

Public Document Pack

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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19 November 2019

To: Members of the Policy, Governance & Finance - R Bolger, L Ashbourne, O Collins, L Duncan, D Enright, V Gwatkin, A D Harvey and R Smith (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Policy, Governance & Finance** to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 25th November, 2019 at 7.00 pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

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

1. **Apologies for Absence**

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

Standing Order 30(a)(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 - 8)

a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 23 September 2019 (enclosed)

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **Public Participation**

Members of the public are welcome to attend the meeting. Any member of the public who so wishes may speak, at this point in the meeting, for a maximum of five minutes on any matter relating to an item on the agenda

5. **Officer's Work Programme** (Pages 9 - 10)

To note the above programme of works - enclosed.

6. **Payment of Accounts** (Pages 11 - 22)

To receive and consider the schedule of accounts paid and bank reconciliations – to follow.

7. **Grants and Subsidised Lettings** (Pages 23 - 24)

- a) To receive and consider the report of the Democratic Services Officer on current applications - enclosed;
- b) To receive and consider the report of the Town Clerk on the budget for grants and subsidised lettings for 2020/21 – to follow.

8. **Internal Audit - First Interim Report for 2019/20** (Pages 25 - 32)

To receive and consider the report of the independent Internal Auditor (enclosed)

9. **Financial Reports - Revised Budget 2019/20 and Proposed Budget 2020/21**

To receive and consider the following reports:

- a) Revised revenue budget 2019/20 and base revenue budget for 2020/21 (Town Clerk's report to follow)
- b) Schedule of proposed Burial Fees and Charges 2020/21 (to follow)
- c) Schedule of proposed Hall Hire Fees and Charges 2020/21 (to follow)
- d) Schedule of proposed Recreation Fees and Charges 2020/21 (to follow)
- e) Revised Capital & Special Revenue Projects Programme 2019/20 (to follow)
- f) Revenue Growth Items and Capital/Special Revenue Projects Programme 2020/21 and beyond to (to follow)

10. **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

11. **Property Matters**

To receive and consider the confidential report of the Town Clerk – to follow.

12. **Staffing Matters**

The Committee will adjourn for the meeting of the Personnel Sub-Committee.

To receive a verbal report from the meeting held earlier this evening, and agree any recommendations contained therein.



Town Clerk

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Public Document Pack Agenda Item 3

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

Held on Monday, 23 September 2019
At 7.00 pm in the Gallery Room, The Corn Exchange

Present:

Councillors:	L Ashbourne O Collins V Gwatkin	A D Harvey R Smith
Officers:	Nicky Cayley Adam Clapton Sharon Groth	Democratic Services Officer Office Manager Town Clerk

F380 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Bolger, Enright and Duncan.

F381 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

F382 MINUTES

- a) **RESOLVED:** to confirm the minutes of the meeting held on 15 July 2019 to be signed by the Chair.
- b) **MATTERS ARISING:** there were no matters arising from the minutes to be discussed at the meeting.

F383 PUBLIC PARTICIPATION

There were no members of the public present for this item.

F384 PAYMENT OF ACCOUNTS

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

RESOLVED:

1. that the report be noted;
2. that the following schedule of payments be approved:

Cheque No's	In the sum of:	Account
Cheque 101111&2, DDRs and	£58,985.77	General

Standing Orders (June 2019)		Cashbook 1
Cheques 32244-32275 and DDs (June 2019)	£66,175.64	Imprest Cashbook 2
Cheque 101113, DDRs and Standing Orders (July 2019)	£50,527.41	General Cashbook 1
Cheques 32276-32333 and DDs (July 2019)	£70,038.63	Imprest Cashbook 2
DDRs and Standing Orders (August 2019)	£7,066.89	General Cashbook 1
Cheques 32334-32359 and DDs (August 2019)	£57,689.34	Imprest Cashbook 2

3. that additional funds be moved from Barclays Bank General Account to the CCLA Deposit Fund – at the discretion of the Town Clerk;
4. that Members of the Policy, Governance and Finance Committee be authorised signatories on the CCLA Accounts.

F385 **FINANCIAL REPORT**

The Committee received and considered the report of the Town Clerk as circulated at the meeting.

Members discussed the possibility of setting a budget for the Climate Working Party. As the Working Party might merge with the Nature and Wildlife Working Party to form a new sub committee subject to the meeting of Full Council on 9 October, members decided to leave the option of the level of budget for discussion at the same time.

