

# Public Document Pack

## Witney Town Council

Mrs Sharon Groth FSLCC fCMgr  
Town Clerk

Cllr Duncan Enright  
Mayor of Witney



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21 January 2020

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** Committee to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 27th January, 2020 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](mailto: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. 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

3. **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.

4. **Minutes** (Pages 3 - 8)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 25 November 2019 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **Grants and Subsidised Lettings** (Pages 9 - 16)

To receive and consider the report of the Democratic Services Officer.

6. **Payment of Accounts** (Pages 17 - 50)

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

7. **Annual Town Meeting Format** (Pages 51 - 52)

To receive and consider the report of the Democratic Services Officer

8. **Health and Safety & Compliance Update** (Pages 53 - 68)

To receive and consider the report of the Compliance & Environment Officer

9. **Witney Town Council Event Hosting Policy** (Pages 69 - 78)

To receive and consider the proposed Event Hosting Policy from the Compliance and Environment Officer, as amended following discussion at the Stronger Communities Committee meeting on Monday 20<sup>th</sup> January.



Town Clerk

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

**Held on Monday, 25 November 2019**

**At 7.00 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor R Bolger (Chair)

Councillors:	L Ashbourne	D Enright
	O Collins	V Gwatkin
	L Duncan	R Smith
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
Others:	4 members of the public.	

**F470 APOLOGIES FOR ABSENCE**

An apology for his absence was received from Cllr David Harvey.

**F471 DECLARATIONS OF INTEREST**

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

**F472 MINUTES**

The Committee received and considered the minutes of the meeting held on 23 September 2019.

- a) **RESOLVED:** to confirm the minutes of the meeting held on 23 September 2019 to be signed by the Chair.
- b) **RESOLVED:** there were no matters arising from the minutes to be discussed at the meeting.

**F473 PUBLIC PARTICIPATION**

The Committee adjourned so that Mr Eric Marshall could address the Committee on behalf of Witney Music Festival and Faye Carrick could address the Committee on behalf of LibFest.

**F474 GRANTS AND SUBSIDISED LETTINGS**

- a) This item was moved up the agenda with the express permission of the Chair so that the members of the public could hear the discussion.

The Committee received and considered the report of the Town Clerk on annual grants and subsidised lettings. These were separate from the other pots of grant funding.

Members agreed that both the Witney Music Festival and LibFest should have the rental of The Leys fully subsidised for their events in June 2020.

The Committee discussed Homestart who had given a presentation earlier in the year and who had been unsuccessful in applying for a grant previously. It was felt strongly that they offered a vital service to members of the community and families and that a budget should be set. As there had been no formal grant application at this point, it was suggested that a provisional sum be built into next year's budget. Members then discussed funding for youth work and it was agreed that rather than separating these two items, one budget covering Children and Youth should be included at a level of £30,000.

Members also wanted to increase the annual grant CAB to £2,000. The grant for the Carnival to cover the toilets was discussed and members felt that it was reasonable for it to stay at the same level.

- b) Members received and considered the report of the Democratic Services Officer including letters of thanks, and the grant applications.

**RECOMMENDED:**

- a) i) that the report be noted;
- ii) that in respect of subsidised lettings - Witney Music Festival be granted the full cost for its hire of the Leys - £2,880, and LibFest be granted the full cost for its hire of The Leys - £1,400, for their events in June 2020;
- iii) that the following items be put into the 2020/21 budget

Organisation	Amount	Code/Notes
West Oxon CAB	£2,000	4101/407
Witney & District Twinning	£500	4160/407 – for admin
Witney & District Twinning	£65	4161/407 -5 uses of Gallery Rm for meetings
Witney & District Twinning	£1,000 + 2 free uses of C/Ex	Towards Anniversary celebrations – April 2020
Volunteer Link-Up	£500	4162/407
Carnival	£2,000	4104/407 – xmas lights switch on
Carnival	£1,100	4104/407 – toilets for Carnival
Witney Town Band	£500	4100/407 – in return for them playing at 3 WTC events
Witney Dementia Alliance	£1,000	4107/407 – Witney in Blue



