975	(341,115)			213.0%	
CAPITAL PROJECTS :- Income	6,958	1,639,134	1,807,491	168,357			90.7%	0

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4291 HP CAPITAL REPAID	0	19,125	9,431	(9,694)		(9,694)	202.8%	
4295 HP INTEREST PAID	919	1,970	1,576	(394)		(394)	125.0%	
4296 PWLB LOAN - FEE	0	340	0	(340)		(340)	0.0%	
4492 TFR TO RENEWALS FUND	0	0	65,297	65,297		65,297	0.0%	
4901 CAP: REFURB L/DALE HALL	17,525	0	0	0		0	0.0%	
4902 CAP: REFURB C/EXCHANGE	13,058	0	15,000	15,000		15,000	0.0%	
4910 CAP: PLAY EQUIPT REPLACEMENT	0	22,646	75,000	52,354		52,354	30.2%	
4919 CAP:LAKE & CNTRY PRK	6,583	1,217	0	(1,217)		(1,217)	0.0%	
4921 CAP:WWSG TENNIS COURTS	(625)	0	0	0		0	0.0%	
4924 CAP: SKATE PARK REFURB	559	0	0	0		0	0.0%	
4943 CAP: BURWELL CHANGING ROOMS	0	0	72,030	72,030		72,030	0.0%	
4945 CAP:LEYS PARKING RESTRICTIONS	0	0	5,000	5,000		5,000	0.0%	
4951 GRANT: COURTSIDE	0	0	225,000	225,000		225,000	0.0%	
4952 CAP:WEST WITNEY PROJECT	692	1,509,990	1,850,000	340,010		340,010	81.6%	
4953 CAP: FOOTPATHS	0	0	10,000	10,000		10,000	0.0%	
4954 CAP: BURWELL HEATING	(1,946)	0	0	0		0	0.0%	
4957 CAP: WORKS DEPT -SEE 4952/4958	78,102	0	0	0		0	0.0%	
4958 CAP: TEMP WORKS DEPOT	0	17,467	0	(17,467)		(17,467)	0.0%	17,467
4964 CAP:GROUNDS MTCE EQPT	13,699	20,650	0	(20,650)		(20,650)	0.0%	20,650
4967 CAP:NEW COMPUTER EQUIPMENT	0	0	5,000	5,000		5,000	0.0%	
4971 CAP: NEW VEHICLES	30,986	39,485	0	(39,485)		(39,485)	0.0%	22,878
4973 CAP: SPLASHPARK	80,500	112,000	174,600	62,600		62,600	64.1%	112,000
4975 CAP:TOWN HALL WORKS	12,830	0	0	0		0	0.0%	
4978 CAP: BUTTERCROSS	0	0	300,000	300,000		300,000	0.0%	
4980 CAP: CARGO BIKE SCHEME	0	0	5,500	5,500		5,500	0.0%	
4981 CE EQUIPMENT/STORAGE	0	0	3,144	3,144		3,144	0.0%	
4982 COMMUNITY WINDOW - DISPLAY	0	249	500	251		251	49.8%	
4992 PLAY AREA/REC INFRASTRUCTURE	3,285	0	0	0		0	0.0%	
4993 LOAN REPAYMENT WEST WITNEY	0	0	111,860	111,860		111,860	0.0%	

CAPITAL PROJECTS :- Indirect Expenditure **256,168** **1,745,138** **2,928,938** **1,183,800** **0** **1,183,800** **59.6%** **172,994**

Net Income over Expenditure **(249,210)** **(106,004)** **(1,121,447)** **(1,015,443)**

6000 plus Transfer from EMR 99,913 172,994 0 (172,994)

6001 less Transfer to EMR 0 336,400 0 (336,400)

Movement to/(from) Gen Reserve **(149,297)** **(269,409)** **(1,121,447)** **(852,038)**

Capital & Assets :- Income **6,958** **1,639,134** **1,807,491** **168,357** **90.7%**

Expenditure **256,168** **1,745,138** **2,928,938** **1,183,800** **0** **1,183,800** **59.6%**

Net Income over Expenditure **(249,210)** **(106,004)** **(1,121,447)** **(1,015,443)**

plus Transfer from EMR **99,913** **172,994** 0 (172,994)

less Transfer to EMR **0** **336,400** 0 (336,400)

Movement to/(from) Gen Reserve **(149,297)** **(269,409)** **(1,121,447)** **(852,038)**