RECOMMENDED:

1. that the report be noted;
2. that the recommendations with financial implications from the committees as detailed in the report of the Town Clerk be approved;
3. that the Town Clerk investigates the procurement of re conditioned tablets for Officers and Councillors in order to use ModernGov efficiently at meeting via the App;
4. that the Microsoft Office software be rented as per the quote;
5. that installation of wireless access points in order to get better coverage in the town hall and Council Chamber be accepted as per the quotation;
6. that the confidential debtors report be noted;
7. that the debts for Bingo and Firkins Bars should be written off;

8. that consideration of the implementation of an agreement with the Council's bar providers once a plan for the Corn Exchange has been agreed moving forward.
9. that consideration of a budget for the Climate Working Party be decided at Full Council on 9 October.

F386 BUDGET PARAMETERS 2020/21

The Committee received and considered the report of the Town Clerk. She advised that budget setting would take place in the next cycle of meetings so members were invited to consider any projects that they may wish to be funded in 2020/21.

She also advised that there was likely to be a 2% increase on payroll, although the unions had asked for 10%.

The precept had been left at a 2% increase for the past few years and whilst there was no official cap on town/parish councils, any raising the precept were being watched.

RESOLVED: that the report be noted.

F387 GRANTS & SUBSIDISED LETTINGS

Members received and considered the report of the Democratic Services Officer. It was noted that Witney Price CIC had predicted an income of £210 against the £181 cost of outing on the film night that it had requested £500 towards. Member therefore felt that a reasonable amount of funding would be £200.

RECOMMENDED:

1. that the report and the correspondence be noted;
2. that the following grants be made under the General Power of Competence:

Witney & District Museum	£500	towards a new computer
Witney & District Twinning	£260.00	£160 to cover the subsidised letting of the Corn Exchange and £100 for advertising and incidentals
Witney Pride Community Interest	£200	To cover the public liability insurance, a film licence and venue hire for a film night.

F388 MINUTES OF THE TWINNING COMMITTEE AGM

The Committee received and considered the minutes of the Twinning Committee AGM as deferred from the Stronger Communities Committee on 16 September.

RESOLVED: that the minutes of the Twinning Committee AGM be noted.

F389 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.

F390 **PROPERTY MATTERS**

The Committee received and considered the confidential report of the Town Clerk in relation to the Landale Hall's tenant.

The Town Clerk advised that regrettably she had not had the time to further investigate options related to 51 Market Square.

RECOMMENDED: that the tenants be offered the following options:

- a) that they may have the entire area of storage requested on the condition that the annual rent is increased by £3, 000;
- b) that the rent stays at the current level and they may have half of the storage requested as currently happens;
- c) that in either case the lease be signed within 4 weeks;
- d) that if neither option is acceptable the tenant vacates the building.

F391 **OFFICER'S PROGRAMME OF WORKS**

The Committee received and considered the confidential report of the Town Clerk on the work schedule of Officers along with a spreadsheet detailing specific items.

A member commented that councillors should be prepared for officers to say "no" on occasion.

RECOMMENDED: that the report be noted and that the programme of works spreadsheet is circulated on a regular basis to members to ensure that they could assign suitable timeframes to works/projects.

THE COUNCIL ADJOURNED FOR A MEETING OF THE PERSONNEL SUB COMMITTEE.

The Committee adjourned for a meeting of the Personnel Sub Committee.

F392 **STAFFING MATTERS**

The Committee received and considered a verbal report of the Personnel Committee meeting held earlier that evening.

RESOLVED: that the verbal report of the meeting held earlier that evening be noted.