		Day
Oxfordshire Play Association	£1,000	4108/407 – Play Day in Witney
WOCT – West Oxon Community Transport	£21,000	4167/407 – Town Centre Bus Service
Children & Youth	£30,000	Towards the provision of children and youth services

- iv) that the budget for general grant dispersal for 2020/21 be set at £10,000;
- b) i) that the report and correspondence be noted;
- ii) that the following grants be made under the General Power of Competence, and that recipients are requested to acknowledge the Council's contribution on all relevant publicity:-

Witney Music Society	£50	Towards artists fees
Lower Windrush Valley Choral Society	£190	To hire professionals
Dance Creative	£500	To run fall prevention classes
Lunch Time Recitals	£250	For fees of visiting soloists
Witney Photo Group	£235	Subsidised hire of the Corn Exchange for 20 June 2020

- iii) that the Witney Model and Collectors Club be offered in house training by the Town Council and if this is not accepted, then the grant should be resubmitted at the next meeting with a quotation from a reputable training company.
- iv) that the application from Witney New Life Church be turned down on the grounds that there are so few members and that the Town Council's grant terms do not permit grants to religious organisations.

**F475 OFFICER'S WORK PROGRAMME**

Members received and considered the report of the Town Clerk.

In response to a Members question she advised there were some complications with the ownership of Woodgreen due to the unadopted road at Little Green and that Unterhaching Park was being dealt with by the solicitor.

**RESOLVED:** that the report be noted.

**F476 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:

<b>Cheque No's</b>	<b>In the sum of:</b>	<b>Account</b>
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

**F477 INTERNAL AUDIT - FIRST INTERIM REPORT FOR 2019/20**

The Committee received and considered the First Interim Report of the Internal Auditor. A member congratulated the Town Clerk on receiving such a good audit report.

**RESOLVED:** that the report be noted.

**F478 FINANCIAL REPORTS - REVISED BUDGET 2019/20 AND PROPOSED BUDGET 2020/21**

- a) Revised revenue budget 2019/20 and base revenue budget for 2020/21

Unfortunately, the report for this item was not available due to constraints on the Town Clerk's time. She explained that, in consultation with the Chairs of Committees, she had agreed an extension with the District Council on the submission of the Precept demand and it was her intention to make a full presentation of the draft budget to the whole Council at the meeting scheduled for 16 December 2019.

- b) Schedule of proposed Burial Fees and Charges 2020/21

Members received and considered a schedule of updated Burial charges for the forthcoming financial year. This had taken into account the new legislation of The Children's Funeral Fund in which the Council would reclaim charges. There would be no costs payable for parents.

c) Schedule of proposed Hall Hire Fees and Charges 2020/21

Members received and considered an updated schedule of Hall hire fees and charges for 2020/21. The Town Clerk explained that the new Venue Manager was also working on charges for sundry items such as refreshments etc and this would be brought back to a future meeting of the Halls & Greens Spaces Committee.

d) Schedule of proposed Recreation Fees and Charges 2020/21

The Town Clerk explained that these charges also included the fees to the Clubs, and had been agreed by the Halls & Green Spaces Committee.

e) Revised Capital & Special Revenue Projects Programme 2019/20

Members received and considered the revised Capital and Special Revenue Projects Programme 2019/20 which had been tabled by the Town Clerk prior to the meeting. She explained that this was the current years projects, and the current position of the ones progressed to date.

f) Revenue Growth Items and Capital/Special Revenue Projects Programme 2020/21 and beyond

The Town Clerk had circulated a schedule of projects so far for inclusion in the Council's budget for 2020/21 and beyond. The Chair asked if the Committee would agree to setting a budget for the Climate and Biodiversity Sub Committee. A discussion followed and it was felt that whilst setting a budget was necessary, it did not need to be too substantial as a lot of the work would be lobbying and influencing others. It was agreed to set a provisional budget of £10,000 for 2020/21.

