

Public Document Pack

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 28th September, 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.

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

Commitment to Civility and Respect

This meeting will be conducted in accordance with Witney Town Council's commitment to the Civility and Respect Pledge. Councillors, officers and members of the public are expected to treat one another with courtesy, dignity, and respect, ensuring that debate remains professional, objective and focused on the business being discussed. Personal criticism, intimidation, or behaviour that could undermine the wellbeing of those present is inconsistent with the standards expected of the Council.

Recording of Meetings

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

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

To view the meeting please follow this link [Policy Governance & Finance Committee Meeting 28.09.2026](#)

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. **Minutes** (Pages 5 - 13)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 22 June 2026.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 25. Matters raised shall relate to the following items on the agenda.

Policy

5. **Litter Bin Policy** (Pages 14 - 15)

To receive the recommendation of the Stronger Communities Committee to adopt the revised policy.

6. **Cemetery Regulations** (Pages 16 - 34)

To receive the recommendation of the Halls, Cemeteries & Allotments Committee to adopt the updated regulations from 1 November 2026.

7. **Community Asset Acquisition & Management Policy** (Pages 35 - 47)

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

Governance

8. **Payment of Accounts** (Pages 48 - 90)

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

9. **Grant Monitoring - Youth Services Awards 2025** (Pages 91 - 111)

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

10. **Community Governance Review** (Pages 112 - 114)

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

11. **NALC Local Council Award Scheme - Gold Award** (Pages 115 - 118)

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

Finance

12. **Finance Report** (Pages 119 - 160)

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. **Budget Parameters 2027-28** (Pages 161 - 165)

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

14. **Financial Matters referred from Spending Committees** (Pages 166 - 168)
To receive and consider the report of the Deputy Town Clerk.
15. **Grants & Subsidised Lettings** (Pages 169 - 347)
To receive and consider the report of the Deputy Town Clerk
16. **IT Provision** (Pages 348 - 382)
To receive and consider the report of the Deputy Town Clerk.
17. **Exclusion of Press and Public**
To consider and if appropriate, to pass the following resolution:
That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted
18. **West Witney Projects Update** (Pages 383 - 387)
To receive and consider the confidential update of the Project Officer.
19. **Property, Legal & Insurance Matters** (Pages 388 - 392)
To receive and consider the confidential report of the Town Clerk which includes updates on:
- Springfield Oval Freehold Transfer
 - The Leys former Public Conveniences Heads of Terms
 - West Witney Clubhouse Lease
20. **Staffing Matters**
To receive the confidential minutes of the Personnel Sub-Committee meetings held on 29 July, 20 August & 17 September 2026 (sent under separate cover), and agree any recommendations contained therein.



Town Clerk

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

Held on Monday, 22 June 2026

At 6.01 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	T Ashby	J Aitman
	S Simpson	J Doughty
	G Doughty	O Collins (In place of R Crouch)
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
Others:	None.	

F312 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor R Crouch, Councillor O Collins attended as a substitute.

F313 DECLARATIONS OF INTEREST

Councillor T Ashby declared a non-pecuniary interest in agenda item 15 as he was a Trustee of the Buttercross Scout Group who were an applicant for a Youth Services Grant.

There were no other declarations from Members.

F314 ELECTION OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor J Aitman be elected. There being no other nominations it was:

Resolved:

That, Councillor Joy Aitman be elected Vice-Chair of the Committee for the 2026/27 municipal year.

The Responsible Financial Officer arrived at 6:03pm.

F315 **MINUTES**

That, the minutes of the Policy, Governance & Finance Committee meetings held on 30 March & 27 May 2026 were received.

F186 – Members heard that the deferred application from the Friends of Witney Community Primary School would be followed up by Officers.

Resolved:

1. That, the minutes of the Policy, Governance & Finance Committee meetings held on 30 March & 27 May 2026 be approved as a correct record of the meeting and be signed by the Chair and,
2. That, the deferred application for Friends of Witney Community Primary School be followed up.

F316 **PUBLIC PARTICIPATION**

There was no public participation.

F317 **COMMITTEE TERMS OF REFERENCE**

The committee considered whether any changes were needed to the current Terms of Reference.

Members heard from the Deputy Town Clerk that it had not been possible to review term (k) as resolved at the Annual Council Meeting (Minute No: 228 Refers). This review would be carried out and presented for consideration of the Committee at a future meeting.

No amendments were suggested to the other terms of reference to unanimous agreement.

Recommended:

1. That, the existing Terms of Reference be recommended for approval by the Full Council at the meeting of 13 July 2026 subject to term k and,
2. That, amendments to term (k) be presented for consideration at a future meeting of this Committee.

F318 **ANNUAL RESIDENT'S SURVEY 2026**

The Committee received the report of the Deputy Town Clerk (DTC) concerning the outcomes of the Council's 2026 Annual Residents Survey.

As the Committee with overall governance responsibility, Members noted that matters relating to individual service areas had already been considered by the relevant Committees within the current cycle of meetings. This report therefore provided a summary position across all Committees.

It was noted, as observed by each Committee, that there had been a lower number of responses to the survey, alongside the demographic age profile of respondents, particularly those aged 18 and under. Discussion took place regarding the lower response rates, particularly from younger

residents. Members were advised that the same methodology had been used as in previous years.

The Committee was advised that additional engagement work was being undertaken by Officers, including a resident survey activity planned for Witney Carnival, which was currently in development by Officers.

Members agreed that those matters raised by residents that fell under the remit of external bodies should be shared with Oxfordshire County Council (OCC), West Oxfordshire District Council (WODC) and Thames Valley Police (TVP).

The potential introduction of a Council podcast was raised by a Member to enhance engagement, including ahead of future surveys. Members also considered the use of short videos, similar to those produced by grant recipients for the Annual Town Meeting which would be explored by the Stronger Communities Committee.

Members also highlighted the importance of reinforcing messages around personal responsibility, including encouraging residents to take litter home. In addition, it was suggested that the Council's Communications Team should do more to highlight the areas in which the Council had significant expenditure to improve transparency and public awareness.

In relation to the Witney Music Festival, it was unanimously agreed that a wash-up meeting should be held between Officers and the organisers with an update being provided to the Committee at its meeting on 28 September.

Resolved:

1. That, the report and verbal updates be noted and;
2. That, matters raised by residents falling under the remit of external agencies be shared with Oxfordshire County Council, West Oxfordshire District Council and Thames Valley Police and;
3. That, communications encouraging residents to take litter home be promoted and;
4. That, the introduction of a Council podcast (or similar digital engagement methods) be explored further by Officers and;
5. That, the Council's Communications Team be requested to highlight significant areas of Council expenditure to improve transparency.

F319 LITTER PICKING POLICY

The Committee received and considered the report of the Biodiversity & Green Spaces Officer regarding the introduction of a Litter Picking Policy.

Members noted that the adoption of the policy would support the Council's application for Green Flag status for the Lake and Country Park, as well as provide clarity on expectations for volunteers, individuals and organisations undertaking litter picking activities.

Concerns were raised regarding the potential discovery of dangerous items. It was therefore agreed that the policy should include additional guidance on how to respond in such circumstances.

Resolved:

1. That, the report be noted and;

2. That, the Litter Picking Policy be approved subject to inclusion of guidance on the handling of dangerous items and reporting procedures

F320 PAYMENT OF ACCOUNTS

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

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 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

F321 ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2025-26

The Committee received and considered the report of the Responsible Financial Officer (RFO) concerning the Annual Governance & Accountability Return (AGAR) for 2025/26 under the Accounts & Audit (England) Regulations 2015.

Members were reminded of the statutory requirement to complete and submit the AGAR by 30 June 2026.

The RFO guided Members through each section of the AGAR submission, reinforcing the details outlined in the report, with particular reference to the responses to the ten assertions contained within Section 1, the Annual Governance Statement.

Members were advised of the reasoning for the restatement of the total fixed assets figure within Section 2, Accounting Statements 2025/26 and it was further noted that the External Auditor's report would be completed by 30 September 2026, at which point Section 3 the External Auditor Report and Certificate would be finalised.

Members were in agreement with all recommendations outlined in the report.

Recommended:

1. That, the Annual Internal Audit report be noted and;
2. That, the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2026 be approved and adopted with questions 1 to 8 and 10 answered “Yes” and question 9 marked as “Not Applicable” and,
3. That, the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2026 be approved and adopted and,
4. That, the draft Notice of Public Rights and Publication for 2025/26 be noted

F322 INTERNAL AUDIT 2026

The Committee received the final report of the Council’s Internal Auditor for the year 2025/26.

The Responsible Financial Officer provided a verbal update, advising that the audit reports produced throughout the year collectively form the final annual audit position.

Members were pleased to note that no issues of concern had been identified across the audit process and congratulated Officers and staff on the high standard of financial management demonstrated.

Resolved:

1. That, the Internal Audit report for 2025/26 be noted.

F323 FINANCE REPORT

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets across all Committees, providing a final position for the 2025/26 financial year.

Members heard that the principal change during the year had been the movement of Green Spaces budget lines, mainly from the Stronger Communities Committee to the Climate & Biodiversity Committee. In addition, property budgets had been consolidated into a new cost centre to improve transparency of income and expenditure of these key assets.

The RFO advised that the year-end overall surplus position, along with the status of earmarked reserves, would be presented to the meeting of the Council on 13 July. Members acknowledged that the Council’s overall financial position remained healthy.

The Committee also noted a summary of investment activity, with a more detailed report to follow to the 28 September meeting of the Committee.

In respect of the West Witney Sports & Social Club project, Members received an update on variations in project expenditure. It was noted that these were modest in the context of the overall project cost and not unexpected as part of project delivery where unforeseen matters arise. A further update would be provided to the meeting of the Council on 13 July.

The Committee considered and unanimously approved capital expenditure requests for the purchase of a new mower for fine turf areas (£8,000) and a replacement vehicle for use by the Biodiversity & Green Spaces Officer (£25,000). It was noted that both purchases would be funded from existing earmarked reserves established for such purposes.

Members also noted the external bar stocktake and the current situation with the Internal Audit function of the Council.

Resolved:

1. That, the report be noted, and,
2. That, the management accounts of the Council to 31 March 2026 be approved and,
3. That, the report on investments to the period to 31 May 2026 be approved and,
4. That, the report on investment activity during 2025-26 be approved and,
5. That, the external bar stocktake report for the period to 9 April 2026 be noted and,
6. That, the financial update in relation to the West Witney Project be noted and,
7. That, the capital expenditure for a replacement mower and vehicle be approved with funding to be met from the respective Outside Services Contingency and Renewals fund earmarked reserves and,
8. That, the appointment of Auditing Solutions as Internal Auditor for the financial year 2026-27 be approved and,
9. That, the re-tendering for the Internal Audit function be delegated to officers or the five-year period from 1 April 2027.

Cllrs A Bailey & A Mubin joined the meeting at 6:56pm.

F324 FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES

The Committee received and considered the report of the Deputy Town Council outlining financial matters arising from the recent cycle of Committee meetings.

Attention was drawn to the some of the requests such as that of the Halls, Cemeteries & Allotments Committee regarding the introduction of wedding packages for the Public Halls, additional funds for the hearing loop project across the Councils premises as well as details of amendments to the Public Halls terms and conditions, which whilst not a financial recommendation was included for completeness.

Additionally, the Climate & Biodiversity Committees request regarding wildflower planting at Curbridge Road and the subsidised use of the Corn Exchange for the 2026 Eco fair.

Resolved:

1. That, the report be noted and,
2. That, the financial recommendations arising from the spending Committees be approved including the additional costs presented in the report for Curbridge Road roundabout and,
3. That, the revised Public Halls terms and conditions and wedding packages be agreed.

Cllr G Meadows joined the meeting at 6:59pm

F325 SKATE PARK FENCING

The Committee received the additional detail following a request from the Parks & Recreation Committee that the costs of additional fencing between the skatepark and the Courtside site be considered. (Minute PR273 - Parks & Receptions Committee 1 June 2026 Refers)

Members were presented with a written report alongside a verbal explanation from the Head of Estates & Operations outlining the available options.

Following consideration, the Committee unanimously agreed that Option C be selected, providing for the installation of height extended 358 anti-climb mesh fencing to both the rear and courtside areas.

Members noted that costs would be monitored in accordance with the Council's Financial Regulations and that the expenditure would be met from the Outside Services budget to provide the most cost-effective solution to the problems encountered at the facility by the town council and its tenant.

Resolved:

1. That, the report and verbal update be noted and,
2. That, Option C for the installation of 358 anti-climb mesh fencing be approved and,
3. That, the cost be funded from the Outside Services budget and monitored in line with Financial Regulations.

F326 **EXCLUSION OF PRESS AND PUBLIC**

Resolved

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.

F327 **GRANTS & SUBSIDISED LETTINGS - YOUTH SERVICES GRANTS**

The Committee received and considered the report of the Deputy Town Clerk regarding Youth Services Grant applications which outlined the recommendations of the evaluation panel, which had been delegated this responsibility by the Stronger Communities Committee

Members noted the comments of the Chair of the Stronger Communities Committee, who expressed surprise at the number and overall quality of the applications received. However, it was considered that some applicants should be invited to submit applications to the Council's Discretionary Grants budget

The Committee further considered applications from ARCh, Clear Sky Children's Charity, Bright Futures (The Station) and YES Futures and agreed that these requests should be refused.

The Committee gave further detailed consideration to the application from Witney Buttercross Scouts. Members noted that grant funding was typically awarded to support sustainable or new opportunities; however, additional information had been sought from the applicant. Members were advised that the proposal was to install modular toilet facilities at the newly acquired Scout site. It was noted that this would enable the site to be brought into use earlier than planned and provide a facility that would benefit a significant number of young people from Witney. Following consideration, it was proposed and agreed that a contribution of £5,000 be made towards the total project costs.

Members considered the remaining applications recommended for support from the Youth Services Grant budget (4169/408). Members were unanimous in agreement, with the exception of Cllr T Ashby who abstained on the vote for the award to Witney Buttercross Scouts owing to his earlier declaration.

Resolved:

1. That, Ducklington Sports Club, West Oxon Levellers, Witney Mills Cricket Club and Witney Wolves Basketball Club be invited to apply to the Discretionary Grants budget (407/4100) and,
2. That, the applications from ARCh, Clear Sky Children's Charity, Bright Futures (The Station) and YES Futures be declined and,
3. That, the following Youth Services Grants be awarded under the General Power of Competence and recipients be asked to acknowledge the Council's financial contribution in their promotional literature:
 - Aspire – £2,500
 - Be Free Young Carers – £2,000
 - Benefice of Witney – £2,000
 - Courtside – £2,000
 - Hope After Harm – £1,000
 - 1st North Leigh Guides – £500
 - Buttercross Scouts – £5,000
 - Yellow Submarine – £1,500
4. That, Home Start Oxford be awarded £12,000 for early years preventative services from the budget set aside for this.
5. That the remaining £3,500 of the youth services grant budget be ringfenced for future youth-related applications during the municipal year

Cllr A Mubin left the meeting at 7:18pm.

F328 PROPERTY, LEGAL & INSURANCE MATTERS

The Committee considered a confidential report relating to one of the Council's properties.

The Chair highlighted the need for confidentiality due to the ongoing commercial sensitivity of the matter. Members discussed the options available and agreed that further work was required before any formal decision could be taken.

It was therefore agreed that Officers be authorised to continue engagement and commission a full report setting out strategic options for consideration by the Council.

Members noted that this work was expected to take approximately 4–6 weeks to complete.

Resolved:

1. That, the confidential report be noted and,
2. That, Officers be authorised to undertake further work and engagement to develop strategic options for consideration by the Council.

F329 STAFFING MATTERS

The Committee received the minutes of the Personnel Sub Committee meetings held on 8th and 20th April 2026 which had been circulated prior to this meeting.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee meetings held on 8th & 20th April 2026, and the recommendations contained therein be approved.

The meeting closed at: 7.26 pm

Chair

WITNEY

TOWN COUNCIL



Policy Document

Litter & Dog Waste Bins

Adopted: Policy, Governance & Finance Committee. Minute no: xxx

Review Date: September 2028

Introduction

Witney Town Council is responsible for the provision, maintenance and emptying of litter and dog waste bins located on land owned or managed by the Council. These bins provide a valuable public amenity, helping to keep the Council's parks, recreation grounds, cemeteries and open spaces clean, safe and welcoming. Appropriate bin provision also supports responsible waste disposal, protects the local environment and contributes to the Council's commitments to sustainability, biodiversity, and the health and wellbeing of residents and visitors.

Council responsibilities

West Oxfordshire District Council is the principal authority responsible for street cleansing and public waste collection in Witney.

Witney Town Council is only responsible for the emptying and maintenance of litter and dog waste bins located on land owned or managed by the Town Council.

The Town Council will:

- Consider requests for new, additional, replacement or relocated bins only on land owned or managed by Witney Town Council.
- Assess each request individually, with no fixed distance or numerical threshold applied.
- Consider the likely use of the bin, evidence of littering or dog fouling, existing bins nearby, accessibility, operational requirements and ongoing costs.
- Decide whether a litter bin, dog waste bin or combined litter and dog waste bin is most appropriate for the location.
- Review existing provision and relocate, replace or remove bins where this would improve the service or make better use of Council resources.
- Ensure that any new provision can be safely and practically emptied and maintained.

The absence or removal of a bin by another authority will not automatically result in the Town Council providing a replacement.

Requests outside Town Council land

Requests concerning bins on land not owned or managed by Witney Town Council fall outside the Council's responsibility and should be directed to the appropriate authority, organisation or landowner (where known)

Decision-making

Requests for bins on Town Council land will be assessed by officers in accordance with this policy and the Council's approved delegation and financial arrangements.

Requests for bins on land not owned or managed by the Town Council will only be considered in exceptional circumstances. Such requests will be assessed individually as part of an annual review, taking account of community need, landowner consent, available resources and the ongoing costs of provision, emptying and maintenance.

Review

This policy will be reviewed biennially by the Policy, Governance & Finance Committee.

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1. Glossary of Terms

Term	Definition
WTC, Town Council or Council	Witney Town Council, acting as the local burial authority responsible for managing and providing burial grounds.
EROB	An Exclusive Right of Burial.
Spent	An Exclusive Right of Burial is considered spent when no usable grave space remains for a further permitted interment.
Interment	The burial of a human body or cremated human remains.
Green Form or Registrar's Certificate	The certificate authorising the burial of a body or the interment of cremated remains, where applicable.
Statutory Declaration	A formal written statement of fact that is declared to be true and signed in the presence of a person authorised to administer the declaration.
Grant	The document issued by the Burial Authority evidencing the Exclusive Right of Burial for a specified grave space.
Grantee	The person named on the Grant as the holder of the Exclusive Right of Burial.
Funeral organiser	The funeral director, undertaker or other person responsible for making arrangements for an interment.

2. Law and Jurisdiction

These regulations shall be governed by the laws of England and shall be subject to the exclusive jurisdiction of the English courts.

3. Variations

These Cemetery Regulations supersede and replace all previous cemetery regulations, terms and conditions issued by Witney Town Council.

Witney Town Council may, **at its sole discretion and at any time**, amend, replace, withdraw or add to these Cemetery Regulations. The Council is **not required to provide prior notice** of any amendment, except where notice is required by law.

Any amendment will take effect immediately on the effective date stated in the revised document, unless the Council specifies a different commencement date.

From that date, the revised Cemetery Regulations will apply to all cemetery activities, applications, permissions and works undertaken within cemeteries managed by Witney Town Council, subject to any statutory requirements or transitional arrangements expressly determined by the Council.

It is the responsibility of applicants, funeral organisers, funeral directors, memorial masons, holders of Exclusive Rights of Burial and other cemetery users to ensure that they refer to the current version of these Cemetery Regulations before making an application, arranging an interment or undertaking any work within a cemetery.

4. General Cemetery Information

4.1 Windrush Cemetery Access

Windrush Cemetery is permanently open to members of the public with parking available near the entrance to the cemetery.

The road around the grave sections is only designed as an access road for works vehicles and funeral cortège.

The cemetery is not open for vehicles during ceremonies.

A sign will be placed on the entrance and car parking controlled by cemetery operatives.

4.2 Tower Hill Cemetery Access

Period	Opening hours	Vehicle access to Sections 6, 7 and 8
Monday to Friday	09:00 to 16:00	The access bollards can be removed on request. Requests must be made via 01993 704379 at least 24 hours before the proposed visit.
Saturday and Sunday	07:00 to 11:00	The access bollards are removed to permit vehicle access around Sections 6, 7 and 8.

The gates are opened and closed by Town Council staff or authorised contractors.

4.3 Closures for ceremonies

During a ceremony, the main vehicle gates and the north pedestrian gate will be temporarily locked for the duration of the ceremony. No advance notice of an individual ceremony closure will be provided.

5. Cemetery Rules

The following rules apply within both cemeteries. Some activities may also constitute an offence under applicable legislation.

5.1 General Rules

Dogs are permitted in the cemetery but must always be on leads and all waste must be cleared up.

No parking is permitted in any area that is not a designated parking space.

Bicycles must not be ridden within the cemetery.

All rubbish must be cleared away.

Music or other sound must not be amplified in a manner that causes disturbance to other cemetery users or neighbouring properties.

5.2 Offences Within the Cemetery

To wilfully create any disturbance in a cemetery.

To commit any nuisance in a cemetery.

To wilfully interfere with any burial taking place in a cemetery.

To wilfully interfere with any grave or vault, tombstone or other memorial, or flowers or plants.

To play any game or sport in a cemetery.

6. Burial Plots and Interment Options

6.1 Lawn Burials

Lawn burials are the standard burial plot offered at both Windrush and Tower Hill Cemetery.

They can accommodate one or two full interments depending on the cemetery.

Lawn graves at Windrush Cemetery are double-depth and may accommodate up to two full interments. Lawn graves at Tower Hill Cemetery are single-depth and may accommodate one full interment. Cremated remains may only be interred after the grave has received its permitted number of full interments.

Subject to arrangement with the Council, cremated remains may be placed beneath the turf of a grave by carefully lifting the turf and placing the ashes directly onto the soil beneath. This constitutes an authorised interment of cremated remains and is not the same as the scattering of ashes over the surface of a grave, which is prohibited.

The charge will be the same as an ashes interment.

To perform a future burial the layer of soil will need to be disturbed, and the cremated remains moved from the resting place.

Tower Hill lawn burials are single depth.

All bodies must be interred within a coffin.

The coffin must have a nameplate.

Due to double-depth burials, cemetery staff must be able to identify the first interment before interring a second body.

6.2 Burials in Accordance with Islamic Practices

Burial plots are provided and oriented to accommodate burials undertaken in accordance with Islamic practices.

All plots designated for burials in accordance with Islamic practices are single-depth graves.

Burials may take place in either a coffin or a burial shroud, subject to these Regulations and any applicable legal and operational requirements.

Where a burial shroud is used, funeral organisers must backfill the grave until the body is no longer visible before council staff complete backfilling.

A suitable container must be used to transport the deceased to the graveside.

Brushwood or softwood boards may be used to line the base of the grave to a maximum depth of 30mm.

Upon expiry of burial rights any headstone may be removed by the Council, but no further interments will take place in any available remaining grave space.

6.3 Meadow Burials

A wildflower meadow is provided at Windrush Cemetery for interments.

The purpose of this area is to establish and maintain a flowering meadow environment.

The meadow may receive up to three cuts per year during spring, summer and autumn.

The principal summer cut may involve collection of vegetation.

Additional winter maintenance cuts may be undertaken to control weeds.

Supplementary seeding may be undertaken during March and April.

Once the ground has recompacted following an interment, a wildflower seed mix will be sown over the grave.

Rules Specific to Meadow Burials

Exclusive Rights of Burial cannot be purchased.

Plots cannot be reserved.

Embalmed bodies are not permitted.

No grave marker may be installed.

Identification

As no grave marker may be placed, the burial will be recorded using the standard Council burial records system.

In addition, a grave marker peg will be buried within the plot.

Plots may subsequently be identified through a grave marker peg containing an electronically readable RFID tag.

The RFID tag number will be recorded in both the burial register and the cemetery management software.

6.4 Woodland Burials

Woodland burials are located within the lower section of Windrush Cemetery.

They are intended to provide an environmentally conscious and lower cost burial option.

The woodland burial area has been designed to provide the lowest carbon footprint burial option available within Witney Town Council cemeteries.

Rules Specific to Woodland Burials

Only single-depth interments are permitted.

Exclusive Rights of Burial cannot be purchased.

Plots cannot be reserved.

Embalmed bodies are not permitted.

No form of grave marker may be installed.

This restriction includes the period immediately following an interment, and all flowers will be removed by Council staff following the interment.

The purpose of the area is to maintain an environmentally conscious approach and flowers are therefore discouraged.

All woodland burials must take place in an environmentally friendly coffin or burial shroud made from biodegradable materials, such as bamboo, banana leaf, willow or cardboard. Other biodegradable materials may be accepted with the prior approval of Witney Town Council.

Where a burial shroud is used, funeral organisers must backfill the grave until the body is no longer visible before Council staff complete the backfilling process.

Oversized coffins are not permitted.

Plots may be identified in future through a grave marker peg containing an RFID tag.

When designated sections of the woodland burial area reach capacity, trees and perennial wildflower bulbs may be planted to create woodland habitat areas.

6.5 Children's and Baby Plots

Separate children's and baby burial plots are provided at Windrush Cemetery.

These plots are intended for use alongside the Children's Funeral Fund and have a longer EROB period to allow the later interment of the ashes of parents, guardians or other family members.

Plot Dimensions

Plot type	Dimensions
Baby plot	0.9 metres long by 0.66 metres wide
Children's plot	1.5 metres long by 0.99 metres wide

Additional Provisions

Exclusive Rights of Burial for children's and baby plots are granted for a period of 90 years.

Following a full interment, up to two sets of cremated remains may be interred within the plot.

Memorials for children's and baby plots are subject to the dimensions specified within the Memorial Sizes document.

6.6 Ashes Path – Windrush Cemetery

Windrush Cemetery contains a paved ashes path for the interment of ashes caskets.

Each ashes plot is designed to accommodate up to two caskets. Any additional caskets would only be granted permission from the Council as the time of the additional interment.

The Exclusive Right of Burial must be purchased.

Only a sloping desk tablet memorial may be installed.

6.7 Family Ashes Plots – Tower Hill Cemetery

Tower Hill Cemetery provides family ashes plots for the interment of cremated remains.

Each plot may accommodate up to eight ashes caskets.

Only a standing memorial may be installed.

6.8 Scattering of Ashes – Windrush & Tower Hill Cemeteries

Ashes may be scattered within designated ashes scattering beds. Permission must be sought and a date and time agreed in advance with the Council offices prior to any scattering.

Any unauthorised scattering of ashes will be stopped if prior permission has not been granted.

The scattering of ashes on grave plots is strictly not permitted, even where the Exclusive Right of Burial has been purchased for the plot. This restriction is necessary to ensure scattered ashes are not distributed onto neighbouring plots by weather conditions or during the scattering process, which may cause distress or offence to other grave owners and visitors.

Any unauthorised scattering or disposal of ashes may be collected and interred by the council into an unmarked area.

6.9 Memorial Plaques and Stones

Memorial plaques may be installed on the memorial wall at Tower Hill Cemetery or on the memorial monolith at Windrush Cemetery.

Memorial pebbles may be installed into the designated area within the children's memorial garden at Windrush Cemetery.

The individual named on a memorial plaque or pebble need not be interred within the cemetery.

A completed application form must be submitted and approval granted prior to a memorial plaque or stone being installed.

The size, material and inlay colour of memorial plaques will be determined by cemetery officers to maintain a consistent and uniform appearance.

7. Schedule of Interment

The Town Council will follow the process below for all interments within its cemeteries. The interment process will be managed in cooperation with the funeral organiser.

Interment Application

A completed interment form must be submitted to the Council as formal notice of the interment. The form must include the grave plot number and the proposed date and time of the interment.

Where the grave plot is not owned by the deceased, the owner of the Exclusive Right of Burial must provide written permission for the plot to be used. This permission must be submitted with the interment form.

Date and Time

The date and time of the interment must be arranged with the Town Council before arrangements are confirmed with any other party.

The Council will make reasonable efforts to accommodate the requested date and time. However, as the burial authority, the final date and time of an interment will be determined by the Town Council.

Interment dates and times will be managed with regard to factors including:

- Other interment bookings
- Staffing
- Equipment availability
- Grave location
- Proximity to open graves
- Excavation time
- Public holidays

Grave Preparation and Documentation

Once a completed interment form has been received, cemetery operatives will begin the process of excavating and preparing the grave space.

All required paperwork must be submitted no later than 24 hours before the scheduled time of the interment.

Following the interment, cemetery operatives will record the burial in the relevant cemetery burial register. The register entry must be signed by the funeral organiser.

8. Graveside Preparation and Backfilling

Graves will be prepared to minimise the visibility of excavated soil. The graveside will be dressed with artificial grass, and excavated soil will be covered where appropriate. This also applies to ashes interments within the ashes path at Windrush Cemetery.

Excavated soil will normally be placed temporarily on the nearest neighbouring grave until the interment and backfilling have been completed. The Council will seek to minimise the duration of its placement and any disturbance to neighbouring graves.

Any request for excavated soil to be placed elsewhere must be made when the first notice of interment is given and is subject to the Council's approval. An additional charge will apply as specified in the current burial charges schedule.

Following the interment, the grave will be backfilled and the surrounding area reinstated. Any ground damage arising from the works will be repaired when weather, ground and seasonal conditions permit.

9. Cancellations and Additional Charges

9.1 Cancellations

Where an interment is cancelled by Witney Town Council because the required paperwork has not been submitted, the full burial charge will be payable by the funeral organiser.

The deadline for submission of all required paperwork is 24 hours before the scheduled time of interment. By that point, the grave plot may already have been prepared and, in some circumstances, may need to be backfilled following cancellation.

The funeral organiser is responsible for ensuring that the funeral procession arrives at the time stated on the interment form.

The Town Council may take exceptional circumstances into account when considering a cancellation charge. Any reduction or waiver will be at the discretion of the Town Council.

9.2 Late Arrivals and Departures

The Funeral Organiser is responsible for the timekeeping of the ceremony.

The standard time allocated for a ceremony is 45 minutes. Additional fees will be charged for late arrivals or departures in increments of 15 minutes, at the rate specified in the current burial charges schedule.

9.3 Existing Memorials

Where a second interment is proposed within a lawn burial plot or ashes plot, the Funeral Organiser will be responsible for any charges associated with the removal of an existing memorial from the grave plot being used for the interment.

The presence of an existing memorial must be identified when the first notice of interment is given.

9.4 Changes to Interment Dates

A fee, as specified in the current burial charges schedule, will be charged where an amendment is made to a final submitted interment date. The date stated on the submitted interment form will be treated as the final submitted date.

Booking an interment date removes that date and time from availability for other applicants. Reasonable changes to the time of an interment will not normally incur a charge.

9.5 Oversized Burials

An additional oversized burial fee will apply where the coffin or casket exceeds any of the maximum dimensions shown below. The applicable oversized burial fee, in addition to the standard burial fee is specified in the current burial charges schedule.

Measurement	Maximum size
Length	213 cm / 84 inches

Measurement	Maximum size
Width	71 cm / 28 inches
Depth	58 cm / 23 inches

9.6 Weekend Burials

In exceptional circumstances, a weekend burial may be arranged at the discretion of Witney Town Council, subject to the availability of three cemetery operatives. Weekend burials cannot be guaranteed and, where accommodated, will be charged at the applicable weekend hourly rate for three cemetery operatives, together with the standard burial fee and any other charges set out in the current burial charges schedule.

10. Burial Times

Burials are available within both cemeteries from Monday to Friday, excluding public holidays. Available burial times vary throughout the year in accordance with daylight hours.

Period	Days	Available booking times
November to March	Monday to Friday	11:00 to 14:00
April to October	Monday to Thursday	11:00 to 15:00
April to October	Friday	11:00 to 14:00

The times stated above are booking times and are not inclusive of the total ceremony duration. A burial booking may be accepted for the latest stated time within the applicable period.

11. Burial Notice

A minimum of three working days' notice, excluding the day of interment, is required to allow sufficient time for the Council to complete the necessary administration and prepare the grave or ashes plot. The Council will make reasonable efforts to accommodate the requested date, but operational circumstances may require a longer notice period.

Where an existing headstone or memorial must be removed to permit excavation, the funeral organiser is responsible for arranging its removal. Excavation and preparation of the grave cannot begin until the headstone or memorial has been removed.

The Certificate for Burial or Cremation, commonly known as the Green Form or Registrar's Certificate, must be provided to the Town Council no later than 24 hours before the interment.

The certificate may be:

- Emailed
- Posted
- Delivered in person

Witney Town Council accepts no responsibility for certificates lost in the postal system and no burial will be allowed to take proceed prior to receipt of the certificate.

It is an offence for a burial certificate to be forged, or otherwise improperly handled. (Births and Deaths Registration Act 1953)

12. Exclusive Rights of Burial

The Exclusive Right of Burial permits the Grantee to authorise burials within a specified grave space. The Exclusive Right of Burial also grants permission to erect a memorial, subject to compliance with the Cemetery Regulations.

The grant will contain details including:

- Burial authority
- Cost of the grant
- Grave space number
- Cemetery
- Section reference
- Date of purchase
- Duration of the grant
- Grantee contact information

The grant will be issued to the Grantee.

A copy will be retained by Witney Town Council and stored digitally.

12.1 Limitations

An Exclusive Right of Burial does not convey ownership of the land.

The right only permits the Grantee to:

- Determine who may be buried within the grave space
- Authorise the installation of a memorial

All other cemetery rules and regulations remain applicable.

12.2 Term of Exclusive Rights of Burial

The Exclusive Right of Burial is granted for a fixed period from the date of purchase. The applicable term will be stated on the Grant.

The current term granted for non-baby or child plots is:

Cemetery	Current term
Windrush Cemetery	30 years
Tower Hill Cemetery	30 years

Witney Town Council may amend the term applicable to future purchases and renewals.

The Council does not grant or renew burial rights to be held in perpetuity or for periods that would exceed one hundred years.

An exception applies to Commonwealth War Graves, where rights may be granted or recognised in perpetuity.

12.3 Transfer of the Exclusive Right of Burial Back to the Burial Authority

The Grantee may transfer an Exclusive Right of Burial back to the Council at any time.

The Council will purchase the right at the original purchase price paid as stated on the grant.

The Council will only repurchase rights where usable grave space remains.

13. Transfer of the Exclusive Right of Burial

All transfers of Exclusive Rights of Burial shall be administered by the burial authority.

Witney Town Council will charge a transfer fee as set out within the burial charges schedule.

Only the remaining term of the Exclusive Right of Burial will be carried over on transfer.

A revised grant shall be issued to the new Grantee.

A copy of the grant shall be retained by Witney Town Council and stored digitally.

13.1 Living Grantee

An owner of an Exclusive Right of Burial may transfer the right to another person at any time.

The original Grant must be produced together with supporting documentation.

The following documentation must be provided:

- Proof of identity of the current owner.
- Proof of identity of the proposed new Grantee.
- Proof of residency of the proposed new Grantee.

Where the proposed new Grantee does not meet the Council's residency requirements, or where satisfactory evidence of residency cannot be provided, the transfer will be treated as a non-resident transaction. The Council reserves the right to charge an additional amount, up to the full non-resident Exclusive Right of Burial fee applicable at the date of transfer, taking account of any resident fee already paid.

The fee shall only be payable where usable grave space remains available for a future full burial or additional ashes interment.

Written and signed confirmation of the transfer must be provided by the existing Grantee.

The transfer document must clearly identify the person receiving the Exclusive Right of Burial.

13.2 Deceased Grantee

Where the Grantee is the deceased person being interred within the grave space, a transfer of the Exclusive Right of Burial is not required before the interment takes place.

Where the Exclusive Right of Burial has not been spent and future use remains possible, transfer to a successor Grantee should be arranged.

There is no requirement to transfer the Exclusive Right of Burial immediately upon the death of the owner.

Transfer is only required where a beneficiary wishes to make use of an unspent Exclusive Right of Burial.

Documentation Required

To transfer the Exclusive Right of Burial following the death of a Grantee, the following documents must be provided:

- The original Exclusive Right of Burial grant.
- The deceased Grantee Will, where one exists.
- Original Grant of Probate or Letters of Administration where applicable.
- Proof of identity of the proposed new Grantee.

Statutory Declarations

Where the deceased owner did not specifically leave the Exclusive Right of Burial to a named beneficiary, the burial authority may transfer the right through a Statutory Declaration.

Such transfers may be made to a family member with a valid claim to the Exclusive Right of Burial.

The cost of investigations and due diligence associated with the transfer shall be borne by the applicant.

Where multiple family members have potential claims, each claimant must formally renounce their claim before a Statutory Declaration can be completed.

Where competing claimants cannot be contacted or do not renounce their claim, the Exclusive Right of Burial cannot be transferred.

Memorial Permission Pending Transfer

At the discretion of the burial authority, permission may be granted for a memorial to be erected before a transfer has been completed.

Any such permission shall be given on the basis that the applicant accepts responsibility for removal of the memorial at their own expense should a competing claimant subsequently establish a legal entitlement to the Exclusive Right of Burial.

14. Renewal of Exclusive Rights of Burial

A Grantee may renew an Exclusive Right of Burial on its expiry date or within the 90 day period immediately preceding expiry.

The renewal fee and renewal term shall be those in force at the date of renewal.

Witney Town Council will endeavour to contact Grantees whose Exclusive Rights of Burial are approaching expiry where usable grave space remains available.

The purpose of such contact is to allow the Grantee the opportunity to renew before the Council considers future re-use of available grave space.

Renewal procedures will only be considered where future burials can be accommodated without disturbing previous interments and where unused grave capacity remains available.

The Council may attempt contact using:

- Telephone.
- Post.
- Email.
- Updated contact details held on Council records.
- Notices attached to the memorial where appropriate.

If a period of 90 days has passed following the first contact attempt, no further attempts may be made.

Where all reasonable efforts to contact the Grantee have been exhausted and the renewal period has elapsed, the Council may commence procedures to re-use available grave space in accordance with its regulations.

15. Re-use of Grave Space

Following the expiry of an Exclusive Right of Burial, the Town Council may reclaim and reallocate any unused burial capacity remaining within the grave space, provided that a further interment can be accommodated without disturbing any existing interment.

Any re-use of grave space shall be undertaken in accordance with the Council's procedures for expired Exclusive Rights of Burial.

The Council reserves the right where appropriate, to raise the level of the ground above an existing single interment in order to create sufficient depth for a future burial. Such measures will only be considered following the expiry of the Exclusive Right of Burial.

16. Commonwealth War Graves

As the burial authority, Witney Town Council may grant permission to the Commonwealth War Graves Commission to install or maintain a memorial on an identified Commonwealth War Grave.

Exclusive Rights of Burial relating to Commonwealth War Graves may be granted or recognised in perpetuity.

The Town Council shall not exercise powers to remove a Commonwealth War Grave memorial without the consent of the Commonwealth War Graves Commission.

17. Public Graves

Public graves, also known as common graves, have no associated Exclusive Right of Burial and may be used where no alternative burial arrangements have been made. No private memorial, headstone, plaque or monument may be placed on a public grave.

18. Record Keeping

All interments shall be recorded on the date of burial within the cemetery burial register.

Interments shall also be recorded separately within the Register of Burials maintained by the Council.

The Register of Burials shall record:

- Surname
- Forenames
- Address
- Profession
- Age
- Date of death
- Place of death
- Date of burial
- Section and grave number

For woodland and meadow burials, the RFID tag number shall also be recorded within both the burial register and the Council's digital burial management system.

Full details of all interments shall be retained within the Council's digital burial records system.

Plans of graves are held in either digital or physical form at the Town Council offices.

19. Residency

For the purposes of these Regulations, a resident of Witney is defined as a person who:

- Currently resides within the Witney town boundary; or
- Has resided within Witney during the previous five years; or
- Has accumulated a total of thirty years' residence within Witney.

For non-residents, Exclusive Rights of Burial and interment fees will be charged at double the resident rate shown on the burial charges schedule.

Where a grave space is reserved, the Exclusive Right of Burial must be purchased and the residency status of the purchaser shall determine the applicable Exclusive Right of Burial fee.

The interment fee shall be determined by the residency status of the deceased rather than the owner of the Exclusive Right of Burial.

Proof of identity and residency may be required when purchasing an Exclusive Right of Burial.

Acceptable evidence may include:

- Driving licence
- Passport
- Utility bill dated within the previous three months
- Bank statement dated within the previous three months

Where the Certificate for Burial or Cremation records an address outside the Witney town boundary, proof of identity and residency may be required with the interment application

20. Reserving a Grave Space

Grave spaces may only be reserved for the following plot types:

- Lawn burial plots.
- Ashes plots.
- Family ashes plots.

Separate areas of the cemetery are designated for reserved grave spaces and immediate need burials.

When reserving a grave space, the Exclusive Right of Burial must be purchased.

No individual may reserve more than two burial plots.

21. Children's Funeral Fund

The Children's Funeral Fund for England (CFF) may assist with the funeral costs of a child under 18 or a baby stillborn after the 24th week of pregnancy. Witney Town Council will submit any eligible claim relating to its burial fees.

Applicants should contact the CFF directly for current information about eligibility, available support and the application process:

Website: childfuneralcharity.org.uk

Telephone: 01480 276088

Email: enquiries@childfuneralcharity.org.uk

The Children's Funeral Fund will only cover the cost of an appropriately sized grave suitable for the child being interred. Full body interments are currently available only within Windrush Cemetery, where adult, child and baby plots are provided. Witney Town Council will only claim funding for a grave size appropriate to the deceased. Where an applicant requests a full-sized double-depth adult grave, any difference in cost must be paid by the applicant. Where a child or baby plot is unavailable, a full-sized adult grave may be offered as an alternative.

22. Cemeteries Maintenance

22.1 Grave Mounds

For a period of one year following an interment, a soil mound will be maintained at approximately 20 centimetres above ground level.

This mound is required because excavated soil gradually recompacts over time following burial.

The grave mound shall not be planted during this period.

Flowers and wreaths may be placed on the grave, although they may be moved to the head of the grave when soil levels require topping up.

22.2 Levelling

Approximately one year after the date of interment, the grave may be levelled during the following spring or autumn maintenance programme.

The grave shall be levelled using topsoil free from large stones and reseeded with grass.

Graves may subsequently require additional levelling in order to maintain safe and consistent ground levels for cemetery maintenance purposes.

Levelling works are generally undertaken on a sectional basis.

Notice of works may be provided through signs displayed within the cemetery.

22.3 Grounds Maintenance

Tower Hill Cemetery and Windrush Cemetery are generally maintained as lawn cemeteries with regularly cut grassed areas.

The historic central section of Tower Hill Cemetery is maintained under a wildflower management regime.

The meadow and woodland burial sections of Windrush Cemetery are also maintained using wildflower management practices.

23. Memorial Testing

All memorials shall undergo a formal safety inspection every five years.

Safety inspections shall be carried out by Witney Town Council, either through its employees or appointed contractors acting on behalf of the burial authority. All inspections shall be undertaken by personnel trained in S.I.A.M. (Safety Inspection and Assessment of Memorials).

The inspection process uses non-intrusive methods to assess the safety and stability of memorials against recognised N.A.M.M. standards.

Advance notification of memorial testing may be provided through signs displayed within the relevant cemetery.

Responsibility for remedial works arising from memorial testing rests with the owner of the Exclusive Right of Burial.

The Town Council will attempt to contact the owner of the Exclusive Right of Burial and advise them of any remedial works considered necessary.

Where an adequate period has elapsed following notification and no remedial action has been taken or an immediate risk is identified, the Town Council may make the memorial safe using the most practical and economical method available.

Such actions may include:

- Laying the memorial flat on the ground.
- Fencing off the grave area for safety purposes.

24. Damage to Memorials

The Town Council accepts no liability for damage to memorials unless the damage results directly from the actions of cemetery operatives or contractors acting on behalf of the Council. Where such damage occurs, including where plant machinery strikes and fractures a memorial, the Council may accept responsibility for reasonable repair costs.

To establish liability, the incident must be documented.

Evidence may include:

- An incident report.
- Photographic evidence.
- Other supporting records.

Owners of Exclusive Rights of Burial are advised to obtain appropriate insurance cover for memorials, including public liability insurance where applicable.

25. Removing Headstones to Gain Access to Reserved Plots

Access to certain reserved grave spaces may require the temporary removal of existing memorials.

Notice of the proposed removal shall be issued, where possible, to the owner of the Exclusive Right of Burial recorded on the grant.

The owner of the Exclusive Right of Burial cannot refuse removal where it is necessary for the burial authority to facilitate access.

The Town Council shall meet the cost of removal and may offer cleaning of the memorial prior to its reinstatement.