PRECEPT

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Draft management accounts 2025-26 - PGF Committee 22nd June 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 PRECEPT</u>								
1176 PRECEPT	1,984,834	2,297,745	2,297,745	0			100.0%	
PRECEPT :- Income	<u>1,984,834</u>	<u>2,297,745</u>	<u>2,297,745</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>1,984,834</u>	<u>2,297,745</u>	<u>2,297,745</u>	<u>0</u>				
PRECEPT :- Income	1,984,834	2,297,745	2,297,745	0			100.0%	
Expenditure	0	0	0	0	0	0	0.0%	
Movement to/(from) Gen Reserve	<u>1,984,834</u>	<u>2,297,745</u>	<u>2,297,745</u>	<u>0</u>				
Grand Totals:- Income	2,628,989	4,605,370	4,682,781	77,411			98.3%	
Expenditure	2,614,605	4,143,022	5,608,029	1,465,007	15,090	1,449,916	74.1%	
Net Income over Expenditure	<u>14,384</u>	<u>462,348</u>	<u>(925,248)</u>	<u>(1,387,596)</u>				
plus Transfer from EMR	148,126	211,692	0	(211,692)				
less Transfer to EMR	90,886	526,194	0	(526,194)				
Movement to/(from) Gen Reserve	<u>71,624</u>	<u>147,846</u>	<u>(925,248)</u>	<u>(1,073,094)</u>				

Document is Restricted

Document is Restricted

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Financial Matters referred from Spending Committees

Meeting Date: Monday, 22 June 2026

Contact Officer: Deputy Town Clerk

Background

It is the Council's usual practice that all matters discussed, and recommendations made by spending Committees which have financial implications, are reported to this committee.

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

Climate & Biodiversity Committee – 19 May 2026

CB253 – Biodiversity Update. The Committee noted an update regarding the Green Flag Award application for the Lake & Country Park, including the associated resubmission fee of £500 which had previously been agreed.

Parks & Recreation Committee – 1 June 2026

PR270 – Leys Splash Park – Summer Opening. The Committee recommended:

- That, the splash park operating hours be amended to 10:00am to 5:00pm with immediate effect and;
- That an update on water usage and associated costs against budget be presented to the Full Council meeting on 13 July. In order that the Council can review the position and make any necessary adjustments.
- That, given the quorum of the Policy, Governance and Finance Committee Members present, the revised operating hours be implemented with immediate effect rather than awaiting formal ratification.

As this item was time sensitive, it was agreed that the change in timings should be implemented immediately and that this decision should be reported to this Committee.

PR271 - Sports Pitches – The Committee recommended that potential budget implications for re-seeding the pitches at Windrush Place sports pitches be prepared for this meeting, if appropriate. Following a recent site visit, officers do not consider this is a task which is required at this time.

PR273 - Leys Redevelopment – The Committee recommended that £5,600 should be allocated for cycle storage, bins, and seating at The Leys from the Council's Infrastructure earmarked reserve.

It was further agreed that quotes for improved robust fencing between the Courtside Hub and the Council' Skate Park would be brought to this meeting. Details on this are covered in a separate report from the Head of Estates & Operations appended to this report.

Halls Cemeteries & Allotments Committee – 8 June 2026

Public Halls Report -

- The Committee recommended approval for **wedding packages** at the Corn Exchange. The proposed packages are attached as Appendix A.
- The Committee recommended approval for the installation of **hearing loops** at the Corn Exchange as presented in the report for the sum of up to £20,000 (figures in the report were inclusive of VAT).

The Council has £6,000 funded towards this project in the current year, and the Venue & Events Officer has applied for grant funding towards the remainder of the costs.

On the outcome of the grant applications, and due to the accessibility needs at the venues, the Committee may like to consider a supplementary maximum budget of £6,000 from the general reserve to install the hearing loops in the three principal areas of Corn Exchange Main Hall & Gallery Room and Burwell Hall.

In addition, it was agreed portable hearing loops (£250 each) should be available at the Council's other enclosed public areas; 1863 café and the Reception/Administration Office. These can be funded from budget lines 4042/602 (Reception) and 4042/103 (Café).

- While not, financial related, this Committee should also note the recommendation of the Committee to approve amendments to the **Public Halls terms and conditions** suggested during a recent routine Fire Assessment of the Corn Exchange. These may be seen here: [260608 Public Halls Report.pdf](#)

Commemorative Plaque Request - The Committee recommended purchase and erection of a plaque to commemorate Cpl John S Christiansen at the Tower Hill Memorial Wall for the sum of up to £120 from budget line 4036/301.