The Town Clerk also brought to Members attention the paper from Cllr Prosser on the provision of a 5K Health Route in the Town, which she had circulated ahead of the meeting. Members were unsure about rushing into a Health Route for the Town at this point as there were many questions that needed answering. These may include the possibility of painting blue lines in a conservation area and what would happen if work was needed under the pavement which had been painted, particularly as he was requested a budget of £17,000. It was agreed to refer this to the Halls and Green Spaces Committee for further discussion.

**RESOLVED:**

- a) that the Town Clerk would work towards making a presentation on the draft budget to the Extraordinary Full Council on 16 December 2019;
- b) that the updated Burials charges be agreed;
- c) that the updates Halls charges be agreed;
- d) that the updated Recreation charges be agreed;
- e) that the revised Capital and Special Revenue Projects Programme 2019/20 be noted and;

- f) that the Revenue Growth Items and Special Revenue Projects Programme 2020/21 and beyond be noted; that £10,000 be added to the budget for the Climate and Biodiversity Sub Committee and that Cllr Prosser's proposal for a 5K health route be referred to the Halls and Green Spaces Committee for further investigation/debate.

**F479 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.

**F480 PROPERTY MATTERS**

The Town Clerk gave the committee a confidential verbal update on situation relating to the lease of Langdale Hall to the ICE Centre.

**RESOLVED:** that the confidential verbal report from the Town Clerk be noted.

**F481 STAFFING MATTERS**

The Committee received and considered the verbal report of the Personnel Sub-Committee held earlier that evening.

**RESOLVED:** that the confidential verbal report be noted and the recommendations contained therein approved.

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The meeting closed at: 8.20 pm

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Chair

## POLICY, GOVERNANCE AND FINANCE COMMITTEE

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**Date:** Monday 27 January 2020  
**Title:** Grants and Subsidised Lettings  
**Contact Officer:** Democratic Services Officer – Nicky Cayley

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### BACKGROUND

The current budget for the 2019-20 budget cycle stands at £6, 160.300.

The current budget for subsidised lettings for 2019 -20 stands at £1, 300.00.

### APPLICATIONS

The following application has been received:-

Extinction Rebellion, Witney – have requested £500 for hire of meeting space and subsistence expenses for members with little money and printing materials.

Whilst XR describes itself as “beyond politics”, XR Oxford also lists itself as a political organisation on Facebook which members may feel excludes its eligibility as a grant recipient under the Town Council’s Grant Policy:-

#### 4. Exclusions

*The Town Council will not fund the following: -*

*[...]*

*4.2 An application that aims to support or promote the religious/political beliefs/interests of an individual or organisation. Applications must demonstrate that the project will be of benefit to the wider community. However, this does not necessarily exclude activities on the premises of or organised by a particular religious/faith group or political party.*

The grant policy does not permit “an application where the sole aim is to [...] distribute money to others, whether they be individuals or organisations” which would therefore exclude granting money towards subsistence expenses for members.

On this basis, the Committee may like to consider a grant with the explicit purpose of subsidised hire at Burwell Hall, excluding money towards other activities. This could cover more than one hire.

## **CORRESPONDENCE**

Thank you letter for grants have been received from Citizens Advice West Oxfordshire and Volunteer Link-Up.

## **ENVIRONMENTAL IMPACT**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

## **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.

## **FINANCIAL IMPLICATIONS**

Extinction Rebellion Witney have used Burwell Hall as its meeting place at a cost of £35.91 per session and have expressed a wish to move to the Gallery Room in the Corn Exchange at a cost of £41.43.

Three free/subsidised hires of Burwell Hall would be £107.73 or three free/subsidised hires of the Corn Exchange's Gallery Room would be a cost of £124.29

## **RECOMMENDATIONS**

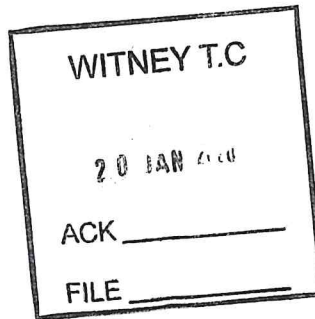
Member are invited to note the report and consider the request for grant support from Extinction Rebellion, Witney.