The meeting closed at: 8.47 pm

Chair

OFFICERS PROGRAMME OF WORKS - POLICY, GOVERNANCE AND FINANCE COMMITTEE [25 NOVEMBER 2019] - AGENDA ITEM 5

Project/Activity	Lead Officer	Delivery Partners	Estimated Cost	Funding Secured	Estimated timescale	Comments/Details
Policy Governance & Finance						
Administration - Digital Archiving	Office Manager				2020	
Administration - Mapping of assets	Office Manager				2019	
Administration - Updating Asset Register	Office Manager				Dec-19	
Administration - Implementation of Modern Gov	Office Manager				Oct-19	Go live January 2020 cycle of meetings
Administration - Upgrade to Accounts Software	Office Manager/Town Clerk				Oct-19	
Administration - Review of Banking & Procedures	Town Clerk/Office Manager				Oct-19	Stay with Barclays
Administration/Policies - Electronic Banking - Update Financial Regs	Town Clerk					
Administration - Customer Standards	Office Manager				Dec-19	
Administration -Website compliance/Security Upgrades	Comms & Events Officer				Oct-19	All website needs to be compliant by sept 2020
Administration - Local Council Award Scheme NALC	Office Manager/DSO				2020	
Administration - GDPR annual review	Office Manager				2020	
Burials - Archiving of Burial Records	Cemeteries/Projects Officer					
Budget setting 2020-21	Town Clerk				Nov-19	Defer to January 2020
Budget setting - Medium Financial Plan to fit with Council's strategy and its delivery	Town Clerk					
Contracts - Christmas Lights (Gala Lights)	O & E Officer/Town Clerk				Jan-20	Needs to be reviewed and option of further year
Contracts - Grounds Maintenance (Continental Landscapes)	O & E Officer/Town Clerk					
Contracts - General review	Office Manager				Dec-20	
Insurance - Farmers Close Amenity Area claim for fire damage	Town Clerk				Dec-20	
Policies - General Review	DSO				May-20	
Policies - Emergency Plan review	Office Manager	WODC/OCC			May-20	
Policies - Estates - Burial Policy Review	Cemeteries/Projects Officer				Dec-19	
Policies - Estates - Large Event Terms & Conditions Review	O & E Officer/Town Clerk				Nov-19	
Policies - Estates - Use of Pesticides	O & E Officer				Jan-20	Currently going through HGS & SC
Policies - Estates - G M Contract sports pitch specificatin (to include pesticide policy)	O & E Officer					
Standing Orders Review	Town Clerk				May-20	Based on NALC Model
Financial Reg Review (subject to electronic banking arrangements)	Town Clerk				May-20	Based on NALC Model
Legal Work - Allotments Association renewal	Town Clerk				Mar-18	Lease renewal due 01/04/2018
Legal Work - Tfr of land for Curbridge Allotments	Town Clerk					
Legal Work - Cemetery Lodge Tower Hill	Town Clerk				Jul-18	
Legal Work - Coffeeshed at Leys Recreation Ground	Town Clerk				Jul-18	With solicitor
Legal Work - Langdale Hall - Lease to ICE Centre (impasse on terms)	Town Clerk					With solicitor
Legal Work - Madley Park Hall - renew lease to full repairing	Town Clerk				May-18	Lease renewal due 01/06/2018
Legal Work - Play Area - Madley Park - Waterford Road - freehold transfer from WODC	Town Clerk					
Legal Work - Play Area - Madley Park - Cedar Drive refurb/teen zone/freehold from WODC	Town Clerk/O & E Officer			Residents Assoc.	2019/20	£10k grant to WODC
Legal Work - Park Road Play Area - Ownership	Town Clerk					
Legal Work - Raleigh Crescent Play Area - Payment and Legal Work (WODC)	Town Clerk					
Legal Work - Tennis Club West Witney	Town Clerk					
Legal Work - Town Hall - 51 Market Square	Town Clerk					
Legal Work - Town Hall - 51b & c Market Square lease/rent review	Town Clerk					
Legal Work - Town Hall - rent review/TH Charity	Town Clerk					
Legal Work - Unterhaching Park - legal agreement - land transfer	Town Clerk					
Legal Work - Windrush Cemetery - cemetery access/Mawle Trust	Town Clerk					
Legal Work - West Witney Sports & Social Club	Town Clerk					
Legal Work - West Witney Bowls Club	Town Clerk					
Legal Work - Woodgreen ownership	Town Clerk					
Corporate Risk Assessment - annual review	Town Clerk				Jan-20	

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Policy, Governance & Finance Committee

Date: Monday 25 November 2019

Title: Payment of Accounts & Banking Arrangements

Contact Officer: Town Clerk/RFO – Sharon Groth

Background

Members should note from previous reports that the Council currently banks with Barclays Bank and runs three active accounts – the General Account, Imprest Account and the Business Premium.

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

1. Bank Reconciliation and Bank Statements

Attached are bank reconciliations and associated bank statement to the end of September and October 2019.

2. Payment of Accounts

Attached are the payment schedules for September and October 2019.