26. Removing Headstones for a Second Interment

Where a further interment is proposed within a grave containing an existing memorial, responsibility for arranging and paying for the removal of the memorial rests with the Funeral Organiser. The memorial must be removed before excavation of the grave begins. Its presence must be identified when the first notice of interment is given.

27. Item Clearance

Additional cemetery clearance operations may be undertaken periodically throughout the year.

These are typically carried out following periods when large numbers of commemorative items are placed within the cemetery, including:

- Christmas.
- Easter.
- Mother's Day.
- Father's Day.

Such clearance operations will normally occur approximately one month after the relevant occasion.

28. Tree Works

The Council will not normally accept liability for damage caused by severe weather, natural events or the unforeseen failure of a tree or branch where the risk could not reasonably have been identified or prevented. This does not exclude liability arising from the Council's negligence or breach of a legal duty.

29. Stone Masons

Stone masons carrying out work within Witney Town Council cemeteries must be registered with the Town Council.

The following documentation must be provided annually and maintained in a current and valid condition.

Public Liability Insurance

Stone masons must maintain Public Liability Insurance with a minimum indemnity value of £5 million.

Risk Assessment

A risk assessment covering all activities undertaken within a burial ground must be provided.

The risk assessment should address all aspects of memorial installation, repair, maintenance and removal activities conducted within the cemeteries.

Professional Registration

Stone masons must be registered under the National Association of Memorial Masons (NAMM) Register of Qualified Memorial Fixers (RQMF) scheme.

All works must be carried out in accordance with the NAMM Code of Working Practice.

30. Memorials

30.1 Memorial Application and Approval Process

A memorial may only be commissioned by the Grantee and must receive the written approval of Witney Town Council before it is manufactured or installed.

Where a memorial is intended to cover two adjoining grave plots, the applicant must hold the Exclusive Right of Burial for both plots.

A completed memorial application must be submitted to the Council and must include full details of the proposed memorial, including its dimensions, materials, inscription and design. The memorial must comply with the specifications set out in the Council's Memorial Sizes document.

A permanent memorial may only be installed on a lawn grave after 12 months have elapsed from the date of interment. This period allows the ground to settle and the grass cover to become established.

During the 12-month waiting period, a temporary plaque or wooden cross may be placed on the grave. A temporary marker must not exceed 10 centimetres in width and 25 centimetres in height. Temporary markers may be removed during grass seeding or other grave-maintenance works and placed in storage within the cemetery depot.

Before installation, the memorial delivered to the cemetery will be checked against the approved application. Installation will be refused where the memorial:

- differs from the approved application;
- does not comply with the Council's Memorial Sizes document; or
- has not received written approval from the Council.

Any memorial installed without permission, or which differs from the approved application, will be removed by the Council. The Grantee will be responsible for all associated removal, storage and, where applicable, reinstatement costs.

30.2 Memorial Materials, Designs and Inscriptions

With the exception of approved wooden crosses, memorials must be manufactured from stone.

All inscriptions, images, symbols, artwork and designs must be dignified, respectful and suitable for the cemetery environment. The Council reserves the right to refuse any inscription, image, symbol, artwork or design that it considers offensive, inappropriate or unsuitable.

Every memorial must display the cemetery section and grave number on the rear of the base stone in lettering at least 15 millimetres high.

The Council's decision regarding the acceptability of the material, inscription or design of a memorial will be final.

30.3 Headstones

All headstones installed within Witney Town Council cemeteries must comprise:

- A foundation slab.
- A base stone.
- A headstone.

The upper surface of the foundation slab must be installed level with the surrounding ground level.

30.4 Monoliths

Where a monolith is installed without a foundation or shoe, a minimum of one-third of the total stone height must be located below ground level.

Where a monolith is installed using a shoe or foundation system, at least one-third of the total structure, including its foundation, must be located below ground level.

The maximum height of a monolith is 111 centimetres with at least 37 centimetres installed below ground level.

30.5 Wooden Crosses

Wooden crosses are permitted within the cemeteries provided they are constructed in a professional and durable manner. A memorial application must still be submitted.

The application must include a detailed drawing or photograph along with full measurements of each component of the cross.

Conditions of Approval

Wooden crosses must:

- Comply with the maximum memorial dimensions.
- Have at least one-third of their total height located below ground level.
- Be manufactured from hardwood.
- Not contain ornate or excessive decorative features.
- Display the name of the deceased through engraving or an attached plaque.
- Display the section and grave number on the reverse side.

Wooden crosses shall be inspected annually to assess their condition.

If a wooden cross deteriorates, the Town Council will contact the owner of the Exclusive Right of Burial and request restoration or removal. Where no action is taken within six weeks of the notification, cemetery operatives may remove the cross and place it into storage within the cemetery depot for no longer than 30 days before disposal.

30.6 Babies' and Children's Memorials

Due to the smaller dimensions of children's and baby graves, reduced memorial sizes apply.

The maximum permitted memorial height for these plots is 75 centimetres.

30.7 Memorial Tablets

Only sloping desk-style memorial tablets are permitted within the ashes path at Windrush Cemetery and must comply with the dimensions and specifications set out in the Memorial Sizes document.

31. Placement of Items on Graves and Gardens

Graves may be adorned with flowers and small commemorative items made from safe, non-hazardous materials, including wood, plastic and ceramic. Ceramic items are permitted as they generally present less risk than glass, although they should be sufficiently robust and maintained in a safe condition. All items must be placed within the designated garden area or on the memorial foundation slab. Items placed elsewhere, or found to be broken or hazardous, may be removed without prior notice and stored at the cemetery depot for collection. Witney Town Council accepts no responsibility for items lost or damaged during removal or storage.

Prohibited Items

The following items are not permitted within the cemeteries. This list is not exhaustive, and Witney Town Council may prohibit other items where necessary for safety, maintenance or the appropriate appearance of the cemetery:

- Glass objects, including candle holders, photo frames and ornaments containing glass.
- Shrubs and trees planted in or placed on graves.
- Electrical items, including solar-powered lights.
- Fencing, kerbing or other structures intended to define or enclose a grave.
- Large ornamental items, including statues, unless approved by the Council.
- Balloons and large floral displays as permanent grave adornments.

Balloons and large floral tributes placed following an interment may remain temporarily but will normally be removed seven days after the interment.

Prohibited, unsafe or unauthorised items may be removed without prior notice and disposed of immediately. Where an item appears to have significant financial or personal value, the Council may retain it temporarily for collection. However, the Council cannot reasonably identify the sentimental value of every item and does not guarantee that any removed item will be retained.

Where appropriate, the Council may contact the holder of the Exclusive Right of Burial and allow up to six weeks for a large or unauthorised item to be removed. If no action is taken, the Council may remove, store or dispose of the item.

32. Garden Area

All lawn graves include a designated garden area which may be used by the owner of the Exclusive Right of Burial for the placement of permitted commemorative items.

The permitted garden area is the width of the memorial foundation slab and extends to a depth of 45 centimetres from the base of the memorial.

Where no memorial has been installed and the owner wishes only to create a garden area, the permitted area may be extended to a maximum square area measuring 90 centimetres by 90 centimetres.

The Exclusive Right of Burial must still be purchased before a garden area may be established.

Fencing, kerbing or other forms of enclosure are not permitted around garden areas and shrubs and trees must not be planted within garden areas.

33. Vaults

The construction and reopening of vaults shall be strictly managed by Witney Town Council.

Applications may be submitted for the construction of the following types of vault at Tower Hill Cemetery or Windrush Cemetery:

- Brick vaults.
- Concrete block vaults.

- Concrete chambers.
- Vault liners.

Applications will be assessed on a case-by-case basis and may be refused where the installation of a vault is not considered practical or appropriate.

Factors that may influence a decision include:

- Ground conditions.
- Availability of suitable plot sizes.
- The presence of neighbouring oversized plots.
- Achievable excavation depth.

Vault construction should ideally be undertaken at the same time as the reservation of the grave space.

Where a vault is requested at the time of an interment application, the burial timescale shall be determined at the discretion of Witney Town Council.

Charges for vault construction shall comprise:

- The contractor construction cost incurred by the Council.
- An administration and project management fee.

Interments into vaults shall be charged at the applicable single-depth burial rate.

Reopening of Vaults

Notice of a request to reopen an existing vault must be provided to Witney Town Council before an interment booking is made.

This requirement allows Council staff sufficient time to:

- Open the vault.
- Inspect its condition.
- Measure the internal dimensions.
- Confirm the maximum coffin size that can be accommodated.

34. Review and Adoption Information

These Cemetery Regulations shall be monitored and reviewed by the Council's Policy, Governance and Finance Committee every twelve months, or sooner where changes in legislation require review.

Adopted by the Policy, Governance and Finance Committee on xxx

Minute Number: xxxx

Proposed Review Date: xxx.

Witney Town Council
51B Market Square
Witney
OX28 6AG

Email: info@witney-tc.gov.uk

Telephone: 01993 704379.

POLICY, GOVERNANCE & FINANCE SUB-COMMITTEE



Agenda Item: Community Asset Acquisition and Management Policy

Meeting Date: Monday, 28 September 2026

Contact Officer: Town Clerk/CEO – Sharon Groth

The purpose of this report is to introduce the draft Community Asset Acquisition and Management Policy and its supporting Decision Framework, and to seek the Committee's endorsement before the Policy is referred to Full Council for adoption.

Background

Opportunities may arise for the Town Council to acquire, lease, manage or facilitate the management of land, buildings and services that provide a benefit to the community. Such opportunities may result from local government reorganisation, devolution of asset transfers from principal authorities, developer contributions, community initiatives or approaches from other public and charitable bodies.

The potential benefits can be significant, but each proposal may also create long-term legal, financial, operational and governance responsibilities. A clear framework is therefore required to ensure that opportunities are considered consistently, transparently and in the long-term interests of the Council and the community.

The matter was considered by the Personnel Sub-Committee at its meeting on 29 July 2026, when it was agreed that the proposed Policy and supporting Decision Framework should be referred to the Policy, Governance & Finance Committee for consideration.

Proposed Policy and Decision Framework

The draft Community Asset Acquisition and Management Policy sets out the principles that will guide the Council when considering whether to acquire or take responsibility for a community asset. It does not commit the Council to accepting any particular transfer or opportunity. Each proposal would continue to be considered on its own merits, having regard to the Council's statutory powers, strategic priorities, financial position, available resources and the anticipated community benefit.

The supporting Decision Framework provides practical guidance through the main stages of assessment: identifying the opportunity; initial strategic appraisal; outline feasibility; stakeholder and community engagement; preparation of a business case; formal Council decision; due diligence and legal processes; transfer and mobilisation; and subsequent review.

The Framework is intended to guide rather than prescribe the process. It may be applied proportionately and adapted to reflect the nature, complexity, value, risks and timescales of an individual proposal. It also requires the Council to consider the most appropriate long-term governance and delivery model rather than presume that direct Council management will always be the preferred option.

Together, the Policy and Framework should provide Members and Officers with a consistent basis for assessing future opportunities, commissioning proportionate due diligence and identifying the information required before the Council makes a final commitment.

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.' The proposed Policy will help ensure that future asset opportunities are aligned with those priorities and contribute to sustainable community benefit.

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 Policy requires equality, diversity, accessibility and inclusion to be considered throughout the assessment of an asset opportunity and when evaluating community benefit and future use.
- b) **Biodiversity** - Environmental obligations and biodiversity implications would be considered during feasibility work and due diligence where relevant to the asset concerned.
- c) **Crime & Disorder** - The assessment of proposed uses, operating arrangements and site management would include relevant community safety and security considerations.
- d) **Environment & Climate Emergency** - Environmental sustainability, climate resilience and whole-life implications are included within the Policy's guiding principles and decision-making framework.

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 Policy is intended to reduce the risk of the Council accepting an asset without a clear understanding of its condition, liabilities, costs, legal position, operational requirements or governance arrangements. It supports proportionate investigation, professional advice, community engagement and a documented business case before any final decision is taken.

Social Value

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

A consistent approach will help the Council identify opportunities capable of protecting valued facilities, improving local services and delivering lasting community benefit. The Framework also encourages meaningful engagement and consideration of community-led and partnership delivery models where these offer effective and sustainable stewardship.

Financial implications

There are no direct financial implications arising from adoption of the Policy.

Financial implications associated with an individual asset opportunity would be assessed through the Framework, including capital investment, whole-life costs, revenue implications, staffing, maintenance, income, reserves, external funding, borrowing and any appropriate exit strategy.

Recommendations

Members are invited to:

1. Consider, amend if necessary, and endorse the draft Community Asset Acquisition and Management Policy and the supporting Decision Framework attached at Appendix A;
2. recommend the Policy and Decision Framework to Full Council for adoption; and
3. authorise the Town Clerk/CEO to make any minor typographical, formatting or consequential amendments required before presentation to Full Council, provided these do not alter the substance of the documents.

Draft Community Asset Acquisition and Management Policy

Policy Statement

Witney Town Council recognises that community assets play an important role in supporting the social, economic, environmental and cultural wellbeing of the town. The Council will consider opportunities to acquire, manage or facilitate the management of community assets where doing so delivers long-term public benefit, represents value for money and supports the Council's Strategic Plan.

1. Purpose

The purpose of this Policy is to establish the principles that will guide Witney Town Council when considering opportunities to acquire, own, lease, manage or facilitate the management of community assets.

The Policy recognises that opportunities may arise through:

- Local Government Reorganisation;
- Asset transfers from principal authorities;
- Developer contributions;
- Community initiatives;
- Charitable organisations;
- Public bodies; or
- Other opportunities that support the Council's Strategic Plan.

This Policy provides the overarching principles to support transparent, robust and proportionate decision making.

2. Policy Objectives

The Council aims to:

- safeguard community assets for public benefit;
- support thriving and resilient communities;
- secure value for money;
- ensure long-term financial sustainability;
- encourage community involvement;
- consider innovative governance arrangements;
- manage risk effectively;
- protect public funds.

3. Scope

This Policy applies whenever the Council is invited to consider:

- accepting ownership;
- accepting a lease;
- accepting management responsibility;
- acquiring land or buildings;
- establishing a new community facility;
- taking on additional public services linked to an asset.

The Council will ensure that any proposed acquisition is supported by an appropriate statutory power and complies with all relevant legislation.

Nothing within this Policy places the Council under any obligation to accept the transfer, ownership or management of any community asset. Each opportunity will be considered on its own merits, having regard to the Council's statutory powers, financial position, strategic priorities, available resources and the long-term interests of the community.

For the purposes of this Policy, a *community asset* may include (but is not limited to):

- parks and open spaces;
- sports facilities;
- community centres;
- civic buildings;
- public conveniences;
- car parks;
- allotments;
- heritage assets;
- play areas;
- recreational facilities;
- commercial premises held for community benefit;
- other land or buildings that contribute to the wellbeing of the community.

4. Guiding Principles

Throughout every stage the Council should have regard to:

- Community benefit
- Value for money
- Long-term financial sustainability
- Strategic fit
- Transparency
- Appropriate community engagement
- Proportionate decision making
- Legal compliance
- Environmental sustainability and climate resilience

- Risk management
- Equality, diversity, accessibility and inclusion

5. Decision Making

The Council has adopted a **Decision Framework for the Consideration of Community Asset Transfers & New Asset Opportunities**, attached at **Appendix A**, which will normally be followed when considering significant community asset acquisitions. Where it is considered appropriate to depart from the Framework, the reasons will be clearly documented within the report to Members.

6. Community Engagement

The Council recognises that meaningful engagement is fundamental to successful community asset ownership.

The scale of engagement will be proportionate to:

- the value of the asset;
- the significance to the community;
- the potential financial implications;
- the number of stakeholders affected.

Engagement may include:

- public consultation;
- stakeholder workshops;
- surveys;
- user group meetings;
- statutory consultation where required.

7. Governance & Delivery Models

This framework is intended to provide guidance rather than prescribe a fixed process. Every opportunity to acquire or manage a community asset will present different circumstances, opportunities, risks and timescales. The Council will apply this framework proportionately, taking account of the nature and complexity of each proposal, and may adapt the sequence or extent of individual stages where appropriate.

In determining whether to acquire and how best to manage a community asset, the Council will seek to identify the governance and delivery model that best secures long-term community benefit, financial sustainability and effective stewardship of public assets. Direct management by the Council will not automatically be presumed to be the preferred option. Alternative delivery models, including management by existing

community organisations, charitable trusts, community interest companies, sports clubs, partnership arrangements or other appropriate bodies, will be considered where they better achieve these objectives and align with the Council's Strategic Plan.

Governance Model	Typical Circumstances
Direct Council Management	Civic buildings, parks, open spaces
Lease to Community Organisation	Sports clubs, community centres
Community Trust	Multi-use community facilities
Community Interest Company	Commercial/community mixed use
Charitable Incorporated Organisation	Charitable facilities
Partnership Agreement	Joint public services
Service Level Agreement	Specialist operational services
Charitable Trust administered by the Town Council	Heritage, civic or endowed charitable assets

8. Financial Considerations

Cover:

- Whole life costs including ongoing maintenance
- Capital investment
- Revenue implications
- Reserves
- External funding
- Income generation
- Borrowing
- Staffing
- Asset management plans
- Exit strategy where appropriate

9. Risk Management

Requires consideration of:

- Legal risk

- Financial risk
- Reputational risk
- Operational risk
- Environmental risk
- Community expectations
- Future liabilities
- Health & Safety risk

10. Monitoring

The implementation of this Policy will be monitored through individual project reviews and, where appropriate, periodic reports to Members. Lessons learned from completed projects will be used to inform future asset acquisition decisions.

11. Review

This policy will be reviewed every four years or following significant legislative or organisational change.

Version	1.0
Adopted by	Full Council
Date adopted	xx xxxx 2026
Review date	xx xxxx 2030
Policy Owner	Town Clerk & CEO
Responsible Committee	Policy, Governance & Finance Committee

Decision Framework for the Consideration of Community Asset Transfers & New Asset Opportunities

Stage 1 – Opportunity Identified

Initial Information Received

- Asset identified by another authority, organisation or developer.
- Establish the nature of the opportunity.
- Does it benefit the residents of Witney?
- Identify any deadlines or expressions of interest required.
- Confirm whether there is sufficient information to undertake an initial assessment.

Outcome

- Proceed to initial appraisal or decline opportunity.

Stage 2 – Initial Strategic Appraisal

Consider:

- Does the opportunity support the Council's Strategic Plan?
- Does it benefit the residents of Witney?
- Does it align with the Council's powers and objectives?
- Are there obvious financial or operational constraints?
- Are there any immediate legal concerns?

Outcome

- Report to Members recommending whether to explore the opportunity further.

Stage 3 – Outline Feasibility

If Members agree in principle:

Undertake proportionate investigations, which may include:

- Asset condition
- Existing liabilities
- Revenue implications
- Staffing implications
- Maintenance requirements
- Legal considerations
- Health & Safety

- Environmental obligations
- Funding opportunities
- Assessment of whether the asset is best retained within the Council or delivered through an alternative governance model.
- Income generation potential
- Risks
- Opportunities

Professional advice commissioned where appropriate.

Stage 4 – Stakeholder & Community Engagement

Where appropriate and proportionate, consider engagement with:

- Existing users
- Local residents
- Community groups
- Sports clubs
- Partner organisations
- Ward Members
- Other stakeholders

Engagement methods may include:

- Public meetings
- Surveys
- Workshops
- Focus groups
- Online consultation
- Targeted stakeholder meetings

The scale and method of engagement will depend upon the nature, complexity and significance of the proposed asset transfer.

Stage 5 – Business Case

Prepare a report for Members setting out:

- Strategic benefits
- Community benefits
- Financial implications
- Capital costs
- Ongoing revenue costs
- Staffing implications

- Governance implications
- Risks and mitigations
- Consultation outcomes
- Recommended governance and delivery model
- Options appraisal

Governance & Delivery Model Assessment

As part of the business case, consideration should be given to the most appropriate long-term governance and management arrangements for the asset. Depending on the nature of the opportunity, options may include:

- Direct management by Witney Town Council.
- Management by an existing community organisation or charity.
- Management by a sports club or user group.
- Lease or Service Level Agreement with a third party.
- Establishment of a Community Trust, Charitable Incorporated Organisation (CIO), Community Interest Company (CIC) or another appropriate vehicle.
- Partnership management with another public body or organisation.
- A phased approach, whereby the Town Council initially manages the asset before transferring operational responsibility to another body.

For each option, consideration should be given to:

- Governance arrangements.
- Financial sustainability.
- Community capacity and capability.
- Skills and experience.
- Legal implications.
- Risk allocation.
- Accountability.
- Long-term resilience.
- Community benefit.

Stage 6 – Council Decision
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Council considers:

- Business case
- Community feedback
- Financial affordability
- Risk profile
- Long-term sustainability
- Recommended governance and delivery model

Decision

- Approve
- Do Not Approve

- Request further work is undertaken

Stage 7 – Due Diligence & Legal Process

If approved:

- Legal investigations
- Surveys
- Funding agreements
- Contract negotiations
- Insurance
- Asset management planning
- Operational planning
- Staffing arrangements (if applicable)

Stage 8 – Asset Transfer

- Completion of legal documentation
- Handover arrangements
- Communications plan
- Operational mobilisation
- Budget implementation
- Governance arrangements

Stage 9 – Review

Following acquisition:

- Post-implementation review
- Financial monitoring
- Performance monitoring
- Community impact
- Lessons learned

Decision-Making Principles - Throughout every stage the Council should have regard to:

- Community benefit, in particular to residents of Witney
- Value for money
- Long-term financial sustainability
- Strategic fit
- Transparency
- Appropriate community engagement

- Proportionate decision making
- Legal compliance
- Environmental sustainability
- Risk management

Important Note - Applying this Framework

This framework is intended to provide guidance rather than prescribe a fixed process. Every opportunity to acquire or manage a community asset will present different circumstances, opportunities, risks and timescales. The Town Council will apply this framework proportionately, taking account of the nature and complexity of each proposal, and may adapt the sequence or extent of individual stages where appropriate.

In determining whether to acquire and how best to manage a community asset, the Council will seek to identify the governance and delivery model that best secures long-term community benefit, financial sustainability and effective stewardship of public assets. Direct management by the Town Council will not automatically be presumed to be the preferred option. Alternative delivery models, including management by existing community organisations, charitable trusts, community interest companies, sports clubs, partnership arrangements or other appropriate bodies, will be considered where they better achieve these objectives and align with the Council's Strategic Plan.

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 28th September 2026

Title: Payment of Accounts

Contact Officer: Responsible Financial Officer assisted by Finance Apprentice

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 May 2026	£529,879.87	General CB 1
Cheques, DDs, BACs and Standing Orders May 2026	£14,968.82	Imprest CB 2

DDs, ELPs and Standing Orders June 2026	£255,617.41	General CB 1
Cheques, DDs and Standing Orders June 2026	£11,354.12	Imprest CB 2
DDs, ELPs and Standing Orders July 2026	£285,197.73	General CB 1
Cheques, DDs and Standing Orders July 2026	£16,351.36	Imprest CB 2
DDs, ELPs and Standing Orders August 2026	£210,319.73	General CB 1
Cheques, DDs and Standing Orders August 2026	£11,353.00	Imprest CB 2

Report ends.

Cashbook 1 - May 2026

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail		
01/05/2026	Staff Member	ELP 785	£ 28.55	Expenses Reclaimed	Central Support	Democracy & Governance
01/05/2026	Staff Member	ELP 786	£ 72.50	Expenses Reclaimed	Central Support	Democracy & Governance
01/05/2026	Staff Member	ELP 787	£ 30.07	Expenses Reclaimed	Central Support	Democracy & Governance
01/05/2026	Atomyc Ltd	ELP 788	£ 3,683.08	IT Support	Central Support	Democracy & Governance
01/05/2026	Castle Water Ltd - Leys Splash	ELP 789	£ 315.03	Charges March 2026	Operations	Community
01/05/2026	Internet Communications (Services)	ELP 790	£ 91.80	Monthly Call Out Fees	Central Support	Democracy & Governance
01/05/2026	SSE Energy Solutions	ELP 791	£ 112.13	Electric Charges Floodlight/defib March	Central Support	Community
01/05/2026	Thompsons Solicitors	ELP 792	£ 540.00	Professional Services	Central Support	Democracy & Governance
01/05/2026	Clark OH Limited	ELP 793	£ 400.00	Professional Services	Central Support	Democracy & Governance
01/05/2026	Bidwells	ELP 794	£ 2,400.00	Professional Services	Central Support	Democracy & Governance
01/05/2026	Les Steward	ELP 795	£ 180.00	1863 Stocktake 09/04	Café Bar 1863	Public Halls
01/05/2026	Courtside Hubs CIC	ELP 784	£ 200,000.00	Grant Payment	Central Support	Democracy & Governance
01/05/2026	Restore Datashred	DD	£ 83.94	Confidential Waste Removal	Central Support	Democracy & Governance
01/05/2026	West Oxfordshire District Council	Std Ord	£ 296.00	NNDR Rates - Burwell Hall	Central Support	Democracy & Governance
01/05/2026	West Oxfordshire District Council	Std Ord	£ 389.00	NNDR Rates - Tower Hill	Central Support	Democracy & Governance
01/05/2026	West Oxfordshire District Council	Std Ord	£ 402.00	NNDR Rates - Corn Exchange	Central Support	Democracy & Governance
01/05/2026	West Oxfordshire District Council	Std Ord	£ 983.00	NNDR Rates - Town Hall	Central Support	Democracy & Governance
01/05/2026	West Oxfordshire District Council	Std Ord	£ 785.00	NNDR Rates - Windrush Cemetery	Central Support	Democracy & Governance
01/05/2026	West Oxfordshire District Council	Std Ord	£ 995.00	NNDR Rates - 51 Market Square	Central Support	Democracy & Governance
05/05/2026	Fuel Card Services Ltd t/a Motia	DD	£ 124.03	Fuel	Operations	Community
05/05/2026	Barclays Bank	DD	£ 72.07	Commission Charges 13.03-12.04	Central Support	Democracy & Governance
06/05/2026	Filmbankmedia	ELP 796	£ 213.60	Film Licence	Events	Public Halls
06/05/2026	Adrian Phillips - Minimum Ego	ELP 797	£ 30.00	April Quiz Night	Events	Public Halls
06/05/2026	Hall Hirer	ELP 798	£ 96.00	Deposit Returned	Events	Public Halls
06/05/2026	Friends of West Oxon Citizens	ELP 799	£ 8.55	Refund of P L Insurance	Central Support	Democracy & Governance
06/05/2026	Witney Letterbox Ltd	ELP 800	£ 180.00	Advertising	Central Support	Democracy & Governance
06/05/2026	Amazon Payments UK Ltd	ELP 801	£ 636.49	Office Supplies	Central Support	Democracy & Governance
08/05/2026	Skyline DC Limited	ELP 802	£ 22,407.97	West Witney Project	Operations	Capital Projects
08/05/2026	Skyline DC Limited	ELP 803	£ 42,134.17	West Witney Project	Operations	Capital Projects
08/05/2026	Direct Publicity Limited	ELP 804	£ 3,338.00	Spring Newsletter Distribution	Operations	Community
08/05/2026	Epos Now Ltd	DD	£ 118.80	Payment Support	Central Support	Democracy & Governance
11/05/2026	Fuel Card Services Ltd t/a Motia	DD	£ 180.31	Fuel	Operations	Community
11/05/2026	Barclaycard	DD1	£ 54.56	Charges April 26	Central Support	Democracy & Governance
11/05/2026	Barclaycard	DD2	£ 51.20	Charges April 27	Central Support	Democracy & Governance
11/05/2026	West Oxfordshire District Council	SO	£ 1,750.00	Community Transport Grant	Central Support	Democracy & Governance
14/05/2026	Oxfordshire County Council	BACS	£ 24,587.16	Pensions April 26	Central Support	Democracy & Governance
14/05/2026	Treework Services Ltd	ELP 806	£ 8,173.20	Annual Tree Survey 25/26	Grounds Maintenance	Community
14/05/2026	Bright Futures Oxfordshire	ELP 807	£ 3,648.00	Grant Payment	Central Support	Democracy & Governance

14/05/2026	Oxfordshire Play Association	ELP 808	£	1,000.00	Grant Payment	Central Support	Democracy & Governance
14/05/2026	Halcyon HR Consulting Ltd	ELP 809	£	96.00	HR Support	Central Support	Democracy & Governance
14/05/2026	Forst - t/a Redwood Global Ltd	ELP 810	£	47.09	Works Equipment	Operations	Community
14/05/2026	Capital Cleaning (Kent) Limited	ELP 811	£	110.26	Cleaning Supplies	Central Support	Democracy & Governance
15/05/2026	BASICS	ELP 812	£	52.28	Café/Bar Supplies	Café Bar 1863	Public Halls
15/05/2026	Brake Bros Limited	ELP 813	£	1,825.89	Café/Bar Supplies	Café Bar 1863	Public Halls
15/05/2026	Cotteswold Dairy Ltd (Cheltenham)	ELP 814	£	408.24	Café/Bar Supplies	Café Bar 1863	Public Halls
15/05/2026	Eynsham Cellars	ELP 815	£	89.15	Café/Bar Supplies	Café Bar 1863	Public Halls
15/05/2026	Hook Norton Brewery Co Ltd	ELP 816	£	401.64	Café/Bar Supplies	Café Bar 1863	Public Halls
15/05/2026	Lyd's Bakes and Cakes	ELP 817	£	1,683.75	Café/Bar Supplies	Café Bar 1863	Public Halls
15/05/2026	Badgemaster Limited	ELP 818	£	20.82	ID Badges	Central Support	Democracy & Governance
15/05/2026	BGC South Limited	ELP 819	£	450.00	Garden Vouchers	Central Support	Community
15/05/2026	Copy Right Systems Ltd	ELP 820	£	230.44	Printer Cost	Central Support	Democracy & Governance
15/05/2026	David Parry Employment Law	ELP 821	£	696.00	Professional Services	Central Support	Democracy & Governance
15/05/2026	GS Window Cleaning	ELP 822	£	156.00	Window Cleaning	Operations	Community
15/05/2026	Kalamazoo Direct	ELP 823	£	500.34	Office Supplies	Central Support	Democracy & Governance
15/05/2026	Print Ready Ltd	ELP 824	£	195.50	Posters/Flyers	Central Support	Democracy & Governance
15/05/2026	Royal Mail Group Ltd	ELP 825	£	72.23	Survey Responses	Central Support	Democracy & Governance
15/05/2026	Ue Coffee Roasters Ltd	ELP 826	£	1,212.00	Café/Bar Supplies	Café Bar 1863	Public Halls
15/05/2026	GES Water	ELP 827	£	240.00	Legionella Risk Assessment	Operations	Community
15/05/2026	Amazon Payments UK Ltd	ELP 828	£	128.75	Office Supplies	Central Support	Democracy & Governance
15/05/2026	Blueprint Imaging Limited	ELP 829	£	81.30	Event Supplies	Events	Community
15/05/2026	Dab Lift & Electrical Services	ELP 830	£	1,395.00	Lift Replacement	Operations	Community
15/05/2026	Executive Safety Solutions Ltd	ELP 831	£	616.80	Fire Extinguishers & Blankets	Central Support	Democracy & Governance
15/05/2026	Filmbankmedia	ELP 832	£	106.80	Film License	Events	Public Halls
15/05/2026	Siren Training Ltd	ELP 833	£	895.20	Fire Marshall Training	Central Support	Democracy & Governance
15/05/2026	Town & Country Trees Limited	ELP 834	£	960.00	Treeworks - Thorney Lees	Operations	Community
18/05/2026	Sage UK	DD	£	269.40	Payroll Support	Central Support	Democracy & Governance
18/05/2026	Fuel Card Services Ltd t/a Motia	DD1	£	47.26	Fuel	Operations	Community
20/05/2026	Castle Water Ltd - Burwell Hal	DD	£	56.66	Water Rates	Central Support	Community
22/05/2026	Skyline DC Limited	ELP 837	£	6,999.29	West Witney Project	Operations	Capital Projects
22/05/2026	Skyline DC Limited	ELP 838	£	53,706.95	West Witney Project	Operations	Capital Projects
22/05/2026	Restore Datashred	DD	£	96.79	Confidential Waste Removal	Central Support	Democracy & Governance
22/05/2026	BACS	BACS	£	204.11	BACS	Central Support	Democracy & Governance
22/05/2026	BACS	BACS	£	76,047.84	BACS	Central Support	Democracy & Governance
26/05/2026	Croner-i Limited t/a HR Inform	DD	£	216.00	HR Support	Central Support	Democracy & Governance
26/05/2026	Fuel Card Services Ltd t/a Motia	DD1	£	43.39	Fuel	Operations	Community
26/05/2026	HMRC	DD	£	28,261.00	HMRC	Central Support	Democracy & Governance
27/05/2026	BACS	BACS	£	740.17	BACS	Central Support	Democracy & Governance
28/05/2026	Blizzard Security	ELP 839	£	180.00	Event Security	Events	Community
28/05/2026	Castle Water Ltd - Leys Splash	ELP 840	£	351.07	Water Rates	Central Support	Community
28/05/2026	Castle Water Ltd - Town Hall O	ELP 841	£	43.05	Water Rates	Central Support	Community

28/05/2026	Castle Water Ltd - Windrush Ce	ELP 842	£	138.20	Water Rates	Central Support	Community
28/05/2026	Castle Water Ltd - Leys Pavili	ELP 843	£	477.79	Water Rates	Central Support	Community
28/05/2026	Windrush Radio	ELP 844	£	250.00	St George's Day Music	Central Support	Community
28/05/2026	Witney Carnival	ELP 845	£	1,500.00	Annual Carnival Grant	Central Support	Democracy & Governance
28/05/2026	Tudor Environmental	ELP 846	£	1,669.05	Grounds Maintenance Supplies	Grounds Maintenance	Community
28/05/2026	Agrovista UK Ltd	ELP 847	£	485.40	Grounds Maintenance Supplies	Grounds Maintenance	Community
28/05/2026	C & C Tyre & Exhaust Services	ELP 848	£	173.14	Vehicle Repairs	Operations	Community
28/05/2026	Cleansing Service Group Ltd	ELP 849	£	210.00	Waste Removal	Grounds Maintenance	Community
28/05/2026	Collier Turf Care	ELP 850	£	625.56	Grounds Maintenance Supplies	Grounds Maintenance	Community
28/05/2026	George Browns Ltd	ELP 851	£	422.75	Vehicle Repairs	Operations	Community
28/05/2026	Glasdon UK Ltd	ELP 852	£	2,317.01	Grounds Maintenance Supplies	Grounds Maintenance	Community
28/05/2026	Trade UK	ELP 853	£	388.23	Works Supplies	Grounds Maintenance	Community
28/05/2026	M & M Skip Hire Limited	ELP 854	£	1,170.00	Skip Exchange	Grounds Maintenance	Community
28/05/2026	Seldram Supplies Oxford Ltd	ELP 855	£	1,212.81	Cleaning Supplies	Central Support	Democracy & Governance
28/05/2026	Brady Corporation Ltd	ELP 856	£	597.68	Signage for Depot	Operations	Capital Projects
28/05/2026	Spaldings Limited	ELP 857	£	204.31	Works Supplies	Grounds Maintenance	Community
28/05/2026	Start Traffic Ltd	ELP 858	£	132.47	Works Supplies	Grounds Maintenance	Community
28/05/2026	Travis Perkins Trading Company	ELP 859	£	504.69	Grounds Maintenance Supplies	Grounds Maintenance	Community
28/05/2026	Universal Truck & Trailer Part	ELP 860	£	1,007.88	Grounds Maintenance Supplies	Grounds Maintenance	Community
28/05/2026	Siemens Financial Services Ltd	DD	£	646.92	Copier Rental May-Aug 26	Central Support	Democracy & Governance
29/05/2026	Berrys	ELP 861	£	10,674.96	Professional Services	Central Support	Democracy & Governance
29/05/2026	Breakthrough Communications & Strategies	ELP 862	£	594.00	Council Hive Services	Central Support	Democracy & Governance
29/05/2026	House and Carriage Ltd	ELP 863	£	84.72	Monthly Storage Fee	Operations	Capital Projects
29/05/2026	Filmbankmedia	ELP 864	£	106.80	Film License	Events	Public Halls
29/05/2026	Internet Communications (Services)	ELP 865	£	90.00	Monthly Call Out Fees	Central Support	Democracy & Governance
29/05/2026	Pest Solutions Oxfordshire	ELP 866	£	60.00	Monthly Pest Control	Operations	Community
29/05/2026	SSE Energy Solutions	ELP 867	£	98.69	Electric Charges	Central Support	Democracy & Governance
29/05/2026	SSE Energy Solutions	ELP 878	£	39.52	Electric Charges	Central Support	Democracy & Governance
29/05/2026	Staff Member	ELP 869	£	100.00	Expenses Reclaimed	Central Support	Democracy & Governance
29/05/2026	Staff Member	ELP 870	£	70.07	Expenses Reclaimed	Central Support	Democracy & Governance
29/05/2026	Staff Member	ELP 871	£	24.99	Expenses Reclaimed	Central Support	Democracy & Governance
29/05/2026	Staff Member	ELP 872	£	14.98	Expenses Reclaimed	Central Support	Democracy & Governance
29/05/2026	Atomyc Ltd	ELP 873	£	3,261.58	IT Support	Central Support	Democracy & Governance

£ 529,879.87

Appendix

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			5,284.60
29 May	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42WT72232235P <i>29/5</i>		657.12	5,941.72
	Giro Direct Credit From Eventbrite Operati Ref: 1987037555819 <i>may 29/5</i>		219.56	6,161.28
	Deposit Re 26Witney 101242 <i>Cafe/tea down</i>		643.40	6,804.68
	Direct Credit From Mynt Image Ltd F Ref: Invoice B6318 Mynt <i>may 29/5</i>		651.00	7,455.68
1 Jun	DD Direct Debit to Motia/Fuelcardserv Ref: Shb303621	153.49		7,302.19
	DD Direct Debit to Wod Ndr DD Ref: 03 90170575	995.00		6,307.19
	DD Direct Debit to Wod Ndr DD Ref: 30421105	296.00		6,011.19
	DD Direct Debit to Wod Ndr DD Ref: 30623704	389.00		5,622.19
	DD Direct Debit to Wod Ndr DD Ref: 30685600	402.00		5,220.19
	DD Direct Debit to Wod Ndr DD Ref: 30903104	983.00		4,237.19
	DD Direct Debit to Wod Ndr DD Ref: 90024629	785.00		3,452.19
	Giro Direct Credit From Barrett CLM Ref: 20/6/26 Cbarrett		97.79	3,549.98
	Giro Direct Credit From Ngindi R Ref: Invoice B6343		301.00	3,850.98
	Giro Direct Credit From Ngindi R Ref: Invoice B6344		370.00	4,220.98
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42X2822322235P <i>29/5</i>		672.05	4,893.03
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe42DF6223Lwrd5P <i>30/5</i>		676.94	5,569.97
	Giro Direct Credit From Buttercross Theatr Ref: Inv No. B6238		946.00	6,515.97
	Giro Direct Credit From Buttercross Theatr Ref: Inv No. B6077		1,497.00	8,012.97
	Deposit Re 26Witney 101243 <i>Cafe/tea</i>		332.70	8,345.67
	Direct Credit From Helen Blant T/As Ref: Hallhireinb6330		602.85	8,948.52
2 Jun	STO Standing Order From Lily's Attic Ltd Ref:- Rent		1,662.50	10,611.02
	Giro Direct Credit From S Alder Ref: Alder		97.79	10,708.81

Continued

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 1 - BARCLAYS GENERAL A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/05/2026		7,455.68
			<u>7,455.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			7,455.68
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			7,455.68
		Balance per Cash Book is :-	7,455.68
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Cashbook 1 - June 2026

Date Paid	Beneficiary	Reference	Amount Paid	Expenditure Summary	Department	Precept Category
01/06/2026	West Oxfordshire District Council	Std Ord	£ 296.00	NNDR Rates - Burwell Hall	Central Support	Democracy & Governance
01/06/2026	West Oxfordshire District Council	Std Ord	£ 389.00	NNDR Rates - Tower Hill	Central Support	Democracy & Governance
01/06/2026	West Oxfordshire District Council	Std Ord	£ 402.00	NNDR Rates - Corn Exchange	Central Support	Democracy & Governance
01/06/2026	West Oxfordshire District Council	Std Ord	£ 983.00	NNDR Rates - Town Hall	Central Support	Democracy & Governance
01/06/2026	West Oxfordshire District Council	Std Ord	£ 785.00	NNDR Rates - Windrush Cemetery	Central Support	Democracy & Governance
01/06/2026	West Oxfordshire District Council	Std Ord	£ 995.00	NNDR Rates - 51 Market Square	Central Support	Democracy & Governance
01/06/2026	Fuel Card Services Ltd t/a Motia	DD	£ 153.49	Fuel	Operations	Community
04/06/2026	Berrys	ELP 874	£ 14,695.79	Professional Services	Central Support	Democracy & Governance
04/06/2026	Skyline DC Limited	ELP 877	£ 24,728.98	West Witney Project	Operations	Capital Projects
05/06/2026	Hankinson Duckett Associates L	ELP 875	£ 1,666.50	Professional Services	Central Support	Democracy & Governance
05/06/2026	Skyline DC Limited	ELP 876	£ 4,924.20	West Witney Project	Operations	Capital Projects
05/06/2026	Barclays Bank	DD	£ 130.83	Commission Charges 13.04-12.05	Central Support	Democracy & Governance
08/06/2026	Fuel Card Services Ltd t/a Motia	DD	£ 92.54	Fuel	Operations	Community
08/06/2026	Breathe HR	DD	£ 118.80	Monthly HR Support	Central Support	Democracy & Governance
10/06/2026	West Oxfordshire District Council	SO	£ 1,750.00	Community Transport Grant	Central Support	Democracy & Governance
10/06/2026	Barclaycard	DD	£ 73.34	Charges May 26	Central Support	Democracy & Governance
10/06/2026	Barclaycard	DD1	£ 51.20	Charges May 27	Central Support	Democracy & Governance
12/06/2026	Perry Hatwell's Funfairs	ELP 881	£ 818.02	Damage Deposit Refund	Events	Community
12/06/2026	Dab Lift & Electrical Services	ELP 882	£ 282.60	Lift Repairs	Grounds Maintenance	Community
12/06/2026	Trade UK	ELP 883	£ 6.99	Padlock - Bowls Club	Grounds Maintenance	Community
12/06/2026	A.K. Timms and Sons Limited	ELP 884	£ 124.69	Grounds Maintenance Supplies	Grounds Maintenance	Community
12/06/2026	Zurich Municipal	ELP 885	£ 1,479.52	Professional Services	Central Support	Democracy & Governance
12/06/2026	Adrian Phillips - Minimum Ego	ELP 886	£ 30.00	May Quiz Night	Events	Public Halls
12/06/2026	Filmbankmedia	ELP 887	£ 106.80	Film License	Events	Public Halls
12/06/2026	Print Ready Ltd	ELP 888	£ 109.50	Promotional Posters/Flyers	Central Support	Democracy & Governance
12/06/2026	Staff Member	ELP 880 A	£ 103.98	Expenses Reclaimed	Central Support	Democracy & Governance
12/06/2026	Staff Member	ELP 880 B	£ 126.50	Expenses Reclaimed	Central Support	Democracy & Governance
12/06/2026	Stevie Mac	ELP 889	£ 1,576.54	Fleetwood Mac Experience	Events	Community
12/06/2026	Binder Loams Ltd	ELP 879	£ 23,942.40	Rootzone Burwell	Grounds Maintenance	Community
12/06/2026	Oxfordshire County Council	BACS	£ 21,616.78	Pensions May 26	Central Support	Democracy & Governance
15/06/2026	Fuel Card Services Ltd t/a Motia	DD	£ 152.24	Fuel	Operations	Community
16/06/2026	Sage UK	DD	£ 269.40	Payroll Support	Central Support	Democracy & Governance
18/06/2026	BASICS	ELP 891	£ 91.95	Café/Bar Supplies	Café Bar 1863	Public Halls
18/06/2026	Brake Bros Limited	ELP 892	£ 1,451.74	Café/Bar Supplies	Café Bar 1863	Public Halls
18/06/2026	Cotteswold Dairy Ltd (Cheltenham)	ELP 893	£ 581.40	Café/Bar Supplies	Café Bar 1863	Public Halls
18/06/2026	Eynsham Cellars	ELP 894	£ 561.94	Café/Bar Supplies	Café Bar 1863	Public Halls
18/06/2026	Hook Norton Brewery Co Ltd	ELP 895	£ 319.66	Café/Bar Supplies	Café Bar 1863	Public Halls
18/06/2026	Ue Coffee Roasters Ltd	ELP 896	£ 1,221.40	Café/Bar Supplies	Café Bar 1863	Public Halls
18/06/2026	Amazon Payments UK Ltd	ELP 897	£ 807.64	Office Supplies	Central Support	Democracy & Governance
18/06/2026	Azura Limited	ELP 898	£ 2,099.54	Electrical Inspection	Central Support	Democracy & Governance
18/06/2026	Aspect Plumbing & Heating (Witney)	ELP 899	£ 858.00	Cold Water Tank Work	Central Support	Community