Climate Action Working Party – 11 June 2026

Wildflower Planting — The Committee recommended that the Council goes ahead with removing the current planting scheme at Curbridge Road Roundabout and replacing it with lower height wildflowers. The costs of this project are indicated below:

- Contractor cost to remove the existing roots and clear ready for planting is £400
- The cost of the seed mix is £250
- The works team cost will be recharged for this work but will come from existing staffing budgets

Carbon Reduction Plan – It was recommended that the allocated budget of £50,000, priority should be in line with previous decisions, and concentrated on Corn Exchange and Windrush Cemetery, with Burwell Hall being added. In particular, the simplest options in the reports should be completed operationally.

Eco Fair 2026 – Both the C&B Committee and the WP agreed the Council should hold a further Eco Fair at the Corn Exchange in September. This would require subsidised use of the Main Hall for the day.

Stronger Communities Committee – 15 June 2026

Finance Report – The Committee recommended that the budget line for Experience Oxfordshire should be re-allocated as this was something the Council was not pursuing. It was subsequently confirmed this has been removed from the 2026/27 year.

Community Engagement Report -

- Heritage Open Day. The Committee recommended allocating an underspend on the St George's Day event of £200 towards a Heritage Open Day led event in September.
- Big Lunch. The Committee recommended providing a budget to an external community group to facilitate a Big Lunch in June 2027.
- Love Parks Week. The Committee recommended that a volunteer picnic be held in Love Parks week to thank them for their help in the year (from existing budgets)
- WTC Bunting. The Committee recommended purchasing bunting in the town council's colours to decorate Market Square (near the Corn Exchange) annually. (funded from existing budgets).

Youth Council – It was confirmed that the Youth Council had joined the National Youth Council UK. This incurred a cost of £100 from the existing Youth Council budget.

Youth Services Grants – The Committee received the applications and provided direction on their allocation to the Evaluation Panel. Its recommendations are a separate item on the agenda for this Committee.

Litter picking Cabinets – The Committee recommended the purchase of three cabinets (option 2) for the most appropriate locations on town council land for the sum of £1,800 to be funded from the Infrastructure earmarked reserve.

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 and the consider or note the additional deferred items:
 - a) Improved fencing at The Leys Skate Park as set out in the accompanying report;
 - b) Additional funding for hearing loops in the Council's public facing facilities;
 - c) The costs for remedial work to improve Curbridge Road Roundabout;
 - d) Subsidised letting for the second annual Eco Fair.

Corn Exchange

Full Proposal of Wedding Packages are outlined below:

Ceremony Only Options:

The Gallery Room- 2-hours (not-exclusive hire): £310.00 (no change)

The Gallery Room – 2-hours exclusive use of venue from 1:30pm onwards: £530.50

Ceremony & Reception Options

Package 1: £1318 (Basic)

Reflects **current charge for “Exclusive Hire”** and includes the basics required to deliver the booking.

- Use of the venue for one day (09:00am earliest access – 00:00 latest exit)
- Set up and pack down to be completed by the hirer on same day
- Supervisor to co-ordinate with registrars for ceremony
- Furniture set up upon arrival
- PA system for ceremony music
- 2 consultations (not including viewing) 6 months before, 1 month before (guidance)
- Bar included on minimum spend policy (custom quote per event)

Package 2: £2300 (Elevated)

- The above PLUS:
- PA set up including mics
- Use of stage (if desired)
- X1 Additional consultation (3 total)
- Included set up & pack down time (4 hrs either side)
 - 4pm – 8pm day before
 - 9am - 1pm day after

Package 3: £3000 (Premium)

All the above PLUS

- Venue co-ordinator throughout the day (pre-ceremony – reception in swing).
This role will:
 - Organise and manage wedding day timeline (based on consultations)
 - Co-ordinate with suppliers' arrival, set up etc.
 - Co-ordinate guest arrivals and seating
 - Keep the day running on schedule
 - Cue music, speeches, cake cutting and first dance
 - Hand over the remainder of the evening to bar shift leader
 - Additional Staff to perform turn venue turn around (meal to reception)
 - Additional consultation (4 total) - The 4th consultation will finalise wedding day timeline for co-ordinator to manage.
- Full Decor Hire Included and Set Up

Tailored Approach

Couples can opt for the basic package with optional extras priced below for a “tailored package”.

Equipment and Services:

- Stage Built: £100.00
- 2x Wireless Mic: (includes set up) £30.00
- Extra Consultation: £50.00
- Venue Co-ordinator (includes one extra consultation): £350.00
- Set up / Pack Down Time (must be evening before / morning after): Group 2 4-hour Session Fee
 - Main Hall £325.50 per session
 - Gallery Room £108.50 per session
 -

Decor:

- White/off white chair covers
 - £3 per chair cover with sash orders over 30
 - Just covers £2.5
- Tablecloths
 - Rounds £8 each
 - Square £8 each
 - Long £9 each
 - Stretch £7 each
 - + £1 per table for satin table runner
- Red Carpet £10

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Skate Park Fencing
Meeting Date: Monday, 22 June 2026
Contact Officer: Head of Estates and Operations

The purpose of this report is to present an assessment of the existing boundary fencing between the skate park and Courtside, identify associated risks, and provide Members with a range of repair and upgrade options for consideration.