****Members are requested to contact the Town Clerk ahead of the meeting if they require clarification on specific payments made in order that she can answer your query fully at the meeting****

Recommendations

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

Cheque No's	In the sum of:	Account
Cheque 101115, DDRs and Standing Orders (Sept 2019)	£85,930.84	General Cashbook 1
Cheques 32360-32387 and DDs (Sept 2019)	£59,617.87	Imprest Cashbook 2
Cheque 101116-18, DDRs and Standing Orders (Oct 2019)	£59,980.55	General Cashbook 1
Cheques 32388-32428 and DDs (Oct 2019)	£72,690.84	Imprest Cashbook 2

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


Your Business Premium Account

At a glance

30 Oct - 05 Nov 2019

Date	Description	Money out £	Money in £	Balance £
30 Oct	Start Balance			377,681.71
	Giro to 70974765 Automatic	250.00		377,431.71
31 Oct	Giro to 70974765 Automatic	2,359.16		375,072.55
1 Nov	Giro to 70974765 Automatic	912.21		374,160.34
4 Nov	Giro to 70974765 Automatic	2,400.00		371,760.34
5 Nov	Giro to 70974765 Automatic	150.00		371,610.34
5 Nov	Balance carried forward			371,610.34
	Total Payments/Receipts	6,071.37	0.00	

Start balance	£377,681.71
Money out	£6,071.37
Money in	£0.00
Gross interest earned	£0.00
End balance	£371,610.34

 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.

WITNEY TOWN COUNCIL
BARCLAYS IMPREST A/C
List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
14/10/2019	DCK Accounting Solutions Ltd	32388	£492.42	8646/Contract accounts Sep19
14/10/2019	Katherine Booth	32389	£50.00	8647/K Booth RES11861 Dep Rfnd
14/10/2019	Castle Water Ltd	32390	£15.28	8638/TW9178299421 1-31Aug
14/10/2019	Computerforms	32391	£523.20	8649/Printed cheques x4000
14/10/2019	COPY RIGHT SYSTEMS LTD	32392	£209.93	8655/Printer 5789348 - mono
14/10/2019	Fenland Leisure Products Ltd	32393	£153.60	8656/Playground surfacing
14/10/2019	Fyne Associates Limited	32394	£420.00	8657/Ox Magazine ads Oct19
14/10/2019	GB Sport & Leisure	32395	£913.20	8715/Football goals
14/10/2019	GSWindow Cleaning	32396	£121.00	8716/Window cleaning 3Oct
14/10/2019	Havwoods Accessories Ltd	32397	£47.82	8658/Liquid floor wax
14/10/2019	H & E Engineers (Maintenance)	32398	£1,894.52	8717/Annual gas certification
14/10/2019	Holloway Plastics Ltd	32399	£109.97	8659/Clear acrylic
14/10/2019	MARGARET L. JOHNSON LTD.	32400	£142.60	8660/Stationery
14/10/2019	Carol Jones	32401	£50.00	8661/Carol Jones RES11751
14/10/2019	Jake Kirkpatrick	32402	£150.00	8662/Jake Kirkpatrick RES1153
14/10/2019	M & M SKIP HIRE LTD	32403	£1,158.00	8667/Soil waste skip hire
14/10/2019	Maxwell Amenity Ltd	32404	£355.50	8663/Line marking paint
14/10/2019	Moore	32405	£2,400.00	8668/External audit 2018-19
14/10/2019	National Association of Local	32406	£253.79	8669/NALC Conference Oct19
14/10/2019	Newsquest Media Group	32407	£921.60	8718/Recruitment ads Sep19
14/10/2019	Rialtas Business Solutions Ltd	32408	£505.80	8671/Bookings software trainin
14/10/2019	Rotary Club of Witney	32409	£2,000.00	8672/Xmas lights switch on
14/10/2019	Royal Mail Group Ltd	32410	£0.53	8673/Response services
14/10/2019	Trade UK	32411	£377.88	8721/Staff uniforms - new starters
14/10/2019	Seldram Supplies Oxford Ltd	32412	£757.75	8679/Cleaning materials
14/10/2019	SLCC Enterprises Ltd	32413	£52.30	8722/Clerks Manual 2019
14/10/2019	SOUTHERN ELECTRIC	32414	£153.66	8680/Ac611016268 27Jun-24Sep
14/10/2019	THAMES SECURITY	32415	£216.00	8682/Alarm key holding
14/10/2019	TOWN AND COUNTRY TREES	32416	£2,040.00	8724/Tree works 9Oct
14/10/2019	TRIUMPH TECHNOLOGIES LTD	32417	£2,993.69	8732/Disaster recovery Nov19
14/10/2019	Witney & District Twinning Ass	32418	£100.00	8690/Witney&District Twinning
14/10/2019	VIKING DIRECT	32419	£85.64	8684/Stationery
14/10/2019	Cindy Welford	32420	£50.00	8685/Cindy Welford RES11725
14/10/2019	BOB WILSON & SONS LTD	32421	£1,000.00	8686/Wit Feast deposit Refund
14/10/2019	WITNEY GLASS CO	32422	£51.36	8733/Sealed glazed unit
14/10/2019	THE WITNEY MOTOR CO.LTD.	32423	£300.50	8687/MOT & Service OY62UXC
14/10/2019	Witney & District Museum	32424	£500.00	8689/Grant
14/10/2019	WITNEY PLANT HIRE LTD	32425	£5.40	8734/Digger ignition key
14/10/2019	Witney Pride C.I.C	32426	£200.00	8688/Grant-min F387
14/10/2019	WEST OXFORDSHIRE DISTRICT	32427	£912.21	8696/Comm waste Oct-Mar
17/10/2019	Bacs HMRC/OCC	DD	£18,701.52	Bacs HMRC/OCC
23/10/2019	CASH	32428	£487.48	8816/Cash Expenses
24/10/2019	STL Business Communications So	DD	£610.54	8818/Phone Chg Sep19-
25/10/2019	Salaries October 2019	DD	£30,206.15	Salaries October 2019
Total Payments			£72,690.84	