18/06/2026	Rialtas Business Solutions Ltd	ELP 900	£	1,104.00	IT Support	Central Support	Democracy & Governance
18/06/2026	Castle Water Ltd - Burwell Hall	DD	£	57.26	Charges May 2026	Operations	Community
19/06/2026	BNP Paribas Leasing Solutions	DD	£	360.70	Trimax Mower HP	Grounds Maintenance	Community
19/06/2026	Restore Datashtred	DD	£	96.79	Confidential Waste Removal	Central Support	Democracy & Governance
19/06/2026	Windowflowers Ltd	ELP 890	£	6,979.20	Summer Floral Displays	Grounds Maintenance	Community
22/06/2026	Croner-i Limited t/a HR Inform	DD	£	216.00	HR Support	Central Support	Democracy & Governance
22/06/2026	Fuel Card Services Ltd t/a Motia	DD2	£	156.40	Fuel	Operations	Community
22/06/2026	Staff Member	ELP 913	£	347.26	Expenses Reclaimed	Central Support	Democracy & Governance
22/06/2026	Attack Environmental Ltd	ELP 901	£	376.90	Bins - Clubhouse	Operations	Community
22/06/2026	George Browns Ltd	ELP 902	£	72.08	Vehicle Parts	Operations	Community
22/06/2026	Halcyon HR Consulting Ltd	ELP 903	£	144.00	HR Support	Central Support	Democracy & Governance
22/06/2026	Hankinson Duckett Associates	ELP 904	£	180.00	Ecological Work	Grounds Maintenance	Community
22/06/2026	Justin Hoffmann	ELP 905	£	995.00	Interpretation Panels	Operations	Community
22/06/2026	Royal Mail Group Ltd	ELP 906	£	119.88	Response Service Licence	Operations	Community
22/06/2026	Cotswold Security Systems Ltd	ELP 907	£	207.60	Faulty Call Point Repairs	Operations	Community
22/06/2026	Seldram Supplies Oxford Ltd	ELP 908	£	310.80	Cleaning Supplies	Various	Various
22/06/2026	Tallis Amos Group Limited	ELP 909	£	127.70	Machine Repairs	Grounds Maintenance	Community
22/06/2026	Thames Valley Water Services	ELP 910	£	474.00	Legionella Risk Assessment	Operations	Community
22/06/2026	Viking Payments	ELP 911	£	265.21	Stationary Supplies	Central Support	Democracy & Governance
22/06/2026	Zurich Municipal	ELP 912	£	394.78	Insurance - New Depot/Clubhouse	Operations	Capital Projects
24/06/2026	HMRC	DD	£	27,212.59	HMRC	Central Support	Democracy & Governance
25/06/2026	BACS	BACS	£	77,803.12	BACS	Central Support	Democracy & Governance
26/06/2026	A Podbery	ELP 930	£	1,320.00	Over Seeding of Pitches	Grounds Maintenance	Community
26/06/2026	M & M Skip Hire Limited	ELP 915	£	2,340.00	Skip Exchange	Grounds Maintenance	Community
26/06/2026	Tudor Environmental	ELP 916	£	492.56	Grounds Maintenance Supplies	Grounds Maintenance	Community
26/06/2026	Turfleet Hire	ELP 917	£	2,136.00	Works Equipment	Grounds Maintenance	Community
26/06/2026	Green Scythe Ltd	ELP 931	£	4,620.00	Spreading of Sports Loam	Grounds Maintenance	Community
26/06/2026	5A's Tool & Plant Hire	ELP 918	£	90.00	Works Equipment Hire	Grounds Maintenance	Community
26/06/2026	Brunel Engraving Company Limit	ELP 919	£	92.70	Plaque	Operations	Community
26/06/2026	Copy Right Systems Ltd	ELP 920	£	276.49	Office Supplies	Central Support	Democracy & Governance
26/06/2026	The Keyholding Company	ELP 921	£	47.72	Professional Services	Central Support	Democracy & Governance
26/06/2026	Monarch Hose & Hydraulics Ltd	ELP 922	£	208.60	Grounds Maintenance Supplies	Grounds Maintenance	Community
26/06/2026	National Association of Local	ELP 923	£	96.00	Silver Award Accredited	Central Support	Democracy & Governance
26/06/2026	Trade UK	ELP 924	£	190.15	Grounds Maintenance Supplies	Grounds Maintenance	Community
26/06/2026	Brady Corporation Ltd	ELP 925	£	357.89	Grounds Maintenance Supplies	Grounds Maintenance	Community
26/06/2026	The Shake Shop	ELP 926	£	60.00	St George's Day Prizes	Central Support	Community
26/06/2026	Travis Perkins Trading Company	ELP 927	£	592.07	Grounds Maintenance Supplies	Grounds Maintenance	Community
26/06/2026	Young Engineering Supplies Ltd	ELP 928	£	19.44	Grounds Maintenance Supplies	Grounds Maintenance	Community
26/06/2026	A Podbery	ELP 929	£	4,428.00	Grounds Maintenance Supplies	Grounds Maintenance	Community
26/06/2026	Staff Member	ELP 932	£	22.00	Expenses Reclaimed	Central Support	Democracy & Governance
26/06/2026	Staff Member	ELP 933	£	13.99	Expenses Reclaimed	Central Support	Democracy & Governance
26/06/2026	Castle Water Ltd - Leys Pavili	ELP 934	£	180.79	Charges May 2026	Operations	Community
26/06/2026	Castle Water Ltd - Leys Splash	ELP 935	£	121.49	Charges May 2027	Operations	Community
26/06/2026	Castle Water Ltd - Town Hall O	ELP 936	£	28.76	Charges May 2028	Operations	Community

26/06/2026	GS Window Cleaning	ELP 937	£	156.00	Window Cleaning	Operations	Community
26/06/2026	House and Carriage Ltd	ELP 938	£	84.72	Monthly Storage Fee	Operations	Capital Projects
26/06/2026	Internet Communications (Services)	ELP 939	£	90.00	Monthly Call Out Fees	Central Support	Democracy & Governance
26/06/2026	Pest Solutions Oxfordshire	ELP 940	£	60.00	Monthly Pest Control	Operations	Community
26/06/2026	SSE Energy Solutions	ELP 941	£	155.51	Electricity Charges March to May 2026	Central Support	Community
26/06/2026	West Oxfordshire District Council	ELP 942	£	180.00	Annual Licence 6/26-6/27	Central Support	Democracy & Governance
26/06/2026	Berrys	ELP 943	£	4,558.08	Professional Services	Central Support	Democracy & Governance
29/06/2026	Fuel Card Services Ltd t/a Motia	DD	£	184.78	Fuel	Operations	Community
29/06/2026	Witney Town Council Charity	DD	£	3,437.50	Town Hall and Town House Rent	Central Support	Democracy & Governance
				£ 255,617.41			

Appendix

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			15,338.10
26 Jun	Payment to BX26062581770480 Ref: Elp 931	4,620.00		10,718.10
	Payment to BX26062481693251 Ref: Elp 916-917 <i>915-917</i>	4,968.56		5,749.54
	Direct Credit From Epos Now (UK) Ltd Ref: Swpe42WS322322235P <i>25/6</i>		179.98	5,929.52
	Direct Credit From BCard1577926240626 <i>EQB 3873</i>		388.00	6,317.52
	Direct Credit From Mynt Image Ltd F Ref: Invoice B6362 Mynt		651.00	6,968.52
29 Jun	Direct Debit to Motia/Fuelcardserv Ref: Shb303621	184.78		6,783.74
	Standing Order to Witney Town Council Ref:- Town Hall Rent	3,437.50		3,346.24
	Standing Order From Inclusive Care and Ref:- Rent		7,793.82	11,140.06
	Direct Credit From H Parsons Ref: B6381 Parsons		67.40	11,207.46
	Direct Credit From MacGregor V B CD Ref: B6380		97.79	11,305.25
	Direct Credit From Epos Now (UK) Ltd Ref: Swpe42C3X22322235P <i>27/6</i>		686.18	11,991.43
	Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Dgt223R93J5P <i>26/6</i>		1,686.16	13,677.59
	Deposit Re 26Witney 101247		789.30	14,466.89
	Direct Credit From Helen Blant T/As Ref: Hallhireinbv6369		401.90	14,868.79
30 Jun	Direct Credit From Ostma Ref: B6357		112.37	14,981.16
	Direct Credit From Epos Now (UK) Ltd Ref: Swpe42D9822322235P <i>29/6</i>		550.44	15,531.60
30 Jun	Balance carried forward			15,531.60
	Total Payments/Receipts	131,656.95	104,364.59	

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 30/06/2026
for Cashbook 1 - BARCLAYS GENERAL A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/06/2026		15,531.60
			<u>15,531.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,531.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,531.60
		Balance per Cash Book is :-	15,531.60
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail		
01/07/2026	Staff Member	ELP 949	£ 215.41	Expenses Reclaimed	Central Support	Democracy & Governance
01/07/2026	Filmbankmedia	ELP 945	£ 106.80	Film Licence	Events	Public Halls
01/07/2026	Lyd's Bakes and Cakes	ELP 946	£ 1,724.45	Café/Bar Supplies	Café Bar 1863	Public Halls
01/07/2026	PPL PRS Ltd	ELP 947	£ 386.40	Music Licence 04/26 - 03/27	Central Support	Democracy & Governance
01/07/2026	PPL PRS Ltd	ELP 948	£ 1,872.90	Music Licence 06/26 - 06/27	Central Support	Democracy & Governance
01/07/2026	Courtside Hubs CIC	ELP 944	£ 50,000.00	Grant Payment	Central Support	Democracy & Governance
01/07/2026	W Robinson Plants	ELP 973	£ 5,934.18	Various Bedding Plants	Grounds Maintenance	Community
01/07/2026	West Oxfordshire District Council	Std Ord	£ 296.00	WODC - Rates Burwell Hall	Central Support	Democracy & Governance
01/07/2026	West Oxfordshire District Council	Std Ord	£ 389.00	WODC - Rates Tower Hill	Central Support	Democracy & Governance
01/07/2026	West Oxfordshire District Council	Std Ord	£ 402.00	WODC - Rates Corn Exchange	Central Support	Democracy & Governance
01/07/2026	West Oxfordshire District Council	Std Ord	£ 983.00	WODC - Rates Town Hall	Central Support	Democracy & Governance
01/07/2026	West Oxfordshire District Council	Std Ord	£ 785.00	WODC - Rates Windrush Cemetery	Central Support	Democracy & Governance
01/07/2026	West Oxfordshire District Council	Std Ord	£ 995.00	WODC Rates - 51 Market Square	Central Support	Democracy & Governance
03/07/2026	Atomyc Ltd	ELP 950	£ 4,351.16	IT Support	Central Support	Democracy & Governance
03/07/2026	Auditing Solutions Ltd	ELP 951	£ 630.00	External Audit Final Fee 2025-26	Central Support	Democracy & Governance
03/07/2026	BGC South Limited	ELP 952	£ 65.00	Edible Gardens Gift Card	Central Support	Democracy & Governance
03/07/2026	Cotswold Security Systems Ltd	ELP 953	£ 613.20	Fire Alarm Call Point	Operations	Community
03/07/2026	David Parry Employment Law	ELP 954	£ 300.00	Employment Advice	Central Support	Democracy & Governance
03/07/2026	Filmbankmedia	ELP 955	£ 106.80	Film Licence	Events	Public Halls
03/07/2026	Adrian Phillips - Minimum Ego	ELP 956	£ 30.00	June Quiz Night	Events	Public Halls
03/07/2026	Oxfordshire Association of Local Councils	ELP 957	£ 210.00	Training	Central Support	Democracy & Governance
03/07/2026	Oxfordshire County Council	ELP 958	£ 486.00	Return of Grave Space	Operations	Community
03/07/2026	Print Ready Ltd	ELP 959	£ 274.50	Event Posters	Events	Public Halls
03/07/2026	Royal Mail Group Ltd	ELP 960	£ 3.82	Survey Delivery	Central Support	Democracy & Governance
03/07/2026	Safelincs Ltd	ELP 961	£ 313.75	Fire Warden Kits	Operations	Community
03/07/2026	SLCC Enterprises Ltd	ELP 962	£ 168.00	Training	Central Support	Democracy & Governance
03/07/2026	SSE Energy Solutions	ELP 963	£ 92.98	Electric Charges May 26	Central Support	Democracy & Governance
03/07/2026	Anne Thompson	ELP 964	£ 400.00	Professional Fees	Central Support	Democracy & Governance
03/07/2026	West Oxfordshire District Council	ELP 965	£ 295.00	Bar Licence 07/26-07/27	Central Support	Democracy & Governance
03/07/2026	West Oxfordshire Performing Arts	ELP 966	£ 1,000.00	Grant Payment	Central Support	Democracy & Governance
03/07/2026	Witney Signs	ELP 967	£ 63.00	Update Mayors Board	Operations	Democracy & Governance
03/07/2026	Witney Town Band	ELP 968	£ 250.00	Performance Fee 07.06.2026	Events	Public Halls
03/07/2026	Barclays Bank	DD	£ 116.73	Commission Charges 13/05-14/06	Central Support	Democracy & Governance
03/07/2026	GGR Group Ltd	DD	£ 1,200.00	Crane Hire	Grounds Maintenance	Community
03/07/2026	GGR Group Ltd	CORRECTION	-£ 2,400.00	Crane Hire	Grounds Maintenance	Community
06/07/2026	Fuel Card Services Ltd t/a Mot	DD	£ 132.91	Fuel	Grounds Maintenance	Community
07/07/2026	Breathe HR	DD	£ 118.80	Monthly HR Support	Central Support	Democracy & Governance
09/07/2026	West Witney Sports and Social Club	ELP 969	£ 5,538.84	Electric Charges	Central Support	Democracy & Governance
10/07/2026	Bright Futures Oxfordshire	ELP 971	£ 7,400.00	Grant Payment	Central Support	Democracy & Governance

10/07/2026	Surrey Hills Solicitors	ELP 972	£	7,760.00	Legal Advice	Central Support	Democracy & Governance
10/07/2026	Staff Member	ELP 975	£	240.00	Expenses Reclaimed	Central Support	Democracy & Governance
10/07/2026	Staff Member	ELP 974	£	160.80	Expenses Reclaimed	Central Support	Democracy & Governance
10/07/2026	Abingdon & Witney College	ELP 976	£	190.00	Apprentice Contribution	Central Support	Democracy & Governance
10/07/2026	Amazon Payments UK Ltd	ELP 977	£	1,799.93	Works Supplies	Grounds Maintenance	Community
10/07/2026	Azura Limited	ELP 978	£	264.00	Annual Electrical Check	Operations	Community
10/07/2026	Circus Cortex	ELP 979	£	1,000.00	Damage Deposit Refund	Events	Public Halls
10/07/2026	George Browns Ltd	ELP 980	£	1,053.50	Vehicle Service/Repairs	Grounds Maintenance	Community
10/07/2026	House and Carriage Ltd	ELP 981	£	84.72	Monthly Storage Fee	Grounds Maintenance	Community
10/07/2026	Thames Valley Police	ELP 983	£	1,000.00	Contribution for E-Bike	Central Support	Democracy & Governance
10/07/2026	Snugfort Limited	ELP 982	£	1,344.00	Digital Poster Screen	Central Support	Democracy & Governance
10/07/2026	Witney Music Festival Ltd	ELP 984	£	1,000.00	Damage Deposit Refund	Central Support	Democracy & Governance
10/07/2026	Oxfordshire County Council	BACS	£	22,903.46	LGPS June 26	Central Support	Democracy & Governance
10/07/2026	Barclaycard	DD	£	54.56	Charges June 26	Central Support	Democracy & Governance
10/07/2026	Barclaycard	DD1	£	51.20	Charges June 26	Central Support	Democracy & Governance
10/07/2026	WODC	SO	£	1,750.00	Community Transport Grant	Central Support	Democracy & Governance
13/07/2026	Fuel Card Services Ltd t/a Mot	DD	£	176.62	Fuel	Grounds Maintenance	Community
16/07/2026	Sage UK	DD	£	269.40	Payroll Support	Central Support	Democracy & Governance
17/07/2026	Restore Datashred	DD	£	96.79	Confidential Waste Removal	Grounds Maintenance	Community
17/07/2026	Staff Member	ELP 985	£	22.66	Expenses Reclaimed	Central Support	Democracy & Governance
17/07/2026	Staff Member	ELP 986	£	100.85	Expenses Reclaimed	Central Support	Democracy & Governance
17/07/2026	Amazon Payments UK Ltd	ELP 987	£	244.31	Office Supplies	Central Support	Democracy & Governance
17/07/2026	Badgemaster Limited	ELP 988	£	28.86	ID Badge	Central Support	Democracy & Governance
17/07/2026	Adam Blizzard	ELP 989	£	158.40	Event Security	Events	Public Halls
17/07/2026	Blueprint Imaging Limited	ELP 990	£	416.40	Vehicle Signage	Operations	Community
17/07/2026	Copy Right Systems Ltd	ELP 991	£	274.51	Printing Costs	Central Support	Democracy & Governance
17/07/2026	Jodie Douglas	ELP 992	£	150.00	Performance Fee 26/06/26	Events	Public Halls
17/07/2026	Opus Safety Limited	ELP 993	£	380.83	Monthly Subscription	Central Support	Democracy & Governance
17/07/2026	Rialtas Business Solutions Ltd	ELP 994	£	103.20	Business Support	Central Support	Democracy & Governance
17/07/2026	Seldram Supplies Oxford Ltd	ELP 995	£	827.55	Cleaning Supplies	Grounds Maintenance	Community
17/07/2026	BASICS	ELP 996	£	47.66	Café/Bar Supplies	Café Bar 1863	Public Halls
17/07/2026	Brake Bros Limited	ELP 997	£	2,431.73	Café/Bar Supplies	Café Bar 1863	Public Halls
17/07/2026	Cotteswold Dairy Ltd (Cheltenham)	ELP 998	£	436.80	Café/Bar Supplies	Café Bar 1863	Public Halls
17/07/2026	Eynsham Cellars	ELP 999	£	304.42	Café/Bar Supplies	Café Bar 1863	Public Halls
17/07/2026	Hook Norton Brewery Co Ltd	ELP 1000	£	81.20	Café/Bar Supplies	Café Bar 1863	Public Halls
17/07/2026	Lyd's Bakes and Cakes	ELP 1001	£	1,511.55	Café/Bar Supplies	Café Bar 1863	Public Halls
17/07/2026	Ue Coffee Roasters Ltd	ELP 1002	£	2,138.00	Café/Bar Supplies	Café Bar 1863	Public Halls
17/07/2026	Barlow and Sons (Hermitage) Li	ELP 1003	£	58.33	Fence Repairs	Grounds Maintenance	Community
17/07/2026	Berrys	ELP 1004	£	3,466.20	Contract Admin May/June	Central Support	Democracy & Governance
17/07/2026	Aspect Plumbing & Heating (Wit)	ELP 1005	£	230.64	Water Tank Repairs	Grounds Maintenance	Community

17/07/2026	Carlton Services UK Limited	ELP 1006	£	712.80	Kitchen Extraction Check	Grounds Maintenance	Community
17/07/2026	Green-Tech Limited	ELP 1007	£	94.20	Wildflower Seeds	Grounds Maintenance	Community
17/07/2026	5A's Tool & Plant Hire	ELP 1008	£	1,938.47	Machinery Repairs	Grounds Maintenance	Community
17/07/2026	M & M Skip Hire Limited	ELP 1009	£	2,340.00	Skip Exchange	Grounds Maintenance	Community
17/07/2026	Playsafety Ltd	ELP 1010	£	328.80	Annual Play Area Inspections	Grounds Maintenance	Community
17/07/2026	Trade UK	ELP 1011	£	85.70	Works Supplies	Grounds Maintenance	Community
17/07/2026	Skyline DC Limited	ELP 1012	£	4,416.00	Generator Hire 15/6-10/7	Grounds Maintenance	Community
17/07/2026	Spaldings Limited	ELP 1013	£	153.60	Works Supplies	Grounds Maintenance	Community
17/07/2026	Sutcliffe Play (South West) Li	ELP 1014	£	775.36	Play Equipment	Grounds Maintenance	Community
17/07/2026	Thames Valley Water Services Ltd	ELP 1015	£	1,858.80	Legionella Compliance	Grounds Maintenance	Community
17/07/2026	Travis Perkins Trading Company	ELP 1016	£	547.70	Works Supplies	Grounds Maintenance	Community
17/07/2026	Workwear Express Ltd	ELP 1017	£	369.56	Works Supplies	Grounds Maintenance	Community
17/07/2026	Young Engineering Supplies Ltd	ELP 1018	£	14.40	Works Supplies	Grounds Maintenance	Community
17/07/2026	David Giles	ELP 1019	£	150.00	Performance Fees 19/06/26	Events	Public Halls
17/07/2026	Castle Water Ltd - Burwell Hall	DD	£	34.65	Water Rates June 2026	Central Support	Democracy & Governance
20/07/2026	Fuel Card Services Ltd t/a Mot	DD	£	84.85	Fuel	Grounds Maintenance	Community
23/07/2026	Croner-i Limited t/a HR Inform	DD	£	216.00	Monthly HR Support	Central Support	Democracy & Governance
23/07/2026	HMRC	DD	£	27,350.48	HMRC	Central Support	Democracy & Governance
24/07/2026	Bacs	BACS	£	76,823.28	Bacs	Central Support	Democracy & Governance
27/07/2026	Fuel Card Services Ltd t/a Mot	DD	£	241.02	Fuel	Grounds Maintenance	Community
30/07/2026	Skyline DC Limited	ELP 1022	£	156.60	West Witney Project	Operations	Capital Projects
30/07/2026	Skyline DC Limited	ELP 1021	£	13,299.48	West Witney Project	Operations	Capital Projects
31/07/2026	Staff Member	ELP 1023A	£	50.50	Expenses Reclaimed	Central Support	Democracy & Governance
31/07/2026	Staff Member	ELP 1023B	£	62.75	Expenses Reclaimed	Central Support	Democracy & Governance
31/07/2026	Rialtas Business Solutions Ltd	ELP 1024	£	4,708.80	Business Support	Central Support	Democracy & Governance
31/07/2026	Atomyc Ltd	ELP 1025	£	3,257.00	IT Support	Central Support	Democracy & Governance
31/07/2026	Bendcrete Leisure Ltd	ELP 1026	£	480.00	Skatepark Repairs	Grounds Maintenance	Community
31/07/2026	Halcyon HR Consulting Ltd	ELP 1027	£	161.28	Consultancy Fees	Central Support	Democracy & Governance
31/07/2026	Ustigate Ltd	ELP 1028	£	480.00	Remote Access Subscription	Central Support	Democracy & Governance
31/07/2026	L F Pearce & Son	ELP 1029	£	1,200.00	Grounds Maintenance	Grounds Maintenance	Community
31/07/2026	Carlton Services UK Limited	ELP 1030	£	79.20	Kitchen Extraction Check	Grounds Maintenance	Community
31/07/2026	Castle Water Ltd - Leys Splashpark	ELP 1031	£	273.34	Water Rates June 2026	Central Support	Democracy & Governance
31/07/2026	Castle Water Ltd - Town Hall	ELP 1032	£	38.10	Water Rates June 2026	Central Support	Democracy & Governance
31/07/2026	Castle Water Ltd - Leys Pavilion	ELP 1033	£	1,044.81	Water Rates June 2026	Central Support	Democracy & Governance
31/07/2026	Oxfordshire Association of Local Councils	ELP 1034	£	198.00	Training	Central Support	Democracy & Governance
31/07/2026	SSE Energy Solutions	ELP 1035	£	85.49	Electrical Rates June 26	Central Support	Democracy & Governance
31/07/2026	Tropiglaze Ltd	ELP 1036	£	338.00	Window Replacement Farmer's Close	Grounds Maintenance	Community
31/07/2026	Witney Plant Hire Limited	ELP 1037	£	285.00	Crane Lorry Hire	Grounds Maintenance	Community
			£	285,197.73			

Date	Description	Money out £	Money in £	Balance
	Balance brought forward from previous page			25,939.78
31 Jul	Payment to BX26073085915446 Ref: Elp 1025-1028	4,378.28		21,561.50
	Payment to BX26073085897526 Ref: Elp 1024	4,708.80		16,852.70
	Direct Credit From <i>Larry Green</i> BCard1577926290726		45.00	16,897.70
	Direct Credit From Ostma Ref: B6390		163.80	17,061.50
	Direct Credit From Ccla Investment MA Ref: LA3077549, Witney		657.15	17,718.65
	Direct Credit From Peter Smith & Son Ref: Smithp		5,757.50	23,476.15
	Direct Credit From Brunning and Price Ref: PU01-Plwp-00001679		672.00	24,148.15
	Direct Credit From River Learning Tru <i>FIDAMAN</i> Ref: River Learning Tru		140.00	24,288.15
	Direct Credit From HMRC VAT Ref: 195561727 <i>01/04 - 30/06</i>		104,988.04	129,276.19
	Direct Credit From Helen Blant T/As Ref: Hallhireinbv6405		81.90	129,358.09
	Deposit Re 26Witney 101543		931.0	<u>130,289.09</u>
3 Aug	Direct Debit to Motia/Fuelcardserv Ref: Shb303621	597.97		129,691.12
	Direct Debit to Wod Ndr DD Ref: 03 90170575	995.00		128,696.12
	Direct Debit to Wod Ndr DD Ref: 30421105	296.00		128,400.12
	Direct Debit to Wod Ndr DD Ref: 30623704	389.00		128,011.12
	Direct Debit to Wod Ndr DD Ref: 30685600	402.00		127,609.12
	Direct Debit to Wod Ndr DD Ref: 30903104	983.00		126,626.12
	Direct Debit to Wod Ndr DD Ref: 90024629	785.00		125,841.12
	Commission Charges For The Period 15 Jun /12 Jul	91.97		125,749.15
	Standing Order From Lily's Attic Ltd Ref:- Rent		1,662.50	127,411.65
	Direct Credit From Witney Bridge Club Ref: Witbridge Inbv6447		205.00	127,716.65
	Direct Credit From Tower Hill Footbal Ref: B6370		324.00	128,040.65
	Direct Credit From Epos Now (UK) Ltd Ref: Swpe42B6922322235P <i>01/08</i>		525.52	128,566.17

Continued

Date:11/08/2026

Witney Town Council Current Year

Page 1

Time: 16:09

**Bank Reconciliation Statement as at 31/07/2026
for Cashbook 1 - BARCLAYS GENERAL A/C**

User: CAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/07/2026		130,289.09
			<u>130,289.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			130,289.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			130,289.09
		Balance per Cash Book is :-	130,289.09
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Cashbook 1 - August 2026

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail		
01/08/2026	West Oxfordshire District Council	Std Ord	£ 296.00	WODC - Rates Burwell Hall	Central Support	Democracy & Governance
01/08/2026	West Oxfordshire District Council	Std Ord	£ 389.00	WODC - Rates Tower Hill	Central Support	Democracy & Governance
01/08/2026	West Oxfordshire District Council	Std Ord	£ 402.00	WODC - Rates Corn Exchange	Central Support	Democracy & Governance
01/08/2026	West Oxfordshire District Council	Std Ord	£ 983.00	WODC - Rates Town Hall	Central Support	Democracy & Governance
01/08/2026	West Oxfordshire District Council	Std Ord	£ 785.00	WODC - Rates Windrush Cemetery	Central Support	Democracy & Governance
01/08/2026	West Oxfordshire District Council	Std Ord	£ 995.00	WODC Rates - 51 Market Square	Central Support	Democracy & Governance
03/08/2026	Fuel Card Services Ltd t/a Mot	DD	£ 597.97	Fuel	Grounds Maintenance	Community
03/08/2026	Barclays Bank	DD	£ 91.97	Commission Charges 15.06-12.07	Central Support	Democracy & Governance
06/08/2026	Breathe HR	DD	£ 118.80	HR Support	Central Support	Democracy & Governance
07/08/2026	Attack Environmental Ltd	ELP 1038	£ 81.60	Waste Removal	Grounds Maintenance	Community
07/08/2026	Azura Limited	ELP 1039	£ 342.42	Emergency Lighting Repairs	Grounds Maintenance	Community
07/08/2026	Aspect Plumbing & Heating	ELP 1040	£ 270.43	Disabled Toilet Repairs	Grounds Maintenance	Public Halls
07/08/2026	Filmbankmedia	ELP 1041	£ 213.60	Film Licence	Events	Public Halls
07/08/2026	Phil Hepworth	ELP 1042	£ 150.00	Performance Fee 03/07/26	Events	Public Halls
07/08/2026	Internet Communications (Services)	ELP 1043	£ 115.20	Monthly Call Out Fees	Central Support	Democracy & Governance
07/08/2026	Opus Safety Limited	ELP 1044	£ 380.83	Monthly Subscription	Central Support	Democracy & Governance
07/08/2026	Pest Solutions Oxfordshire	ELP 1045	£ 754.80	Pest Control Call Out	Operations	Community
07/08/2026	Rotary Club of Witney	ELP 1046	£ 2,600.00	Christmas Lights Grant	Central Support	Democracy & Governance
07/08/2026	Matthew Russ	ELP 1047	£ 150.00	Performance Fee 10/07/26	Events	Public Halls
07/08/2026	Les Steward	ELP 1048	£ 180.00	Stock Take	Café Bar 1863	Public Halls
07/08/2026	Town & Country Trees Limited	ELP 1049	£ 2,520.00	Tree Works	Grounds Maintenance	Community
07/08/2026	Viking Payments	ELP 1050	£ 681.19	Office Supplies	Central Support	Democracy & Governance
07/08/2026	Witney Town Band	ELP 1051	£ 250.00	Performance Fee 05.07.2026	Events	Public Halls
07/08/2026	Staff Member	ELP 1052	£ 119.66	Expenses Reclaimed	Central Support	Democracy & Governance
07/08/2026	Staff Member	ELP 1053	£ 481.19	Expenses Reclaimed	Central Support	Democracy & Governance
07/08/2026	Staff Member	ELP 1054	£ 100.25	Expenses Reclaimed	Central Support	Democracy & Governance
07/08/2026	Cotswold Trailers Ltd	ELP 1055	£ 102.00	Vehicle Repairs	Grounds Maintenance	Community
07/08/2026	GB Sport & Leisure	ELP 1056	£ 311.10	Trampoline Repairs	Operations	Community
07/08/2026	Hall Hirer	ELP 1057	£ 100.00	Damage Deposit Refund	Events	Public Halls
07/08/2026	Seated Furniture Ltd	ELP 1058	£ 2,473.46	New Sensory Equipment	Operations	Public Halls
10/08/2026	WODC	SO	£ 1,750.00	Community Transport Grant	Central Support	Community
10/08/2026	Fuel Card Services Ltd t/a Mot	DD	£ 51.66	Fuel	Grounds Maintenance	Community
10/08/2026	Barclaycard	DD	£ 54.56	Charges July 26	Central Support	Democracy & Governance
10/08/2026	Barclaycard	DD1	£ 51.20	Charges July 26	Central Support	Democracy & Governance
14/08/2026	Oxfordshire County Council	BACS	£ 22,871.07	LGPS July 26	Central Support	Democracy & Governance
14/08/2026	P.A. Turney Ltd	ELP 1060	£ 8,334.00	Works Equipment	Grounds Maintenance	Community
14/08/2026	GS Window Cleaning	ELP 1061	£ 156.00	Window Cleaning	Operations	Community
14/08/2026	House and Carriage Ltd	ELP 1062	£ 84.72	Monthly Storage Fees	Operations	Capital Projects

14/08/2026	CP Wade t/a 1in200.uk	ELP 1063	£	18.58	Books Purchased in Corn Exchange	Café Bar 1863	Public Halls
14/08/2026	Wildflower Whisky	ELP 1064	£	150.00	Performance Fee 17.07.26	Events	Public Halls
14/08/2026	Staff Member	ELP 1065	£	50.00	Expenses Reclaimed	Central Support	Democracy & Governance
17/08/2026	Fuel Card Services Ltd t/a Mot	DD	£	259.94	Fuel	Grounds Maintenance	Community
17/08/2026	Sage UK	DD1	£	269.40	Payroll Support	Central Support	Democracy & Governance
18/08/2026	Castle Water Ltd - Burwell Hal	DD	£	57.25	Water Rates July 2026	Operations	Community
19/08/2026	Restore Datashred	DD	£	96.79	Confidential Waste Removal	Central Support	Democracy & Governance
21/08/2026	Croner-i Limited t/a HR Inform	DD	£	216.00	Monthly HR Support	Central Support	Democracy & Governance
21/08/2026	Berrys	ELP 1066	£	6,436.44	Contract Administration	Operations	Capital Projects
21/08/2026	Staff Member	ELP 1067	£	211.37	Expenses Reclaimed	Central Support	Democracy & Governance
21/08/2026	Staff Member	ELP 1068	£	137.46	Expenses Reclaimed	Central Support	Democracy & Governance
21/08/2026	Staff Member	ELP 1069	£	71.20	Expenses Reclaimed	Central Support	Democracy & Governance
21/08/2026	Staff Member	ELP 1070	£	79.25	Expenses Reclaimed	Central Support	Democracy & Governance
21/08/2026	Amazon Payments UK Ltd	ELP 1071	£	948.79	Works Supplies	Grounds Maintenance	Community
21/08/2026	Banbury Memorials Ltd	ELP 1072	£	630.00	Cemetery Works	Grounds Maintenance	Community
21/08/2026	Blueprint Imaging Limited	ELP 1073	£	156.00	Office Supplies	Central Support	Democracy & Governance
21/08/2026	Cleansing Service Group Ltd	ELP 1074	£	210.00	Sludge Disposal	Grounds Maintenance	Community
21/08/2026	Copy Right Systems Ltd	ELP 1075	£	208.39	Printer Costs	Central Support	Democracy & Governance
21/08/2026	Filmbankmedia	ELP 1076	£	106.80	Film Licence	Events	Public Halls
21/08/2026	Print Ready Ltd	ELP 1077	£	210.00	Signs/Posters	Events	Public Halls
21/08/2026	Seldram Supplies Oxford Ltd	ELP 1078	£	715.86	Cleaning Supplies	Operations	Community
21/08/2026	Brady Corporation Ltd	ELP 1079	£	128.70	First Aid Supplies	Operations	Community
21/08/2026	BASICS	ELP 1080	£	100.09	Café/Bar Supplies	Café Bar 1863	Public Halls
21/08/2026	Brake Bros Limited	ELP 1081	£	3,415.29	Café/Bar Supplies	Café Bar 1863	Public Halls
21/08/2026	Cotteswold Dairy Ltd (Cheltenham)	ELP 1082	£	460.20	Café/Bar Supplies	Café Bar 1863	Public Halls
21/08/2026	Eynsham Cellars	ELP 1083	£	577.00	Café/Bar Supplies	Café Bar 1863	Public Halls
21/08/2026	Hook Norton Brewery Co Ltd	ELP 1084	£	1,567.25	Café/Bar Supplies	Café Bar 1863	Public Halls
21/08/2026	Lyd's Bakes and Cakes	ELP 1085	£	1,779.35	Café/Bar Supplies	Café Bar 1863	Public Halls
21/08/2026	Ue Coffee Roasters Ltd	ELP 1086	£	1,396.80	Café/Bar Supplies	Café Bar 1863	Public Halls
21/08/2026	Skyline DC Limited	ELP 1087	£	4,416.00	West Witley Project	Operations	Capital Projects
21/08/2026	5A's Tool & Plant Hire	ELP 1088	£	29.88	Works Supplies	Grounds Maintenance	Community
21/08/2026	Ashridge Nurseries	ELP 1089	£	2,145.57	Grounds Maintenance Supplies	Grounds Maintenance	Community
21/08/2026	C & C Tyre & Exhaust Services	ELP 1090	£	111.60	Vehicle Service/Repairs	Operations	Community
21/08/2026	Cotswold Security Systems Ltd	ELP 1091	£	768.11	Faulty Camera Replacement	Operations	Democracy & Governance
21/08/2026	Northern Technology Ltd T/A FL	ELP 1092	£	1,287.36	Tracking Device Rental	Operations	Community
21/08/2026	George Browns Ltd	ELP 1093	£	223.50	Vehicle Service/Repairs	Operations	Community
21/08/2026	Glasdon UK Ltd	ELP 1095	£	1,045.73	Picnic Tables	Operations	Community
21/08/2026	Greenway Training Limited	ELP 1096	£	3,276.00	Training	Central Support	Democracy & Governance
21/08/2026	KJ's Motor Car Engineers Ltd	ELP 1097	£	651.52	Vehicle Service/Repairs	Operations	Community
21/08/2026	The Keyholding Company	ELP 1098	£	47.72	Unlock Burwell Hall	Central Support	Democracy & Governance
21/08/2026	M & M Skip Hire Limited	ELP 1099	£	1,560.00	Skip Exchange	Operations	Community
21/08/2026	Fenland Leisure Products Ltd	ELP 1100	£	356.06	Grounds Maintenance Supplies	Grounds Maintenance	Community

21/08/2026	Trade UK	ELP 1101	£	97.11	Works Supplies	Grounds Maintenance	Community
21/08/2026	Siren Training Ltd	ELP 1102	£	858.00	Training	Central Support	Democracy & Governance
21/08/2026	Start Traffic Ltd	ELP 1103	£	198.14	Works Supplies	Grounds Maintenance	Community
21/08/2026	Tallis Amos Group Limited	ELP 1104	£	525.82	SCAG Electric Starter	Grounds Maintenance	Community
21/08/2026	Thames Valley Water Services L	ELP 1105	£	1,533.60	Legionella Compliance	Grounds Maintenance	Community
21/08/2026	A.K. Timms and Sons Limited	ELP 1106	£	32.76	Roof Repairs	Grounds Maintenance	Community
21/08/2026	Travis Perkins Trading Company	ELP 1107	£	1,171.92	Grounds Maintenance Supplies	Grounds Maintenance	Community
21/08/2026	Tudor Environmental	ELP 1108	£	285.64	Grounds Maintenance Supplies	Grounds Maintenance	Community
21/08/2026	Turfleet Hire t/a Helpful Hiri	ELP 1109	£	528.00	Grounds Maintenance Supplies	Grounds Maintenance	Community
21/08/2026	Young Engineering Supplies Ltd	ELP 1110	£	37.73	Works Supplies	Operations	Community
21/08/2026	Witney Framing Limited	ELP 1111	£	170.00	Awards Supplies	Events	Democracy & Governance
25/08/2026	HMRC	DD	£	26,993.91	HMRC	Central Support	Democracy & Governance
25/08/2026	Bacs	BACS	£	77,095.91	Bacs	Central Support	Democracy & Governance
28/08/2026	Castle Water Ltd - Leys Splash	ELP 1112	£	8,101.00	Water Rates July 2026	Operations	Community
28/08/2026	Staff Member	ELP 1113	£	141.90	Expenses Reclaimed	Central Support	Democracy & Governance
28/08/2026	Staff Member	ELP 1114	£	105.00	Expenses Reclaimed	Central Support	Democracy & Governance
28/08/2026	Bidwells	ELP 1115	£	2,706.00	Professional Services	Central Support	Democracy & Governance
28/08/2026	Buttercross Club	ELP 1116	£	20.81	Club Lunch 10.09.26	Central Support	Community
28/08/2026	Castle Water Ltd - Town Hall O	ELP 1117	£	33.73	Water Rates July 2026	Operations	Community
28/08/2026	Halcyon HR Consulting Ltd	ELP 1118	£	672.00	Hiring Support	Central Support	Democracy & Governance
28/08/2026	Hall Hirer	ELP 1119	£	150.00	Damage Deposit Refund	Events	Public Halls
28/08/2026	Pest Solutions Oxfordshire	ELP 1120	£	60.00	Monthly Pest Control	Operations	Community
28/08/2026	Quantum Theatre	ELP 1121	£	1,180.90	Performance Fee	Events	Public Halls
28/08/2026	Siemens Financial Services Ltd	DD	£	646.92	Copier Rental Aug-Nov	Central Support	Democracy & Governance
				£	210,319.73		

Appendix

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			8,370.87
28 Aug	 Direct Credit From Teddy Bears of Wit Ref: 86456		490.00	8,860.87
	 Deposit Re 26Witney 101547		873.25	9,734.12
1 Sep	 Direct Debit to Motia/Fuelcardserv Ref: Shb303621	91.76		9,642.36
	 Direct Debit to Wod Ndr DD Ref: 03 90170575	995.00		8,647.36
	 Direct Debit to Wod Ndr DD Ref: 30421105	296.00		8,351.36
	 Direct Debit to Wod Ndr DD Ref: 30623704	389.00		7,962.36
	 Direct Debit to Wod Ndr DD Ref: 30685600	402.00		7,560.36
	 Direct Debit to Wod Ndr DD Ref: 30903104	983.00		6,577.36
	 Direct Debit to Wod Ndr DD Ref: 90024629	785.00		5,792.36
	 Direct Credit From 4th Witney Guide U Ref: 4Thwitneygg Rentbh		0.41	5,792.77
	 Direct Credit From Witney Speakers CL Ref: B6461		90.00	5,882.77
	 Direct Credit From Tozer E & M Ref: Inv B6421		97.79	5,980.56
	 Direct Credit From Witney Bridge Club Ref: Witbridge Invb6470		244.00	6,224.56
	 Direct Credit From Banbury Memorials Ref: 6010/6011 6877/6878?		283.00	6,507.56
	 Direct Credit From Epos Now (UK) Ltd Ref: Swpe42B6X2232235P 29108		291.79	6,899.35
	 Direct Credit From Epos Now (UK) Ltd Ref: Swpe42Wxf2232235P 28108		2,990.17	9,889.52
	 Deposit Re 26Witney 101548		609.30	10,498.82
	 Witney Town Coun * 293096*Barclays B*		35,000.00	45,498.82
	 Direct Credit From Circus Ginne Ref: Circus Ginnett		1,534.20	47,033.02
1 Sep	Balance carried forward			47,033.02
	Total Payments/Receipts	17,760.02	45,566.14	

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

on account.