Background

The existing boundary fence between the skate park and Courtside has suffered repeated failures, with at least seven panels damaged and repaired. Damage is deliberate and recurring, primarily to have gained access into the Courtside development and remove loose materials for use within the skate park. Inspections identified severely bowed and distorted panels, although the posts remain generally vertical and serviceable.

Current Situation

Site inspections identified the following key risks:

- Public safety risks from broken or deformed mesh, sharp edges, and uncontrolled access between uses.
- Operational risks from the continued repair cycle and potential damage to the glass-walled padel courts.
- The behaviour causing damage appears established and ongoing and is not solely linked to construction activity.

The existing fence technical summary.

- Light-duty welded mesh panels (2440mm x 3020mm full panels).
- Approximate total fence length: 50m (20.5 panels).
- Existing posts are in good condition and serviceable with an anticipated lifespan of 20–30 years in their current configuration.
- Increasing fence height and/or panel strength will increase structural loading and may exceed the original design capacity of the posts.

Options Framework (Note: all costs are estimates and to be confirmed)

Option A: Like-for-Like Repairs

- Replace damaged panels only: £1,200–£1,800
- Extend courtside fence height: £2,000–£2,800
- Extend rear fence height: £1,700–£2,400
- Extend partial rear fence height: £250–£600

Option B: Upgrade to 868 Twin-Wire Mesh

- Courtside replacement with height extension: £3,500–£5,000
- Rear fence replacement with height extension: £3,000–£4,200
- Partial rear replacement with height extension: £800–£1,400
- Front and side fence (golf side) without height extension: £3250–£4600

Option C: Upgrade to 358 Anti-Climb Mesh

- Front and courtside replacement with height extension: £5,000–£7,500
- Rear fence replacement with height extension: £4,500–£6,800
- Partial rear replacement with height extension: £1,200–£2,200

Option D: Structural Post Upgrade

- Upgrade posts to minimum 80x80 RHS: £2,500–£4,000 (add-on to any option)

The fence line between the skatepark and the Courtside hub.



The current sections increased in height matching the existing fencing.



Assessment

While some damage may reduce now that Courtside is fully operational, evidence suggests the existing fencing system is inherently vulnerable at the interface between a skate park and adjacent facilities. Damage has occurred across multiple fence lines, including locations where access to Courtside would not be achieved, indicating a combination of accidental and intentional impacts.

The existing fence has demonstrated repeat failure and remains exposed to skate park impacts, climbing, pushing and pulling loads, and the risk of objects being projected towards Courtside. For this reason, Members have been presented with a range of options from lower-cost repair and height extension through to more robust fencing systems, enabling an informed decision between accepting ongoing maintenance risk or investing in a more durable long-term solution.

Corporate Strategy

The Council's Strategic Plan 2025–29 sets out the Council's long-term priorities and direction, supporting its mission to 'make Witney a great place to live, work and visit.' This report contributes to the delivery of the following strategic pillar of the plan:

1. A Forward Looking Town Council

Impact Assessments

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

- a) Equality – No direct equality impacts identified.
- b) Biodiversity – No significant biodiversity impacts identified.
- c) Crime & Disorder – Improved fencing may reduce unauthorised access, anti-social behaviour and vandalism.
- d) Environment & Climate Emergency – Replacement works will have limited environmental impact. More durable solutions may reduce future maintenance visits and material use.

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 current fencing presents ongoing safety, operational and asset protection risks. Continued reliance on like-for-like repairs is likely to result in recurring maintenance costs and ongoing risk exposure.

Social Value

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

Improved fencing would provide a safer environment for users of both the skate park and Courtside facilities, protecting public assets and supporting community use of the site.

Financial implications

- Indicative costs range from £1,200 for basic repairs, and from approximately £10,500 for security-grade fencing solutions, with structural post upgrades costing an additional £2,500–£4,000 where required.

Recommendations

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

1. Option A: Like for like repairs being the lowest-cost solution, focused on repairs and selective height increases.
2. Option B: 868 Twin-Wire Mesh providing un upgraded more robust fencing.
3. Option C: 358 Anti-Climb Mesh offering the highest security with 358 anti-climb mesh.
4. Option D: Structural Post Upgrade where required

Document is Restricted

Document is Restricted

Document is Restricted