Bank Reconciliation Statement as at 31/10/2019
for Cashbook 2 - BARCLAYS IMPREST A/C

			<u>Amount</u>	<u>Balances</u>
14/10/2019	32423	THE WITNEY MOTOR CO.LTD.	300.50	
14/10/2019	32425	WITNEY PLANT HIRE LTD	5.40	
14/10/2019	32427	WEST OXFORDSHIRE DISTRICT COUN	912.21	
				<u>19,222.51</u>
				-18,222.51
		<u>Receipts not Banked/Cleared (Plus)</u>		
			0.00	
				<u>0.00</u>
				-18,222.51
		Balance per Cash Book is :-		-18,222.51
		Difference is :-		0.00


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

Your Business Current Account

At a glance

30 Oct - 05 Nov 2019

Date	Description	Money out £	Money in £	Balance £
30 Oct	Start Balance			1,484,833.25
	Direct Credit From West OX Payments Ref: 0		7,365.00	1,492,198.25
31 Oct	Direct Debit to Data Solution 2016 Ref: 4788117	51.56		1,492,146.69
	Direct Credit From Business A/C Ref: Acc Ref Israel		375.00	1,492,521.69
	Direct Credit From Lamit Property Fun Ref: 621000501		716.80	1,493,238.49
1 Nov	Direct Debit to Wox CT Ndr DD Ref: 30421105	295.00		1,492,943.49
	Direct Debit to Wox CT Ndr DD Ref: 30623704	252.00		1,492,691.49
	Direct Debit to Wox CT Ndr DD Ref: 30685600	437.00		1,492,254.49
	Direct Debit to Wox CT Ndr DD Ref: 30903104	786.00		1,491,468.49
	Direct Debit to Wox CT Ndr DD Ref: 90024629	355.00		1,491,113.49
	Standing Order From Lily's Attic Ltd Ref:- Rent		1,662.50	1,492,775.99
	Direct Credit From FC Mills Ref: FC Mills-Inv B3906		186.00	1,492,961.99
	Direct Credit From West Witney Ref: 17706		567.60	1,493,529.59
	Direct Credit From Atsm Fmly Sup OX Ref: B3884 Training-Ata		180.00	1,493,709.59
	Direct Credit From Glover CA Ref: Party 161119		170.00	1,493,879.59