- Burwell £157.20
- Cafe £452.10

Date:15/09/2026

Witney Town Council Current Year

Page 1

Time:15:16

**Bank Reconciliation Statement as at 31/08/2026
for Cashbook 1 - BARCLAYS GENERAL A/C**

User: CAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/08/2026		9,734.12
			<u>9,734.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,734.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,734.12
		Balance per Cash Book is :-	9,734.12
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Cashbook 2 - May 2026

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail		
05/05/2026	STL Communications Ltd T/A Focus	DD	£ 2,724.20	Monthly Telephone Charge	Central Support	Democracy & Governance
05/05/2026	Barclays Bank	DD	£ 14.69	Commission Charges 13.03-12.04	Central Support	Democracy & Governance
13/05/2026	Watson Fuels	DD	£ 1,414.13	Fuel	Grounds Maintenance	Community
15/05/2026	BNP Paribas Leasing Solutions	DD	£ 556.58	Grillo Mower HP	Grounds Maintenance	Community
15/05/2026	Green Energy (UK) Plc	DD	£ 5,053.03	Gas & Electric Charges April 26	Central Support	Democracy & Governance
19/05/2026	BNP Paribas Leasing Solutions	DD	£ 360.70	Trimax Mower HP	Grounds Maintenance	Community
26/05/2026	Biffa Waste Services Limited	DD	£ 1,250.28	Waste Recycling	Grounds Maintenance	Community
27/05/2026	Epos Now Ltd	DD	£ 22.80	Payment Support	Central Support	Democracy & Governance
27/05/2026	Cash	25620	£ 314.47	Petty Cash Top Up	Central Support	Democracy & Governance
28/05/2026	Epos Now Ltd	DD	£ 22.80	Payment Support	Central Support	Democracy & Governance
28/05/2026	Epos Now Ltd	DD1	£ 105.60	Payment Support	Central Support	Democracy & Governance
28/05/2026	SSE Energy Solutions	DD2	£ 55.24	Electric Charges	Central Support	Democracy & Governance
28/05/2026	STL Communications Ltd T/A Focus	DD3	£ 1,929.80	Monthly Telephone Charge	Central Support	Democracy & Governance
29/05/2026	Watson Fuels	DD	£ 1,144.50	Fuel	Grounds Maintenance	Community
			£ 14,968.82			

Sort Code 20-97-48
Account No 70974765

SWIFTBIC BUKGB22

IBAN GB04 BUKB 2097 4870 9747 65

Issued on 03 June 2026

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



Your Business Current Account

At a glance

27 May - 02 Jun 2026

Date	Description	Money out £	Money in £	Balance £
27 May	Start Balance			1,000.00
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyzfms	22.80		977.20
	Cash Withdrawal at Barclays 26 Witney 25620	314.47		662.73
	Giro Transfer From Account 70974641		337.27	1,000.00
28 May	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	22.80		977.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	105.60		871.60
	DD Direct Debit to Sse Energy Supply Ref: 0085171-DD01551649	55.24		816.36
	DD Direct Debit to Stl Communications Ref: 0319-383	1,929.80		-1,113.44
	Giro Transfer From Account 70974641		2,113.44	1,000.00
29 May	DD Direct Debit to Watson Fuels Ref: 10213451	1,144.50		-144.50
	Giro Transfer From Account 70974641		1,144.50	1,000.00
2 Jun	Balance carried forward			1,000.00
	Total Payments/Receipts	3,595.21	3,595.21	

Start balance	£1,000.00
Money out	£3,595.21
Commission charges	£0.00
Interest paid	£0.00
Money in	£3,595.21
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 31/05/2026
for Cashbook 2 - BARCLAYS IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/05/2026		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:

Name Signed Date

Signatory 2:

Name Signed Date

Cashbook 2 - June 2026

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail		
05/06/2026	Barclays Bank	DD	£ 10.00	Commission Charges 13/04-12/05	Central Support	Democracy & Governance
15/06/2026	BNP Paribas Leasing Solutions	DD	£ 556.58	Grillo Mower HP	Grounds Maintenance	Community
15/06/2026	Green Energy (UK) Plc	DD	£ 3,992.86	Gas & Electric Charges May 26	Central Support	Democracy & Governance
18/06/2026	Post Office Ltd	DD	£ 360.00	Vehicle Road Tax 2026-2026	Grounds Maintenance	Community
18/06/2026	Post Office Ltd		35206 £ 360.00	Vehicle Road Tax 2026-2027	Grounds Maintenance	Community
19/06/2026	Watson Fuels		35207 £ 1,014.00	Fuel	Grounds Maintenance	Community
19/06/2026	BNP Paribas Leasing Solutions	DD	£ 360.70	Trimax Mower HP	Grounds Maintenance	Community
22/06/2026	Biffa Waste Services Limited	DD	£ 1,279.98	Waste Recycling	Grounds Maintenance	Community
22/06/2026	SSE Energy Solutions	DD	£ 55.76	Electric Charges	Central Support	Democracy & Governance
25/06/2026	Epos Now Ltd	DD	£ 22.80	Payment Support	Central Support	Democracy & Governance
25/06/2026	Epos Now Ltd	DD	£ 128.40	Payment Support	Central Support	Democracy & Governance
29/06/2026	Watson Fuels	DD1	£ 1,189.19	Fuel	Grounds Maintenance	Community
30/06/2026	Grave Owner	DD	£ 91.45	Return of Grave Space	Central Support	Community
30/06/2026	STL Communications Ltd T/A Focus		35208 £ 1,932.40	Monthly Telephone Charge	Central Support	Democracy & Governance
		DD	£ 11,354.12			

Sort Code 20-97-48

Account No 70974765

SWIFTBIC BUKBGB22

IBAN GB04 BUKB 2097 4870 9747 65

Issued on 01 July 2026

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



Your Business Current Account

At a glance

24 - 30 Jun 2026

Date	Description	Money out £	Money in £	Balance £
24 Jun	Start Balance			1,000.00
25 Jun	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
29 Jun	DD Direct Debit to Watson Fuels Ref: 10213451	1,189.19		-189.19
	Giro Transfer From Account 70974641		1,189.19	1,000.00
30 Jun	DD Direct Debit to Stl Communications Ref: 0319-383	1,932.40		-932.40
	Giro Transfer From Account 70974641		1,932.40	1,000.00
30 Jun	Balance carried forward			1,000.00
	Total Payments/Receipts	3,272.79	3,272.79	

Start balance	£1,000.00
Money out	£3,272.79
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£3,272.79
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 30/06/2026
for Cashbook 2 - BARCLAYS IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	30/06/2026		1,000.00
			<u>1,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
30/06/2026 35208 Jeanette Mills		91.45	
			<u>91.45</u>
			908.55
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			908.55
		Balance per Cash Book is :-	908.55
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Cashbook 2 - July 2026

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail		
06/07/2026	Watson Fuels	DD	£ 944.58	Fuel	Grounds Maintenance	Community
06/07/2026	Barclays Bank	DD	£ 13.17	Commission Charges 13/05-14/06	Central Support	Democracy & Governance
09/07/2026	Watson Fuels	DD	£ 2,361.46	Fuel	Grounds Maintenance	Community
15/07/2026	BNP Paribas Leasing Solutions	DD	£ 556.58	Grillo Mower HP	Grounds Maintenance	Community
15/07/2026	Green Energy (UK) Plc	DD	£ 3,246.44	Gas & Electric Charges June 26	Central Support	Democracy & Governance
20/07/2026	BNP Paribas Leasing Solutions	DD	£ 360.70	Trimax Mower HP	Grounds Maintenance	Community
20/07/2026	Health Assured Ltd	DD	£ 300.02	Professional Services	Central Support	Democracy & Governance
22/07/2026	SSE Energy Solutions	DD	£ 53.07	Electric Charges	Central Support	Democracy & Governance
24/07/2026	Epos Now Ltd	DD	£ 22.80	Payment Support	Central Support	Democracy & Governance
27/07/2026	Watson Fuels	DD	£ 2,304.00	Fuel	Grounds Maintenance	Community
27/07/2026	Biffa Waste Services Limited	DD	£ 1,933.72	Waste Recycling	Grounds Maintenance	Community
27/07/2026	Epos Now Ltd	DD1	£ 128.40	Payment Support	Central Support	Democracy & Governance
29/07/2026	POST OFFICE LTD	35209	£ 360.00	Road Tax 2026/27	Central Support	Democracy & Governance
29/07/2026	STL Communications Ltd T/A Foc	DD	£ 1,973.14	Monthly Telephone Charges	Central Support	Democracy & Governance
31/07/2026	Watson Fuels	DD	£ 1,793.28	Fuel	Grounds Maintenance	Community
			£ 16,351.36			

Sort Code 20-97-48
Account No 70974765
SWIFTBIC BUKBGB22
IBAN GB04 BUKB 2097 4870 9747 65
Issued on 05 August 2026

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



Your Business Current Account

At a glance

29 Jul - 04 Aug 2026

Date	Description	Money out £	Money in £	Balance £
29 Jul	Start Balance			1,000.00
	DD Direct Debit to Stl Communications Ref: 0319-383	1,973.14		-973.14
	Giro Transfer From Account 70974641		1,973.14	1,000.00
31 Jul	DD Direct Debit to Watson Fuels Ref: 10213451	1,793.28		-793.28
	Cheque Issued Ref: 035209	360.00		-1,153.28
	Giro Transfer From Account 70974641		2,153.28	1,000.00
3 Aug	Cheque Issued <i>Jeanette Mills</i> Ref: 035208	91.45		908.55
	Commission Charges For The Period 15 Jun /12 Jul	10.60		897.95
	Giro Transfer From Account 70974641		102.05	1,000.00
4 Aug	Balance carried forward			1,000.00
	Total Payments/Receipts	4,228.47	4,228.47	

Start balance	£1,000.00
Money out	£4,228.47
► Commission charges £10.60	
► Interest paid £0.00	
Money in	£4,228.47
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 31/07/2026
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	27/07/2026		1,000.00
			<u>1,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
30/06/2026 35208 Jeanette Mills		91.45	
			<u>91.45</u>
			908.55
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			908.55
		Balance per Cash Book is :-	908.55
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Cashbook 2 - August 2026

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail		
03/08/2026	Barclays Bank	DD	£ 10.60	Commission Charges 15.06-12.07	Central Support	Democracy & Governance
06/08/2026	Cash	35210	£ 419.42	Petty Cash Top Up	Central Support	Democracy & Governance
17/08/2026	Green Energy (UK) Plc	DD	£ 3,472.72	Gas & Electric Charges July 26	Central Support	Democracy & Governance
17/08/2026	BNP Paribas Leasing Solutions	DD	£ 556.58	Grillo Mower HP	Grounds Maintenance	Community
18/08/2026	TV Licence	DD	£ 180.00	TV Licence - Corn Exchange	Central Support	Democracy & Governance
19/08/2026	BNP Paribas Leasing Solutions	DD	£ 360.70	Trimax Mower HP	Grounds Maintenance	Community
20/08/2026	Watson Fuels	DD	£ 2,491.20	Fuel	Grounds Maintenance	Community
20/08/2026	SSE Energy Solutions	DD	£ 55.06	Electric July 2026	Central Support	Democracy & Governance
24/08/2026	Biffa Waste Services Limited	DD	£ 1,514.80	Recycling Waste Collection	Grounds Maintenance	Community
26/08/2026	Epos Now Ltd	DD	£ 22.80	Payment Support	Central Support	Democracy & Governance
27/08/2026	Epos Now Ltd	DD	£ 12.00	Payment Support	Central Support	Democracy & Governance
27/08/2026	Epos Now Ltd	DD1	£ 16.80	Payment Support	Central Support	Democracy & Governance
27/08/2026	Epos Now Ltd	DD3	£ 99.60	Payment Support	Central Support	Democracy & Governance
28/08/2026	STL Communications Ltd T/A Foc	DD	£ 2,140.72	Monthly Telephone Charges	Central Support	Democracy & Governance
			£ 11,353.00			

Sort Code 20-97-48

Account No 70974765

SWIFTBIC BUKGB22

IBAN GB04 BUKB 2097 4870 9747 65

Issued on 02 September 2026

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

Your Business Current Account

At a glance

26 Aug - 01 Sep 2026

Date	Description	Money out £	Money in £	Balance £
26 Aug	Start Balance			1,000.00
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	22.80		977.20
	Giro Transfer From Account 70974641		22.80	1,000.00
27 Aug	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	12.00		988.00
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	16.80		971.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	99.60		871.60
	Giro Transfer From Account 70974641		128.40	1,000.00
28 Aug	DD Direct Debit to Stl Communications Ref: 0319-383	2,140.72		-1,140.72
	Giro Transfer From Account 70974641		2,140.72	1,000.00
1 Sep	DD Direct Debit to Watson Fuels Ref: 10213451	1,857.49		-857.49
	Giro Transfer From Account 70974641		1,857.49	1,000.00
1 Sep	Balance carried forward			1,000.00
	Total Payments/Receipts	4,149.41	4,149.41	

Start balance £1,000.00

Money out £4,149.41

► Commission charges £0.00

► Interest paid £0.00

Money in £4,149.41

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 31/08/2026
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	31/08/2026		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 03 June 2026

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



Your Business Premium Account

At a glance

27 May - 02 Jun 2026

Date	Description	Money out £	Money in £	Balance £
27 May	Start Balance			2,374,658.58
	Giro to 70974765 Automatic	337.27		2,374,321.31
28 May	Elps/Dds * 204328*Wit Town C*	15,000.00		2,359,321.31
	Giro to 70974765 Automatic	2,113.44		2,357,207.87
29 May	Giro to 70974765 Automatic	1,144.50		2,356,063.37
2 Jun	Balance carried forward			2,356,063.37
	Total Payments/Receipts	18,595.21	0.00	

Start balance £2,374,658.58

Money out £18,595.21

Money in £0.00

▶ Gross interest earned £0.00

End balance £2,356,063.37

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

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

Credit interest rates

Current rates Correct at the time of printing
Effective from 24 Mar 2026

Balance	Gross %	AER %
▶ £1 - £999,999	1.050	1.054
▶ £1,000,000 - £9,999,998	1.300	1.306
▶ £9,999,999+	1.500	1.508

Bank of England Base Rate Information

Rate effective from 18 Dec
2025 was 3.750%

Banking terms explained

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

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS B P A	31/05/2026		2,356,063.37
			<u>2,356,063.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,356,063.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,356,063.37
		Balance per Cash Book is :-	2,356,063.37
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Sort Code 20-97-48
Account No 70974641

SWIFTBIC BUKGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 01 July 2026

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

Your Business Premium Account

At a glance

24 - 30 Jun 2026

Date	Description	Money out £	Money in £	Balance £
24 Jun	Start Balance			2,497,242.84
	— Payroll * 154530*Wit Town C*	75,000.00		2,422,242.84
25 Jun	— Elps * 196810*Wit Town C*	5,000.00		2,407,242.84
	Giro to 70974765 Automatic	151.20		2,407,091.64
29 Jun	Giro to 70974765 Automatic	1,189.19		2,405,902.45
30 Jun	Giro to 70974765 Automatic	1,932.40		2,403,970.05
30 Jun	Balance carried forward			2,403,970.05
	Total Payments/Receipts	93,272.79	0.00	

Start balance	£2,497,242.84
Money out	£93,272.79
Money in	£0.00
► Gross interest earned	£0.00
End balance	£2,403,970.05

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 30/06/2026
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
BARCLAYS B P A	30/06/2026		2,403,970.05
			<u>2,403,970.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,403,970.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,403,970.05
		Balance per Cash Book is :-	2,403,970.05
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Sort Code 20-97-48
Account No 70974641

SWIFTBIC BUKGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 05 August 2026

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



Your Business Premium Account

At a glance

29 Jul - 04 Aug 2026

Date	Description	Money out £	Money in £	Balance £
29 Jul	Start Balance			2,186,745.11
	Giro to 70974765 Automatic	1,973.14		2,184,771.97
30 Jul	Elp's * 176220*Wit Town C*	20,000.00		2,164,771.97
31 Jul	Giro to 70974765 Automatic	2,153.28		2,162,618.69
3 Aug	Giro to 70974765 Automatic	102.05		2,162,516.64
4 Aug	Balance carried forward			2,162,516.64
	Total Payments/Receipts	24,228.47	0.00	

Start balance	£2,186,745.11
Money out	£24,228.47
Money in	£0.00
Gross interest earned	£0.00
End balance	£2,162,516.64

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.

Date:11/08/2026

Witney Town Council Current Year

Page 1

Time: 16:08

**Bank Reconciliation Statement as at 31/07/2026
for Cashbook 3 - BARCLAYS B P A**

User: CAH

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	31/07/2026		2,162,618.69
			<u>2,162,618.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,162,618.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,162,618.69
		Balance per Cash Book is :-	2,162,618.69
		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 02 September 2026

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



Your Business Premium Account

At a glance

26 Aug - 01 Sep 2026

Date	Description	Money out £	Money in £	Balance £
26 Aug	Start Balance			2,108,466.16
	Giro to 70974765 Automatic	22.80		2,108,443.36
27 Aug	Giro to 70974765 Automatic	128.40		2,108,314.96
28 Aug	Giro to 70974765 Automatic	2,140.72		2,106,174.24
1 Sep	Pwlb Repayment * 293096*Wit Town C*	35,000.00		2,071,174.24
	Giro to 70974765 Automatic	1,857.49		2,069,316.75
1 Sep	Balance carried forward			2,069,316.75
	Total Payments/Receipts	39,149.41	0.00	

Start balance £2,108,466.16

Money out £39,149.41

Money in £0.00

▶ Gross interest earned £0.00

End balance £2,069,316.75

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 31/08/2026
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	31/08/2026		2,106,174.24
			<u>2,106,174.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,106,174.24
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,106,174.24
		Balance per Cash Book is :-	2,106,174.24
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Grant Monitoring – Youth Services Grants 2025

Meeting Date: Monday, 28th September 2026

Contact Officer: Deputy Town Clerk
(Assisted by: Finance Apprentice)

The purpose of this report is to update Members on the progress and outcomes of projects funded under the 2025 Youth Services Grant Scheme, made under the General Power of Competence, and to confirm that the Council is satisfied that the grants have been used for their approved purposes.

Background

The Council's Youth Services Grant Monitoring section states:

‘Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the grant agreement. This may include a review of their project during the period of funding, checking how the money was spent, reports on the activity funded, feedback from young people and any other record of the activity funded (e.g. promotional flyers and posters).

- Grants should be spent within the year, for the purpose for which they were given
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred
- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended
- If an organisation dissolves the Council expects the organisation to reimburse the grant-aid awarded
- Any unspent grant funding will be recovered by the town council.
- Recipients of a grant from the town council should acknowledge the fact on all relevant literature.

Successful applicants will be required to complete a monitoring report for the town council towards the end of the funding agreement.’

Current Situation

Several grant reports/invoices have been received in to meet this requirement.

Bright Futures Oxfordshire

The organisation was awarded £3,648 towards Parenting courses. An update report on the services provided in receipt of the grant is attached as **Appendix A**.

Buttercross Scouts

The organisation was awarded £3,500 towards activity equipment/ropes for bridges. Invoices and pictures are provided in receipt of the grant and are attached as **Appendix B**.

Parish of Witney

The organisation was awarded £2,500 towards a summer enrichment camp. An update report on the services provided in receipt of the grant is attached as **Appendix C**.

Witney Food Revolution

The organisation was awarded £2,150 towards a teen focused food skills programme. At the time of writing, no information has been provided. Officers will continue to take appropriate steps to obtain this information.

Yellow Submarine

The organisation was awarded £2,000 towards Witney Youth Club summer activities. An update report on the services provided in receipt of the grant is attached as **Appendix D**.

West Oxfordshire Levellers

The organisation was awarded £1,000 towards a Girls Rugby League Activity Day. An update report on the services provided in receipt of the grant is attached as **Appendix E**.

4th Girl Guides

The organisation was awarded £1,000 to assist buying camp tent & equipment. 20 invoices have been provided in receipt of the grants. These are not attached but show evidence of the grant being expended.

Friends of Springfield School

The organisation was awarded £2,850 towards therapeutic horse-riding sessions. The sessions were unable to take place, so the grant was not awarded.

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** – Considered at the time of awards.
- b) **Biodiversity** – Considered at the time of awards.
- c) **Crime & Disorder** – Considered at the time of the awards.
- d) **Environment & Climate Emergency** – Considered at the time of the awards.

Risk

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

Considered at the time of awards. Failure to monitor grant recipients would represent a weakness in the Council's internal control and assurance arrangements, potentially increasing exposure to financial and reputational risk.

Social Value

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

Considered at the time of awards.

Financial implications

- The above schemes and project grants were allocated from the 2025-26 youth services grant budget. There are no implications unless the Committee decides any project has not been undertaken to its understanding or satisfaction.

Recommendations

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

1. Whether any further information is required in relation to any listed grant recipients (where information has already been received).



We were very grateful to be awarded a grant of £3,648 from the Youth Services Fund, to enable us to launch SPARK, a parenting support initiative in Witney, as a means to improving the home-life and general well-being of young people in the town.

We initially proposed running six courses, each lasting six weeks - three aimed at parents of primary children and three for parents of teenagers.

In reality, due to practicalities and time constraints on staff/volunteers, we have ended up running one primary years course in Tower Hill Primary School and we are about to start our second one, this time in the community. In Tower Hill Primary we started well with two parents, but sadly they both stopped coming to the weekly sessions. We are not sure why that happened but conversation with the school staff confirmed that this is not unusual based on previous attempts to offer support. We are hopeful that running the course in the community will remove some of the stigma and reluctance to attend. In fact, we have seven people signed up already for the new course, four of whom are parents/grandparents of children at Tower Hill Primary. After this six week 'Parenting - the primary years' course is complete, we will move on to running a 'Parenting - the teenage years' course in the same venue, and will target parents from the secondary schools in the town.

We have also run three successful stand-alone parenting sessions on the topic of supporting children's emotional well-being. Since anxiety and mental health issues are a major concern amongst young people at the moment, we felt this material would be helpful and it was definitely well received. We reached 18 parents and carers of children of a range of ages, as well as three teachers and church youth and children's workers with these sessions. We are planning two more of these sessions this term. Feedback in person was very positive, plus all those who completed feedback forms (90%) said they would be interested in further support, either by way of a full course or further stand-alone sessions.

The funding covered the cost of training for the course facilitator and approximately 80 salary hours for admin, marketing and delivery, as well as venue hire and course materials, as follows:

Training - £240
Salary - £1,156
Venue hire - £750
Resources - £200
Total spent: £2,346
Balance: £1,302

We intend to use the balance of the grant to cover salary and refreshments, venue hire and printing for the courses and stand-alone sessions we are running this term. As such, the grant will be fully spent by December 2026.

INVOICE

PAGE 1/1
DOCUMENT DATE 01.04.2025
DOCUMENT NUMBER 14079692

CUSTOMER NO. C005905
VAT NO.
ACCOUNT CONTACT Craig Jones

YOUR REFERENCE

Witney Buttercross Scout Group
Robert Kinchin
17 Rapide Cresent

Witney
OX29 7BP

Witney Buttercross Scout Group
The Witney Buttercross Scout Hut
Marlborough Lane
Witney

OX28 6DY
EORI:

Currency: GBP

LINE #	ITEM CODE	DESCRIPTION	ESTIMATED DESPATCH DAY	COUNTRY OF ORIGIN	COMMODITY CODE	QTY	PRICE	DISCOUNT %	VAT %	TOTAL
1	10017-102-218	GT 7.8 Club Saffron	22/04/2025	United Kingdom	89039910	2	436.88	0.00	20.00	873.75
2	10018-102-218	GT Max 8.10 Club Saffron	22/04/2025	United Kingdom	89039910	2	436.88	0.00	20.00	873.75
3	10019-102-216	GTS 7.5 Club Red	22/04/2025	United Kingdom	89039910	2	436.88	0.00	20.00	873.75
4	10026-102-209	Mamba 7.6 Club Lime	22/04/2025	United Kingdom	89039910	2	468.13	0.00	20.00	936.25

ADDITIONAL EXPENSES

#	DESCRIPTION	NET	TAX%	TAX	GROSS
1					

Invoice Subtotal: GBP 3,557.50
Total Before Tax: GBP 3,557.50
Total Tax Amount: GBP 711.50
Total Amount GBP 4,269.00

PAYMENT DETAILS

Payment Terms: Proforma

Please Remit to:
Account No: 01506268
Sort Code: 301888
Swift/BIC Code: LOYDGB21445
IBAN: GB76LOYD30188801506268

Lloyds Bank plc
01506268
301888
LOYDGB21445
GB76LOYD30188801506268



Impact of funded Enrichment Summer & Autumn Programme

The Enrichment Summer and Autumn Programme, delivered in partnership between St Mary's Church Youth Chaplain and Enrichment Manager from Witney College, has made a significant and measurable difference to the confidence, skills, and future prospects of young people in our community. Across both programmes, students engaged in high-quality learning experiences that strengthened their wellbeing, expanded their opportunities, and provided vital support at key transition points in their education.

During the **summer programme**, **12 young people** took part in creative workshops, team-building activities, and community-focused projects. These sessions helped participants develop resilience, self-expression, and positive peer relationships—skills that are essential for navigating both education and early adulthood.

The **autumn programme** built on this foundation, with **15 students** receiving targeted support at Witney College. Sessions included CV writing, job applications, interview preparation, and personal development. These activities equipped learners with practical tools for employment and further education, directly addressing local skills gaps and supporting young people to take confident next steps.

A particularly significant outcome emerged from this cohort: **Out of the 15 young people who took part in the autumn programme, 4 successfully gained employment using the CVs they created during the sessions.**

These students also reported that the programme helped them understand what employers look for when hiring, giving them the confidence and insight needed to present themselves effectively and secure real job opportunities.

For some students, the release of summer exam results brought disappointment, particularly for those who did not pass English or Maths GCSE. However, the programme played a crucial role in helping them process these emotions and understand that their pathways remain open. Through reassurance, guidance, and encouragement, students recognised that they could resit their exams and continue progressing to the next level of their course. This support restored hope, motivation, and a sense of direction at a pivotal moment.

Together, the summer and autumn programmes created a safe, empowering environment where young people could explore their strengths, gain new experiences, and receive consistent encouragement from trusted adults. Many students reported feeling more prepared for employment, more connected to their community, and more confident in themselves. These outcomes demonstrate the programme's lasting impact and highlight the importance of continued investment in youth development initiatives.

Programme Timing and Engagement Challenges

The late release of funding for the Enrichment Programme created unavoidable delays in promoting the offer to young people. As a result, the team was unable to advertise the summer provision early enough to reach Year 11 students transitioning to college—an important group who would have particularly benefited from the additional support, confidence-building activities, and structured transition opportunities.

However, once funding was confirmed, the team acted quickly to ensure the programme reached as many learners as possible. This enabled delivery across both **Witney College** and the **Common Leys campus**, ensuring that students from the wider college community could still access meaningful enrichment opportunities.

Although the timing meant a key cohort was missed, the programme still achieved **strong engagement**, and the learning from this experience will support **earlier communication, wider reach, and even greater impact** in future years. This adaptability demonstrates the programme's resilience and the team's commitment to ensuring young people receive the support they need.

Enrichment programme at a Glance

- **12 young people** took part in the **Summer Programme**
- **15 students** engaged in the **Autumn Programme**
- **4 young people gained employment** using CVs created during the programme and the knowledge gained about employer expectations
- A balanced mix of **creative, confidence-building, and skills-focused** activities
- Targeted support included **CV writing, job applications, and interview preparation**
- Students who did not pass English/Maths GCSE said the programme helped them understand their **options to resit** and continue progressing
- Many reported feeling **more confident** exploring different areas of training and college courses
- Students felt **better prepared for employment and more connected to their community.**

Summary and Next Steps

The Enrichment Summer and Autumn Programme has demonstrated significant impact, equipping young people with confidence, practical skills, and meaningful support at key moments in their educational journey. With **27 students engaged across both programmes**, and **4 young people gaining employment** directly through the CVs and employer-insight sessions delivered, the programme has proven its value as a targeted intervention that strengthens wellbeing, employability, and community connection.

The learning gained from this year's delivery—particularly around timing, communication, and reaching key transition groups—will inform stronger, earlier engagement in future cycles. Despite the late release of funding, the programme achieved strong participation across both Witney College and the Common Leys campus, demonstrating adaptability and clear demand from young people.

Looking ahead, the Enrichment Programme will not stand alone. It will form a core part of the **new Youth Café initiative**, alongside the **Cherish Your Wellbeing workshop**. Together, these strands will create a joined-up, year-round offer that supports young people's personal development, emotional wellbeing, and readiness for future education and employment. By integrating enrichment, wellbeing, and a consistent after-school safe space, the new initiative the 'Youth Café' will provide a holistic support pathway that meets the needs of young people across Witney and the surrounding area.

Sustainability

The Enrichment Programme has shown measurable success, including **4 young people gaining employment** using CVs created during the sessions, and many more reporting increased confidence, clearer pathways, and improved readiness for further education and work. The Cherish Your Wellbeing workshop adds a vital layer of emotional and mental-health support, helping young people build resilience and navigate the pressures of adolescence.

To maintain and expand this integrated offer, **investment in staffing and infrastructure is critical**. The initiative currently relies on limited facilitator hours and volunteer capacity, which cannot sustain the scale of need or the depth of relational work required. Funding is therefore needed to secure the employment of dedicated staff—particularly a **Youth Chaplain**—who can provide consistent leadership, safeguarding oversight, programme delivery, and long-term relational support for young people. A staffed model is essential for continuity, quality, and the ability to respond to the complex needs many young people are facing, including food insecurity, mental-health pressures, and barriers to employment.

The next steps include:

- **Embedding the Enrichment Programme and Cherish Your Wellbeing workshop into the new initiative Youth Café's annual delivery plan.**
- **Strengthening early communication and outreach to ensure Year 11, 12 and 13 students and other key groups are reached in time.**
- **Building on employer-focused sessions to expand opportunities for work experience, mentoring, and employment pathways.**
- **Continuing to gather youth voice to shape future sessions and ensure the offer remains relevant, accessible, and impactful.**
- **Exploring funding opportunities to sustain and expand the Youth Café, including staffing, resources, and specialist workshop delivery.**
- **To maintain and expand this integrated offer, investment in staffing and including staffing, resources, and specialist workshop delivery.**
- **Seeking investment to employ a Youth Chaplain, ensuring consistent leadership, relational support, and long-term programme development.**
- **Developing partnerships with local councils, schools, and community organisations to widen reach and strengthen impact**





Yellow Submarine Report to Witney Town Council

Yellow Submarine was so grateful to receive the fabulous Witney Town Council Youth Services 2025/6 grant of £2000 towards its activities for 11-18s from Witney, who have mild to moderate learning disabilities and/or autism.

Last summer our Witney based activities included trips to Cogges Farm, a treasure hunt, cycling and mini golf, a race across Witney, pizza making, swimming and trampolining, archery and climbing, gaming, trips to the park, an outdoor day with axe throwing, tennis and a trip to Blenheim Palace Adventure Playground.



We love to put together a programme which offers a real variety – so can be enjoyed by everyone, whether bold or cautious, who may be coming with their friends or attending Yellow Sub on their own and for the very first time. We make sure everyone is surrounded by reassurance and enabled to thrive.



Our Witney Activity Manager, Beth reports: 'We supported 87 young people across the Summer, across Witney and Abingdon. From a Witney perspective, the activities we ran allowed us to offer 171 spaces across the Summer, this was with 61 different YP attending multiple times each week (if that makes sense!).'

We deliver similar holiday activities during the Easter holidays and all half terms, and Christmas-themed activities and trips at the end of the year.



www.yellowsubmarine.org.uk

Yellow Submarine Holidays is a company limited by guarantee

Registered company no: 6619694

Registered charity no: 1136735

Registered address: 12 Park End Street Oxford, OX1 1HH



During term times, we run our Witney 'SubSquad' Youth Club weekly on Tuesday evenings, and we take Witney members on our residentials – last year we ran four 11-18s trips, from an August week at Ufton Court near Reading to a single night 'sleepover' at Hill End, and two 2-night stays, visiting Blenheim at Christmas and Drayton Manor theme park in October.



In addition to the grant funding, we were also so grateful to have the chance to show our short film to the Annual Town Meeting in March this year, and delighted to be invited to provide the 'Guest Barrow' for the 2026 Carnival. Sensory Garden in a Barrow has made a lovely project for one of our Witney based 'Reach' groups. We look forward to being at the Carnival as always, proudly parading - our members absolutely love being part of it!



www.yellowsubmarine.org.uk
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Subject: Youth Services Grant Report
Organisation: West Oxfordshire Levellers RL
Event funded: Girls Rugby League Skills Day, 8th March 2026
Author: Ian Ferry, Club Secretary
Date: 8th September 2026

Introduction

This report defines the reasons for our grant request, our aims for the project, how the skills day proceeded; and how the funding has benefitted female uptake and participation following the event.

The Club

We are a community focused, not for profit, Rugby League club providing different forms of the sport to Primary and Secondary aged children, along with Adult opportunities.

Core Values & Vision: Inclusion • Support • Growth • Respect • Resilience • Togetherness • Fun

We promote staying healthy by having fun. We use sport as a tool to develop players, and young people especially. We teach the skills needed to work as a successful team. We support player confidence to use individual inspiration when opportunities arise, within and outside the club. We aim to work with partners to facilitate young player opportunities to gain insights into the business world as they prepare for life after school. Work with partners to get adult workers into sport and improve fitness whilst making new friends.

The health and wellbeing of players is the highest priority. We have at least one first aider for every coaching session or match. All senior coaches are fully qualified with valid DBS checks. We align with national standards and seek new approaches to meet Physical and Mental Health needs. We don't alienate. We encourage players with additional needs to join us. For those who wish to play in matches, we assist players and their families in RFL registration.

We are dedicated in facilitating Primary and Secondary children in trying something different, making new friends, keeping active, building confidence and having fun. As the club grows, we aim to enhance support of female players; and those from ethnic, cultural or religious minorities to ensure we thrive as an all-inclusive club.

Background to initiative

Female team sport is growing like never before. However, taking that first step by joining a club can be much harder for females, especially if they don't know anyone at a club. Some teams are afraid of asking the question or afraid of hearing the answer:

"How can we make our club more attractive and accessible for women and girls?"

The Levellers fully embrace movements such as "This Girl Can" and "I Will if You Will", by encouraging any interested female player to come to a free taster session with a friend (who doesn't necessarily have to join in themselves). Our coaches include 1 woman and 1 girl who focus on primary development. 3 of our 6 sponsors are female owned companies; and providing opportunities for women and girls is high on their agendas.

As a club, we want to be led by our players and parents. Through engagement with our existing female members and interested parties, we will provide answers to these questions:

- What do female athletes want from a team?
- How do they want it to work?
- What barriers need breaking?
- What facilities do they need?
- What don't they need or don't want to hear?
- What does their sense of achievement look like?
- What will make them look forward to their next session or match?
- How much do they want to get involved with the club?
- Have they been disappointed by a club before? (any type of club)
- Are they worried what people at school will think? (friends and teachers)
- Are they concerned about not fitting in or not knowing anything about the sport?

The Plan

Building on the successful enrolment of girls to our Madley Brook Primary School after-school sessions, West Oxfordshire Levellers RL intended to hold a Girls Rugby League Activity Day for school years 2 to 11 on International Women's Day 2026. The information and activities were to be specifically designed for girls; and be appropriate for those currently partaking in sports and those who do not. See schedule in the appendix.

Each activity was to be themed around Rugby League to include skill development, problem solving, team-working/building and learning leadership qualities. The skills learned and advice provided can be adapted to other activities to help develop girls as the individuals they are. Success would not be measured by strength, stamina or ability to play; but involvement and enjoyment.

Promotion

Our promotion for the event took many forms, from a local online TV interview, use of our social media (including Facebook), creating flyers and posters, linking with school sports leads; and taking full advantage of the kind offer to use Witney Town Council's window display. The latter received positive feedback from those visiting the council offices, people waiting for buses and passersby who thought it was a worthwhile initiative.

We capitalised on our Girls Skills Day taking place on International Women's Day with many female specific sports groups sharing our event on their social media platforms too,

We also thank Henry Box School for the kind loan of the mannequins (now named Bev the Lev and Nev the Lev).



How the funding was allocated

The grant was spent in accordance with our detailed application and subsequent approval to proceed, except where noted below. See table for specific cost details.



Each participant was given a goodie bag with chocolate and a water bottle which were purchased using allocated funding from the grant. Each supplier offered a discounted price which enabled us to purchase spare items if required.

We initially set-aside some of the funds for pitch rental on the day. However, we benefitted from the Council offering this free of charge, allowing us to re-allocate that budget to supporting another part of the plan.

We used a local printing company who provide an agreed discount to the club to produce flyers and posters which were placed on lampposts and fences around the town (and were dutifully removed afterwards).

The coaches (or experts) provided their support for free which again allowed us to re-allocate funding.

It was important for us as a club to celebrate opportunities for females and we were overjoyed to have a local catering company run by a young female entrepreneur join us for the day. Part of the funding included the hire of the catering van and using tokens the girls were able to get a free drink and pastries. The doughnuts were especially popular.

The table shows approximate values rounded up or down by a few pence. The additional cost of £28 was paid for using the club's contingency budget.

Requirement	Allocated Budget	Actual Cost
Facility Hire (pitch rental)	£100	£0
Promotion (flyers and posters)	£150	£63
Experts	£200	£0
Refreshments	£300	£280
Development Packs and Prizes	£250	£685
Total	£1000	£1028

Review of the day

Rugby League benefits from players of all shapes and sizes. By encouraging young players (especially girls) to be who they are and how they are; we can increase the number of female players enjoying more regular team activities.

The Girls Rugby League Activity Day was also to serve as a recruitment event for the club. However, the club acknowledged some participants may not wish to join the team; and ensured all were treated with equal respect and provided with the same support, regardless of their choices. However, the club has welcomed many female players as a direct result of the event.



The pictures show just some of the activities on the day.



Many of the girls hadn't even picked up a rugby ball before or considered playing a contact sport before.

With any event like this it is important to advise your governing body of your intentions. Part of this was to confirm our insurance would cover any eventualities (which it does) and to ask them to help promote the event. The Rugby Football League not only promoted it for us, but they also sent us free balls with girls branding.

It was lovely to see so many parents stay with us for the whole event, cheering on the players, asking questions about a sport they had not seen before; and having the occasional coffee and pastry (not free for grown-ups).

Further outcomes

Following our inaugural Girls Skills Day we joined the RFL (Rugby Football League) Southern Girls Futures Festival Programme. This gave our new players opportunities to play against other girls' teams who are at a similar or slightly more advanced level in their development. The fixtures included facing teams such as Elmbridge Eagles, Golden Ferns Bristol, South Wales Jets and Aber Valley Wolves; the latter two opponents providing the club's first ever international competitions.

As you can see from the collage, they enjoyed every minute of the day and were able to share/learn skills with girls from other teams. They received much praise from the other teams' coaches and parents and kept asking when the next match is.

Next steps

We're not stopping there....

We hope by signing up to the Southern Girls Futures Festival Programme we will be able to switch to the Southern Girls Futures League. This will allow for regular home and away matches with other teams in our area (in addition to those forementioned clubs). This should also provide additional funding which can be used for travel to games and to cover pitch rental for home matches.

Funding and support from local organisations such as councils, schools and all our amazing sponsors; are vital in underpinning our aims and values. Recognition of our efforts is invaluable for a club made up of volunteers giving support in their spare time.

We would once again like to thank Witney Town Council for their support in our endeavours and look forward to building on our relationship in the future.



Appendix:

West Oxfordshire Levellers RL Girls Rugby League Skills Day Schedule

Sunday 8th March 2026 10am – 1pm

1. Warm-Up Activities (25 mins) *A fun start to get everyone moving, laughing, and ready to learn/play.*

Pulse Raiser Station 1 (depending on numbers)

- Touch Chaos Grid – Practice evasion and awareness while avoiding taggers!

Pulse Raiser Station 2 (depending on numbers)

- Treasure Hunt – Flip cones and compete to score for your team!

Whole Group

- Dynamic Stretching – Prepare muscles safely with movement-based stretches.

2. Skill Stations (30 mins) *Players rotate through stations to learn the core skills of rugby league.*

- Passing Station – Learn to pass backwards accurately and catch safely.
- Footwork Agility – Improve balance and dodging with cones and ladders.
- Support Play – Understand how to help teammates and create space.
- Play the ball – Learn how to play the ball after a tackle is complete.

3. Touch Rugby Games (25 mins) *Fast, fun, non-contact Rugby League to learn movement, teamwork, and passing, including the skills they have worked on above.*

• End Zone Dash – Work together to get the ball safely into the scoring zone – passing in any direction. This game can be the differentiated game for those struggling with their passing backwards whilst moving.

• 3 Tackle Two Handed Touch – Move the ball quickly and try to score before defenders touch you with two hands. Only passing backwards allowed and 3 tackles to score before the ball is handed over. Small-sided games of 4 players per side to enable everyone to be involved.

4. Contact Skills (20 mins) *Safe / controlled drills teaching correct technique before contact games. Those that don't want to get involved in the contact games can go into touch games in section 5 of the plan.*

- Learn the technique – On knees slowly working through the technique of a tackle
- Pad Tackling – Learn how to tackle safely using correct body shape when standing.
- Slow-Speed 1v1 Tackles – Practice real technique in a safe way.
- X-League Tackle Technique – Practice touching the ball as a defender and holding for 2-3 seconds

5. Fun Games Zone (20 mins) *High-energy games that build fitness and decision-making.*

- Steal the Ball – In two's players sprint on the command 'go', they are aiming to grab the ball and escape back to their starting zone without being tackled. If they manage it, they score a point for their team, if the defender tackles them, they score a point for their team.

- Gladiators Gauntlet Run – Evasion challenge against defenders for those that want to have a go at full contact. Narrow channel and the runner has to get past 3 or 4 defenders stood in a line 5 meters behind one another.

6. Attack & Defence Skills (20 mins) *Introduce core gameplay skills used in Rugby League.*

- Straight Running – Learn to run forward and create space. Look at running through tackle shields and hitting the gaps rather than running at defenders. Running at speed to break the defensive line.
- Defensive Line – Move up together and stay connected as a team. Defensive fitness and communication drill, one player runs out 5 meters then back. They then link arms with the second person who goes up together and back before linking up with a third person. Once the whole team is in, moving up in a defensive line, they then drop out one by one. This can be done in teams as a race against each other.
- 3v2 Waves – Practice passing options and decision-making under pressure. Drawing out a defender to create space, dummy, face pass etc.

7. Festival Match (25 mins) *Mini matches full of teamwork and fun! (depending on numbers)*

- Small-Sided Games – Everyone gets more touches and more chances to score.
- Bonus Points – Earn points for teamwork, passing, and good spirit!

8. Cool Down & Celebration (10 mins) *End the camp with stretches and celebrations.*

- Gentle Jog to bring heart rate back down
- Relaxed Stretching – Help muscles recover and stay healthy.
- Celebration & Photos* – Promote club training every Wednesday at WGS

**Consent sought from parents/guardian prior to event. If consent is not provided, photography will be managed to not include those who declined.*

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Community Governance Review

Meeting Date: Monday, 28th September 2026

Contact Officer: Deputy Town Clerk

The purpose of this report is to update councillors on the progress of a Community Governance Review incorporating Witney's boundaries.

Background

The Town Council last considered a Community Governance Review (CGR) for Witney between November 2025 and February 2026. At the request of the Community Governance Review Working Party, a second formal request was made to West Oxfordshire District Council (WODC) for a review to be undertaken.

At its meeting on 16 February 2026, Full Council considered WODC's response, which advised that a district-wide CGR would be considered following a decision on Local Government Reorganisation (LGR), which was expected in the summer.

In response, the Town Council resolved to continue to press for a CGR to be undertaken as soon as possible following the Government's announcement. (Minute No. 108 refers).

Current Situation

A decision on LGR for Oxfordshire was announced by the Government on 16 July 2026. The decision proposed the creation of three new unitary authorities, including a 'Northern Oxfordshire Council' covering West Oxfordshire and most of the existing Cherwell District.

However, on 7 September 2026, the Government announced that it would review its LGR decisions across England, resulting in the process for Oxfordshire being paused. The outcome and timescale of the review are currently awaited.

At its meeting on 16 September 2026, West Oxfordshire District Council considered the implications of the LGR review and supported a review of town and parish council boundaries, with the aim of strengthening local representation. The Council made the following statement:

The first stage will invite Carterton, Chipping Norton, and Witney town councils, together with neighbouring parish councils and parish meetings, to put forward proposals. Options will then be developed with input from local councillors before returning to Full Council for consideration.

Public consultation will then be undertaken on the proposals, giving residents and other interested organisations an opportunity to comment before final recommendations are prepared.

The review will also consider any resulting implications for town council wards and the number of councillors on affected town and parish councils. It is focused on the three town areas and their neighbouring parishes, rather than a district-wide review.

The decision starts the review process; it does not approve any changes to boundaries. Depending on the timing of local government reorganisation, final decisions may be taken by West Oxfordshire District Council or a successor unitary council

The indicative timetable anticipates final recommendations being considered by March 2028. These timings remain subject to the review process, subsequent decisions, and arrangements for local government reorganisation.

The District Council report may be seen here [CGR Report Council Sept 2026.pdf](#)

The Town Council has already undertaken considerable work in developing its case studies and has previously engaged with neighbouring town and parish councils on this matter.

However, given that approximately a year has now passed, it would be prudent to review and update the existing case studies and any relevant information in preparation for further discussions with West Oxfordshire District Council.

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** – The Community Governance Review provides an opportunity to ensure that future governance arrangements are inclusive and accessible to all residents, with consideration given to the needs and representation of different groups and communities within and around Witney. Engagement should be designed to enable all affected residents to participate, including those who may face barriers to accessing or responding to the review.
- b) **Biodiversity** – Any changes to boundaries should have regard to local environmental interests and could provide opportunities for stronger community engagement in the protection and enhancement of local green spaces and biodiversity.

- c) **Crime & Disorder** – Effective community engagement and representation may support stronger local partnership working and ensure that community safety concerns are identified and reflected in future local governance arrangements.
- d) **Environment & Climate Emergency** – The review may provide opportunities to strengthen community engagement on environmental protection, climate action, and the management of local green spaces.

Risk

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

Failure to prepare adequately for a Community Governance Review could limit the Town Council's ability to provide timely, evidence-based representations and effectively protect local interests.

The main risks are reduced influence over proposed governance changes, insufficient evidence to support the Council's position, and potential reputational concerns. Early preparation and clear engagement arrangements would help mitigate these risks.

Social Value

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

The review provides an opportunity to strengthen local identity, representation, and communities by ensuring that future governance arrangements reflect the needs and interests of residents across the wider Witney area.

Engagement with residents and communities in areas the Town Council would like included within the Witney boundary would help ensure their views, needs and local connections are properly understood and considered as part of the review.

Financial implications

- There are no direct financial implications pertaining to this report.

Recommendations

Members are invited to note the report and:

1. Welcome and acknowledge the decision taken by West Oxfordshire District Council in relation to a Community Governance Review for Witney.
2. Convene a meeting of the Community Governance Review Working Party during October/November to review Case Studies and any further work required as part of this project.
3. Consider delegation on the CGR to the above Working Party to progress and report to this Committee/Council as and when appropriate.

POLICY, GOVERNANCE & FINANCE



Agenda Item: NALC Local Council Award Scheme – Gold Award

Meeting Date: Monday, 28 September 2026

Contact Officer: Deputy Town Clerk

The purpose of this report is to update on the Council's aspiration to apply for gold accreditation under the NALC Local Council Award Scheme.

Background

The National Association of Local Councils (NALC) Award Scheme provides Councils with the opportunity to demonstrate that they meet or exceed sector-defined standards, while also establishing a framework for ongoing improvement in governance, transparency, and best practice.

The scheme comprises three award levels: Bronze, Silver, and Gold. At its meeting held on 9 December 2024 (Minute No. 709), the Council resolved that it met the criteria required to apply for the Bronze Award, which was subsequently achieved in March 2025. The Council's aspiration was to progress to the Silver Award within 12 months, with the aim of achieving Gold by the end of the current Council term in 2027. The silver award was attained in March 2026.

The Society of Local Council Clerks (SLCC) describes the Gold Award as follows:

"The Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development."

To secure the Gold Award, a council not only fulfils all the requisites of the Bronze and Silver Awards but also provides additional evidence and statements showcasing exemplary governance, effective community engagement, and notable council improvement initiatives.

Current Situation

Gold Award

To achieve the Gold award the council must publish on its website:

Governance	
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community.	<i>A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community.</i>

	<i>The Council has adopted a Corporate Strategy 2025-2029 and officers are enhancing the medium-term financial strategy.</i> <i>The Council will also soon be presented with an Infrastructure Funding Statement, informed by Committee, Resident's Survey comments, and Officer forward-planning.</i>
Community	
An annual report, online material, news bulletins, and other council communications with evidence of: - Engaging with diverse groups in the community using a variety of methods - Community engagement influencing council activity and priorities - A wide range of council activities, including innovative projects, that produce positive outcomes for the community - Co-operating constructively with other organisations - Active promotion of elections, including that at least two-thirds of its councillors stood for election	<i>The Council has produced an Annual Report since 2025 and has an active news section, social media platforms and issues a weekly round-up to the local press. In addition, there are three further newsletters issued online throughout the year in addition to one posted to every household in March.</i> <i>The Council has accessibility and language translation tools available on its Website and a Community Voices Group which it hopes to reinstate soon. Interpretation boards at play areas.</i> <i>The Council engages with the Community through various outlets, events and via Stakeholder, partnership, and organisation meetings.</i> <i>The Council undertakes a range of activities, all with the aim of producing positive outcomes – investing in facilities, sport and recreation areas, innovative projects such as St George's Day, The Station Detached Youth etc.</i>

The following criteria require statements (of no more than one page) that should be presented to the accreditation panel showing how the council:

Governance	
Ensures that the council delivers value for money	<i>The statement on ensuring value for money explains how the council reviews the quality and costs of its activities to confirm that the costs are appropriate. It may also include reference to criteria from the other award levels as a number of these criteria do provide evidence that the council offers value for money. The statement will describe to the panel how the council understands and upholds its responsibilities over use of public money and showing due care and appropriate processes have been followed. The panel will look for evidence of sound financial management and transparency, including that the council has had two consecutive years of unqualified audits and it would be desirable if the council published its internal audit report on its website alongside the AGAR each year.</i>
Community	
Provides leadership in planning for the future of the community	<i>The statement on leadership in planning for the future shows how the council engages with a range of activities that influence the planning system and facilitate community led planning. Activities may include, for example, identifying and representing community views on planning applications and local plans, working on parish or town plans, or holding community-led planning activities such as Planning for Real® or community</i>

	<i>conferences. The statement should include the council's approach to neighbourhood planning.</i>
Engages with the community on issues related to the environment and climate change	<i>The panel seeks evidence in this statement that the council has considered climate change and other environmental issues and has engaged with the community on these issues. The council will have considered how it can support or facilitate the community to take actions that could have a positive environmental impact for the local area, or more widely.</i>
Development	
Manages the performance of staff and the council as a corporate body to achieve its business plan	<i>The statement on performance management explains the processes by which the performance of the council as a corporate body is constantly improved and shows how the performance, skills, and knowledge of each individual in the council is managed to help the council achieve its objectives on behalf of the community. The statement also includes confirming that each member of staff has their own professional development plan and that the majority of councillors participate in a member development programme that is specific to their roles and the needs of the council. It is important to show evidence that the council is a good employer.</i>
Supports a culture of civility and respect in the council	<i>The statement will provide the panel with a variety of ways in which the council actively supports a culture of civility and respect. This might include information from council meetings where commitment has been made to civil and respectful debate. It might include council policies, training for staff and councillors related to code of conduct, NOLAN principles, and other relevant topics. The council might include information of where conflict in the council has been successfully managed and resolved. The statement might include supporting comments from staff, councillors, other partners.</i>

The deadline for the next round of applications is 4 January 2027, and officers are confident everything will be in place to resolve the necessary items to submit an application at the Full Council meeting on 7 December 2026.

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 – accreditation affirms the Council’s commitment to ensuring equality in Council services.
- b) Biodiversity – accreditation affirms the Council’s commitment to ensuring consideration of biodiversity in providing Council services.
- c) Crime & Disorder – accreditation affirms the Council’s commitment to ensuring consideration of crime and disorder Council services.
- d) Environment & Climate Emergency – no direct impact from the contents of this report.

Risk

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

Attaining the NALC award(s) demonstrates the Council’s compliance with statutory governance and transparency requirements. It provides a structured framework to initiate and plan the initial stages of improvement, showing increased performance and confidence. Establishing policies for continuous development becomes a key outcome, aiding the Council in pursuit of excellence.

Social Value

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

There is no direct positive change from the contents of this report, but the accreditation of the awards enshrines community engagement and will ensure services are delivered which will improve the lives of residents.

Financial implications

- The cost of applying for registration is £50
- The Gold Award accreditation fee for the Local Council Award Scheme is £160.00 (reduced as the silver award was received in the last 12 months).
- The cost can be funded from budget line 4024/702 – Democratic Representation & Management Subscriptions.

Recommendations

Members are invited to note the report.

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Finance Report

Meeting Date: Monday, 28th September 2026

Contact Officer: Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 10am on the day of the meeting to allow for a full response at the meeting. E-mail nigel.warner@witney-tc.gov.uk and copy in townclerk@witney-tc.gov.uk

The purpose of this report is to present to Members the draft management accounts for the period 1st April to 31st July 2026; and to update Members regarding investment returns, the latest bar stocktake report and risk management reports. This report also requests the Committee to give initial consideration to the revenue budget for 2027-28 and capital & special revenue projects for 2027-28 and beyond.

Background

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed; these are the management accounts for this committee. The period to which this report relates is 1st April 2026 to 31st July 2026.

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

Cost centre (CC)	Service
102	Langdale Hall (Property)
106	Madley Park Community Centre
401	Civic activities
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 2026-27 are as follows:

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

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

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

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

At this meeting the Committee is requested to undertake initial consideration of the revenue budget for 2027-28 and the capital/special revenue budgets for 2027-28 and beyond. This is covered by a separate section within this report.

Current Situation

Committee summary

The summary of the revenue budgets which are the responsibility of this Committee, the details shown on pages 1 to 7 is as follows

	Months 1 to 4 actual plus committed expenditure	Budget for 2026-27	Percentage of budget spent/received in Months 1 to 4 (33% of the year)	Comparable percentage for same period 2025-26
Expenditure	£178,150	£519,381	34.3%	34.7%
Income	£44,207	£149,934	29.5%	33.8%
Net expenditure	£133,973	£369,447	36.3%	34.9%

Whilst the above summary is within the range which I would expect at this time the totals will include within them numerous variations and matters which have budgetary implications and therefore a detailed commentary in relation to the management accounts will be prepared for each Committee for the November/budget cycle meetings.

The precept, shown on page 24, is paid in two instalments. The second instalment was paid earlier this month and the Council has now received the full precept of £2,427,251.

The Council has ongoing a number of capital projects and these are shown on page 23. Members previously noted my comments that capital accounting is not always straightforward to represent in these budget reports, especially in terms of funding sources, and so during the budget cycle it is likely that these reports will be supplemented by spreadsheets. During the accounting period expenditure on the West Witney Project amounted to £475,874 funded by a combination of PWLB loan, section 106 funding and earmarked reserves; appropriate entries will be made in the management accounts at project completion. The final tranche of the £1,250,000 was drawn down in September 2026, this tranche being £290,000. During the accounting period the grant of £250,000 to Courtside CIC, in relation to the Leys Multiactivity Hub was released, in two instalments, and funded from the Council's earmarked reserves as agreed.

Council summary

The summary of all Council budgets, the details shown on pages 1 to 24, is as follows

	Months 1 to 4 actual plus committed expenditure	Budget for 2026-27	Percentage of budget spent/received in Months 1 to 4 (33% of the year)	Comparable percentage for same period 2025-26
Expenditure	£1,625,824	£3,380,600	48.1%	17.9%
Income	£1,432,185	£3,111,587	46.0%	28.8%

In relation to expenditure the figures during the first four months are skewed by the major capital project expenditure, all of which is currently fully funded and during that period amounted to £737,613. Therefore in relation to "day-to-day" revenue activity a more meaningful summary is that in relation to the revenue accounts shown on pages 1 to 23. This summary also excludes the precept, which also distorts the summary due to the first half instalment being received in April.

The revenue summary (excluding precept) is:

	Months 1 to 4 actual plus committed sums	Budget for 2026-27	Percentage of budget spent/received in Months 1 to 4 (33% of the year)	Comparable percentage for same period 2025-26
Expenditure	£888,211	£2,868,042	31.0%	31.4%
Income	£218,650	£684,336	31.9%	34.8%
Net expenditure	£669,561	£2,183,706	30.7%	30.5%

Members should note that the management accounts and the Council's accounting system more generally are driven by the requirements in place for town and parish councils, including the Accounts and Audit Regulations 2015 and the National Association of Local Councils/Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide 2026/27. The latter is the official guidance for preparing Annual Governance and Accountability Returns (AGAR) for financial years starting on or after 1 April 2026.

It is worth noting that expenditure is not necessarily incurred evenly over the course of the year. For example, most expenditure in relation to nominal ledger code 4025 (insurance) is incurred when the annual premium is paid in April and similarly many subscriptions (code 4024) are also paid early in the financial year. There will also be similar patterns on the income in particular seasonal items such as Christmas lights sponsorship. This needs to be considered when looking at individual budget lines because whilst the Council prepares its annual accounts on an income and expenditure basis, including accruals so that income and expenditure is matched to the period to which it relates, this is not done in-year.

INVESTMENT STATEMENT – AUGUST 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 August 2026 - £1,238,511 (*Value of £1,230,659 as of 31 May 2026*) an increase of £7,852, which was reinvested.
2. The Local Authorities' Property Fund (CCLA Fund Managers Ltd.) – Value as of 31 August 2026 = £57,839 (*Value as of 31 May 2026 = £58,044*). This represents a decrease in value of £205 over that period, i.e. 0.4%). Income is credited to the Council on a quarterly basis and the sum of £657.15 was credited to the Council's bank account on 31 July 2026.

Bar stocktake reports

The bar stocktake report for the period to 8th July 2026 is attached.

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.

Business risk assessments and procurement policy & procedures

The Council's business risk assessments for each financial year are normally agreed towards the end of the financial year, in March, and in line with many other councils. It was previously agreed to bring this forward and the intention is that this now come forward in either November 2026 or February 2027.

Similarly the Committee agreed at its 30th March 2026, on agreeing the Council's procurement policy, to also agree the RFO's recommendation that he produce a document which would consolidate all procurement policy and procedures into one document for clarity and ease of use. The intention was to bring this forward to this meeting but this has not been possible and the intention is that this now come forward in either November 2026 or February 2027.

REVENUE BUDGET 2027-28 AND CAPITAL & SPECIAL REVENUE PROJECTS 2027-28 AND BEYOND

In line with normal Council procedures, the RFO and colleague will shortly be commencing the annual review of all the Committees to prepare the Revenue budget for 2027-28. As part of this process the medium-term financial plan is being updated to cover the financial years up to and including 2031-32.

Draft budgets will be prepared based upon current activities and patterns of income and expenditure and known, previously agreed changes. Any changes to services proposed by the Council and its committees which result in changes to net revenue expenditure will be considered separately as Revenue Growth Items.

During the budget cycle the Council also considers the Capital and Special Revenue budget to identify which projects or schemes are to be implemented and undertaken during the next financial year.

In drafting budgets your officers will have due regard to the draft Strategic Plan and the medium term-financial strategy.

Members will be aware that the Council have a number of major projects in motion as well as facilities due to be transferred to the Council so there is an existing demand on financial

and staffing resources. There are potential costs relating to local government reorganisation although there are many uncertainties regarding this matter. With continuing inflationary pressures and mindful of pressures on household budgets the Council is advised to be modest in relation to any additional proposals.

It should also be remembered that additional capital projects may have staffing implications – a sum in a budget to provide a new service or facility or organise an event will also mean that officer time needs to be dedicated to deliver the project.

Members are requested to consider items to be included in next year's budget and any other adjustments in the context of the Council's existing and upcoming service commitments. This will enable Officers to obtain costings and the RFO to draft as accurate budget estimates as possible.

A number of items have been highlighted by the spending Committees during this cycle of meetings and these are listed in Appendix A.

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 – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- b) Biodiversity – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- c) Crime & Disorder – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- d) Environment & Climate Emergency – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.

Risk

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

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

Social Value

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

Financial implications

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

Recommendations

Members are invited:

1. To note and approve the report and the management accounts of the Policy, Governance and Finance Committee for the period 1st April to 31st July 2026.
2. To note the investment statement for August 2026.
3. To note the bar stocktake report for the period to 8th July 2026.
4. To note the item relating to business risk assessments and procurement policy & procedures.
5. To consider items to be included in next year's revenue and capital/special revenue item budgets, noting that approval of such items will be for the Council to consider in the budget cycle of meetings.

Summary of items considered by Council committees during the September 2026 meetings cycle and which have potential revenue and/or capital budget implications for 2027-28 and beyond.

Note – relevant extracts are given from minutes – please refer to minutes of the relevant meetings for further details.

Parks & Recreation Committee – 7th September 2026

Min PR413

Discussion took place regarding the operation of the **Splash Park** following the introduction of extended opening hours during the summer season. Members heard that usage levels remained positive and that expenditure was anticipated to remain within the approved budget. A Member requested that the amended operating hours be maintained and therefore considered as such in the 2027/28 budget setting process.

In considering future budget requirements, Members were referred by the Deputy Town Clerk to comments received through the **Council's Annual Residents Survey**, which had identified **requests for additional benches, bins and play equipment across recreation and play areas**. Particular reference was made to requests for **picnic benches at Raleigh Crescent Play Area and potential improvements to recreational facilities at West Witney**.

A Member also raised a request received from a constituent regarding the **possible installation of a stair rail feature at the skate park**. Officers agreed to investigate the feasibility and likely cost of such a facility and report back to a future meeting.

Min PR416

Revenue implications of the Raleigh Crescent MUGA/MUSA

Climate & Biodiversity Committee – 8th September 2026

Min CB425

That, a provisional request of £50,000 for **carbon reduction projects** be considered within the 2027/28 budget setting process, subject to future review.

Min CB429

That, a **Climate Action Working Party** meeting be held following Full Council **to review implementation priorities and budget requirements**.

Halls. Cemeteries & Allotments Committee – 14th September 2026

Minute H436

That, consideration be given, as part of the 2027/28 budget-setting process, to maintaining **an annual allocation of £50,000 for carbon reduction projects, together with the earmarking of funding for future improvements to facilities and equipment at the Corn Exchange and Burwell Hall.**

Minute H438

Members received an update on marketing activities, including the introduction of a "What's On" brochure and a WhatsApp channel to promote events. It was noted that the existing publicity budget of £3,000 was largely committed to printing and event promotion. Members supported further consideration of increased marketing resources, particularly to improve engagement with older audiences through wider poster distribution, including the use of noticeboards across the town, supermarkets and the library. Officers advised that such promotion already formed part of marketing activity and that a list of poster locations would be included in a future report.

The Venue and Events Officer advised that **proposals and options for future marketing investment would be presented to the next meeting in November.**

Stronger Communities Committee – 21st September 2026

Minute SC453

That, the **replacement and upgrade of the Burford Road bus shelter** be supported in principle, subject to funding opportunities and detailed costings being identified.

Minute SC454

Members considered **future infrastructure requirements including bus shelters, grit bins and street furniture.** A Member raised the issue of future maintenance responsibilities arising from the High Street improvement works and emphasised that any future budget provision should relate to ongoing maintenance rather than capital replacement or enhancement works.

Members were reminded that Oxfordshire County Council would be expected to provide an appropriate **commuted sum** to support future maintenance when responsibility for street furniture was transferred to the Town Council. It was also noted that Oxfordshire County Council should continue to bear full responsibility for delivering and funding the proposed improvement scheme.

Members also discussed the **annual provision for maintenance of the Church Clock** and noted that this should continue within future budgets. It was further noted that any repair project would be considered separately through the work of the Project Officer.

Minute SC455

Members also considered **options for the provision of lockable noticeboards at play areas and recreational facilities**. The Committee welcomed the proposal and unanimously supported the fourth example presented within the report. It was noted that three boards would be required and that £1,500 should be included within future budget discussions to allow for their purchase.

Minute SC457

That, **provision of £1,000 be included within the 2027/28 budget process to support an additional Play Day** associated with the event (*the proposed Big Lunch event*).

Minute SC459

That, provision of £750 be recommended for inclusion within the 2027/28 budget to support activities associated with the RAF's 50th Anniversary of the Freedom of Witney.

Minute SC461

2. That, a budget of £20,000 be retained for the **Youth Services Grant Scheme in 2027/28 and;**
3. That, a budget of £12,000 be retained for **Home-Start Oxford** in 2027/28 and;
4. That, provision of £29,250, subject to inflation, be included within the 2027/28 budget for **The Station Detached Youth Service** and;
5. That, future provision for **APCAM Mental Health Drop-In Sessions** be considered once further information has been received.

Minute 462 SC462 – In Bloom

6. That, a **budget of £4,200 be included within the 2027/28 budget, including £2,200 for improvements to Unterhaching Park.**

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Draft management accounts - Witney Town Council - 1st April to 31st July 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	6,495	25,979	19,484			25.0%	
1052 EXPENSES RECOVERED	0	0	384	384			0.0%	
1060 INSURANCE RECOVERED	803	0	1,125	1,125			0.0%	
LANGDALE HALL (Property) :- Income	26,782	6,495	27,488	20,993			23.6%	0
4021 TELEPHONE/FAX	376	141	390	249		249	36.2%	
4025 INSURANCE	803	1,805	1,125	(680)		(680)	160.5%	
4036 PROPERTY MAINTENANCE	274	0	1,000	1,000		1,000	0.0%	
4038 OTHER MAINTENANCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	811	696	840	144		144	82.9%	
4059 OTHER PROF FEES	4,750	0	1,000	1,000	8,500	(7,500)	850.0%	
4888 O/S STAFF RECHARGE	710	0	2,340	2,340		2,340	0.0%	
4890 O/S O'HEAD RECHARGE	59	0	138	138		138	0.0%	
4892 C/S STAFF RCHG	5,001	1,687	5,079	3,392		3,392	33.2%	
4893 C/S O'HEAD RCHG	1,443	529	1,454	925		925	36.4%	
4899 DEPOT REALLOCATION	92	0	347	347		347	0.0%	
LANGDALE HALL (Property) :- Indirect Expenditure	14,320	4,858	14,213	9,355	8,500	855	94.0%	0
Net Income over Expenditure	12,462	1,637	13,275	11,638				
<u>106 MADLEY PARK COMMUNITY CENTRE</u>								
1060 INSURANCE RECOVERED	545	0	750	750			0.0%	
MADLEY PARK COMMUNITY CENTRE :- Income	545	0	750	750			0.0%	0
4025 INSURANCE	545	974	750	(224)		(224)	129.9%	
4038 OTHER MAINTENANCE	0	330	0	(330)		(330)	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	180	789	609		609	22.8%	
4059 OTHER PROF FEES	0	0	1,500	1,500		1,500	0.0%	
4888 O/S STAFF RECHARGE	0	0	594	594		594	0.0%	
4890 O/S O'HEAD RECHARGE	0	0	35	35		35	0.0%	
4892 C/S STAFF RCHG	1,000	337	1,015	678		678	33.2%	
4893 C/S O'HEAD RCHG	288	106	291	185		185	36.3%	
4897 MTCE O'HEAD RECHARGE	0	0	1	1		1	0.0%	
4899 DEPOT REALLOCATION	0	0	88	88		88	0.0%	
MADLEY PARK COMMUNITY CENTRE :- Indirect Expenditure	1,833	1,927	5,063	3,136	0	3,136	38.1%	0
Net Income over Expenditure	(1,288)	(1,927)	(4,313)	(2,386)				
6000 plus Transfer from EMR	(1,500)	0	0	0				
6001 less Transfer to EMR	(1,500)	0	0	0				
Movement to/(from) Gen Reserve	(1,288)	(1,927)	(4,313)	(2,386)				

Detailed Income & Expenditure by Budget Heading 31/07/2026

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Draft management accounts - Witney Town Council - 1st April to 31st July 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 CIVIC ACTIVITIES								
4000 MAYORS ALLOWANCE	1,266	410	3,000	2,590		2,590	13.7%	
4150 CIVIC FUNCTIONS	1,828	53	1,700	1,648		1,648	3.1%	
4152 MAYOR'S CHAIN	13	0	300	300		300	0.0%	
4153 ANNUAL CIVIC AWARDS	488	0	500	500		500	0.0%	
4892 C/S STAFF RCHG	40,011	13,493	40,636	27,143		27,143	33.2%	
4893 C/S O'HEAD RCHG	11,535	4,228	11,634	7,406		7,406	36.3%	
CIVIC ACTIVITIES :- Indirect Expenditure	55,140	18,184	57,770	39,586	0	39,586	31.5%	0
Net Expenditure	(55,140)	(18,184)	(57,770)	(39,586)				
407 GRANTS & DONATIONS								
1171 DONATIONS RECEIVED	33	0	0	0			0.0%	
GRANTS & DONATIONS :- Income	33	0	0	0				0
4100 GRANTS GENERAL	29,478	1,000	20,000	19,000		19,000	5.0%	
4101 GRANT CAB	2,000	(2,000)	2,000	4,000		4,000	(100.0%)	
4108 GRANT - WITNEY MUSIC FESTIVAL	10,000	0	10,000	10,000		10,000	0.0%	
4110 LETTINGS - NO CHARGE/SUBSID'D	2,868	476	2,000	1,524		1,524	23.8%	
4162 GRANT VOLUNTEER LINK-UP	2,000	0	2,000	2,000		2,000	0.0%	
GRANTS & DONATIONS :- Indirect Expenditure	46,346	(524)	36,000	36,524	0	36,524	(1.5%)	0
Net Income over Expenditure	(46,312)	524	(36,000)	(36,524)				
501 PROPERTY/ INVESTMENTS								
1050 RENT RECEIVED	25,966	6,810	56,541	49,731			12.0%	
1058 WATER RECOVERED	195	0	205	205			0.0%	
1060 INSURANCE RECOVERED	274	0	0	0			0.0%	
PROPERTY/ INVESTMENTS :- Income	26,435	6,810	56,746	49,936			12.0%	0
4012 WATER RATES	0	1,703	0	(1,703)		(1,703)	0.0%	
4014 ELECTRICITY	0	2,533	0	(2,533)		(2,533)	0.0%	
4025 INSURANCE	224	3,503	150	(3,353)		(3,353)	2335.3%	
4036 PROPERTY MAINTENANCE	25	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	256	0	(256)		(256)	0.0%	
PROPERTY/ INVESTMENTS :- Indirect Expenditure	249	7,996	150	(7,846)	0	(7,846)	5330.3%	0
Net Income over Expenditure	26,185	(1,186)	56,596	57,782				

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Draft management accounts - Witney Town Council - 1st April to 31st July 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	4,988	19,950	14,963			25.0%	
TOWN HALL MAINTENANCE :- Income	19,950	4,988	19,950	14,963			25.0%	0
4001 SALARIES	2,349	1,689	5,152	3,463		3,463	32.8%	
4002 ER'S NIC	221	161	481	320		320	33.5%	
4003 ER'S SUPERANN	428	280	837	557		557	33.4%	
4013 RENT PAID	13,750	3,438	16,500	13,063		13,063	20.8%	
4025 INSURANCE	1,183	2,966	1,650	(1,316)		(1,316)	179.7%	
4036 PROPERTY MAINTENANCE	5,395	0	4,500	4,500	6	4,494	0.1%	
4038 OTHER MAINTENANCE	3,090	1,330	2,221	891		891	59.9%	
4041 EQUIPMENT HIRE	786	282	800	518		518	35.3%	
4059 OTHER PROF FEES	345	0	2,500	2,500		2,500	0.0%	
4888 O/S STAFF RECHARGE	2,732	952	2,786	1,834		1,834	34.2%	
4890 O/S O'HEAD RECHARGE	182	74	165	91		91	44.8%	
4892 C/S STAFF RCHG	4,998	1,687	5,079	3,392		3,392	33.2%	
4893 C/S O'HEAD RCHG	1,444	529	1,454	925		925	36.4%	
4899 DEPOT REALLOCATION	489	295	413	118		118	71.4%	
TOWN HALL MAINTENANCE :- Indirect Expenditure	37,392	13,682	44,538	30,856	6	30,850	30.7%	0
Net Income over Expenditure	(17,442)	(8,694)	(24,588)	(15,894)				
506 INTEREST RECEIVED								
1190 INTEREST RECEIVED	91,543	25,875	45,000	19,125			57.5%	
INTEREST RECEIVED :- Income	91,543	25,875	45,000	19,125			57.5%	0
4051 BANK CHARGES	5,510	1,720	6,500	4,780		4,780	26.5%	
INTEREST RECEIVED :- Indirect Expenditure	5,510	1,720	6,500	4,780	0	4,780	26.5%	0
Net Income over Expenditure	86,033	24,155	38,500	14,345				
601 WORKS DEPARTMENT								
4001 SALARIES	406,914	148,026	584,586	436,560		436,560	25.3%	
4002 ER'S NIC	51,114	18,451	74,938	56,487		56,487	24.6%	
4003 ER'S SUPERANN	87,468	29,274	116,233	86,959		86,959	25.2%	
4007 PROTECTIVE CLOTHING	4,375	662	6,300	5,638		5,638	10.5%	
4008 TRAINING	2,800	3,235	7,500	4,265		4,265	43.1%	
4017 CONTRACT CLEAN/WASTE	196	0	0	0		0	0.0%	
4043 SMALL TOOLS & EQUIPT	10	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	(550,740)	(195,751)	(786,378)	(590,627)		(590,627)	24.9%	

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	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	(38,597)	(14,911)	(46,467)	(31,556)		(31,556)	32.1%	
4892 C/S STAFF RCHG	25,006	8,433	25,396	16,963		16,963	33.2%	
4893 C/S O'HEAD RCHG	7,209	2,168	7,271	5,103		5,103	29.8%	
WORKS DEPARTMENT :- Indirect Expenditure	(4,244)	(413)	(10,621)	(10,208)	0	(10,208)	3.9%	0
Net Expenditure	4,244	413	10,621	10,208				
602 CENTRAL SUPPORT								
1099 MISCELLANEOUS INCOME	463	0	0	0			0.0%	
CENTRAL SUPPORT :- Income	463	0	0	0				0
4001 SALARIES	371,757	128,394	398,414	270,021		270,021	32.2%	
4002 ER'S NIC	47,795	15,928	51,340	35,413		35,413	31.0%	
4003 ER'S SUPERANN	80,586	24,346	79,648	55,302		55,302	30.6%	
4008 TRAINING	4,055	1,356	7,500	6,144		6,144	18.1%	
4009 TRAVELLING	0	6	500	494		494	1.2%	
4010 MISC STAFF COSTS	479	18	500	482		482	3.5%	
4011 RATES	19,711	7,912	20,460	12,549		12,549	38.7%	
4012 WATER RATES	505	60	430	370		370	14.0%	
4014 ELECTRICITY	11,430	1,971	9,342	7,371		7,371	21.1%	
4016 CLEANING MATERIALS	6	7	100	93		93	7.2%	
4017 CONTRACT CLEAN/WASTE	3,074	656	2,700	2,044		2,044	24.3%	
4018 PHOTOCOPIER COSTS	2,492	744	3,100	2,356		2,356	24.0%	
4020 COPIER RENTAL	1,677	1,078	5,200	4,122		4,122	20.7%	
4021 TELEPHONE/FAX	10,227	3,379	9,540	6,161		6,161	35.4%	
4022 POSTAGE	522	254	800	546		546	31.8%	
4023 STATIONERY	1,956	1,112	3,000	1,888	13	1,875	37.5%	
4024 SUBSCRIPTIONS	600	200	420	220		220	47.6%	
4025 INSURANCE	4,786	9,505	6,375	(3,130)		(3,130)	149.1%	
4026 BOOKS/PUBLICATIONS	270	21	150	129		129	14.0%	
4028 I.T.	34,000	14,258	29,250	14,992	1,322	13,670	53.3%	513
4030 RECRUITMENT ADVT'G	534	97	1,500	1,403		1,403	6.5%	
4036 PROPERTY MAINTENANCE	210	13	0	(13)		(13)	0.0%	
4038 OTHER MAINTENANCE	906	40	0	(40)		(40)	0.0%	
4040 ARBORICULTURE	36	0	0	0		0	0.0%	
4042 EQUIPMENT INC. FURNITURE	8,504	1,084	5,500	4,416		4,416	19.7%	
4054 INTERNAL AUDIT	2,100	0	2,650	2,650		2,650	0.0%	
4055 ACCOUNTANCY FEES	1,482	920	1,000	80	525	(445)	144.5%	
4059 OTHER PROF FEES	48,081	12,613	46,710	34,097		34,097	27.0%	4,264
4064 HEALTH & SAFETY	178	177	260	83		83	68.0%	
4099 MISCELLANEOUS	0	0	52	52		52	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4143 REFRESHMENT COSTS	391	158	311	153		153	50.7%	
4150 CIVIC FUNCTIONS	7	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	(500,138)	(168,667)	(531,007)	(362,340)		(362,340)	31.8%	
4893 C/S O'HEAD RCHG	(144,199)	(52,861)	(145,426)	(92,565)		(92,565)	36.3%	
CENTRAL SUPPORT :- Indirect Expenditure	14,019	4,777	10,319	5,542	1,860	3,682	64.3%	4,777
Net Income over Expenditure	(13,556)	(4,777)	(10,319)	(5,542)				
6000 plus Transfer from EMR	4,912	4,777	0	(4,777)				
Movement to/(from) Gen Reserve	(8,644)	0	(10,319)	(10,319)				
604 WORKS DEPOT/VEH/EQUIP ETC								
1099 MISCELLANEOUS INCOME	74	40	0	(40)			0.0%	
WORKS DEPOT/VEH/EQUIP ETC :- Income	74	40	0	(40)				0
4007 PROTECTIVE CLOTHING	0	0	0	0	108	(108)	0.0%	
4008 TRAINING	0	47	0	(47)		(47)	0.0%	
4011 RATES	0	0	10,000	10,000		10,000	0.0%	
4012 WATER RATES	0	0	4,000	4,000		4,000	0.0%	
4014 ELECTRICITY	8,909	0	7,000	7,000		7,000	0.0%	
4016 CLEANING MATERIALS	2,596	1,042	2,800	1,758		1,758	37.2%	
4017 CONTRACT CLEAN/WASTE	22,173	7,975	21,798	13,823		13,823	36.6%	
4021 TELEPHONE/FAX	4,714	1,347	4,255	2,908		2,908	31.7%	
4023 STATIONERY	46	19	159	140		140	11.8%	
4025 INSURANCE	230	2,644	1,200	(1,444)		(1,444)	220.3%	
4028 I.T.	0	220	200	(20)		(20)	110.0%	
4036 PROPERTY MAINTENANCE	240	1,386	3,000	1,614		1,614	46.2%	
4037 GROUNDS MAINTENANCE	0	65	0	(65)		(65)	0.0%	
4038 OTHER MAINTENANCE	517	375	400	25		25	93.8%	
4039 HORTICULTURE	222	0	1,000	1,000		1,000	0.0%	
4041 EQUIPMENT HIRE	1,354	2,458	2,000	(458)		(458)	122.9%	
4042 EQUIPMENT INC. FURNITURE	7,348	2,336	3,633	1,297	0	1,297	64.3%	
4043 SMALL TOOLS & EQUIPT	2,196	395	1,600	1,205		1,205	24.7%	
4044 FUEL	10,891	15,330	20,000	4,670		4,670	76.7%	
4045 LICENCES	2,690	1,080	2,860	1,780		1,780	37.8%	
4050 VEHICLE MAINTENANCE	12,157	4,282	17,127	12,845	46	12,799	25.3%	
4052 VEHICLE INSURANCE	8,994	9,870	9,800	(70)		(70)	100.7%	
4062 SPORTS PITCH MATERIALS	5,868	0	3,218	3,218	7	3,212	0.2%	
4064 HEALTH & SAFETY	856	463	519	56		56	89.2%	
4143 REFRESHMENT COSTS	83	0	0	0		0	0.0%	
4893 C/S O'HEAD RCHG	0	475	0	(475)		(475)	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4899 DEPOT REALLOCATION	(91,417)	(42,241)	(116,569)	(74,328)		(74,328)	36.2%	
WORKS DEPOT/VEH/EQUIP ETC :- Indirect Expenditure	<u>667</u>	<u>9,568</u>	<u>0</u>	<u>(9,568)</u>	<u>160</u>	<u>(9,728)</u>		<u>0</u>
Net Income over Expenditure	<u>(593)</u>	<u>(9,528)</u>	<u>0</u>	<u>9,528</u>				
<u>605 GENERAL MAINT./NOW 601</u>								
4043 SMALL TOOLS & EQUIPT	0	0	0	0	10	(10)	0.0%	
GENERAL MAINT./NOW 601 :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10</u>	<u>(10)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>700 STRATEGIC PLANNING INITIATIVES</u>								
4892 C/S STAFF RCHG	60,017	20,240	60,953	40,713		40,713	33.2%	
4893 C/S O'HEAD RCHG	17,303	6,344	17,451	11,107		11,107	36.4%	
STRATEGIC PLANNING INITIATIVES :- Indirect Expenditure	<u>77,320</u>	<u>26,584</u>	<u>78,404</u>	<u>51,820</u>	<u>0</u>	<u>51,820</u>	<u>33.9%</u>	<u>0</u>
Net Expenditure	<u>(77,320)</u>	<u>(26,584)</u>	<u>(78,404)</u>	<u>(51,820)</u>				
<u>701 CORPORATE MANAGEMENT</u>								
4022 POSTAGE	184	151	200	49		49	75.5%	
4024 SUBSCRIPTIONS	1,720	720	2,160	1,440		1,440	33.3%	
4025 INSURANCE	1,964	3,272	2,750	(522)		(522)	119.0%	
4031 OTHER ADVERTISING	118	0	120	120		120	0.0%	
4057 AUDIT FEES	3,156	(2,520)	3,215	5,735		5,735	(78.4%)	
4892 C/S STAFF RCHG	85,024	28,673	109,416	80,743		80,743	26.2%	
4893 C/S O'HEAD RCHG	24,514	8,987	24,723	15,736		15,736	36.3%	
CORPORATE MANAGEMENT :- Indirect Expenditure	<u>116,680</u>	<u>39,283</u>	<u>142,584</u>	<u>103,301</u>	<u>0</u>	<u>103,301</u>	<u>27.6%</u>	<u>0</u>
Net Expenditure	<u>(116,680)</u>	<u>(39,283)</u>	<u>(142,584)</u>	<u>(103,301)</u>				
<u>702 DEMOCRATIC REP'N & MGMT</u>								
4008 TRAINING	9	175	1,400	1,225		1,225	12.5%	
4022 POSTAGE	1	0	0	0		0	0.0%	
4024 SUBSCRIPTIONS	7,172	4,746	8,675	3,929	480	3,449	60.2%	
4028 I.T.	1,860	0	2,100	2,100	39	2,061	1.8%	
4034 NEWSLETTER	2,948	0	4,000	4,000		4,000	0.0%	
4120 ROOM HIRE/MEETING EXPS	4,974	1,194	3,927	2,733		2,733	30.4%	
4155 MODERN GOV/MTNG DIGITALISATION	10,426	0	10,700	10,700		10,700	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 ELECTION EXPENSES	0	0	5,320	5,320		5,320	0.0%	
4892 C/S STAFF RCHG	75,277	25,384	76,451	51,067		51,067	33.2%	
4893 C/S O'HEAD RCHG	21,700	7,954	21,888	13,934		13,934	36.3%	
DEMOCRATIC REP'N & MGMT :- Indirect Expenditure	124,367	39,454	134,461	95,007	519	94,488	29.7%	0
Net Expenditure	(124,367)	(39,454)	(134,461)	(95,007)				
Policy, Governance & Finance :- Income	165,827	44,207	149,934	105,727			29.5%	
Expenditure	489,601	167,095	519,381	352,286	11,055	341,230	34.3%	
Net Income over Expenditure	(323,774)	(122,888)	(369,447)	(246,559)				
plus Transfer from EMR	3,412	4,777	0	(4,777)				
less Transfer to EMR	(1,500)	0	0	0				
Movement to/(from) Gen Reserve	(318,863)	(118,111)	(369,447)	(251,336)				
<u>Parks & Recreation</u>								
<u>201 SPLASHPARK</u>								
4012 WATER RATES	14,823	133	15,000	14,867		14,867	0.9%	
4016 CLEANING MATERIALS	197	92	300	208		208	30.6%	
4036 PROPERTY MAINTENANCE	1,733	935	3,500	2,565		2,565	26.7%	
4038 OTHER MAINTENANCE	0	425	0	(425)		(425)	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	0	510	510		510	0.0%	
4049 PLAY RISK ASSESSMENT	72	75	0	(75)		(75)	0.0%	
4888 O/S STAFF RECHARGE	2,951	3,285	8,358	5,073		5,073	39.3%	
4890 O/S O'HEAD RECHARGE	208	281	494	213		213	56.8%	
4899 DEPOT REALLOCATION	602	640	1,239	599		599	51.6%	
SPLASHPARK :- Indirect Expenditure	20,586	5,865	29,401	23,536	0	23,536	19.9%	0
Net Expenditure	(20,586)	(5,865)	(29,401)	(23,536)				
<u>202 THE LEYS RECREATION GROUND</u>								
1020 SPORTS - FOOTBALL	1,596	382	2,810	2,429			13.6%	
1043 GREEN FEES - WTBC	5,550	0	5,760	5,760			0.0%	
1051 GROUND HIRE	12,138	3,238	12,247	9,009			26.4%	
1052 EXPENSES RECOVERED	455	0	171	171			0.0%	
1054 EASEMENTS/WAYLEAVES	0	0	6	6			0.0%	
1055 GROUND HIRE - NOT CHARGD/GRANT	5,820	6,010	6,010	0			100.0%	
1058 WATER RECOVERED	0	0	202	202			0.0%	
1170 GRANTS RECEIVED	1,236	0	0	0			0.0%	
THE LEYS RECREATION GROUND :- Income	26,794	9,630	27,206	17,577			35.4%	0

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4012 WATER RATES	3,918	(48)	0	48		48	0.0%	
4014 ELECTRICITY	3,769	829	3,737	2,908		2,908	22.2%	
4017 CONTRACT CLEAN/WASTE	841	0	665	665	655	10	98.5%	
4024 SUBSCRIPTIONS	430	447	446	(1)		(1)	100.2%	
4025 INSURANCE	0	0	150	150		150	0.0%	
4028 I.T.	13	62	0	(62)		(62)	0.0%	
4036 PROPERTY MAINTENANCE	4,286	539	6,000	5,461		5,461	9.0%	
4037 GROUNDS MAINTENANCE	6,517	7,392	8,000	608	836	(229)	102.9%	
4041 EQUIPMENT HIRE	0	75	0	(75)		(75)	0.0%	
4046 SPORTS EQUIPMENT	1,833	0	3,500	3,500	115	3,385	3.3%	
4047 PLAY EQUIP MAINTENCE	3,341	187	0	(187)	53	(239)	0.0%	
4048 ENG.INSPEC.(VATABLE)	940	1,040	1,100	60		60	94.6%	
4049 PLAY RISK ASSESSMENT	147	199	145	(54)		(54)	137.4%	
4099 MISCELLANEOUS	41	0	0	0	21	(21)	0.0%	
4110 LETTINGS - NO CHARGE/SUBSID'D	5,820	6,010	5,980	(30)		(30)	100.5%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	0	0	2,000	2,000		2,000	0.0%	
4888 O/S STAFF RECHARGE	74,941	18,390	89,149	70,759		70,759	20.6%	
4890 O/S O'HEAD RECHARGE	4,975	1,318	5,268	3,950		3,950	25.0%	
4892 C/S STAFF RCHG	16,800	2,530	20,319	17,789		17,789	12.5%	
4893 C/S O'HEAD RCHG	4,736	793	5,817	5,024		5,024	13.6%	
4899 DEPOT REALLOCATION	12,944	4,353	13,215	8,862		8,862	32.9%	
THE LEYS RECREATION GROUND :- Indirect Expenditure	146,293	44,116	165,491	121,375	1,681	119,694	27.7%	0
Net Income over Expenditure	(119,499)	(34,487)	(138,285)	(103,798)				
6000 plus Transfer from EMR	1,875	0	0	0				
Movement to/(from) Gen Reserve	(117,624)	(34,487)	(138,285)	(103,798)				
<u>203 WEST WITNEY SPORTS GROUND</u>								
1020 SPORTS - FOOTBALL	10,907	1,229	10,300	9,071			11.9%	
1021 SPORTS - CRICKET	1,939	820	2,000	1,181			41.0%	
1023 SPORTS - TENNIS	10,725	0	0	0			0.0%	
1044 GREEN FEES - WMBC	3,350	0	3,450	3,450			0.0%	
1045 GREEN FEES - WWBC	3,325	0	3,450	3,450			0.0%	
1054 EASEMENTS/WAYLEAVES	0	6	6	0			100.0%	
1060 INSURANCE RECOVERED	0	0	472	472			0.0%	
1170 GRANTS RECEIVED	6,986	0	0	0			0.0%	
WEST WITNEY SPORTS GROUND :- Income	37,232	2,055	19,678	17,624			10.4%	0
4024 SUBSCRIPTIONS	430	447	445	(2)		(2)	100.4%	
4025 INSURANCE	704	0	950	950		950	0.0%	

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4028 I.T.	47	106	0	(106)		(106)	0.0%	
4036 PROPERTY MAINTENANCE	1,744	6	3,000	2,994		2,994	0.2%	
4037 GROUNDS MAINTENANCE	13,425	11,273	11,400	127	850	(723)	106.3%	
4046 SPORTS EQUIPMENT	665	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	376	0	390	390		390	0.0%	
4059 OTHER PROF FEES	0	0	2,000	2,000		2,000	0.0%	
4062 SPORTS PITCH MATERIALS	0	0	1,200	1,200		1,200	0.0%	
4888 O/S STAFF RECHARGE	55,782	23,434	78,005	54,571		54,571	30.0%	
4890 O/S O'HEAD RECHARGE	3,806	1,499	4,609	3,110		3,110	32.5%	
4892 C/S STAFF RCHG	1,922	2,530	0	(2,530)		(2,530)	0.0%	
4893 C/S O'HEAD RCHG	619	793	0	(793)		(793)	0.0%	
4899 DEPOT REALLOCATION	9,319	5,567	11,563	5,996		5,996	48.1%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	88,838	45,656	114,062	68,406	850	67,556	40.8%	0
Net Income over Expenditure	(51,607)	(43,601)	(94,384)	(50,783)				
<u>204 BURWELL (QE2) SPORTS GROUND</u>								
1020 SPORTS - FOOTBALL	5,610	885	7,280	6,395			12.2%	
BURWELL (QE2) SPORTS GROUND :- Income	5,610	885	7,280	6,395			12.2%	0
4024 SUBSCRIPTIONS	215	223	220	(3)		(3)	101.5%	
4028 I.T.	36	25	0	(25)		(25)	0.0%	
4036 PROPERTY MAINTENANCE	728	0	1,038	1,038		1,038	0.0%	
4037 GROUNDS MAINTENANCE	10,609	9,268	10,328	1,060		1,060	89.7%	
4046 SPORTS EQUIPMENT	1,334	0	1,000	1,000		1,000	0.0%	
4047 PLAY EQUIP MAINTENCE	135	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VATABLE)	1,200	630	1,245	615		615	50.6%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	39,386	12,941	39,003	26,062		26,062	33.2%	
4890 O/S O'HEAD RECHARGE	2,712	906	2,305	1,399		1,399	39.3%	
4892 C/S STAFF RCHG	641	843	0	(843)		(843)	0.0%	
4893 C/S O'HEAD RCHG	206	265	0	(265)		(265)	0.0%	
4899 DEPOT REALLOCATION	6,716	2,945	5,782	2,837		2,837	50.9%	
BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure	64,106	28,047	60,996	32,949	0	32,949	46.0%	0
Net Income over Expenditure	(58,496)	(27,162)	(53,716)	(26,554)				