Start balance £1,484,833.25

Money out £40,692.99

▶ Commission charges £0.00

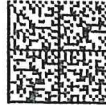
▶ Interest paid £0.00

Money in £12,832.90

End balance £1,456,973.16

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

Continued

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


Your Business Premium Account

At a glance

25 Sep - 01 Oct 2019

Date	Description	Money out £	Money in £	Balance £
25 Sep	Start Balance			466,672.42
	Giro to 70974765 Automatic	1,000.00		465,672.42
	Transfer to 20-97-48 70974765 Referlist	28,077.23		437,595.19
30 Sep	Giro to 70974765 Automatic	615.27		436,979.92
1 Oct	Giro to 70974765 Automatic	3,585.68		433,394.24
1 Oct	Balance carried forward			433,394.24
	Total Payments/Receipts	33,278.18	0.00	

Start balance	£466,672.42
Money out	£33,278.18
Money in	£0.00
Gross interest earned	£0.00
End balance	£433,394.24

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

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

A. Shepherd-Roberts
For Auditing Solutions Ltd.

[Signature]
19/10/19

WITNEY TOWN COUNCIL
BARCLAYS IMPREST A/C
List of Payments made between 01/09/2019 and 30/09/2019


<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
03/09/2019	Carterton Town Council	32360	£20.00	8574/Battle of Britain supper
12/09/2019	West Oxon Conservative Assoc	32361	£60.00	WOCA-S/L Rfnd COURTS/A Dixon
12/09/2019	Alder King LLP	32362	£2,400.00	WTC Property Terrier
12/09/2019	DCK Accounting Solutions Ltd	32363	£492.42	Fees for Aug 2019
12/09/2019	BARLOW AND SONS	32364	£209.40	Wood/Country Park
12/09/2019	Castle Water Ltd	32365	£15.28	8549/TW9178299421 1-31Jul
12/09/2019	COPY RIGHT SYSTEMS LTD	32366	£109.11	Copier charge Aug 2019
12/09/2019	Dab Lift & Electrical Services	32367	£222.00	Annual lift maint Contract
12/09/2019	The Events Industry Forum Ltd	32368	£30.00	Purple Guide Subscription
12/09/2019	Fyne Associates Limited	32369	£114.00	Carterton Crier Publication
12/09/2019	GSWindow Cleaning	32370	£121.00	Window Cleaning Aug 19
12/09/2019	Jewson Limited	32371	£318.45	8508/Mastercrete-Oxlease bench
12/09/2019	MARGARET L. JOHNSON LTD.	32372	£58.32	Copy Paper
12/09/2019	KOMPAN LTD	32373	£506.16	Supernova play equip spares
12/09/2019	Sarah Moore	32374	£50.00	8554/Sarah Moore RES11784 25/8
12/09/2019	POST OFFICE LTD	32375	£520.00	8576/Road tax FL68TLU
12/09/2019	Proludic Ltd	32376	£481.54	Hip Hop Seating/Fixings
12/09/2019	Rialtas Business Solutions Ltd	32377	£106.69	Bookings Support 5 users
12/09/2019	Trade UK	32378	£391.97	8577/Stainless steel handles
12/09/2019	Seldram Supplies Oxford Ltd	32379	£264.04	Public Hall Cleaning Supplies
12/09/2019	STRI LTD	32380	£64.80	Professional Expenses 02/08
12/09/2019	THOMAS FATTORINI LTD	32381	£127.19	Chain Engraving 2019
12/09/2019	A.K.TIMMS & SONS LTD	32382	£331.14	Concrete/Gaffa Tape
12/09/2019	TRIUMPH TECHNOLOGIES LTD	32383	£866.09	8585/Offsite Disaster Rec Oct
12/09/2019	THE WITNEY MOTOR CO.LTD.	32384	£123.60	Nissan Light repair
12/09/2019	WEST OXFORDSHIRE DISTRICT	32385	£26.59	Dog Bins Newland Aug 19
12/09/2019	West Oxfordshire Conservative	32361	£60.00	8691/WOCA Refund S/Inv B2695
16/09/2019	OXFORDSHIRE ASSOC.OF	32386	£204.00	8670/Roles & Responsibilities
17/09/2019	Bacs HMRC/OCC Aug19	DD	£19,091.49	Bacs HMRC/OCC Aug19
24/09/2019	Barclays Charges 3Jun-1Sep	DR	£52.08	Barclays Charges 3Jun-1Sep
24/09/2019	STL Business Communications So	DD	£3,043.28	8644/Phone Charge Aug19-
25/09/2019	Salaries September 2019	DD	£29,077.23	Salaries September 2019
27/09/2019	West Oxfordshire District Coun	32387	£60.00	8735/WODC Charity Dinner 25Oct
Total Payments			£59,617.87	