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205 KING GEORGE V / NEWLAND								
1020 SPORTS - FOOTBALL	1,596	399	1,665	1,266			24.0%	
KING GEORGE V / NEWLAND :- Income	1,596	399	1,665	1,266			24.0%	0
4028 I.T.	8	6	0	(6)		(6)	0.0%	
4037 GROUNDS MAINTENANCE	2,895	4,022	5,917	1,895		1,895	68.0%	
4047 PLAY EQUIP MAINTENCE	33	108	0	(108)		(108)	0.0%	
4048 ENG.INSPEC.(VATABLE)	496	520	515	(5)		(5)	101.0%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4100 GRANTS GENERAL	0	0	500	500		500	0.0%	
4888 O/S STAFF RECHARGE	14,188	6,284	22,287	16,003		16,003	28.2%	
4890 O/S O'HEAD RECHARGE	1,005	434	1,317	883		883	32.9%	
4892 C/S STAFF RCHG	641	843	0	(843)		(843)	0.0%	
4893 C/S O'HEAD RCHG	206	265	0	(265)		(265)	0.0%	
4899 DEPOT REALLOCATION	2,263	1,432	3,304	1,872		1,872	43.3%	
KING GEORGE V / NEWLAND :- Indirect Expenditure	21,922	13,913	33,915	20,002	0	20,002	41.0%	0
Net Income over Expenditure	(20,326)	(13,514)	(32,250)	(18,736)				
207 MOORLAND ROAD PLAY AREA								
4047 PLAY EQUIP MAINTENCE	449	108	0	(108)		(108)	0.0%	
4048 ENG.INSPEC.(VATABLE)	313	329	325	(4)		(4)	101.1%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	5,606	2,885	7,801	4,916		4,916	37.0%	
4890 O/S O'HEAD RECHARGE	384	216	461	245		245	46.8%	
4899 DEPOT REALLOCATION	955	632	1,156	524		524	54.6%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	7,896	4,169	9,818	5,649	0	5,649	42.5%	0
Net Expenditure	(7,896)	(4,169)	(9,818)	(5,649)				
208 WOOD GREEN/PLAY AREA								
4037 GROUNDS MAINTENANCE	0	297	0	(297)		(297)	0.0%	
4047 PLAY EQUIP MAINTENCE	63	108	0	(108)		(108)	0.0%	
4048 ENG.INSPEC.(VATABLE)	313	329	325	(4)		(4)	101.1%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	6,464	4,733	5,572	839		839	84.9%	

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4890 O/S O'HEAD RECHARGE	450	348	329	(19)		(19)	105.7%	
4899 DEPOT REALLOCATION	1,083	1,040	826	(214)		(214)	126.0%	
WOOD GREEN/PLAY AREA :- Indirect Expenditure	8,561	6,854	7,127	273	0	273	96.2%	0
Net Expenditure	(8,561)	(6,854)	(7,127)	(273)				
209 ETON CLOSE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	9	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VATABLE)	209	219	213	(6)		(6)	102.8%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4222 TINY FOREST EXPENSES	0	0	150	150		150	0.0%	
4888 O/S STAFF RECHARGE	5,002	4,090	6,686	2,596		2,596	61.2%	
4890 O/S O'HEAD RECHARGE	350	278	395	117		117	70.4%	
4899 DEPOT REALLOCATION	813	930	991	61		61	93.8%	
ETON CLOSE PLAY AREA :- Indirect Expenditure	6,570	5,517	8,510	2,993	0	2,993	64.8%	0
Net Expenditure	(6,570)	(5,517)	(8,510)	(2,993)				
210 OXLEASE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	1,768	180	0	(180)		(180)	0.0%	
4048 ENG.INSPEC.(VATABLE)	524	685	659	(26)		(26)	103.9%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	9,963	5,401	7,801	2,400		2,400	69.2%	
4890 O/S O'HEAD RECHARGE	678	372	461	89		89	80.7%	
4899 DEPOT REALLOCATION	1,698	1,214	1,156	(58)		(58)	105.0%	
OXLEASE PLAY AREA :- Indirect Expenditure	14,820	7,852	10,152	2,300	0	2,300	77.3%	0
Net Expenditure	(14,820)	(7,852)	(10,152)	(2,300)				
211 FIELDMERE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	1,482	108	0	(108)	4	(112)	0.0%	
4048 ENG.INSPEC.(VATABLE)	313	329	317	(12)		(12)	103.6%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	5,110	2,709	4,457	1,748		1,748	60.8%	
4890 O/S O'HEAD RECHARGE	339	192	263	71		71	73.1%	
4899 DEPOT REALLOCATION	915	601	661	60		60	90.9%	
FIELDMERE PLAY AREA :- Indirect Expenditure	8,347	3,939	5,773	1,834	4	1,830	68.3%	0
Net Expenditure	(8,347)	(3,939)	(5,773)	(1,834)				

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212 QUARRY ROAD PLAY AREA								
4047 PLAY EQUIP MAINTENCE	91	108	0	(108)		(108)	0.0%	
4048 ENG.INSPEC.(VATABLE)	339	356	260	(96)		(96)	136.9%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	1,396	3,175	4,457	1,282		1,282	71.2%	
4890 O/S O'HEAD RECHARGE	43	218	263	45		45	82.8%	
4899 DEPOT REALLOCATION	262	672	661	(11)		(11)	101.7%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	2,319	4,529	5,716	1,187	0	1,187	79.2%	0
Net Expenditure	(2,319)	(4,529)	(5,716)	(1,187)				
213 RALEGH CRES.PLAY/DEER PK PITCH								
4013 RENT PAID	0	0	5	5		5	0.0%	
4037 GROUNDS MAINTENANCE	0	0	9,602	9,602		9,602	0.0%	
4047 PLAY EQUIP MAINTENCE	77	16	0	(16)	53	(69)	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	0	519	519		519	0.0%	
4049 PLAY RISK ASSESSMENT	147	0	78	78		78	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	4,711	5,195	22,287	17,092		17,092	23.3%	
4890 O/S O'HEAD RECHARGE	328	411	1,317	906		906	31.2%	
4899 DEPOT REALLOCATION	777	1,138	3,304	2,166		2,166	34.4%	
RALEGH CRES.PLAY/DEER PK PITCH :- Indirect Expenditure	6,082	6,760	37,112	30,352	53	30,300	18.4%	0
Net Expenditure	(6,082)	(6,760)	(37,112)	(30,352)				
214 PARK ROAD PLAY AREA								
4013 RENT PAID	0	0	125	125		125	0.0%	
4047 PLAY EQUIP MAINTENCE	9	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	0	285	285		285	0.0%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	4,999	2,623	4,184	1,561		1,561	62.7%	
4890 O/S O'HEAD RECHARGE	420	187	247	60		60	75.8%	
4899 DEPOT REALLOCATION	749	568	620	52		52	91.7%	
PARK ROAD PLAY AREA :- Indirect Expenditure	6,365	3,378	5,536	2,158	0	2,158	61.0%	0
Net Expenditure	(6,365)	(3,378)	(5,536)	(2,158)				

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215 CEDAR DRIVE PLAY AREA								
4048 ENG.INSPEC.(VATABLE)	0	0	519	519		519	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	104	104		104	0.0%	
CEDAR DRIVE PLAY AREA :- Indirect Expenditure	0	0	623	623	0	623	0.0%	0
Net Expenditure	0	0	(623)	(623)				
216 UNTERHACHING PLAY AREA								
4014 ELECTRICITY	891	186	1,500	1,314		1,314	12.4%	
4047 PLAY EQUIP MAINTENCE	25	2,061	0	(2,061)		(2,061)	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	0	519	519		519	0.0%	
4049 PLAY RISK ASSESSMENT	147	0	75	75		75	0.0%	
4099 MISCELLANEOUS	41	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	1,208	2,697	2,221	(476)		(476)	121.4%	
4890 O/S O'HEAD RECHARGE	82	189	131	(58)		(58)	144.1%	
4899 DEPOT REALLOCATION	235	597	329	(268)		(268)	181.4%	
UNTERHACHING PLAY AREA :- Indirect Expenditure	2,630	5,729	4,775	(954)	0	(954)	120.0%	0
Net Expenditure	(2,630)	(5,729)	(4,775)	954				
217 WATERFORD LANE PLAY AREA								
4048 ENG.INSPEC.(VATABLE)	0	0	529	529		529	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	106	106		106	0.0%	
WATERFORD LANE PLAY AREA :- Indirect Expenditure	0	0	635	635	0	635	0.0%	0
Net Expenditure	0	0	(635)	(635)				
218 WINDRUSH PLACE								
1050 RENT RECEIVED	0	0	4,000	4,000			0.0%	
1052 EXPENSES RECOVERED	0	0	9,250	9,250			0.0%	
WINDRUSH PLACE :- Income	0	0	13,250	13,250			0.0%	0
4037 GROUNDS MAINTENANCE	0	0	18,852	18,852		18,852	0.0%	
4888 O/S STAFF RECHARGE	0	0	22,287	22,287		22,287	0.0%	
4890 O/S O'HEAD RECHARGE	0	0	1,317	1,317		1,317	0.0%	
4899 DEPOT REALLOCATION	0	0	3,304	3,304		3,304	0.0%	
WINDRUSH PLACE :- Indirect Expenditure	0	0	45,760	45,760	0	45,760	0.0%	0
Net Income over Expenditure	0	0	(32,510)	(32,510)				

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 PLAY AREAS HOLDING BUDGET								
4047 PLAY EQUIP MAINTENCE	0	0	15,320	15,320		15,320	0.0%	
PLAY AREAS HOLDING BUDGET :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>15,320</u>	<u>15,320</u>	<u>0</u>	<u>15,320</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(15,320)</u>	<u>(15,320)</u>				
Parks & Recreation :- Income	71,232	12,968	69,079	56,111			18.8%	
Expenditure	405,333	186,324	560,722	374,398	2,588	371,810	33.7%	
Net Income over Expenditure	<u>(334,102)</u>	<u>(173,356)</u>	<u>(491,643)</u>	<u>(318,287)</u>				
plus Transfer from EMR	1,875	0	0	0				
Movement to/(from) Gen Reserve	<u>(332,227)</u>	<u>(173,356)</u>	<u>(491,643)</u>	<u>(318,287)</u>				
<u>Stronger Communities</u>								
402 COMMUNITY INFRASTRUCTURE								
1052 EXPENSES RECOVERED	0	0	1,000	1,000			0.0%	
1099 MISCELLANEOUS INCOME	1,500	0	1,000	1,000			0.0%	
1171 DONATIONS RECEIVED	4,800	0	7,500	7,500			0.0%	
COMMUNITY INFRASTRUCTURE :- Income	<u>6,300</u>	<u>0</u>	<u>9,500</u>	<u>9,500</u>			<u>0.0%</u>	<u>0</u>
4014 ELECTRICITY	2,663	505	2,100	1,595		1,595	24.1%	
4025 INSURANCE	112	122	150	28		28	81.6%	
4035 BUS SHELTER MAINTENANCE	303	0	3,000	3,000		3,000	0.0%	
4036 PROPERTY MAINTENANCE	137	180	2,600	2,420	7	2,413	7.2%	
4037 GROUNDS MAINTENANCE	401	0	1,557	1,557		1,557	0.0%	
4105 XMAS LIGHTS, TREE & INFRASTRUC	50,510	17,796	50,300	32,504		32,504	35.4%	
4113 XMAS SOCIAL CONTRN - SEE 1099	1,500	0	1,000	1,000		1,000	0.0%	
4166 DEFIBRILLATOR EXPENDITURE	377	0	4,000	4,000		4,000	0.0%	
4200 STREET FURNITURE	6,953	0	5,000	5,000	19	4,981	0.4%	
4210 CHURCH CLOCK	154	0	1,500	1,500		1,500	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	3,974	1,011	3,500	2,489		2,489	28.9%	
4888 O/S STAFF RECHARGE	8,087	2,915	16,715	13,800		13,800	17.4%	
4890 O/S O'HEAD RECHARGE	641	308	988	680		680	31.1%	
4892 C/S STAFF RCHG	12,567	3,373	10,160	6,787		6,787	33.2%	
4893 C/S O'HEAD RCHG	3,710	1,057	2,909	1,852		1,852	36.3%	
4899 DEPOT REALLOCATION	1,447	462	2,478	2,016		2,016	18.6%	
4990 CONTRN TO CCTV SCH.	10,000	0	11,591	11,591		11,591	0.0%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	<u>103,536</u>	<u>27,729</u>	<u>119,548</u>	<u>91,819</u>	<u>26</u>	<u>91,793</u>	<u>23.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(97,236)</u>	<u>(27,729)</u>	<u>(110,048)</u>	<u>(82,319)</u>				
6000 plus Transfer from EMR	1,040	0	0	0				
Movement to/(from) Gen Reserve	<u>(96,196)</u>	<u>(27,729)</u>	<u>(110,048)</u>	<u>(82,319)</u>				

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 COMMUNITY ACTIVITIES								
1170 GRANTS RECEIVED	150	0	1,557	1,557			0.0%	
1171 DONATIONS RECEIVED	2	0	0	0			0.0%	
COMMUNITY ACTIVITIES :- Income	152	0	1,557	1,557			0.0%	0
4001 SALARIES	6,393	2,358	7,197	4,839		4,839	32.8%	
4002 ER'S NIC	821	304	929	625		625	32.7%	
4003 ER'S SUPERANN	1,385	469	1,432	963		963	32.8%	
4103 GRANT YOUTH COUNCIL	0	163	500	337		337	32.5%	
4104 GRANT CARNIVAL/XMAS ROTARY	5,075	5,100	5,100	0		0	100.0%	
4106 GRANT - PLAY DAY	1,000	1,000	1,000	0		0	100.0%	
4111 WATER SAFETY/EDUCATION	0	0	2,000	2,000		2,000	0.0%	
4112 GRANT - WITNEY TOWN BAND	660	0	660	660		660	0.0%	
4141 EVENTS	6,344	2,069	7,500	5,431		5,431	27.6%	
4147 50th Anniversary Grants	50	0	0	0		0	0.0%	
4148 VE/ VJ 80th Anniversary comm'n	2,271	0	0	0		0	0.0%	
4160 TOWN TWINNING	0	0	500	500		500	0.0%	
4161 TOWN TWINNING ROOM HIRE	58	0	500	500		500	0.0%	
4167 BUS SERVICE	26,000	7,000	26,000	19,000		19,000	26.9%	
4169 CHILDREN & YOUTH PROVISION	18,600	3,648	20,000	16,352		16,352	18.2%	
4170 ADVENT FAYRE	1,650	0	1,000	1,000		1,000	0.0%	
4172 GRANT - DETACHED YOUTH WORK	18,000	7,400	28,500	21,100		21,100	26.0%	
4173 GRANT - HOME START	11,000	0	12,000	12,000		12,000	0.0%	
4892 C/S STAFF RCHG	80,021	26,987	81,268	54,281		54,281	33.2%	
4893 C/S O'HEAD RCHG	23,073	8,458	23,267	14,809		14,809	36.4%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	202,401	64,956	219,353	154,397	0	154,397	29.6%	0
Net Income over Expenditure	(202,249)	(64,956)	(217,796)	(152,840)				
Stronger Communities :- Income	6,452	0	11,057	11,057			0.0%	
Expenditure	305,937	92,685	338,901	246,216	26	246,190	27.4%	
Net Income over Expenditure	(299,485)	(92,685)	(327,844)	(235,159)				
plus Transfer from EMR	1,040	0	0	0				
Movement to/(from) Gen Reserve	(298,445)	(92,685)	(327,844)	(235,159)				
Halls, Cemeteries & Allotments								
103 BAR/ CAFE								
1000 C/EX. 1863 - SALES ALCOHOL	34,976	12,883	41,075	28,192			31.4%	
1001 C/EX. 1863 SALES - FOOD	46,433	16,155	48,280	32,125			33.5%	

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1002 C/EX. 1863 BAR HIRE CHARGE	805	433	1,095	662			39.6%	
1003 C/EX. 1863 SALES - SOFT DRINKS	10,893	4,451	13,550	9,099			32.8%	
1009 CORN EX.1863 CAFE- HOT DRINKS	114,841	39,762	121,975	82,213			32.6%	
1010 BOOK SALES	0	33	0	(33)			0.0%	
1090 BURWELL HALL BAR - ALL DRINKS	5,367	2,138	3,600	1,462			59.4%	
1091 BURWELL HALL BAR HIRE CHARGE	(50)	0	159	159			0.0%	
1099 MISCELLANEOUS INCOME	166	0	0	0			0.0%	
1171 DONATIONS RECEIVED	0	20	0	(20)			0.0%	
BAR/ CAFE :- Income	213,433	75,874	229,734	153,860			33.0%	0
3000 BAR PURCHASES - DRINK	20,523	11,674	23,575	11,901		11,901	49.5%	
3001 BAR PURCHASES - FOOD	24,888	12,082	28,975	16,893		16,893	41.7%	
3009 CAFE PURCHASES - HOT	25,682	8,225	30,500	22,275		22,275	27.0%	
3010 PROMOTIONS	5,143	2,435	6,400	3,965		3,965	38.0%	
BAR/ CAFE :- Direct Expenditure	76,236	34,416	89,450	55,034	0	55,034	38.5%	0
4001 SALARIES	116,238	41,730	124,745	83,015		83,015	33.5%	
4002 ER'S NIC	10,071	3,631	10,600	6,969		6,969	34.3%	
4003 ER'S SUPERANN	9,301	3,690	14,850	11,160		11,160	24.8%	
4007 PROTECTIVE CLOTHING	0	0	250	250		250	0.0%	
4016 CLEANING MATERIALS	236	84	160	76		76	52.8%	
4038 OTHER MAINTENANCE	451	0	250	250		250	0.0%	
4042 EQUIPMENT INC. FURNITURE	5,791	1,160	4,000	2,840		2,840	29.0%	
4059 OTHER PROF FEES	600	300	600	300		300	50.0%	
4064 HEALTH & SAFETY	0	15	0	(15)		(15)	0.0%	
4099 MISCELLANEOUS	615	19	300	281		281	6.2%	
4892 C/S STAFF RCHG	5,001	1,687	5,079	3,392		3,392	33.2%	
4893 C/S O'HEAD RCHG	1,444	529	1,454	925		925	36.4%	
BAR/ CAFE :- Indirect Expenditure	149,748	52,844	162,288	109,444	0	109,444	32.6%	0
Net Income over Expenditure	(12,552)	(11,386)	(22,004)	(10,618)				
104 CORN EXCHANGE								
1007 CORN EXCHNGE LETTING	61,826	20,944	68,000	47,056			30.8%	
1014 EVENTS INCOME	19,314	3,845	18,000	14,155			21.4%	
1015 TEA DANCE INCOME	3,091	903	3,300	2,397			27.4%	
1016 FUNCTION REFRESHMENT	50	0	0	0			0.0%	
1017 CORN EXCHANGE WEDDING LETTING	246	246	2,200	1,954			11.2%	
1049 FACILITY HIRE - EQUIP	0	136	0	(136)			0.0%	
1052 EXPENSES RECOVERED	1,471	0	650	650			0.0%	
1099 MISCELLANEOUS INCOME	74	0	0	0			0.0%	
CORN EXCHANGE :- Income	86,072	26,073	92,150	66,077			28.3%	0

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 SALARIES	75,882	29,980	82,632	52,652		52,652	36.3%	
4002 ER'S NIC	8,541	3,461	9,533	6,072		6,072	36.3%	
4003 ER'S SUPERANN	9,824	3,388	15,575	12,187		12,187	21.8%	
4007 PROTECTIVE CLOTHING	96	0	200	200		200	0.0%	
4008 TRAINING	1,339	420	1,020	600		600	41.1%	
4011 RATES	3,219	1,607	4,043	2,436		2,436	39.7%	
4012 WATER RATES	2,196	455	5,665	5,210		5,210	8.0%	
4014 ELECTRICITY	13,269	3,204	14,500	11,296		11,296	22.1%	
4015 GAS	5,297	1,037	8,900	7,863		7,863	11.7%	
4016 CLEANING MATERIALS	2,825	683	2,800	2,117		2,117	24.4%	
4017 CONTRACT CLEAN/WASTE	2,537	338	2,700	2,362		2,362	12.5%	
4018 PHOTOCOPIER COSTS	112	81	170	89		89	47.7%	
4021 TELEPHONE/FAX	1,420	365	1,600	1,235		1,235	22.8%	
4025 INSURANCE	977	2,048	1,350	(698)		(698)	151.7%	
4028 I.T.	2,087	613	2,100	1,487		1,487	29.2%	
4032 PUBLICITY	1,704	793	2,000	1,208		1,208	39.6%	
4036 PROPERTY MAINTENANCE	8,956	4,905	12,000	7,095		7,095	40.9%	
4038 OTHER MAINTENANCE	6,002	1,851	4,000	2,149		2,149	46.3%	
4042 EQUIPMENT INC. FURNITURE	998	277	1,500	1,223		1,223	18.5%	
4043 SMALL TOOLS & EQUIPT	231	22	150	128		128	15.0%	
4045 LICENCES	2,628	2,763	2,800	37		37	98.7%	
4048 ENG.INSPEC.(VATABLE)	473	401	490	89		89	81.9%	
4064 HEALTH & SAFETY	121	75	100	25		25	74.7%	
4141 EVENTS	18,816	3,996	15,500	11,504		11,504	25.8%	
4142 TEA DANCE COSTS	4,482	1,530	6,300	4,770		4,770	24.3%	
4144 FILM CLUB	3,067	1,680	1,940	260		260	86.6%	
4888 O/S STAFF RECHARGE	4,674	1,314	5,572	4,258		4,258	23.6%	
4890 O/S O'HEAD RECHARGE	324	87	329	242		242	26.3%	
4892 C/S STAFF RCHG	10,002	3,373	10,158	6,785		6,785	33.2%	
4893 C/S O'HEAD RCHG	2,884	1,057	2,908	1,851		1,851	36.4%	
4899 DEPOT REALLOCATION	783	251	826	575		575	30.4%	
CORN EXCHANGE :- Indirect Expenditure	195,764	72,055	219,361	147,306	0	147,306	32.8%	0
Net Income over Expenditure	(109,692)	(45,981)	(127,211)	(81,230)				
105 BURWELL HALL								
1005 BURWELL HALL LETTING	29,431	10,510	33,000	22,490			31.8%	
1052 EXPENSES RECOVERED	829	0	350	350			0.0%	
BURWELL HALL :- Income	30,260	10,510	33,350	22,840			31.5%	0
4001 SALARIES	42,271	17,608	47,959	30,351		30,351	36.7%	

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	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4002 ER'S NIC	4,952	1,958	5,651	3,693		3,693	34.6%	
4003 ER'S SUPERANN	6,963	2,397	8,875	6,478		6,478	27.0%	
4007 PROTECTIVE CLOTHING	0	0	150	150		150	0.0%	
4008 TRAINING	13	0	250	250		250	0.0%	
4011 RATES	2,156	0	2,708	2,708		2,708	0.0%	
4012 WATER RATES	589	212	680	468		468	31.2%	
4014 ELECTRICITY	2,224	627	2,900	2,273		2,273	21.6%	
4015 GAS	1,595	731	3,400	2,669		2,669	21.5%	
4016 CLEANING MATERIALS	2,351	678	2,000	1,322		1,322	33.9%	
4017 CONTRACT CLEAN/WASTE	3,905	1,481	3,725	2,244		2,244	39.8%	
4021 TELEPHONE/FAX	402	124	285	161		161	43.6%	
4025 INSURANCE	459	907	625	(282)		(282)	145.1%	
4028 I.T.	1,543	706	1,550	844		844	45.6%	
4032 PUBLICITY	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	2,603	973	5,000	4,027		4,027	19.5%	
4038 OTHER MAINTENANCE	2,351	1,901	1,000	(901)		(901)	190.1%	
4042 EQUIPMENT INC. FURNITURE	749	63	1,500	1,437		1,437	4.2%	
4045 LICENCES	512	502	530	28		28	94.7%	
4048 ENG.INSPEC.(VATABLE)	335	238	350	112		112	68.1%	
4064 HEALTH & SAFETY	452	69	0	(69)		(69)	0.0%	
4099 MISCELLANEOUS	0	0	100	100		100	0.0%	
4142 TEA DANCE COSTS	0	61	0	(61)		(61)	0.0%	
4888 O/S STAFF RECHARGE	4,427	962	5,572	4,610		4,610	17.3%	
4890 O/S O'HEAD RECHARGE	346	116	329	213		213	35.1%	
4892 C/S STAFF RCHG	4,999	1,687	5,075	3,388		3,388	33.2%	
4893 C/S O'HEAD RCHG	1,444	529	1,453	924		924	36.4%	
4899 DEPOT REALLOCATION	335	166	826	660		660	20.1%	
BURWELL HALL :- Indirect Expenditure	87,977	34,697	102,993	68,296	0	68,296	33.7%	0
Net Income over Expenditure	(57,717)	(24,187)	(69,643)	(45,456)				
<u>301 TOWER HILL CEMETERY</u>								
1099 MISCELLANEOUS INCOME	31	33	0	(33)			0.0%	
1100 BURIAL FEES	10,554	2,576	9,965	7,389			25.9%	
1101 GRANT OF RIGHTS	935	551	1,040	490			52.9%	
1102 INTERMENT OF ASHES	9,747	2,236	14,600	12,364			15.3%	
1105 MEMORIAL FEES	4,392	1,267	5,600	4,333			22.6%	
1106 MEMORIAL PLAQUES	419	137	520	383			26.4%	
1108 CHAPEL FEES	402	132	450	318			29.3%	
TOWER HILL CEMETERY :- Income	26,479	6,931	32,175	25,244			21.5%	0

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4001 SALARIES	13,965	5,021	15,548	10,527		10,527	32.3%	
4002 ER'S NIC	1,691	611	1,894	1,283		1,283	32.3%	
4003 ER'S SUPERANN	3,030	954	3,076	2,122		2,122	31.0%	
4011 RATES	3,792	1,556	3,936	2,380		2,380	39.5%	
4012 WATER RATES	609	189	1,800	1,611		1,611	10.5%	
4014 ELECTRICITY	517	151	900	749		749	16.7%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	1,250	325	1,700	1,375		1,375	19.1%	
4025 INSURANCE	274	460	375	(85)		(85)	122.7%	
4028 I.T.	309	193	0	(193)		(193)	0.0%	
4036 PROPERTY MAINTENANCE	7,167	48	7,000	6,952		6,952	0.7%	
4037 GROUNDS MAINTENANCE	25	0	0	0		0	0.0%	
4038 OTHER MAINTENANCE	22	0	0	0		0	0.0%	
4040 ARBORICULTURE	1,588	0	0	0		0	0.0%	
4041 EQUIPMENT HIRE	200	0	400	400		400	0.0%	
4042 EQUIPMENT INC. FURNITURE	0	0	100	100		100	0.0%	
4064 HEALTH & SAFETY	69	0	100	100		100	0.0%	
4099 MISCELLANEOUS	151	0	200	200		200	0.0%	
4350 PLAQUES PURCHASED	387	77	400	323		323	19.3%	
4355 MEMORIAL MAINTENANCE	1,845	540	1,800	1,260		1,260	30.0%	
4888 O/S STAFF RECHARGE	83,158	23,896	122,580	98,684		98,684	19.5%	
4890 O/S O'HEAD RECHARGE	5,582	1,880	7,243	5,363		5,363	26.0%	
4892 C/S STAFF RCHG	15,005	5,060	15,239	10,179		10,179	33.2%	
4893 C/S O'HEAD RCHG	4,326	1,586	4,363	2,777		2,777	36.3%	
4899 DEPOT REALLOCATION	14,042	5,060	18,171	13,111		13,111	27.8%	
TOWER HILL CEMETERY :- Indirect Expenditure	159,005	47,606	206,855	159,249	0	159,249	23.0%	0
Net Income over Expenditure	(132,526)	(40,675)	(174,680)	(134,005)				
<u>302 WINDRUSH CEMETERY</u>								
1100 BURIAL FEES	23,530	5,423	23,651	18,229			22.9%	
1101 GRANT OF RIGHTS	27,972	5,515	28,683	23,168			19.2%	
1102 INTERMENT OF ASHES	5,522	582	5,599	5,017			10.4%	
1105 MEMORIAL FEES	6,096	2,536	7,886	5,350			32.2%	
1106 MEMORIAL PLAQUES	195	62	0	(62)			0.0%	
WINDRUSH CEMETERY :- Income	63,314	14,118	65,819	51,702			21.4%	0
4001 SALARIES	13,965	5,021	15,548	10,527		10,527	32.3%	
4002 ER'S NIC	1,691	611	1,894	1,283		1,283	32.3%	
4003 ER'S SUPERANN	3,030	954	3,076	2,122		2,122	31.0%	
4011 RATES	7,984	3,136	8,287	5,152		5,152	37.8%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Draft management accounts - Witney Town Council - 1st April to 31st July 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 WATER RATES	329	138	360	222		222	38.4%	
4014 ELECTRICITY	2,000	384	2,100	1,716		1,716	18.3%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	4,941	2,045	2,700	655		655	75.7%	
4025 INSURANCE	138	235	175	(60)		(60)	134.4%	
4028 I.T.	309	449	0	(449)		(449)	0.0%	
4036 PROPERTY MAINTENANCE	1,249	200	2,000	1,800	50	1,750	12.5%	
4037 GROUNDS MAINTENANCE	120	0	530	530		530	0.0%	
4038 OTHER MAINTENANCE	720	507	1,000	493		493	50.7%	
4042 EQUIPMENT INC. FURNITURE	600	0	1,000	1,000		1,000	0.0%	
4043 SMALL TOOLS & EQUIPT	0	0	0	0	0	(0)	0.0%	
4059 OTHER PROF FEES	0	0	1,059	1,059		1,059	0.0%	
4064 HEALTH & SAFETY	48	0	106	106		106	0.0%	
4099 MISCELLANEOUS	13	0	0	0		0	0.0%	
4350 PLAQUES PURCHASED	264	0	235	235		235	0.0%	
4355 MEMORIAL MAINTENANCE	592	0	1,300	1,300		1,300	0.0%	
4888 O/S STAFF RECHARGE	78,009	17,208	122,580	105,372		105,372	14.0%	
4890 O/S O'HEAD RECHARGE	5,582	1,041	7,243	6,202		6,202	14.4%	
4892 C/S STAFF RCHG	15,006	5,060	15,241	10,181		10,181	33.2%	
4893 C/S O'HEAD RCHG	4,325	1,586	4,363	2,777		2,777	36.3%	
4899 DEPOT REALLOCATION	11,996	3,952	18,171	14,219		14,219	21.8%	
WINDRUSH CEMETERY :- Indirect Expenditure	152,909	42,527	208,998	166,471	50	166,421	20.4%	0
Net Income over Expenditure	(89,595)	(28,410)	(143,179)	(114,769)				
303 CLOSED CH'YARDS ST MARYS/HOLY								
4036 PROPERTY MAINTENANCE	448	0	10,000	10,000		10,000	0.0%	
4040 ARBORICULTURE	0	500	1,000	500		500	50.0%	
4059 OTHER PROF FEES	0	0	1,000	1,000		1,000	0.0%	
4888 O/S STAFF RECHARGE	7,802	3,560	9,801	6,241		6,241	36.3%	
4890 O/S O'HEAD RECHARGE	594	338	579	241		241	58.3%	
4899 DEPOT REALLOCATION	1,270	795	1,453	658		658	54.7%	
CLOSED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	10,115	5,192	23,833	18,641	0	18,641	21.8%	0
Net Expenditure	(10,115)	(5,192)	(23,833)	(18,641)				
305 ALLOTMENTS								
4013 RENT PAID	0	0	125	125		125	0.0%	
4036 PROPERTY MAINTENANCE	0	0	1,600	1,600		1,600	0.0%	
4037 GROUNDS MAINTENANCE	240	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Draft management accounts - Witney Town Council - 1st April to 31st July 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4038 OTHER MAINTENANCE	2,529	0	0	0	871	(871)	0.0%	
4888 O/S STAFF RECHARGE	6,715	254	6,129	5,875		5,875	4.1%	
4890 O/S O'HEAD RECHARGE	515	16	362	346		346	4.4%	
4892 C/S STAFF RCHG	3,751	1,265	3,807	2,542		2,542	33.2%	
4893 C/S O'HEAD RCHG	1,082	396	1,090	694		694	36.3%	
4899 DEPOT REALLOCATION	1,095	98	909	811		811	10.8%	
ALLOTMENTS :- Indirect Expenditure	15,927	2,029	14,522	12,493	871	11,622	20.0%	0
Net Expenditure	(15,927)	(2,029)	(14,522)	(12,493)				
Halls, Cemeteries & Allotments :- Income	419,557	133,506	453,228	319,722			29.5%	
Expenditure	847,681	291,366	1,028,300	736,934	921	736,013	28.4%	
Movement to/(from) Gen Reserve	(428,124)	(157,860)	(575,072)	(417,212)				

Climate & Biodiversity206 WITNEY COUNTRY PARK

1030 FISHING RIGHTS	1,000	(1,000)	1,038	2,038			(96.3%)	
1170 GRANTS RECEIVED	1,500	2,458	0	(2,458)			0.0%	
WITNEY COUNTRY PARK :- Income	2,500	1,458	1,038	(420)			140.4%	0
4001 SALARIES	63,386	21,502	66,956	45,454		45,454	32.1%	
4002 ER'S NIC	8,007	2,725	8,543	5,818		5,818	31.9%	
4003 ER'S SUPERANN	13,694	4,279	11,334	7,055		7,055	37.8%	
4007 PROTECTIVE CLOTHING	691	162	1,038	876		876	15.6%	
4008 TRAINING	485	210	2,076	1,866		1,866	10.1%	
4017 CONTRACT CLEAN/WASTE	0	0	1,038	1,038		1,038	0.0%	
4026 BOOKS/PUBLICATIONS	72	0	104	104		104	0.0%	
4036 PROPERTY MAINTENANCE	1,284	1,640	2,118	478		478	77.4%	
4037 GROUNDS MAINTENANCE	9,022	321	7,266	6,945		6,945	4.4%	
4038 OTHER MAINTENANCE	215	0	0	0		0	0.0%	
4040 ARBORICULTURE	3,533	0	1,038	1,038		1,038	0.0%	
4041 EQUIPMENT HIRE	909	0	519	519		519	0.0%	
4042 EQUIPMENT INC. FURNITURE	3,125	1,868	2,076	208		208	90.0%	
4043 SMALL TOOLS & EQUIPT	2,423	132	2,595	2,463		2,463	5.1%	
4044 FUEL	1,293	689	1,038	349		349	66.4%	
4050 VEHICLE MAINTENANCE	3,022	60	1,038	978		978	5.8%	
4059 OTHER PROF FEES	1,551	0	1,557	1,557		1,557	0.0%	
4064 HEALTH & SAFETY	287	0	1,557	1,557		1,557	0.0%	
4066 TREE REPLACEMENT	0	0	1,349	1,349		1,349	0.0%	
4099 MISCELLANEOUS	373	28	260	232		232	10.8%	

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Draft management accounts - Witney Town Council - 1st April to 31st July 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 GREEN FLAG APPLICATION	60	0	0	0		0	0.0%	
4222 TINY FOREST EXPENSES	0	0	208	208		208	0.0%	
4888 O/S STAFF RECHARGE	19,646	6,138	16,715	10,577		10,577	36.7%	
4890 O/S O'HEAD RECHARGE	1,238	475	988	513		513	48.0%	
4892 C/S STAFF RCHG	2,501	843	2,539	1,696		1,696	33.2%	
4893 C/S O'HEAD RCHG	721	265	727	462		462	36.4%	
4899 DEPOT REALLOCATION	3,330	1,092	2,478	1,386		1,386	44.1%	
WITNEY COUNTRY PARK :- Indirect Expenditure	140,868	42,427	137,155	94,728	0	94,728	30.9%	0
Net Income over Expenditure	(138,368)	(40,970)	(136,117)	(95,147)				
6000 plus Transfer from EMR	1,250	0	0	0				
Movement to/(from) Gen Reserve	(137,118)	(40,970)	(136,117)	(95,147)				
<u>250 AMENITY AREAS</u>								
1170 GRANTS RECEIVED	2,925	26,421	0	(26,421)			0.0%	
AMENITY AREAS :- Income	2,925	26,421	0	(26,421)				0
4016 CLEANING MATERIALS	0	255	0	(255)		(255)	0.0%	
4017 CONTRACT CLEAN/WASTE	(64)	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	0	295	0	(295)		(295)	0.0%	
4037 GROUNDS MAINTENANCE	57	75	0	(75)	15	(90)	0.0%	
4039 HORTICULTURE	17,883	10,761	20,200	9,439	4,009	5,430	73.1%	
4040 ARBORICULTURE	11,700	2,400	20,000	17,600		17,600	12.0%	
4066 TREE REPLACEMENT	767	0	4,000	4,000		4,000	0.0%	
4067 Tree Survey	0	6,811	7,500	689		689	90.8%	
4068 FLOOD ALLEVIATION	4,861	0	1,250	1,250		1,250	0.0%	
4888 O/S STAFF RECHARGE	109,924	46,868	150,439	103,571		103,571	31.2%	
4890 O/S O'HEAD RECHARGE	7,753	3,730	8,889	5,159		5,159	42.0%	
4892 C/S STAFF RCHG	7,439	3,373	10,160	6,787		6,787	33.2%	
4893 C/S O'HEAD RCHG	2,059	1,057	2,909	1,852		1,852	36.3%	
4899 DEPOT REALLOCATION	10,356	1,584	22,300	20,716		20,716	7.1%	
AMENITY AREAS :- Indirect Expenditure	172,735	77,209	247,647	170,438	4,024	166,414	32.8%	0
Net Income over Expenditure	(169,810)	(50,788)	(247,647)	(196,859)				
<u>403 PLANNING</u>								
4028 I.T.	294	306	0	(306)		(306)	0.0%	
4892 C/S STAFF RCHG	27,507	9,277	27,937	18,660		18,660	33.2%	
4893 C/S O'HEAD RCHG	7,929	2,908	7,999	5,091		5,091	36.3%	
PLANNING :- Indirect Expenditure	35,730	12,490	35,936	23,446	0	23,446	34.8%	0
Net Expenditure	(35,730)	(12,490)	(35,936)	(23,446)				

Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Draft management accounts - Witney Town Council - 1st April to 31st July 2026

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Climate & Biodiversity :- Income	5,425	27,879	1,038	(26,841)			2685.8%	
Expenditure	349,333	132,126	420,738	288,612	4,024	284,588	32.4%	
Net Income over Expenditure	(343,908)	(104,248)	(419,700)	(315,452)				
plus Transfer from EMR	1,250	0	0	0				
Movement to/(from) Gen Reserve	(342,658)	(104,248)	(419,700)	(315,452)				
Capital & Assets								
<u>800 CAPITAL PROJECTS</u>								
1170 GRANTS RECEIVED	36,043	0	0	0			0.0%	
1178 PWLB LOAN	960,000	0	0	0			0.0%	
1200 S106 INCOME	643,090	0	0	0			0.0%	
CAPITAL PROJECTS :- Income	1,639,134	0	0	0				0
4291 HP CAPITAL REPAID	19,125	3,144	6,287	3,143		3,143	50.0%	
4295 HP INTEREST PAID	1,970	525	1,051	526		526	50.0%	
4296 PWLB LOAN - FEE	340	0	0	0		0	0.0%	
4492 TFR TO RENEWALS FUND	0	0	82,639	82,639		82,639	0.0%	
4902 CAP: REFURB C/EXCHANGE	0	0	6,000	6,000		6,000	0.0%	
4910 CAP: PLAY EQUIPT REPLACEMENT	22,646	0	75,000	75,000		75,000	0.0%	
4919 CAP:LAKE & CNTRY PRK	1,217	0	0	0		0	0.0%	
4930 CAP:KGV BASKETBALL	0	0	15,000	15,000		15,000	0.0%	
4933 CAP: BUS SHELTERS	0	40	9,000	8,960		8,960	0.4%	
4935 CAP: DIGITAL SIGNS	0	1,120	1,200	80		80	93.3%	
4949 CAP: HALLS PROPERTY	0	0	50,000	50,000		50,000	0.0%	
4951 GRANT: COURTSIDE	0	250,000	0	(250,000)		(250,000)	0.0%	250,000
4952 CAP:WEST WITNEY PROJECT	1,509,990	475,874	0	(475,874)		(475,874)	0.0%	1,536
4958 CAP: TEMP WORKS DEPOT	17,467	(34)	0	34		34	0.0%	
4960 CAP:WINDRUSH CEMETERY	0	0	26,500	26,500		26,500	0.0%	
4964 CAP:GROUNDS MTCE EQPT	20,650	6,945	19,816	12,871		12,871	35.0%	6,945
4971 CAP: NEW VEHICLES	39,485	0	95,000	95,000		95,000	0.0%	
4973 CAP: SPLASHPARK	112,000	0	19,250	19,250		19,250	0.0%	
4982 COMMUNITY WINDOW - DISPLAY	249	0	0	0		0	0.0%	
4993 LOAN REPAYMENT WEST WITNEY	0	0	105,815	105,815		105,815	0.0%	
CAPITAL PROJECTS :- Indirect Expenditure	1,745,138	737,613	512,558	(225,055)	0	(225,055)	143.9%	258,481
Net Income over Expenditure	(106,004)	(737,613)	(512,558)	225,055				
6000 plus Transfer from EMR	155,528	258,481	0	(258,481)				
Movement to/(from) Gen Reserve	49,524	(479,133)	(512,558)	(33,425)				
Capital & Assets :- Income	1,639,134	0	0	0			0.0%	
Expenditure	1,745,138	737,613	512,558	(225,055)	0	(225,055)	143.9%	
Net Income over Expenditure	(106,004)	(737,613)	(512,558)	225,055				
plus Transfer from EMR	155,528	258,481	0	(258,481)				

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Detailed Income & Expenditure by Budget Heading 31/07/2026

Month No: 4

Draft management accounts - Witney Town Council - 1st April to 31st July 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	49,524	(479,133)	(512,558)	(33,425)				
<u>PRECEPT</u>								
505 PRECEPT								
1176 PRECEPT	2,297,745	1,213,626	2,427,251	1,213,626			50.0%	
PRECEPT :- Income	<u>2,297,745</u>	<u>1,213,626</u>	<u>2,427,251</u>	<u>1,213,626</u>			<u>50.0%</u>	<u>0</u>
Net Income	<u>2,297,745</u>	<u>1,213,626</u>	<u>2,427,251</u>	<u>1,213,626</u>				
PRECEPT :- Income	2,297,745	1,213,626	2,427,251	1,213,626			50.0%	
Expenditure	0	0	0	0	0	0	0.0%	
Movement to/(from) Gen Reserve	2,297,745	1,213,626	2,427,251	1,213,626				
Grand Totals:- Income	4,605,370	1,432,185	3,111,587	1,679,402			46.0%	
Expenditure	4,143,022	1,607,210	3,380,600	1,773,390	18,614	1,754,776	48.1%	
Net Income over Expenditure	462,348	(175,025)	(269,013)	(93,988)				
plus Transfer from EMR	163,104	263,258	0	(263,258)				
less Transfer to EMR	(1,500)	0	0	0				
Movement to/(from) Gen Reserve	626,952	88,233	(269,013)	(357,246)				

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POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Budget parameters for 2027-28

Meeting Date: Monday, 28th September 2026

Contact Officer: Responsible Financial Officer

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

Background

In line with normal Council procedures, the RFO and colleague will shortly be commencing the annual review of all the Committees to prepare the Revenue budget for 2026-27.

Draft **revenue budgets** are prepared based upon current activities and projected patterns of income and expenditure. Any additional revenue expenditure is considered separately as Revenue Growth Items.

During the budget cycle the Council also considers the **Capital and Special Revenue budget** to identify which projects or schemes are to be implemented and undertaken during the next financial year.

In drafting budgets your officers will have due regard to the draft Strategic Plan and the medium term-financial strategy; the latter will be reviewed and updated.

Members will be aware that the Council have a number of major projects taking place, the largest of which is the West Witney Project. There are also facilities due to be transferred to the Council.

It should also be remembered that additional projects may have staffing implications – a sum in a budget to provide a new service or facility or organise an event will also mean that officer time needs to be dedicated to deliver the project.

The budget round promises to be challenging.

During this September cycle of meetings the Council's committees have considered items to be included in next year's budget and any other adjustments in the context of the Council's existing and upcoming service commitments so that Officers may obtain costings.

The draft budgets will be presented to the spending committees during the next (November) cycle of meetings. These committees will also review fees and charges.

The Council Tax base figure is expected to be received by mid-December.

Following the presentation of the draft budget proposals to the Council on 14th December 2026 there will then be the final meeting at which the precept is declared, on 5th January 2027.

Current Situation

For the Responsible Financial Officer to have an initial instruction to form the basis of a base revenue budget, they require the Committee to consider:

INCOME

1. Band D Council Tax

For 2026-27 the Council agreed to raise a precept of £2,427,251, resulting in a Council Tax increase of 4.91% to £213.35 for a Band D property for the year. Members are referred to the reports and minutes of the meeting of 2nd February 2026 regarding the reasons for this increase.

Note that the Council does not receive any business rates and has not done so since the late 1980s when the current system of National Non-Domestic Rates was introduced.

Members are asked to give initial consideration to the precept/council tax level for 2027-28.

2. Fees and Charges

Fees and charges for cemeteries, public halls and recreation need to be considered. The Council is subject to inflationary pressures and so it is reasonable that fees and charges are increased to cover these. It should be remembered that services run at a net cost to the Council taxpayer – which is the ultimate reason they are provided by a local authority. Fees and charges are set at a level at which a reasonable amount is then recovered by those actually benefiting from the service which has been paid for by all Witney council taxpayers. The CPI (consumer prices index) as of August 2026 was 3.1%. However this is expected to rise to around 3.75% later this year and some forecasts are that it could rise to 4% early in 2027. All these forecasts will be affected by the geopolitical situation and global trade policy which remain highly volatile. The RFO has a reasonably low level of confidence in any forecasts.

The Bank of England CPI target is 2%.

The recommendation is to add 3.5% to fees and charges.

EXPENDITURE

3. Staffing Costs

The national pay award for 2025-26 was agreed at 3.3%.

To be prudent, for 2027-28 Members should consider an increase of 3.5% for 2027-28.

4. Utilities

There remains massive uncertainty regarding **gas and electricity prices** and these will change depending on the increasingly unstable international circumstances.

In the circumstances I am at this stage recommending 5% additional to costs during 2027-28 but will update this ahead of the budget cycle.

I will advise separately regarding **water charges**.

Regarding National Non-Domestic Rates the increase for 2027-28 this will be announced in the government's budget but is normally based on the CPI in the autumn, which will be around 3.75%. Note however there may also be other changes announced in the autumn in relation to Retail, Hospitality and Leisure (RHL) properties with rateable values (RVs) below £500,000, which will affect the public halls. These costs will be factored in by the RFO.

5. Insurance

The Council's Long-Term Agreement (LTA) with Zurich Municipal will apply during 2027-28, as agreed by the Council on 30th March 2026. The Council did go through a tender process earlier this year but as anticipated premiums increased sharply, reflecting the fact that they had not increased in terms of rating for five years.

The new LTA guarantees the same rate (insurance charge per £1K insured) for three years from 1st April 2026 although premiums will rise to reflect increased sums insured e.g. due to buildings inflation. Increased insured risks will impact the budget e.g. in relation to the Windrush Place Pavilion ends as of 31 March 2026.

The budget will be based on current year's premiums, known additional perils and a 4% inflation uplift.

6. Other expenditure lines

When considering the estimates the RFO examines each individual budget line, looking at the historic trends and known future developments so a flat percentage is not applied uniformly across the estimates. There are likely to be some areas e.g. fuel, where a steep increase will be proposed.

However where a cost-of-living increase is applied, 3.75% will be used for 2027-28.

Consultation on the Budget 2026/27

The budget consultation was considered and agreed at the Stronger Communities Committee on 21st September. The [report](#) of the Communications & Community Engagement Officer gives further detail. The draft minutes state that “The Committee welcomed the revised format of the annual budget survey and agreed that a shorter and more accessible approach would encourage greater public participation. Members felt that asking residents to identify their key priorities would provide clearer feedback than requiring the ranking of multiple individual services.”

It is due to be launched online on 25th September with a closing date early in November in order to allow the results to be taken into account during the budget-making process.

Impact Assessments

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

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

Risk

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

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.

This report forms part of the Council's mechanisms for budgetary control and prudent consideration of the Council's precept requirement by setting the parameters which will be applied during the drafting of the estimates by the Council's officers.

Recommendations

Members are invited to note the report and:

1. To approve the report and the budget parameters contained therein.
2. To note the budget consultation for 2027-28.

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: Financial Matters referred from Spending Committees

Meeting Date: Monday, 28 September 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.

This report provides a summary of all spending committee decisions, both approved and declined, to ensure comprehensive and transparent scrutiny by this Committee which holds overall responsibility for the Council's financial management and oversight of budgetary decisions.

Current Situation

Parks & Recreation Committee – 7 September

There were no recommendations for the current fiscal year but the following for 2027/28 budget-setting:

Splash Park – That, a budget for Splash Park maintenance and future replacement be maintained.

Raleigh Crescent – That, the provision of picnic benches at Raleigh Crescent be included in the budget.

Climate & Biodiversity Committee – 8 September

Tree Budget – That, an increase to the arboriculture budget be considered as trees had been lost during the hot summer.

Climate– That, an initial £50,000 for climate initiatives be included in the budget as the current budget is likely to be utilised during the next six months.

It was agreed both items should be refined in time for November.

Halls Cemeteries & Allotments Committee – 14 September 2026

Hearing Loops – That, assistive listening be installed in the Main Hall and Gallery Room for the sum of £11,378.33 (£6,000 agreed budget and £6,000 from General Reserve). *Burwell Hall*

will be a separate project. Hearing loops for the Administration office and Corn Exchange Café had been purchased for the sum of £431.98.

Male Sanitary Bins – That, Members noted the inclusion of male sanitary bins in the Corn Exchange toilets, within agreed operational budgets.

There were no further recommendations for the current fiscal year but the following for 2027/28 budget-setting.

Property Maintenance – That, a £50,000 property maintenance budget is retained to ensure carbon reduction programme continues.

Property Maintenance – That, funds should be set aside (no amount set) for kitchen improvements at the Corn Exchange and also Burwell Hall improvements – it was acknowledged there was no capacity to do now but funds should be earmarked for the future.

Stronger Communities Committee – 21 September 2026

Podcasting – That, no expenditure be incurred in progressing podcasting for the Council at this time.

Website Accessibility – That, no expenditure be incurred in employing an external contractor to advise on accessibility and that this should remain an in-house function.

Litter & Dog Waste Bins – That, no expenditure be incurred in relation to requests for new bins on town council-owned land.

Youth Council (A Slice of Politics) – That, Business 1 be agreed as the supplier for refreshments for the event, being the best value to the Council for the sum of £75.

Winter Preparations – That, the installation of two salt bins be recommended for approval at South Lawn and Burwell Meadow for the sum of £600 for both.

There were no further recommendations for the current fiscal year but the following for 2027/28 budget-setting

Noticeboards at Play Areas – That, £1,500 be included in the budget for the purchase of three noticeboards as indicated in the final option presented in the report.

Big Lunch 2027 – That, a budget of £1,000 be included in the budget for an additional Play Day to mark this occasion in June.

RAF Freedom Parade 2027 – That, a budget of £750 be included in the budget for facilitating and providing refreshments for the occasion (50th Anniversary of the Freedom of Witney and 90th Anniversary of the base).

Youth Services Grant – That, a budget of £20,000 be retained for this scheme in the budget.

Home Start Oxford – That, a budget of £12,000 be retained for early years support in the budget.

The Station Detached Youth – That, a budget of £29,250 (dependent on inflation) be recommended for inclusion in the budget.

In Bloom – That, a budget of £4,200 be recommended for approval (£2,200 of this being allocated to work in Unterhaching Park). Also, that 2027 vouchers be agreed for the following amounts: Schools In Bloom - £40, Community Gardening - £75.

Third Party Events – That, subsidised use of The Leys for Witney Carnival and Witney Pride be recommended for approval and that £1,000 for the existing annual Play Day be retained for the budget.

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 the recommendations of the spending committees as detailed above.

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item:	Grants & Subsidised Lettings
Meeting Date:	Monday, 28 September 2026
Contact Officer:	Deputy Town Clerk/R.F.O

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

Background

The Council maintains budgets for general discretionary grants and subsidised letting grants for groups or organisations which require financial assistance towards projects, costs and venue hire in order to provide services for the residents of Witney.

Grant requests are usually considered by this Committee bi-annually at meetings in June and January, however there is occasion when they need to be considered at other times of the year due to Council Committee timeframes. No requests were received for consideration at the June meeting, and the Council therefore focused on the allocation of the Youth Services Grant.

In the current year the budgets are as follows:

- Discretionary Grants (4100/407) - £20,000
- Subsidised Lettings – Corn Exchange/Burwell Hall (4110/407) - £2,000
- Subsidised Lettings – The Leys/Other (4110/202) - £5,980
- Annual grants - There are also specific budgets for a number of annual grants to organisations. For this meeting, they are covered in a separate report.

Current Situation

Subsidised Letting Applications

The Council's subsidised letting policy can be viewed here [SubsidisedLettingPolicy2025.pdf](#)

1. Oxfordshire Community & Voluntary Action (OCVA)

An application has been received for the cost of Corn Exchange Hall hire on 15 October 2026 (**£147**) for a Funding Surgery aimed at charities, community groups and voluntary organisations in the west of the county. The full application and supporting documents are attached under **Appendix A**.

2. Burwell Seniors Christmas Party

A request has been received for the cost of Burwell Hall hire on 18 December 2026 for the annual Burwell Senior's Christmas Party (**£116**). *The Council has supported this event in previous years.* An application is attached as **Appendix M**.

3. The Station - Detached Youth

At the Council meeting held on 13 July, it was agreed the Council would provide subsidised (free) letting for six parenting course sessions at the Corn Exchange in September. A grant form is attached for information as **Appendix B**, the total hire cost being **£441** (6 sessions @ £73.50). It is understood the group have enquired about the possibility of subsidised hire for a further six sessions.

4. West Witney Sports & Social Club

The Club will hold its Annual General Meeting (AGM) at Burwell Hall on 6 November 2026. Following a meeting held jointly by the Club and the Town Council in August, it was been agreed that the **£129** hire fee for the meeting would be offered at a subsidised rate. This reflects the fact that the facilities at the Clubhouse are not yet complete and that the AGM is expected to support the Club's future progress.

5. West Oxfordshire Performing Arts Foundation

At the meeting of this Committee on 2 February 2026, the Committee recommended approval of a subsidised let for two days for the above organisation to hold an inaugural Festival of Speech at the Corn Exchange.

The event is booked for 21-22 November 2026 and the amount for this hire equals **£1,698**.

Discretionary Grants

The Council's grant policy can be viewed here [GrantAidPolicy202526.pdf](#)

1. Cotswold Rivers Trust

A grant application has been received asking for **£740** to undertake targeted chemical analysis of the watercourse [Colwell Brook]. This will provide the essential evidence base required to:

- identify key contaminants of concern
- inform appropriate restoration and management interventions
- support future funding applications and partnership work

'This represents a small but critical investment that will directly enable evidence-led restoration planning and help move the project from long-standing community concern to practical action.' The full application and supporting documents are attached under **Appendix C**.

2. Ducklington Sports Club

A grant application has been received asking for **£2,000** to fund the purchase of new training and match footballs and first aid kits for all 14 teams ahead of the 2026/27 season. The full application and supporting documents are attached under **Appendix D**.

3. Witney Mills Cricket Club

A grant application has been received asking for **£1,700** to purchase a new mobile batting cage. The full application and supporting documents are attached under **Appendix E**.

4. Witney Congregational Church

A grant application has been received asking for **£3,000** 'To transform an area of the walled garden into a Tranquillity & Sensory Garden'. This aims to have level access to cater for all disabilities and will be available to any/all at times when the building is open. (9/5 weekdays – 9/1 weekends).' The full application and supporting documents are attached under **Appendix F**.

5. Little Oak Preschool

A grant application has been received asking for **£1,150** towards replacing kitchen appliances that have broken and add a washer dryer to clean flannels and soft toys etc. The full application and supporting documents are attached under **Appendix G**.

6. Parent SENse Witney

A grant application has been received asking for **£866** towards the first year of free, parent-led peer-support meetings and information sessions to parents and carers of children with SEND. The full application and supporting documents are attached under **Appendix H**.

7. Clean Slate

A grant application has been received asking for **£500** to provide subsidised counselling sessions for adults experiencing mental health and emotional wellbeing challenges. The full application and supporting documents are attached under **Appendix J**.

8. Sounds of Support

A grant application has been received asking for **£200** towards an annual community live-music event in Witney which brings local people together while raising awareness of mental health and male suicide prevention and raising funds for Tough To Talk. The full application and supporting is attached under **Appendix K**.

Other Grants

1. Witney Music Festival (WMF)

In accordance with the Council's internal processes, grant funding is reviewed and monitored annually to assess delivery, outcomes, and the use of Council funds.

The Memorandum of Understanding Partnership Agreement between WMF and the Town Council, together with a report provided by the event organisers, is attached under **Appendix L** for Members' consideration.

At the Council meeting held on 8 December 2025, representations were received from members of the public regarding the Council's financial contribution towards the event, the cost of tickets and the value and outcomes arising from the Council's funding. Comments were also raised as to whether other community groups had an opportunity to host a community festival with a similar level of Town Council funding.

Members recognised the importance of retaining a music festival as a community event, while also identifying the need for greater scrutiny of financial performance, including income, expenditure, profit, and any losses incurred. Consideration to stating that no additional funding would be provided in the event of a loss beyond the annual £10,000 contribution was discussed. As with some other organisations receiving Council funding, it was also suggested that a Council Member could act as a representative in relation to WMF.

A report for the Council on the 2026 event is anticipated to be tabled ahead of the meeting, **Appendices L (i), (ii) & (iii)**. Members are asked to consider the documentation and make any recommendations considered appropriate to inform the Council's budget-setting process for 2027–28 with regards to subsidised letting and the annual partnership grant towards the event.

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 pillars of the plan:

2. An Engaged and Supported Community
3. An Empowered Community
4. A Respectful 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** – Providing grants to local groups and organisations may have a positive impact on equality by supporting inclusive activities and services for people from diverse backgrounds, including those with protected characteristics.

- b) **Biodiversity** – the application concerning Colwell Brook will help mitigate against damage to the local eco-system and habitats.
- c) **Crime & Disorder** - no direct impact from the contents of the report although support for disadvantaged young people may lead to fulfilling lives.
- d) **Environment & Climate Emergency** – the application concerning Colwell Brook will help towards maintaining that environmental area.

Risk

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

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

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

Social Value

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

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

Financial implications

- At the Annual Council Meeting held on 17 May 2023, the Council invoked the General Power of Competence under which the ability to award these grants is made.
- The total value of the requests in relation to discretionary grants totals £10,156. The current balance of the discretionary grants budget (4100/407) is £20,000. Note that there is also an earmarked reserve which includes a sum of £11,252 in relation to grants, available if there are special circumstances or to provide for grants for which the remaining budget in any financial year cannot meet and which it considers needs to be provided.
- The total value of the requests in relation to Halls subsidised lettings totals £833 (£570 of which is for noting). The current balance of the Halls subsidised hire budget (4110/407), including sums committed for hirings later in the financial year is £1,289.
- Youth Services Grant 2026-27 (4169/408) – There is a ringfenced budget of £3,500 for youth projects/services within this financial year.
- In 2026-27 the Council provided WMF with grant funding of £10,000 and provided subsidised letting at the Leys to the value of £3,244.

Recommendations

Members are invited to note the report and;

1. Consider the subsidised letting requests as presented, and award as agreed.
2. Note the subsidised hire for the initial six parenting course sessions by The Station, a meeting of West Witney Sports and Social Club, and for West Oxon Performing Arts Foundation.
3. Consider whether to support further subsidised hire funding for the next six session parenting course sessions.
4. Consider the discretionary grant requests as presented, and award as agreed.
5. Consider the Partnership Agreement with Witney Music Festival and resolve accordingly as to whether further review is required and/or budget for the event in 2027-28.



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		OCVA	
Registered Address*		The Old Courthouse, Floyd's Row, Oxford	
Post Code	OX1 1SS	Tel No.	01865 251946
Contact Name		Francesca Hockham	
Position in Organisation (i.e. Chairman, Treasurer, Secretary)		Community Development Officer	
Registered Charity	YES/NO	Registration No.	1108504
<i>What are the activities and/or aims of the organisation:</i> OCVA is a local infrastructure organisation supporting charities, community groups and voluntary organisations in Oxfordshire. We aim to enable a diverse voluntary and community sector to flourish. We do this by providing advice, information and training, acting as advocates and representatives, and building partnerships.			
(2) Membership			
How many members do you have?		Our membership year runs from April – March each year. We have 176 members currently, but you do not need to be a member to access our support or attend the funding surgery that we are applying for funding for.	
Approximately how many of your members live in Witney?		It is difficult to provide an exact figure. Some of our members are county-wide charities that support people in Witney, despite not being based there. Attendance at the funding surgery is also open to non-members, so our membership data does not fully reflect the number of Witney organisations and residents who may benefit from the funding.	
Is membership restricted in any way?		Anyone can be a member of OCVA and membership gives you access to additional benefits such as discounts on training and free funding searches, but we offer a range of free support to any organisation that supports residents and communities in Oxfordshire.	
What is your annual subscription, if any?		We have different levels of membership – full details of our membership can be found here: https://ocva.org.uk/membership/benefits/	
Are you affiliated to a national organisation? If so, which one?		N/A	
Local venue/meeting place		N/A	

(3) Grants	
Purpose for which the grant is required: To cover the cost of the Corn Exchange room hire for a Funding Surgery on the 15 th October 2026 aimed at charities, community groups and voluntary organisations in the west of the county.	
Amount of grant applied for	£147
Has your organisation previously applied to the Town Council for a grant? YES/NO	
If YES please give details	I believe we have previously received a grant to cover the cost of the room hire for the funding surgery on the 3 rd September 2025.
Have you applied for a grant to any other body or organisation? YES/NO	
If YES please give details	We have not applied to any other organisation for a grant to cover this event.
(4) Financial	
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>	
Annual accounts attached	
(5) Fundraising	
What fundraising events or activities will your organisation be holding this year?	
Our work is funded through grants and contracts. We do not hold fundraising events or undertake other public fundraising activities.	
(6) General	
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.	
Please provide or attach any additional information which may assist the Council in reaching its decision.	
<i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i>	
Signed: F. Hockham	Date: 20/07/2026

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		THE STATION YOUTH PROJECT	
Registered Address*		18 Nourse Close Leckhampton Cheltenham	
Post Code	gl53 0nq	Tel No.	
Contact Name	JASON HUFFADINE		
Position in Organisation	PROJECT DIRECTOR (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration No.	1143123
<i>What are the activities and/or aims of the organisation:</i> Provide Youth services in West Oxon and promote social activity			
(2) Membership			
How many members do you have?		WE CONNECT WITH 400 YOUNG PEOPLE A WEEK.	
Approximately how many of your members live in Witney?		WE CURRENTLY WORK ONLY IN WITNEY	
Is membership restricted in any way?		NO	
What is your annual subscription, if any?		NONE	
Are you affiliated to a national organisation? If so, which one?		NO	
Local venue/meeting place			

(3) Grants	
Purpose for which the grant is required: TO HOST A SERIES OF PARENTING COURSES TO SUPPORT PARENTS IN RAISING CONFIDENT AND RESILIENT YOUNG PEOPLE	
Amount of grant applied for	£ £441.00
Has your organisation previously applied to the Town Council for a grant?	YES
If YES please give details	SLA YOUTH GRANT YOUTH GRANT
Have you applied for a grant to any other body or organisation?	YES
If YES please give details	NO OTHER GRANTS AT PRESENT FOR THE PARENTING COURSES
(4) Financial	
Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation. STILL BEING AUDITED I THINK – I'LL GET THEM FOR YOU ASAP	
(5) Fundraising	
What fundraising events or activities will your organisation be holding this year? GRANT APPLICATIONS USING THE MILK FLOAT AT EVENTS WITH THE INVITATION TO DONATE TO THE WORK	
(6) General	
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature. Please provide or attach any additional information which may assist the Council in reaching its decision.	
<i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i>	
Signed: JASON HUFFADINE	Date: 27 JULY 2026

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Cotswolds Rivers Trust	
Registered Address*		Bronsens Accountants Ltd, Eden House, Witney, OX28 4BL	
Post Code	OX28 4BL	Tel No.	see below
Contact Name	Ellie Pryor		
Position in Organisation	Project Officer (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration No.	1150357
<i>What are the activities and/or aims of the organisation:</i> The Cotswolds Rivers Trust is a registered environmental charity working to protect, restore, and enhance rivers, streams, and watercourses across the Cotswolds and upper Thames catchment. Their overall vision is "vibrant and healthy waterways for everyone". The Trust is a catchment-based organisation, meaning it works at the scale of whole river systems rather than isolated sites. It brings together local communities, landowners, water companies, farmers, local authorities, and environmental partners to deliver practical improvements to river health. The Trust combines on-the-ground restoration projects (e.g., habitat creation, re-meandering, woody debris structures, natural flood management) with evidence-based catchment planning. A key part of their approach is ensuring that physical interventions are supported by robust water quality and ecological data, so that restoration is targeted, effective, and does not risk worsening existing pressures.			
(2) Membership			
How many members do you have?		2 employees and 7 trustees	
Approximately how many of your members live in Witney?		0	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		N/A	
Are you affiliated to a national organisation? If so, which one?		N/A	
Local venue/meeting place		Warwick Hall, Burford	

(3) Grants	
Purpose for which the grant is required The Colwell Brook is currently in a degraded condition and presents a potential public health and environmental risk. Despite warning signage, there is continued public access and frequent dog walking along the corridor. The channel network is heavily overgrown in places, with accumulations of litter, organic debris, and physical blockages. These	
Amount of grant applied for	£ 740
Has your organisation previously applied to the Town Council for a grant?	YES/NO
If YES please give details	
Have you applied for a grant to any other body or organisation?	YES/NO
If YES please give details	
(4) Financial	
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>	
(5) Fundraising	
What fundraising events or activities will your organisation be holding this year? Within the Upper Thames Catchment, a series of events for volunteers, who are water sampling and riverfly monitoring with us. These events are planned to be a series of show and tell, guest speaker sessions, with tea, coffee & biscuits provided.	
(6) General	
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature. Please provide or attach any additional information which may assist the Council in reaching its decision.	
<i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i>	
Signed:	Date: 27/05/2026

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Ducklington Sports Club	
Registered Address*		Ducklington Sports Club, Glebelands Playing Fields, Aston Road	
		Ducklington, Oxfordshire	
Post Code	OX29 7US	Tel No.	
Contact Name	Hamish Law		
Position in Organisation	Treasurer		
Registered Charity	YES	Registration No.	1137103
What are the activities and/or aims of the organisation: Ducklington Sports Club is a community football club based in Ducklington, Oxfordshire, providing organised, inclusive, and enjoyable football for children and young people across the local area. The club fields 14 teams across a wide range of age groups, with 218 registered players in the 2025/26 season. Of these, 102 players (47%) are registered with Witney addresses making Ducklington Sports Club a significant provider of youth sport for Witney's young people. The club is committed to inclusivity and widening participation. For the 2026/27 season, we are proud to be launching our first-ever girls' team, the Ducklington U11 Jaguars, marking an important step forward in providing equal sporting opportunities for girls in our community. This news has just been announced this week and we very much hope this is the start of a wider provision of girls football in the area. All players are welcomed regardless of ability, background, or experience. The club aims to really encourage teamwork, physical fitness, and a safe place to enjoy their football.			
(2) Membership			
How many members do you have?		218 registered players across 14 teams	
Approximately how many of your members live in Witney?		102 members (approximately 47%)	
Is membership restricted in any way?		Membership is open to all but is dependent upon space being available in the respective squads.	
What is your annual subscription, if any?		Approximately £150 per player per year (varies depending on the league in which each team competes)	
Are you affiliated to a national organisation? If so, which one?		Yes, The Football Association (FA)	
Local venue/meeting place		Glebelands Playing Fields, Aston Road, Ducklington, OX29 7US	

(3) Grants

Purpose for which the grant is required:

The grant of £2,000 is requested to fund the purchase of new training and match footballs and first aid kits for all 14 teams ahead of the 2026/27 season. Adequate footballs and properly stocked first aid kits are essential for every training session and competitive match. Our current equipment is in need of replacement following the conclusion of the 2025/26 season.

Amount of grant applied for

£2,000

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

YES

If YES please give details

Yes, the club has previously received a grant from Witney Town Council for £1700 towards footballs and first aid kits ahead of the previous season (just under 12 months ago)

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

YES

If YES please give details

Ducklington Parish Council have given the club a grant of £3,700 specifically towards internal improvements to the club house at Ducklington Sports Club.

(4) Financial*Latest audited accounts enclosed.***(5) Fundraising**

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

Ducklington Sports Club runs a varied and well-attended programme of fundraising events and social activities throughout the year:

- Annual Beer and Gin Festival (May) one of the club's flagship events, open to the wider community.
 - Monthly quiz nights which are held regularly throughout the year, popular with members and local residents alike.
 - Ducklington Flower Show (31st August) one of the busiest events in the local calendar, in which the club plays a central part.
- In addition, the club actively seeks sponsorship from local businesses to help meet running costs.

(6) General

Ducklington Sports Club is proud to serve the wider Witney community. Of our 218 registered players, 102 (47%) live within Witney itself, and the club draws further from surrounding villages including Ducklington, Aston, Standlake, and Hardwick.

The 2026/27 season represents a landmark year for the club. We are launching the Ducklington U11 Jaguars, our first-ever girls' team, which will provide structured, coached football to girls aged under 11 in the local area. This is a direct response to growing demand from families and reflects the club's commitment to inclusion and equal access to sport.

Grant funding from Witney Town Council would directly enable us to equip all 14 teams, including the new girls' team, with the footballs and first aid kits they need to participate safely and enjoyably throughout the season.

Should a grant be awarded, Ducklington Sports Club will acknowledge Witney Town Council's support on all relevant club literature, communications, and our club website.

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

Signed:

Hamish Law

Date:

31/5/2026

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

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Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

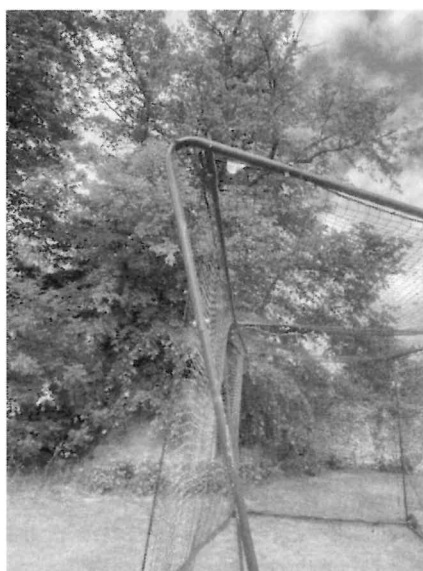
(1) Your Organisation			
Name of Organisation		Witney Mills Cricket Club	
Registered Address*		Witney, Oxon, United Kingdom, OX28	
Post Code	OX28 5FF	Tel No.	N/A
Contact Name	Tim Allen		
Position in Organisation	Committee Member (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration No.	N/A
<i>What are the activities and/or aims of the organisation:</i> We are an active cricket club in the heart of witney. We aim to promote cricket and to increase participation in the sport. We run 4 adult sides, where a significant number of players have come through (or are still in) our junior section, as well as running age group cricket for boys from U9-U15's. In addition we are part of the English cricket boards (ECB) all stars and dynamos programs allowing us to run activities for children from 5-11 in a safe and organised environment. Our dynamos club is girls only, and one of the long term aims of the club is to align ourselves with Oxfordshire crickets aim to increase participation in cricket for girls and women. Our aim would be to provide more training and match facilities, as well as upgrading our female changing facilities – to allow us to also have a pathway for girls into hardball cricket that we can provide in witney, currently we work with other clubs to do this in west Oxfordshire. We have a strong belief that the strengthening of our junior cricket provision is key to keeping the club thriving and growing as well as it benefiting the children and families involved.			
(2) Membership			
How many members do you have?		Approximately 270 (This includes Adult members and junior members)	
Approximately how many of your members live in Witney?		More than 75%	
Is membership restricted in any way?		Membership to the club is open to all, without prejudice.	
What is your annual subscription, if any?		Adult membership £100 Junior membership £50 (first child), £25 (second child), free for 3 rd + child	

Are you affiliated to a national organisation? If so, which one?	Oxfordshire Cricket Board (OCB) English Cricket Board (ECB)
Local venue/meeting place	Witney Mills Cricket Club - Newland

(3) Grants

Purpose for which the grant is required:

The grant would be used to purchase a new mobile batting cage. We use the mobile batting cage to allow for multiple junior age groups (and our senior players) to train whilst ensuring the safety of others on the ground – it is an essential tool that we used multiple times per week. Our current cage has lived a long life but has been battered by the weather over the last few years; and despite regular maintenance and care it has recently structurally failed. The cost to repair and replace the effected sections is significant, and there is high likelihood that some of the other parts will fail soon due to the additional strain put on them by the sections in the photos below having buckled/sheared off; so a replacement cage would be the most cost effective way of us being able to continue to provide this essential piece of equipment for our training purposes.



Amount of grant applied for

£1700

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

YES/NO

If YES please give details

**In 2021 we applied and were awarded £2,079.00 for a new lawnmower. Prior to 2021 we received an annual award of £500.
In 2026 we applied for the funding for this replacement mobile net, as described in this application, to the youth grants scheme – we were unsuccessful but advised to submit an application to the discretionary grant fund for review.**

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

YES/NO

If YES please give details

We have not applied to any other organization for a grant in relation to the replacement of our batting cage

(4) Financial

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

Please find attached the Profit and Loss accounts for 2025 and 2026 so far. These have not yet been audited for 2025 yet but will be shortly.

(5) Fundraising

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

We have a long-term plan, in line with the ECB and OCB's aim to increase the participation in cricket – particularly aimed at increasing the level of participation through women's and girl's cricket. In order to achieve this, we are setting ourselves an adventurous target with the hopes of being able to improve the facilities within the cricket clubhouse to accommodate an improvement to the women's toilets and changing facilities; as well as increasing the playing area available for matches and training by inserting an artificial pitch onto our second field.

Our fundraising efforts include:

- **two cricket days:**
 - **a 'family fun day' with multiple matches going on from 10am – 6pm starting with a girls only "dynamos" festival in the morning but with activities for all age groups throughout the day. With plenty of games/activities and even a bouncy castle!**
 - **A kids vs parents day in September with all ages groups battling for the bragging rights in their respective households (from our all stars (5+ years) up to our Under 13's) – then culminating with the Den Harvey memorial match, a fixture between any U18s against the coaching team.**
- **Quiz nights**
- **Raffles**
- **Sponsorship**
- **We have also entered the club into the Toyota 'cricket for all' raffle. This is a raffle set up by the ECB in conjunction with Toyota where 100% of ticket sales are given to the respective club.**

All of the activities above were planned to raise funds for the long-term plan aiming at the advancement of cricket in the witney area to allow for us to provide opportunities for girls cricket and expand our current junior cricket offerings – we had not factored in the need to replace this equipment. This grant would aid us in our overall aim and we are extremely grateful for your consideration.

(6) General

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

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

Please see attached document showing the long term aims and ambition of the club.

We are very grateful for your consideration and look forward to hearing from you. Should you have any further questions please don't hesitate to reach out to the contact details above.

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Witney Congregational Church	
Registered Address*		4 Welch Way, Witney, Oxon	
Post Code	OX28 6JF	Tel No.	07506 457854
Contact Name	David Kinchin		
Position in Organisation	Treasurer & Trustee (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration No.	Congregational Federation Charity No. 264839
What are the activities and/or aims of the organisation: This is a Congregational Church, open to all. The building contains a collection of 8 different rooms inside. These rooms vary in size to cater for four people or 150 people. As a part of the church philosophy the building is open to a wide variety of groups including:- Age UK, Al Madena Mosque, Dance Creation, Belleve Care, Knit & Natter, and many more. It is a registered SAFE PLACE within the county. As such we are visited by a number of people who are lonely and looking for a place to sit, drink coffee, chat or simply reflect. It is felt that this tranquility garden is the natural extension of our facilities. The garden will include various textured surfaces, aromatic plants, and a level place for anyone to sit outside and enjoy the quiet of a garden in the centre of town. It will be signed as a place of welcome. The building welcomes all faiths to this place, and all abilities and disabilities. There are always people at hand to 'listen' to those who wish to talk – often those with mental health concerns.			
(2) Membership			
How many members do you have?		41 currently – plus many casual visitors	
Approximately how many of your members live in Witney?		90%	
Is membership restricted in any way?		No.	
What is your annual subscription, if any?		None	
Are you affiliated to a national organisation? If so, which one?		Congregational Federation 8 Castle Gate, Nottingham NG1 7AS	
Local venue/meeting place		4 Welch Way, Witney	

(3) Grants			
Purpose for which the grant is required: To transform an area of the walled church garden into a "Tranquility & Sensory Garden" This aims to have level access to cater for all disabilities and will be available to any/all at times when the building is open. (9/5 workdays – 9/1 weekend days)			
Amount of grant applied for		£ 3,000	
Has your organisation previously applied to the Town Council for a grant?			NO
If YES please give details			
Have you applied for a grant to any other body or organisation?			YES
If YES please give details		West Oxfordshire District Council Insight fund. A grant of £3,000 has been applied for.	
(4) Financial			
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation. See attached.</i>			
(5) Fundraising			
What fundraising events or activities will your organisation be holding this year? The church does not fundraise as a rule but is funded by the members and their regular giving. The church has set aside £10,000 for this project and is hoping to match this sum by way of grants and donations.			
(6) General			
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.			
Please provide or attach any additional information which may assist the Council in reaching its decision.			
<i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i>			
Signed: David Kinchin			Date: 10 th September 2026
For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		LITTLE OAK PRESCHOOL (WITNEY) LTD	
Registered Address*		WITNEY, OXON	
Post Code		Tel No.	
0X28 5NG			
Contact Name		SARAH ROBINS	
Position in Organisation		MANAGER (i.e. Chairman, Treasurer, Secretary)	
Registered Charity		YES/NO	Registration No.
		☒ YES ☐ NO	1137934
What are the activities and/or aims of the organisation: WE PROVIDE CHILDCARE FOR CHILDREN BETWEEN THE AGES OF 2-5 YEARS OLD. WE SUPPORT CHILDREN WITH ENGLISH AS AN ADDITIONAL LANGUAGE AND CHILDREN WITH SPECIAL EDUCATIONAL NEEDS.			
(2) Membership			
How many members do you have?		8 @ 44 CHILDREN 8 STAFF	
Approximately how many of your members live in Witney?		7 @ 44 CHILDREN 7 STAFF	
Is membership restricted in any way?		NO	
What is your annual subscription, if any?		NONE	
Are you affiliated to a national organisation? If so, which one?		NO	
Local venue/meeting place			

(3) Grants

Purpose for which the grant is required: **REPLACE KITCHEN APPLIANCES THAT HAVE BROKEN AND ADD A WASHER DRYER TO CLEAN FLANNELS + SOFT TOYS ETC**

Amount of grant applied for

£1150

**£250 fridge
£400 dishwasher
£500 washer/dryer**

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

YES/NO **(NO)**

If YES please give details

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

YES/NO **(NO)**

If YES please give details

(4) Financial

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

(5) Fundraising

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

**-SUMMER FATE STALL + QUEEN EMMAS
-SPORTS DAY**

(6) General

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

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

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

Signed:

Date: **30/06/2026**

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Parent SENSE Witney	
Registered Address*			
Witney			
Post Code	OX28 1BL	Tel No.	
Contact Name	Sandra Cleary		
Position in Organisation	Founder (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO	Registration No.	
What are the activities and/or aims of the organisation: Parent SENSE Witney aims to: • Provide a safe, welcoming, parent-led space for parents and carers of children with SEN. • Offer peer support, shared lived experience, emotional support and signposting. • Organise informal meet-ups, discussions and opportunities to connect. • Arrange guest speakers and information sessions on SEN-related topics. • Promote inclusion, empowerment and community connection. • Operate on a not-for-profit basis and reduce isolation among SEN parents and carers.			
(2) Membership			
How many members do you have?		239 members in our private Facebook group. Our public Facebook page has 387 followers and our Instagram account has 54 followers. The first in-person meeting had 12 registrations and 5 people attended.	
Approximately how many of your members live in Witney?		Approximately 65% of group members are estimated to live in Witney, representing around 155 local group members.	
Is membership restricted in any way?		Open to adult parents and carers of children with SEND. No membership fee or referral requirement.	
What is your annual subscription, if any?		None	

Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	The Fleece, Witney. Capacity up to 22 seated; refillable tea/coffee £3.50 per person based on actual attendance, capped at £35 per meeting. The function room is unavailable for two fortnightly meetings in December, so an alternative local venue will be used for those sessions.

(3) Grants	
The grant will contribute towards the first year of free, parent-led peer-support meetings and information sessions for parents and carers of children with SEND. Costs include refreshments at The Fleece, biscuits/snacks including a vegan option, alternative venue hire when the regular room is unavailable or too small, public liability insurance and specialist guest-speaker fees. At The Fleece, refreshments are charged at £3.50 per person based on actual attendance and capped at £35 per meeting. The regular room is unavailable for two fortnightly meetings in December, so alternative venue hire will be required for those sessions. Parent SENSE has raised £848.30 net through its own fundraising, reducing the amount requested from the Town Council. The grant will help cover the remaining projected first-year costs while keeping meetings free for local parents and carers.	
Amount of grant applied for	£866
Has your organisation previously applied to the Town Council for a grant?	NO
If YES please give details	N/A
Have you applied for a grant to any other body or organisation?	NO
If YES please give details	N/A
(4) Financial	
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>	
(5) Fundraising	
Two fundraising raffles have been completed. The first raised £196.35 net. The second closed on 19 September 2026 and generated £767 gross from 84 entrants and 767 tickets sold. After the 15% Raffle fee, the second raffle generated £651.95 net. Total net fundraising from the two raffles is therefore £848.30. The Hair Forum in Madley Park has also provided refreshments sponsorship for some meetings. Based on the current first-year financial projection, the £848.30 raised ourselves reduces the funding requirement to £866.	
(6) General	
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature. Additional supporting information attached includes a cover letter/supporting statement, business plan and financial projection, constitution, evidence of venue and insurance costs, specialist-speaker quotation, Eventbrite evidence, fundraising evidence and local partnership correspondence. The financial projection reflects the confirmed £35 maximum refreshment charge at The Fleece, a separate allowance for biscuits/snacks including a vegan option, and the need for an alternative venue for two December meetings. Parent SENSE is currently founder-led with two volunteer helpers and operates on a not-for-profit basis, with the intention of developing a formal unincorporated-association structure as the organisation becomes more established.	
<i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i>	
Signed: Sandra Cleary	Date: 20/09/26

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Clean slate	
Registered Address*		572 Brice Rd, Upper Heyford, Bicester, Oxon,	
Post Code	OX25 5TE	Tel No.	
Contact Name	Jo Baker		
Position in Organisation	chair of Trustees (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration No.	Registered CIO 1197726
<i>What are the activities and/or aims of the organisation:</i> Clean Slate is a community-focused counselling and mental health support organisation dedicated to improving emotional wellbeing and promoting positive mental health. Our aim is to provide accessible, professional counselling services for adults experiencing a wide range of challenges, including anxiety, depression, stress, bereavement, trauma, relationship difficulties, and other life circumstances that impact wellbeing. <i>The organisation works to ensure that individuals are not excluded from receiving support due to financial hardship. Through subsidised and low-cost counselling, grant funding, fundraising, and donations, Clean Slate helps make therapeutic support available to those who may otherwise be unable to afford it.</i> Key activities include: • Providing one-to-one professional counselling and therapeutic support. • Offering affordable and subsidised counselling for individuals on low incomes. • Supporting people experiencing mental health difficulties, emotional distress, and life challenges. • Promoting emotional wellbeing, resilience, and recovery within local communities. • Reducing barriers to accessing mental health services. • Working with local organisations and referral partners to ensure people receive appropriate support when needed. Overall Aim: To improve mental health and wellbeing by providing accessible, compassionate, and professional counselling services that enable individuals to overcome challenges, build resilience, and lead healthier, more fulfilling lives.			

(2) Membership	
How many members do you have?	242 people received counselling support · 4,441 counselling hours delivered · 199 new referrals received · 98 peer support sessions delivered · 104 volunteers and placement counsellors supported service delivery · 22 volunteers completed specialist trauma-informed training · 100% of safeguarding concerns responded to within required timescales
Approximately how many of your members live in Witney?	We anticipate supporting 5-10 Witney residents directly through subsidised counselling sessions, with additional indirect benefits to their families, carers, employers, and the wider community through improved mental health and wellbeing.
Is membership restricted in any way?	No restrictions
What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	Registered with the NCPS
Local venue/meeting place	572 Brice Rd, Upper Heyford, Bicester, Oxon,

(3) Grants

Purpose for which the grant is required:

The grant will be used to provide subsidised counselling sessions for adults experiencing mental health and emotional wellbeing challenges. Funding will help ensure that individuals facing financial hardship can access professional counselling support when they might otherwise be unable to afford it. The grant will contribute towards counselling costs, enabling Clean Slate to support local residents affected by anxiety, depression, stress, bereavement, trauma, relationship difficulties, and other life challenges.

Amount of grant applied for

£500

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

YES

If YES please give details

2023/2024

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

YES/NO

If YES please give details

Yes. Clean Slate has submitted funding applications to a number of charitable trusts, foundations, and local grant-making organisations to help support the delivery of affordable counselling services. Applications are currently under consideration, and we continue to seek funding from a range of sources, alongside fundraising activities and client contributions, to ensure the sustainability of our services.

(4) Financial

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

(5) Fundraising

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

Clean Slate undertakes a range of fundraising activities to support the provision of affordable counselling services. These include applications to charitable trusts, foundations, parish councils, and community grant programmes, as well as seeking donations from individuals and local businesses. We also organise community fundraising events, including raffles, bingo evenings, and other local fundraising activities, to raise vital funds and increase awareness of the mental health support services we provide. Income generated through these activities helps ensure that counselling remains accessible to individuals experiencing financial hardship.

(6) General

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

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

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

Signed: *Jo Baker*

Date: 22/09/2026

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Sounds of Support	
Registered Address*		N/A	
Post Code	N/A	Tel No.	
Contact Name		David Ashbourne	
Position in Organisation		Event Organiser – Sounds of Support (i.e. Chairman, Treasurer, Secretary)	
Registered Charity	No. Sounds of Support is the local community fundraising event. Tough To Talk, the beneficiary charity, is a registered Charitable Incorporated Organisation, charity number 1202395.	Registration No.	Tough To Talk charity number 1202395.
<i>What are the activities and/or aims of the organisation:</i> Sounds of Support is an annual community live-music event in Witney which brings local people together while raising awareness of mental health and male suicide prevention and raising funds for Tough To Talk, registered charity 1202395. The event is organised voluntarily and is intended to become a long-standing fixture in the local community. Previous Sounds of Support events were held in 2024 and 2025 and raised approximately £2,100 for Tough To Talk on each occasion through admission tickets, raffle tickets, merchandise sales and donations. The 2026 event will take place on Saturday 21 November 2026. Alongside fundraising, the event gives local residents an accessible opportunity to come together, talk about mental health more openly, learn about available support and reduce stigma around seeking help.			
(2) Membership			
How many members do you have?		Sounds of Support is not a membership organisation. It is a volunteer-led annual community event.	
Approximately how many of your members live in Witney?		Not applicable as there is no formal membership.	
Is membership restricted in any way?		The event is intended for the local community and is not restricted to men.	
What is your annual subscription, if any?		None / Not applicable.	
Are you affiliated to a national organisation? If so, which one?		No. Sounds of Support is an independent local community fundraising event supporting Tough To	

	Talk, registered charity 1202395.
Local venue/meeting place	Studio Se7en, Ave Three, Station Ln, Witney OX28 4BQ

(3) Grants

Purpose for which the grant is required:

Sounds of Support had always relied upon volunteers: the goodwill of local people and businesses to make the event happen each year. To this day not a penny has been spent on the event to make it happen which is truly flabbergasting in regards to how popular it has been and how much work is involved to organise it. 100% of the money raised at SOS goes straight to the charity to help them continue their work. If we are successful in our grant application, the whole sum will go towards the total raised helping to potentially make 2026 the most successful one yet.

Amount of grant applied for

£200.00

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

NO

If YES please give details

N/A

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

NO

If YES please give details

N/A

(4) Financial

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

N/A

(5) Fundraising

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

Our principal fundraising activity in 2026 is Sounds of Support on Saturday 21 November in Witney. Funds will be raised through admission tickets, raffle tickets, merchandise sales, donations and support from local businesses. The event is organised voluntarily. Previous events in 2024 and 2025 each raised approximately £2,100 for Tough To Talk.