Bank Reconciliation Statement as at 30/09/2019
for Cashbook 2 - BARCLAYS IMPREST A/C

<u>Amount</u>	<u>Balances</u>
	0.00
	-7,439.04
Balance per Cash Book is :-	-7,439.04
Difference is :-	0.00



A Shepherd-Roberts
For Auditing Solutions Ltd


12/10/19

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


Your Business Current Account

At a glance

25 Sep - 01 Oct 2019

Date	Description	Money out £	Money in £	Balance £
25 Sep	Start Balance			1,525,209.11
	STO Standing Order From The Little L Ref: Hire Burwell Hall		125.00	1,525,334.11
26 Sep	DD Direct Debit to Sage UK Ltd Ref: B60345042/02	87.16		1,525,246.95
	Giro Direct Credit From BCard7888266240919		92.50	1,525,339.45
	Giro Direct Credit From Oxon Comm CH Witne Ref: Burwell Hall Hire		60.00	1,525,399.45
	Deposit Re 45Witney 101296		603.16	1,526,002.61
	Direct Credit From West Wit Spor Ref: Wwssc 17643		555.00	1,526,557.61
	Direct Credit From West Wit Spor Ref: Wwssc 17741		2,181.25	1,528,738.86
27 Sep	Giro Direct Credit From Amanda Paton T/A D Ref: Dancemania B3847		168.75	1,528,907.61
	Giro Direct Credit From Oxford Health		530.40	1,529,438.01
	Giro Direct Credit From The Midcounties Co Ref: Cemetery Lodge Ren		2,837.50	1,532,275.51
30 Sep	DD Direct Debit to Data Solution 2016 Ref: 4788117	51.56		1,532,223.95
	STO Standing Order to Witney Town Council Ref: Town Hall Rent	3,437.50		1,528,786.45
	Giro Direct Credit From BCard7888266260919		330.00	1,529,116.45
1 Oct	DD Direct Debit to Wox CT Ndr DD Ref: 30421105	295.00		1,528,821.45

Start balance	£1,525,209.11
Money out	£5,701.22
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£9,591.06
End balance	£1,529,098.95

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

 A. Shepherd-Roberts
for Auditing Solutions Ltd

19/11/19

Continued

Policy, Governance & Finance Committee

Date: Monday 25 November 2019

Title: Discretionary Grant Awards

Contact Officer: Democratic Services Officer – Nicky Cayley

Background

The current budget for 2019-20 budget cycle stands at £7,150.

The current budget for subsidised lettings for 2019 -20 stands at £1,895.

Applications

The following applications have been received:

Witney Music Society – has requested £50 towards artists fees;

Lower Windrush Choral Society – has requested £250 to help fund costs of hiring professionals;

Dance Creative – has requested £500 for running fall prevention classes for older people;

Witney New Life Church – has requested £500 for the purchase of a heavy-duty gazebo and PA equipment;

Lunchtime Recitals – has requested £500 for the fees of visiting soloists

Witney Model and Collectors Club - £300 for first aid training for 3 members

Witney Photo Group – have requested subsidised hire of the Corn exchange for 20 June to the value of £235.

Financial Implications

If awarded these amounts would be within budget.

Correspondence

A letter of thanks had been received from the Witney Museum and Historical Society.

Recommendation

Members are invited to note this report and consider the requests for funding as detailed in this report.

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Presented to PGF, 25 November 2019, Agenda Item 8

Witney Town Council

Internal Audit Report 2019-20: First Interim

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Witney Town Council since 2003.

This report sets out the work undertaken in relation to the 2019-20 financial year to date, during our visits on 19th November 2019 together with the matters arising and recommendations for action, where appropriate.

Internal Audit Approach

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

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

Overall Conclusion

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

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We are also pleased to record that, in the areas examined, no major issues or concerns have been identified and that we consider the Clerk and her staff continue to operate generally effective control procedures in each relevant area.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

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

- Ensured that the ledger remains in balance at the current date;
- Verified the opening trial balance detail with that reported in the 2018-19 Accounts and Annual Return;
- Checked and agreed transactions in the three bank account cashbooks to the relevant bank statements for September 2019 noting that these records continue to be maintained in a timely and accurate manner;
- Checked and agreed all inter account “sweep” transactions between the Imprest and premium accounts, to retain a daily balance on the former of £1,000, for the same month; and
- Checked detail on bank reconciliations as at 30th September 2019 for each account to ensure that no long-standing uncleared cheques or other potentially anomalous balancing entries exist.

Conclusions

We are pleased to record that no issues have been identified from work completed in this area for the financial year to date. We will undertake further work at future update visits.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance arrangements in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We: -

- Noted previously that the Standing Orders and Financial Regulations were reviewed and formally approved at the Full Annual Council meeting in March and September 2016;
- Noted previously that General Powers of Competence were adopted at the May 2019 Full Council meeting; and
- Have commenced our review of the Council’s minutes and consideration of other governance issues for the year to identify whether or not any issues exist that may have

an adverse effect, through litigation or other causes, on the Council's future financial stability.

Conclusions

We are pleased to record that no issues have been identified from work currently in this area. We have, however, discussed with the Clerk the requirement to review the Standing Orders and the Financial Regulations in conjunction with the latest model documents issued by NALC.

Review of Expenditure

Our aim here is to ensure that: -

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

We have commenced our testing in this area, examining an extended sample of payments including those individually in excess of £4,000 on the current and imprest accounts, together with a more random sample of every 40th cashbook transaction irrespective of value processed in the financial year to date. Our test sample totals £343,900 and represents 67% by value of all non-pay related expenditure for the year to date.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to September 2019 confirming that the detail correlates to that in the Omega VAT control account.

Conclusions

No matters arise in this area warranting formal comment or recommendation. We will undertake further work at future update visits.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring

that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We note that the LCRS based risk assessment documentation was formally re-adopted by Council at its March 2019 meeting and will be reviewed again for this financial year.

We have also examined the Council's insurance policy schedule for 2019-20, with cover again provided by Zurich Municipal, noting that Fidelity Guarantee cover is in place at £5 million, Public Liability at £15 million & Employer's Liability at £10 million.

Conclusions

No issues arise in this area warranting formal comment or recommendation. We will undertake further work at future update visits.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2020-21 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2020-21 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

The Council receives income from a plethora of sources in addition to the annual precept including allotments, cemeteries, sports pitches and the Corn Exchange. We have previously agreed a five-year strategic plan of cover of these areas with the Town Clerk and Council, which is subject to ongoing review and update, where necessary, following any changes in service provision.

We have not completed a review of the various sources of income at this first visit but we will undertake a review of the cemeteries, and the Corn Exchange at our interim update visit.

We have, however, reviewed the unpaid invoices relating to the sales ledger and note that there are a number of long-term debts outstanding. We have discussed these and are satisfied that the debts outstanding are in the process of review or have been written off. We will do a further check of debtors at our next interim visit.

Conclusions

We will undertake a review of the income sources at our next interim visit, including a further review of the Sales Ledger.

Petty Cash Account

We are required, as part of the annual Internal Audit Certification process on the Annual Governance and Accountability Return, to indicate the soundness of controls in this area of the Council's financial activities and note that there is an Imprest style petty cash scheme with a holding of £500 and a small float at the Corn Exchange for £30. We have reviewed the Petty Cash files at this visit to ensure that the system continues to operate effectively, also checking the physical cash held against the control records maintained.

At this interim visit we have reviewed the Fuel Card payments, statements and processes relating to the Council vehicles ensuring that the forecourt receipts are being reviewed to the statement detail and the subsequent payment corresponding to the collection by direct debit from the bank account.

Conclusions

No matters have arisen warranting formal comment or recommendation in this area.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2018 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in October 2019, ensuring that: -

- Gross salaries are paid in accord with the approved NJC scale points;
- The correct PAYE codes and NIC tables were being applied;
- Appropriate rates of superannuation deductions are being applied;
- Timesheets are prepared, signed by the employee and certified as correct for payment by their supervising officer; and

- Net salary payments, via the BACS banking process, were in accord with staff payslips for the month.

Conclusions

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

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records. We also aim to ensure that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council has two specific investments with CCLA Investment Management Limited, a deposit account and a long-term investment in the CCLA Property Fund, with the remaining surplus funds being held in the Barclays Business Premium account.

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

Conclusions

We are pleased to report that no issues have been identified in this area of our review. We will undertake further work at future update visits.

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