(6) General

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

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

Sounds of Support is a locally organised community music event taking place in Witney on Saturday 21 November 2026. It has already been held successfully in 2024 and 2025, raising approximately £2,100 for Tough To Talk on each occasion. The event is designed to be more than a fundraising night: it brings local residents together through live music, creates a visible and approachable opportunity to talk about mental health, reduces stigma and helps people understand where support is available.

Local involvement is central to the event. At Studio 7, local residents will be able to attend, and the event will involve many volunteers including an organiser, door men/women, musicians, sound engineers and photographers. In 2024 the event attracted approximately 120 people and in 2025 approximately 160

people. For 2026 we expect approximately 240 attendees as we have secured a venue with a larger capacity.

There is a clear local need for accessible mental-health awareness and earlier support. Oxfordshire's refreshed suicide and self-harm prevention work identifies men aged 30-59, particularly those experiencing relationship difficulties, as a priority group. The Witney Central Community Insight Profile also identifies mental-health issues and loneliness as recurring local concerns and notes confusion around mental-health provision. West Oxfordshire District Council already lists Tough To Talk within its local mental-health support information as a signposting resource for men and boys.

Tough To Talk is a UK male suicide prevention charity working upstream of crisis. Its mission is to reduce male suicide by breaking the silence on the pain men carry before it becomes crisis. It is not a crisis service. It helps workplaces, charities and communities recognise distress earlier, reach in sooner and support men before crisis develops, while signposting people towards appropriate existing services.

We do not currently have a reliable figure for how many individual Witney residents have used Tough To Talk resources, and we do not want to overstate local reach. The strongest measurable local impact for this application is therefore the number of Witney residents attending and participating in Sounds of Support itself, together with the awareness, signposting and community engagement generated through the event.

The proposed grant would make a direct difference locally by helping fundraise for Tough To Talk who already have a foothold and presence in Witney through this event as well as their presence at the Witney Music Festival in 2025, a Wellness event at Langdale Hall and a free training session run by the charities founder. It would help Sounds of Support continue growing as a recurring Witney community event. The event supports the Town Council's aims of an engaged and supported community and an empowered community by bringing people together around a serious health issue in a positive, accessible setting.

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

Signed: D S Ashbourne

Date: 22/09/2026

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

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

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WITNEY MUSIC FESTIVAL 2026

Additional information for the Policy, Governance and Finance Committee

The festival's economic, community and cultural value to Witney, in response to the Committee's questions

Prepared by Sam Edney, Festival Director · Version 3 · 24 September 2026

Contents

Introduction

1. Economic Impact Assessment
2. Value for Council Investment
3. Evidence of Community Benefit
4. Why Council Support Is More Important Than Ever
5. Comparisons with Similar Festivals
6. Reputational Benefits for Witney
7. Volunteer Contribution
8. Future Funding Risks
9. Funding Request
10. Noise Management and Control
11. Final Accounts and Governance
- Appendix A. Community testimonials

Introduction

Witney Music Festival is a volunteer-run festival that has become a fixture of the town's calendar. In 2026 it welcomed around 2,900 ticket holders to The Leys over two days, ran 22 build-up events across 12 Witney venues, and generated an estimated **£169,000 of direct spending**, around £17 for every £1 of the Council's £10,000 grant.

It was also a difficult year, with a crowded weekend of national events and an audience that bought later than ever. We have learned from it, and for 2027 we are tightening costs, strengthening governance and improving our noise plan for our neighbours.

This document sets out the festival's economic and community value, and what it means to local people in their own words. Figures are drawn from our ticketing and bar records; where a figure is an estimate, we say so.

We are grateful to the Council, and to our sponsors, volunteers, partners and audience, for making the festival possible.

WMF 2026 at a glance

Festival programme	Build-up events 22 May – 7 June, comedy night 11 June, festival 12–13 June (The Leys)
Community build-up events	22 events: 21 in 12 Witney venues, plus one promotional gig near Banbury; est. 800–1,200 attendances
Festival tickets issued	c. 2,900: 2,385 online (including free under-14 tickets) plus c. 530 on the gate
Where ticket buyers live	64% Witney and its villages; 36% from further afield, including 11% from outside Oxfordshire
On-site spending at bars	c. £66,500
Facebook reach (May–June)	720,000+ views; 62% from people not already following the festival
Website (May–June)	40,000+ page views; 10,500 first-time visitors
Local business sponsors	19
Volunteers	30+ named volunteers, plus partner organisation teams; c. 1,600 volunteer hours
Accessibility	Sensory and accessible area run by Bass Therapy, and accessible stage
Ticket prices	£15 Friday and £25 Saturday, plus booking fee; under-14s free

1. Economic Impact Assessment

WMF 2026 generated substantial direct spending in Witney, on site at the festival and across the town's pubs and venues during the build-up.

Direct spending generated	Amount (inc. VAT)
Ticket sales (online and gate)	c. £56,000
Spending at festival bars	c. £66,500
Spending with independent food traders (est.)	c. £18,400
Total on-site spending	c. £141,000

Across the town. The 21 Witney build-up events brought an estimated 770–1,150 attendances into 12 Witney pubs and venues, much of it on weeknights, when hospitality businesses most need trade. One Sunday afternoon show at Part & Parcel alone drew more than 150 people. Official after-parties at local venues, including Studio Se7en, also kept festival-goers spending in town after the festival site closed each night.

Local suppliers. Wherever a local option existed, we used it. Our marquees were hired from Witney Buttercross Scout Group, putting money straight back into a local youth organisation. Waste and recycling were handled by West Oxfordshire District Council. Power and technical production came from EPS, an Oxfordshire company, sound from Temple Audio, which has a base in Witney, and the main stage backline from Witney venue Studio Se7en, and the comedy night was programmed by Oxfordshire-based Lone Wolf Comedy Club. Food traders included West Oxfordshire businesses Sausage Bros and Burgers and Brews (both Carterton), and La Tazzina, a local family-run Italian coffee and focaccia business. Witney printer Print Ready produced our banners, posters, flyers and volunteer T-shirts to a very high standard and at short notice. Volunteer catering came from Sandwich de Witney. We also hire local freelance production professionals

wherever we can, including our stage management and event management teams and our main stage sound engineer, so specialist fees stay in the local economy and local expertise is built up year on year.

Some services, such as licensed security, event medical cover, specialist accessible toilets and managed festival bars, are only available from specialist regional or national providers. Even so, **7 of our 15 main contracted suppliers (47%)** were based in Oxfordshire, four of them in Witney itself, along with all three of our food traders. The beer served at our bars was supplied by Oxfordshire's Hook Norton Brewery, which was also one of our largest sponsors, so a significant share of bar spending went back to a local business.

Visitor nights. We did not collect accommodation data from ticket buyers in 2026, but our own experience shows the demand. When booking rooms for visiting artists and DJs, we found Witney accommodation very busy over the festival weekend, and had to house one of our headline acts, Henge, outside the town. Local hotel prices were so high that one of our directors hosted the sound team in a caravan on his own driveway to keep costs down. Ticket data shows buyers travelling from across the UK (see section 6), and visitors from further afield are the most likely to stay overnight. From 2027 we will ask ticket buyers where they are travelling from and whether they are staying overnight, so we can report visitor nights accurately.

Estimated off-site spending (conservative)

We did not survey visitors in 2026, so the figures below are estimates. We have used deliberately cautious assumptions and shown our working so the Committee can test them.

Source of spending	Estimate
Build-up events: 770–1,150 attendances × £15 average spend in host pubs and venues	£11,550–£17,250
Visitors from outside Oxfordshire: 267 ticket holders × £25 each on food, drink, taxis and shopping in town	£6,675
Overnight stays: half of those 267 visitors × one night × £50 per person	£6,675
Estimated off-site spending	c. £25,000–£30,500

This excludes all off-site spending by the 587 ticket holders from elsewhere in Oxfordshire, including Carterton, Burford and Oxford, and by Witney residents themselves. The true figure is therefore likely to be considerably higher. From 2027 we will run an audience survey to measure it directly.

Return on Council investment. On-site spending of around £141,000, plus an estimated £28,000 spent off site, gives total direct spending of around **£169,000**. That is roughly **£17 for every £1** of the Council's £10,000 contribution, before any indirect or wider economic benefit is counted.

Business testimonials. Host venues reported a real boost in trade from the build-up programme:

"Hosting the WMF opener this May was wonderful. So many talented artists on the line-up drew lots of Witney locals and visitors to P&P. Both customers and staff had a great time listening to and watching the artists perform. From a business standpoint, the opening night was brilliant for both sales and local recognition. We saw many familiar faces but also new ones, many of whom have since returned to P&P. We welcome the return of WMF and would love to continue to be part of its opening nights."

Sophia, Part & Parcel

Studio Se7en and the Eagle Tavern also reported new customers and strong trade from their build-up events (see Appendix A).

2. Value for Council Investment

When the Council's Stronger Communities Committee recommended the 2026 partnership grant on 17 November 2025 (minute SC649), members recorded that, compared with other grants, a contribution of £10,000 to WMF illustrated “*exceptional value for a two-and-a-half-day event*”, and noted that “*the positive impact on local businesses by visitors to the event should not be underestimated*”. The Committee also described WMF as an outsourced event, akin to those delivered for the Council by other local organisations such as Witney Rotary. The 2026 evidence supports all three points.

Updates to figures previously provided. The Committee's table quoted figures from our earlier report. Having now analysed ticketing data in full, we have updated them:

- **Attendance:** previously 2,780. Ticket data now shows around 2,900 festival tickets issued (2,385 online, including free under-14 tickets, plus around 530 at the gate), with further children admitted free at the gate and not counted.
- **Visitors from outside Witney:** previously 31%. Postcode analysis of online ticket sales now shows **54% of tickets were bought from outside Witney town (OX28), and 36% from beyond Witney and its surrounding villages (OX28 and OX29)**. Both figures are higher than previously reported.
- **Local accommodation sold out:** we cannot verify this as a statistic. What we can say is that accommodation was very hard to find over the festival weekend (see section 1), and we will measure it properly in 2027.
- **Local artists:** previously 50%. The full line-up shows 57% (20 of 35 acts).

What the Council gets back for its funding:

Council objective	Festival contribution in 2026
Community cohesion	c. 2,900 festival tickets issued (2,385 online and c. 530 on the gate), plus further children admitted free at the gate; 64% of tickets bought by people in Witney and its villages; 21 free or low-cost community events in Witney venues; family area run with the Mulberry Bush charity
Tourism promotion	54% of tickets bought from outside Witney town and 36% from beyond Witney and its villages, including 11% from outside Oxfordshire (Gloucestershire, Swindon, Surrey, London and beyond)
Economic growth	c. £66,500 spent at festival bars; build-up events across 12 local venues; 19 local business sponsors
Youth development	Local dance school Flair Dance Studio performing; open mic nights for emerging performers; young volunteers, including a 17-year-old music student; initial discussions with Wood Green School in 2026, leading to a schools and college programme planned for 2027 with Wood Green School, The Henry Box School and Abingdon & Witney College
Local talent	57% of festival acts (20 of 35) were local, sharing the bill with national headliners; local artists across the build-up programme
Accessibility	Sensory and accessible area run by Bass Therapy, plus an accessible stage; the area was free to use, with a £3,000 donation from a local resident towards its cost of around £5,000
Town profile	Headliners including Fun Lovin' Criminals, Henge, BBC Radio 1's Charlie Tee and internationally renowned techno DJ Mark Broom
Environment and community voice	Main-stage platform and stand for Windrush Against Sewage Pollution (WASP)

How we count attendance. 2,385 festival tickets were issued online through Skiddle, including free under-14 tickets, and gate sales represent around 530 further tickets. Many children also came in free at the gate without a ticket, and weekend passes cover both days. Actual attendance across the weekend was therefore higher than ticket numbers alone suggest. From 2027 we will count all children on entry.

3. Evidence of Community Benefit

Measure	2026
Local volunteers	30+ named volunteers, plus the Mulberry Bush team (6–7); c. 1,600 volunteer hours (section 7)
Community groups participating	Mulberry Bush charity, WASP, Bass Therapy, Flair Dance Studio, Friends of WMF and the festival's Community Advisory Board
Local business sponsors	19
Local suppliers	7 of 15 main contracted suppliers in Oxfordshire (4 in Witney), plus all 3 food traders
Local venues hosting build-up events	12
Local performers	20 of 35 festival acts (57%), plus local artists across the 22 build-up events

Local sponsors. Nineteen businesses sponsored WMF 2026: headline sponsor CETA Software (a Witney business owned by one of the festival directors), Hook Norton Brewery, Bee Bizzi, Genese Property Group, MG Carpentry Construction, TWM Financial Planning, Millsy & Kin, Parker Bullin, DSA Prospect, LA Hair, Humand Talent, Witney Business & Innovation Centre, Littledots Daycare, R&J Autocare, Ford Plumbing, Thames Street Barbers, Fraser Evans & Son, Rentacure and Roadnight Taylor. Most are small local businesses choosing to back a local event.

Local talent on the festival stages. 20 of the 35 acts at the main festival (57%) were local, including bands Bear Trap, Fawlers, Jewelia, Paige and the Red Shift and Sons of the Seventies, soul and disco collective Lucille & the Lightning Soul Train, and eight local DJs, who made up most of the Dance Stage line-up. Local artists shared the bill with national names such as Fun Lovin' Criminals, Henge and Sandi Thom, giving them exposure to a much larger audience than they would normally reach.

Windrush Against Sewage Pollution (WASP). The local campaign group had a stand, busy throughout Saturday, and gave a 10-minute talk from the main stage that was very well received. This gave an important local environmental campaign direct access to a large audience of residents and visitors. It also showed the festival as a platform for community voices, not just entertainment.

“Witney Music Festival gave us something we rarely get: a stage in front of thousands of local people. Our stand was busy all day Saturday, and we spoke to loads of people about the state of the Windrush and all of our rivers, and what they can do to help. The chance to address the crowd from the main stage was invaluable. Events like WMF are where local campaigns reach people who might never come to a public meeting, and we'd love to be part of it again.”

Ash, Windrush Against Sewage Pollution

Flair Dance Studio (Witney). The local dance school performed at the festival on Saturday, giving young local performers the chance to appear at a major community event in front of a large audience. Around 12 dancers aged 5 to 10 took part.

"Performing at Witney Music Festival was a highlight of the year for our dancers. For many of them it was their first time on a real festival stage, in front of a big home-town crowd, and the confidence they took away from it has been fantastic to see. Opportunities like this, right here in Witney, are exactly what young performers need, and the reaction from the audience made them feel like stars. We'd love to be back in 2027."

Jo, Flair Dance Studio

Mulberry Bush. The charity ran the Family Fun Arena, bringing its own volunteer team and helping make the festival welcoming for families.

"Running the Family Fun Arena at WMF 2026 was a fantastic opportunity for Mulberry Bush. Our volunteer team welcomed families all weekend and made sure the festival felt like a place for everyone, including young children. Just as valuable was the support of the WMF community, who rallied behind our Brand the Bus campaign and helped us reach the top ten. WMF brings Witney together in a way few other events do, and we're proud to be part of it."

Tania, Mulberry Bush

Bass Therapy. Bass Therapy, a specialist provider of accessible festival spaces, ran the festival's sensory and accessible area, a calm, supported space where neurodivergent and disabled visitors and their families could take a break and stay for the whole event. The area was free to use. It cost around £5,000, of which £3,000 was covered by a donation from a local resident and the rest by the festival.

Families who used the area told us what a difference it made:

"Wonderful to see a small local festival thinking of those with additional needs. My daughter was able to access the festival in a way that meant our whole family could enjoy the day, whilst catering to her needs if she was overwhelmed."

Sophy, Witney resident

What our audience says. Local residents, and regular festival-goers who travel to Witney from further afield, tell us the festival matters for more than the music:

"I've been going to Witney Music Festival for the last few years and it's been great. I really value it for catching up with long-lost friends. Often the big festivals get the limelight, but these smaller festivals do such an important job for community cohesion. I see people I haven't seen in years there. It's not just a party, it is a crucial part of the community. Keep it going."

Jonathan, Bristol

"Events like WMF are invaluable to our local community, bringing in new custom and keeping Witney thriving. I have been attending WMF for the last eight years, and WMF 2026 did not disappoint."

Kerry, Witney resident

Further testimonials from residents, visitors, artists and partners are included in Appendix A.

More than a weekend: three weeks of community events

In the build-up to WMF 2026, we ran a programme of **22 community events over 17 days (22 May to 7 June)**, followed by a comedy night on 11 June and the main festival on 12–13 June. In total, that is more than three weeks of live music and community activity across the town.

Twenty-one of the build-up events were hosted by **12 Witney venues**, mostly independent pubs and hospitality businesses: Part & Parcel, the Corn Exchange, the Griffin, the Blue Boar, the Hollybush, the Elm Tree, the Angel, Studio Se7en, Scarlet River Brewing Co., Fat Lil's, the Red Lion and the Eagle Tavern. We also took the festival "on tour" with a gig at the Plough in Bodicote, near Banbury, which doubled as promotion for the main festival and encouraged a new audience to make the trip to Witney in June.

- **Live music** from local and regional artists, headlined by former Inspiral Carpets frontman Tom Hingley, whose Sunday afternoon show at Part & Parcel drew more than 150 people, alongside soul, funk, folk, indie and acoustic acts
- **Open mic nights**, giving emerging local performers a stage
- **Community and participation events**: a quiz night and a comedy tribute night
- **Ticketed shows** at the Corn Exchange and Studio Se7en

All events were well attended, with an estimated **800 to 1,200 attendances** across the 22-event programme (770–1,150 at the 21 Witney events). The closing Sunday at the Eagle Tavern drew over 50 people, and most other events drew 30 to 50. Almost all events were free to attend.

4. Why Council Support Is More Important Than Ever

The festival sector is in crisis. According to the Association of Independent Festivals (AIF), 78 UK festivals were cancelled, postponed or closed in 2024, 43 in 2025 and a further 36 so far in 2026, including long-established events such as Boundary, Godiva and Splendour. The AIF cites rising costs and thin margins as organisers try to keep tickets affordable, and is calling on government for targeted support.

The loss was smaller than first feared. Our earlier report flagged a potential loss. Once final bar income and costs were confirmed, the provisional loss came in materially below that estimate. Costs were held within 5% of budget, so the loss came from lower income on the festival days, not overspending. Provisional figures are provided to the Committee separately, in confidence (section 11).

Audiences are buying later, or not at all. Advance ticket sales in 2026 came in close to forecast. The shortfall was almost entirely on the festival days, where on-the-day sales, online and at the gate, fell well short of forecast. The weather was dry and sunny, so this was not a weather problem. More than 60% of all festival tickets were bought in the final six days before and during the event. This late-buying pattern is now common across the sector and leaves organisers carrying the financial risk until the very last moment.

A crowded weekend. WMF 2026 took place on the opening weekend of the FIFA World Cup, alongside Download Festival and major outdoor concert series in London, and just a week before the Isle of Wight Festival. None of these is in direct competition with a community festival in Witney, but together they competed for the same leisure time and household budgets, and may well have affected how many people chose to come along on the day.

Costs have risen. Around 95% of our costs fall into three areas: artists and programme; site and operations, where power is the largest single item; and safety and welfare, including security and medical cover. All three have risen sharply in recent years.

Security requirements are increasing. Martyn's Law (the Terrorism (Protection of Premises) Act 2025) will bring new legal duties for public events of WMF's size once it comes into force, no earlier than April 2027. That means additional planning, training and security costs from 2027 onwards.

These are fixed costs of running a safe, licensed event. They do not fall when fewer people buy tickets.

We keep the festival affordable. Tickets in 2026 were £15 for Friday and £25 for Saturday, plus booking fee, with under-14s admitted free, and most build-up events were free. Keeping WMF accessible to local families is central to its purpose, but it means ticket income alone cannot cover the cost of the event.

Accessibility costs money. Our sensory and accessible area, run by Bass Therapy, cost around £5,000. A public appeal brought in a £3,000 donation from a local resident, and the festival covered the remaining £2,000 itself. That appeal also earned the festival local media coverage, including an interview with BBC Oxford. Provision like this should not depend on last-minute generosity.

The festival is delivered by volunteers. WMF 2026 was delivered by a very small volunteer board, with two directors carrying most of the organisational load after changes to the board early in the planning cycle.

Stable Council support is what allows a community festival to survive where many commercial events have not.

Demand for 2027 is strong. Early-bird tickets for WMF 2027, our 21st year, went on sale immediately after the festival. 249 of 500 sold within three days.

5. Comparisons with Similar Festivals

Community music festivals across Oxfordshire and beyond typically depend on a mix of volunteer effort, sponsorship and local authority support. For example, BunkFest in Wallingford is a free, volunteer-run community festival that is listed and promoted by Wallingford Town Council, and reported attendances of around 30,000 across its 2022 weekend.

Neighbouring councils are also stepping in to support live music. In August 2026 Oxford City Council launched a £20,000 Grassroots Music Fund for 2026/27: two grants of £5,000 for music venues and around ten grants averaging £1,000 for musicians and promoters. Announcing it, Councillor James Taylor, the City Council's Events, Live Music & Nighttime Economy Champion, said: *"Oxford's live music industry is undergoing significant financial strain, and, without council intervention, will continue to shrink."*

Against that backdrop, £10,000 for a two-day festival selling around 2,900 tickets, with a three-week community programme across 12 local venues, is proportionate, as the Stronger Communities Committee itself noted in November 2025.

Compared with events of a similar scale, WMF delivers a two-day festival with national headliners, a three-week community programme and dedicated accessibility provision, on a modest budget.

6. Reputational Benefits for Witney

Where our audience came from

We analysed the billing postcodes of all 2,385 festival tickets sold online:

Where ticket buyers live	Tickets	% of tickets
Witney (OX28)	1,100	46.1%
Witney villages (OX29: Ducklington, Hailey, North Leigh, Eynsham, Leafield and others)	425	17.8%
Carterton, Bampton and Burford (OX18)	350	14.7%
Rest of Oxfordshire (other OX postcodes)	237	9.9%
Outside Oxfordshire	267	11.2%
No valid postcode	6	0.3%
Total	2,385	100%

The festival is first and foremost for Witney. Witney town accounts for 46% of tickets, and Witney with its surrounding villages for 64%. Adding Carterton, Bampton and Burford, 79% of tickets were bought in West Oxfordshire. Local residents were also the most committed: they were the most likely to buy weekend passes and to attend on the Friday night.

It also brings people into the town. More than half of all tickets (54%) were bought from outside Witney town, and more than a third (36%) from beyond Witney and its villages. 11% came from outside Oxfordshire, mainly from neighbouring Gloucestershire (including the Cotswolds and Forest of Dean), Swindon and Surrey, with others from London and further afield. Families were well represented: free under-14 tickets made up 15% of Witney tickets and around 20% of tickets from the Carterton area.

Figures are based on the billing postcode of the ticket buyer, which may not always be where every attendee lives. Gate sales are not included.

Profile and media

- Headline acts including **Fun Lovin' Criminals**, **Henge**, **BBC Radio 1's Charlie Tee** and internationally renowned techno DJ **Mark Broom**, putting Witney on the gig map for audiences well beyond Oxfordshire
- Local radio partnership with Get Radio
- A Facebook post about the anonymous accessibility donation received more than 500 likes, showing strong local goodwill
- **Social media reach:** between 1 May and 30 June 2026, the festival's Facebook page generated over 720,000 views, up 776% on the previous period, and more than 62,000 engagements, including 6,745 reactions, 646 comments and 689 shares. 62% of views came from people who did not already follow the festival, showing how far WMF's promotion reached beyond its existing audience. The line-up announcement alone was seen more than 116,000 times.
- **Media coverage:** our public appeal to fund the accessible stage and sensory area attracted local media attention, including an interview with BBC Oxford, putting Witney and its commitment to inclusive events in front of a county-wide audience
- **Website:** between 1 May and 30 June 2026, witneymusicfestival.com received over 40,000 page views across 18,500 visits, including 10,500 first-time visitors. Visitors spent an average of around 1 minute 30 seconds engaging with the site, more than double the typical figure for arts and culture festival

websites. The tickets page was viewed more than 9,500 times and the line-up page 5,800 times, and on the Friday of the festival alone nearly 1,900 people visited the site.

7. Volunteer Contribution

WMF could not happen without volunteers. In 2026, more than 30 named volunteers, plus partner teams such as Mulberry Bush, gave their time across:

- building the perimeter fencing and site (Tuesday to Friday)
- accreditation, the information point and stewarding during the festival
- toilet, bin and site checks
- early-morning litter picks on Saturday and Sunday
- site breakdown on Sunday and Monday
- promotion: distributing posters and flyers across the town, trading estates and surrounding villages, and a volunteer “ticket squad”

Estimated volunteer hours for WMF 2026:

Activity	Est. hours
Planning and organisation by the unpaid volunteer board and core team (January–June)	600
Build-up programme: organising and running 22 community events	200
Site build: fencing day plus Wednesday–Friday build	215
Festival days: stewarding, information point, toilet and site checks	180
Accreditation and volunteer coordination (Thursday–Sunday)	120
Partner teams (Mulberry Bush Family Fun Arena)	110
Promotion: posters, flyers and the “ticket squad”	100
Litter picks and breakdown (Sunday–Monday)	90
Total	c. 1,600

At the National Living Wage (£12.71 an hour from April 2026), this represents an in-kind contribution of around **£20,300**. None of the festival's directors are paid.

Community involvement in running the festival

Beyond event-day volunteering, the community helps shape the festival throughout the year:

- **Friends of WMF:** an open group of local supporters who help with ideas, fundraising contacts, promotion and recruiting volunteers. Friends met regularly in the run-up to the 2026 festival, and helped with flyering, social media and ticket sales.
- **Community Advisory Board:** an extension of Friends of WMF that gives community members a real voice at board meetings, so the festival is shaped by the people it serves. The board currently has six members, and we plan to expand it after its next meeting in October 2026.
- **Schools and college:** in 2026 we opened discussions with students and governors at Wood Green School about how young people could get involved in the festival. Time constraints meant this did not get off the ground for 2026, and we would rather say so than overstate it.

For 2027 we want to go much further. We plan a structured schools and college programme with Wood Green School, The Henry Box School and Abingdon & Witney College, giving students real, hands-on roles in delivering the festival, from production and stewarding to marketing and performance. We will share the full proposal with the Council.

8. Future Funding Risks

Without continued Council support, the festival would need to:

- increase ticket prices, making the festival less accessible to local families
- cut back the free community build-up programme and the trade it brings to local venues
- scale back accessibility provision, including the accessible and sensory area
- reduce opportunities for local performers, community groups and young people
- book fewer headline acts, weakening the festival's ability to attract visitors to Witney

In the current climate, where dozens of UK festivals are closing each year, reduced support would put the festival's future at serious risk.

9. Funding Request

The Council's partnership grant has been £10,000. Since that level was set, the cost of staging the festival has risen sharply, with higher costs for power, security, medical cover, infrastructure and artists, and new security duties under Martyn's Law to come. A grant held at £10,000 is worth less each year in real terms.

We are also doing our part. For 2027 we are reviewing every major cost line to find savings, and have strengthened the team with new volunteers who bring specialist expertise, including a senior figure from a large international consultancy firm, to support financial planning, sponsorship and governance.

To secure the long-term future of a festival that delivers substantial economic, cultural and community benefits to Witney, the Directors request that the Council **increase its partnership grant to £12,500 a year** to reflect rising costs, and **agree it for three years (2027–2029)**. A longer-term arrangement would allow earlier artist bookings, stronger sponsorship partnerships and earlier marketing to build advance ticket sales, directly reducing the on-the-day risk that affected 2026. It would also give the festival greater financial stability.

10. Noise Management and Control

We take the concerns of neighbouring residents seriously. The festival did not receive any complaints directly, either during the event or afterwards. We would welcome details of the complaints received by the Council, including dates, times and locations, so that we can investigate each one and respond properly.

Event control log. Our event control room kept a timed log of every incident, message and instruction across both days of the festival. It records no noise complaints or enquiries from residents or anyone else. It also confirms that music stopped on all stages by 23:00 on both Friday 12 and Saturday 13 June, in line with our licence, with advance warnings given to the stages ahead of the finish.

Vibration reported by a resident. Since our initial report to the Committee, we have been made aware of a video showing items vibrating in a nearby home during the festival. The complaint reached us via the Council after the event, so we could not respond at the time. We take it seriously and want to understand it.

Low-frequency (bass) sound travels further and passes through buildings more easily than the rest of the music, so even at normal levels the bass from a dance stage can make loose objects vibrate in nearby homes. The dance stage has been in the same position on The Leys for the last three festivals. A site plan and further detail are provided to the Committee separately, in confidence, to protect the privacy of nearby residents.

We would welcome an introduction to the resident via the Council so that we can visit, hear their account and, if they are willing, take readings at the property during a 2027 sound check. If the Council can tell us when the video was taken, we will match it to the running order.

Working with our neighbours. We were in direct contact with The Henry Box School, next to the festival site, in the run-up to the event. Sound checks and testing were scheduled around the school's exam timetable so that students sitting exams were not disturbed.

Our 2026 noise management plan. Noise was managed under a written plan prepared by our production manager as part of the festival's risk assessments. Its main controls were:

- all licensable activity to finish by 23:00
- a fixed sound level meter at the main stage mixing position, recording levels (LAeq) throughout the event
- monitoring of the dance stage by our sound supplier, Temple Audio, from the sound booth at the rear of the tent
- spot checks by our production manager with a roaming meter across the site and beyond it, including periodic readings 1 metre from the nearest noise-sensitive homes against a limit of 75 dB, with particular attention to low-frequency (bass) sound
- a complaints phone line (our event manager's number) and email address, published on our website before the event, alongside our social media channels, so residents could contact us with any concerns
- a commitment that, with the resident's permission, a member of staff would visit any address that complained to check levels, and that volume would be turned down immediately if levels were too high

The plan also protected audiences and crew, with at least 3 metres between speakers and the crowd, free ear protection on request, and hearing protection for anyone working in the stage pit.

Recorded levels. Readings were taken on both nights at the mixing positions and at the site boundary, and none exceeded the limits set in the plan. They were reported to the production manager during the event so that levels could be adjusted immediately if needed. We have asked our suppliers for any written record and will pass it to the Committee if one has been retained; for 2027, all readings will be kept in a single written monitoring record held by the festival.

Strengthening the plan for 2027. Building on the 2026 plan, we will:

- agree noise limits in advance with the Council's environmental health team, including a separate low-frequency (bass) limit, with monitoring at the nearest homes and a named noise management lead
- carry out more off-site monitoring near the closest homes, and keep readings from every stage in a single written monitoring record that is retained after the event
- keep the resident phone line answered throughout the event, logging every call with its time, location and the action taken
- write to all neighbouring homes before the event, giving dates, finish times and the resident phone number. Our 2026 plan included a letter to residents but it was not sent; for 2027 it will be a named action for the noise management lead, completed before the site build begins
- review the dance stage sound system with our sound supplier, Temple Audio, to direct bass away from residential properties, and review dance stage finish times
- ask that any complaint made to a councillor or officer during the event is passed straight to our noise lead, so it can be acted on while the music is playing
- send the Council a post-event noise report, including the full monitoring log and complaints record

11. Final Accounts and Governance

The 2026 festival was run through **WMF Entertainment Ltd**, the festival's trading company. Because they contain commercially sensitive information, our provisional 2026 income and expenditure figures are provided to the Committee separately, in confidence.

Final accounts. Final accounts for the 2026 event, prepared by independent accountants, will be provided to the Committee by the end of January 2027.

Governance

The Committee asked in November 2024 for information on governance, so we set out the current position here:

- **Two companies.** Witney Music Festival Limited, a company limited by guarantee, ran the festival up to and including 2025. From 2026 the festival trades through WMF Entertainment Ltd, which is VAT-registered and able to take investment.
- **Directors.** The festival is run by an unpaid volunteer board: Stuart Foster (founder), Eric Marshall and Sam Edney. Two directors stood down during 2026, and both departures have been filed at Companies House.
- **Accountants.** We are appointing independent accountants to prepare and file accounts for both companies and to review our records.
- **Related parties.** CETA Software, a company owned by director Sam Edney, was the 2026 headline sponsor. This and any other related-party transactions will be disclosed in full in the 2026 accounts.

Appendix A: Community testimonials

We asked partners, venues, artists and festival-goers to tell the Committee, in their own words, what WMF means to them. Their statements are reproduced below, lightly edited for length.

Venues and local businesses

"Hosting three nights of the WMF build-up at Studio Se7en brought brilliant crowds through our doors, from local bands to touring acts, and introduced plenty of people to the venue for the first time. Hosting one of the official festival after-parties then kept the celebration going in town long after the gates closed. We were also proud to support the main festival behind the scenes, supplying the backline for the main stage and green room space for the artists. WMF gives Witney's grassroots music scene a real focus each year, and venues like ours benefit directly. We'd love to be part of it again in 2027."

Darren, Director, Studio Se7en, Witney

"On Sunday 7th June, we had the great pleasure of hosting an event organised by the Witney Music Festival team, as part of their fortnight build-up to the main event on The Leys. Their show, featuring two original bands, Bonnie & The Bar Studs and Skint, not only brought lots of regular customers to the pub, but also some lovely folks from out of town. It was a great atmosphere, great music and a great addition to our calendar for the year. We're looking forward to the 2027 edition."

Paul, The Eagle Tavern, Witney

Community partners

"We were delighted to run the sensory and accessible area at Witney Music Festival 2026. For many neurodivergent and disabled people, and their families, a busy festival can feel off-limits. Having a calm, supported space on site meant people could take a break, regulate and then get back to enjoying the music, rather than having to leave or not come at all. It was wonderful to see families who wouldn't normally attend a festival having a great day out. Thanks to the generosity of local supporters, this provision was free to use, and we'd love to see it become a permanent part of WMF."

Kyley, Bass Therapy

Artists

"The festival brings people together from all different ages and backgrounds and gives everyone the chance to enjoy live music right here in Witney. As an artist myself, I know how important opportunities like this can be. Having a local festival where musicians can perform in front of a bigger audience can make a real difference, particularly for new and developing artists. It also brings people into Witney who spend money in local pubs, restaurants, shops and other businesses, and helps put Witney on the map as a town that supports music, culture and local talent."

Jamie, local artist, Witney, and member of our Community Advisory Board

Audience and residents

"WMF is absolutely an invaluable cultural asset to Witney. It succeeds in bringing people together, strengthening community connections and generating support for an important cause, with Witney's incredible and diverse music scene at its heart. Its recent and ongoing success demonstrates both its positive local impact and its potential to reach even more people. With continued funding, WMF can build on this strong foundation, extend its contribution to the town, and continue to thrive and grow for years to come, something I would love to see."

Andy, Hailey, WMF volunteer and member of our Community Advisory Board

"Witney Music Festival is an asset to our town. The event supports local talent as well as bringing in bigger names, which in turn brings footfall not only to the festival but to many local venues, restaurants, pubs and shops. It's an important part of Witney's event calendar that means a lot to many people. A huge effort goes into organising the festival every year, heavily supported by an army of volunteers. The music offering is diverse; there is something for everyone. With continued support and funding, WMF will only continue to grow, showcasing what a fabulous event can be provided for our community, for hopefully many years to come."

Abi, Witney resident and member of our Community Advisory Board

"We had such a great time at Witney Music Festival with our family. I particularly love the mix of music on offer, from electronic music to the live bands; there really is something for everyone. It's wonderful to have something like this for the local community, and we look forward to the next one!"

Bill, Surrey

"I absolutely loved Witney Music Festival. I live in London, so it was brilliant to discover such a fantastic festival in a small town. There was such a great atmosphere, with an amazing mix of music and something for everyone. What really stood out to me was how much the festival brings people together and creates such a strong sense of community. It feels like a real asset to Witney, showcasing great music while bringing people into the town and supporting the local area. It's impressive to see a festival of this scale and quality in a small town, and I'd love to see it continue to grow and thrive for years to come."

Darren, London (formerly of Witney)

"I've been a regular attendee as a local resident for years, but joining the Friends of WMF to help spread the word in 2026 was new for me. Seeing the dedication, money, time and effort poured into this event made me appreciate it more than ever. WMF is simply brilliant for our town: it bridges generations and gets everyone of all ages together enjoying great music. Long may it continue, and thank you to the organisers and volunteers for making our town so vibrant and fun!"

Elaine, Witney resident and Friends of WMF member

"Witney Music Festival is important to the Witney community because it brings people together. Friends who haven't seen each other in ages travel back to reconnect, and families come together too. It creates long-lasting memories that people will look back on one day as the good old days. It also helps people make new friends, so no one has to feel isolated or alone. With work and everything else going on in people's lives, it's easy to lose touch, and WMF gives everyone a reason to come out with their neighbours, friends and family and celebrate together. You never know who you'll bump into. Without it, people would stay indoors and not connect as much. That's why WMF is so important to Witney."

Ant, WMF volunteer

"WMF is, for me, easily the highlight of the Witney calendar. It brings together people of all ages, and the atmosphere is always fantastic. The variety of music is incredible, from country to drum & bass, so there really is something for everyone. We're extremely lucky to have such an amazing music event in our little town. I can't think of another small town that puts on such a grand, well-organised event."

Alex, photographer, Witney

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Burwell Community group	
Registered Address*		Home address	
Post Code		Tel No.	
Contact Name	Rachel Crouch		
Position in Organisation	Volunteer (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	/NO	Registration No.	
<i>What are the activities and/or aims of the organisation:</i> <i>A Xmas lunch for up to 75 residents (over 60s) from Burwell estate</i>			
(2) Membership			
How many members do you have?		6 volunteers	
Approximately how many of your members live in Witney?		6 volunteers	
Is membership restricted in any way?		Residents of Burwell Estate	
What is your annual subscription, if any?		N/A	
Are you affiliated to a national organisation? If so, which one?		No	
Local venue/meeting place		A home on Burwell Drive	

(3) Grants	
Purpose for which the grant is required: Hire of the Burwell Hall	
Amount of grant applied for	5 hour hire for the use of the hall
Has your organisation previously applied to the Town Council for a grant?	YES
If YES please give details	Previous hire of the hall
Have you applied for a grant to any other body or organisation?	NO
If YES please give details	
(4) Financial	
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation. N/A</i>	
(5) Fundraising	
What fundraising events or activities will your organisation be holding this year?	
None as all paid for by volunteers for food etc	
(6) General	
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.	
Please provide or attach any additional information which may assist the Council in reaching its decision.	
<i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i>	
Signed: R Crouch	Date:21/09/2026

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

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

POLICY, GOVERNANCE & FINANCE COMMITTEE



Agenda Item: IT Provision

Meeting Date: Monday, 28 September 2026

Contact Officer: Deputy Town Clerk

The purpose of this report is to update Members on the Council's current IT provision and seek approval for an extension to the existing IT contract, together with further IT and cyber security enhancements to help inform the 2027–28 budget-setting process.

Background

Following a review of service provision, the Council sought a one-year IT contract for 2025, as referenced in Minute F200 of the Policy, Governance & Finance Committee meeting held on 14 April 2025. Following consideration by the Committee on 21 July 2025 (Minute F435 refers), the Council subsequently entered into a one-year contract with its current provider.

The one-year term was intended to provide the Council with flexibility to assess the quality of service during the contract period and to inform its decision-making regarding future arrangements.

During the contract period, several Council services and systems have been enhanced. These include improvements to IT security, migration to a secure cloud server, the introduction of multi-factor authentication and the adoption of updated technology. These measures have supported greater flexibility and agility for the Council's workforce and improved access to software and systems.

Current Situation

The Council's IT infrastructure remains a critical resource supporting service delivery and day-to-day operations. While significant progress has been made in modernising systems, several projects remain underway and further improvements are planned.

Cyber security remains one of the Council's most significant operational risks, with the potential to disrupt services and compromise data. The Council's IT provider has recommended enhancements to improve resilience and security. Whilst these proposals involve significant expenditure, officers consider it important that the costs are weighed against the risks being mitigated and the protection provided to Council services and operations.

1. IT Service Contract Annual Renewal

To ensure continuity and support the completion of projects, officers are seeking an extension to the current IT support contract. Details are included in the confidential appendix.

2. Cyber Essentials Certification

Cyber Essentials is a UK government backed scheme designed to help organisations protect themselves against common cyber threats. It provides a clear set of security controls to safeguard sensitive data and maintain customer trust.

Achieving Cyber Essentials certification demonstrates the Council's commitment to maintaining appropriate standards of cyber security and strengthening its protection against common cyber threats. Subject to eligibility and opting into the scheme, certification also provides access to cyber liability insurance of up to £25,000, together with a 24-hour incident response service providing access to technical, legal and crisis-management support in the event of a cyber incident.

An option, including associated costs, has been provided by the Council's IT supplier and is set out in the confidential appendix for consideration.

3. Cyber Security Packages

Cyber security remains one of the Council's most significant risks. The proposed enhancements are intended to provide a proactive and ongoing defence across the Council's operations, helping to protect systems, data, officers and Councillors from evolving cyber threats.

The Council's IT provider has presented three options, together with the associated costs, which are set out in the confidential appendix for Members' consideration.

4. Councillor Tablets

In line with previous practice, it is proposed that provision is made within the 2027-28 budget for replacement tablets for Councillors from May 2027. Maintaining appropriate and up-to-date equipment supports secure access to Council systems. This is particularly relevant to the Council's wider information governance and security responsibilities, including the use of gov.uk domain email addresses and the maintenance of current and robust IT policies.

Two options, including associated costs, have been provided by the Council's IT supplier and are set out in the confidential appendix for consideration.

Online Bookings Software

In addition, the Council will shortly be able to introduce an online booking portal, previously approved by the Council, through its website(s). The portal will provide existing and prospective customers with a more convenient and accessible booking service, available 24 hours a day, seven days a week.

Committee & Meeting Software

The Council's current committee and meeting software has been in place since 2019 and has been used throughout two Council administrations. While the software provided a range of new functionality when initially introduced, alternative solutions are now available, including options that may offer different functionality and cost structures. Officers consider that this provides an appropriate opportunity to review the current contract ahead of the new administration taking office in May 2027.

A survey will be undertaken to establish which functions of the service are currently used by Councillors and to inform the assessment of the Council's requirements. Further commercial information relating to the software options and current contract is provided in the confidential appendix.

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** – Enhanced cyber security and the introduction of an online booking portal are expected to have a positive equality impact by improving the security, resilience and accessibility of Council services. The online portal will provide a more convenient way for residents to access services, while alternative access methods will remain available to support those who are unable or prefer not to use digital services.
- b) **Biodiversity** – No impact from the contents of this report.
- c) **Crime & Disorder** – No impact from the contents of this report.
- d) **Environment & Climate Emergency** – The proposed enhancements to the Council's IT infrastructure, including the introduction of an online booking portal and new Councillor tablets are expected to have a positive environmental impact by reducing reliance on paper, supporting digital service delivery, and reducing the need for unnecessary travel to Council offices. Where new tablets are purchased, existing devices will be securely wiped and either recycled in accordance with appropriate disposal practices or repurposed for use by local community groups, helping to reduce electronic waste.

Risk

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

The Council's current IT arrangements present several operational and information security risks that should be considered as part of its business continuity planning. While cloud-based

services offer significant benefits, they also introduce dependencies that require appropriate resilience and contingency measures. Maintaining effective cyber security controls is important in reducing exposure to cyber threats, while the continued use of older or unsupported equipment may increase operational and security risks.

The proposed IT solutions represent a significant financial commitment and should therefore be assessed against the level of risk they are intended to mitigate. Any investment should be proportionate, support service resilience and business continuity, and demonstrate value for money for the Council.

Social Value

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

Providing an online booking portal offers social value by improving accessibility and convenience for residents, enabling services and facilities to be booked at any time without the need to contact Council staff directly. This can enhance customer experience, and support more efficient service delivery.

Investment in enhanced cyber security also delivers social value by helping to protect residents' personal data, maintain public trust, and ensure the continued resilience of Council services against evolving cyber threats.

Financial implications

- The Council does not need to tender for a new IT contract under Item 5.7 (iv) of the Council's adopted Financial Regulations as it is an extension to the current contract.
- The Council holds an IT Earmarked reserve (EMR 383) which has a current balance of £24,575 from where projects one-off costs may be funded from, if agreed.
 - Councillor Tablets
 - Cyber Essentials Certification
 - Meetings Software
- Approval of additional monthly costs for security enhancements would need to be included in the 2027-28 budget and beyond.

Recommendations

Members are invited to note the report and,

1. Approve the extension to the current IT provision and services contract with Atomyc Ltd.
2. Consider whether the Council should seek Cyber Essentials certification.
3. Consider the inclusion of a pre-wrapped Security solution for the Council (including officers and Councillors).
4. Consider the allocation of funds in 2027-28 for the purchase and support of new Councillor tablets.

5. Note the updates concerning the Council's Online Bookings and Meetings Management software. NB. A recommendation on future software provision is expected to be presented to Members during the November cycle of meetings. Alternatively, Members may wish to delegate authority to officers to continue evaluating and, where appropriate, progress discussions with potential providers.

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