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Mrs Sharon Groth  
Town Clerk  
Town Hall  
Market Square  
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Oxon OX28 6AG



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Oxfordshire  
OX28 6DY

Adviceline: **0300 3309 049**

[info@citizensadvicewestoxon.org.uk](mailto:info@citizensadvicewestoxon.org.uk)

**[caox.org.uk](http://caox.org.uk)**  
**[citizensadvice.org.uk](http://citizensadvice.org.uk)**

17<sup>th</sup> January 2020

Dear Mrs Groth,

Please would you be kind enough to convey our thanks to the Witney Town Council for the generous donation of £500 that they have given towards the work of Citizens Advice West Oxfordshire.

We are a charitable organisation and we rely increasingly on grants and donations to fund our work in the local community.

Our volunteer advisers commit many hours to giving advice and support to all our clients across a whole range of issues, and with generous donations from towns and parishes like yourselves we can continue to provide free advice to all residents of West Oxfordshire.

Thank you for your promise to increase the grant to £1,000 next year, we are very grateful. We have noted your request to apply for this after 1<sup>st</sup> April

Thank you again for your support.

Yours sincerely,

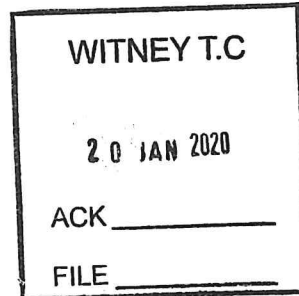
*K. E. Carter*

pp. Mike King  
Chair of Trustees

# VOLUNTEER LINK-UP

Volunteer Link Up (West Oxfordshire), Volunteer Centre West Oxfordshire  
Methodist Church Centre, 10 Wesley Walk, Witney, Oxon, OX28 6ZJ.  
Tel/Fax 01993 776277 email [office@vlu.org.uk](mailto:office@vlu.org.uk) website [www.vlu.org.uk](http://www.vlu.org.uk)

Ms. Sharon Groth,  
Witney Town Clerk  
Town Hall,  
Witney OX28 6AG



19<sup>th</sup>. January, 2020.

Dear Sharon,

I have just been advised of the Town Council's kind donation of £500 to Volunteer Link-Up's funds. This, together with the kindness in September in making the Corn Exchange available for our AGM, is very much appreciated and I would be grateful if you would convey our thanks to the Council.

I know the Councilors will be aware that the demand for the services that Volunteer Link-Up offers is steadily increasing. This inevitably increases the costs of running the organization and thus makes your donation even more valuable to us.

Yours sincerely,

Keith Blois  
Chair of Trustees

## Policy, Governance & Finance Committee

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**Date:** Monday 27 January 2020

**Title:** Payment of Accounts

**Contact Officer:** Office Manager – Adam Clapton

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### 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 November and December 2019.

#### 2. Payment of Accounts

Attached are the payment schedules for November and December 2019.

### 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 101119, DDRs and Standing Orders (Nov 2019)	£23,820.74	General Cashbook 1
Cheques 32429-32476 and DDs (Nov 2019)	£73,940.83	Imprest Cashbook 2
Cheque 101120, DDRs and Standing Orders (Dec 2019)	£85,395.99	General Cashbook 1
Cheques 32477-32522 and DDs (Dec 2019)	£78,216.44	Imprest Cashbook 2

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**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL A/C**  
**List of Payments made between 01/11/2019 and 30/11/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/11/2019	Wodc Ctax Ndr - 30421105	Std Ord	£295.00	WODC - Rates Burwell Hall
01/11/2019	Wodc Ctax Ndr - 30623704	Std Ord	£252.00	WODC - Rates Tower Hill
01/11/2019	Wodc Ctax Ndr - 30685600	Std Ord	£437.00	WODC - Rates Corn Exchange
01/11/2019	Wodc Ctax Ndr - 30903104	Std Ord	£786.00	WODC - Rates Town Hall
01/11/2019	Wodc Ctax Ndr - 90024629	Std Ord	£355.00	WODC - Rates Windrush Cemetery
01/11/2019	Streetscape Products & Service	101119	£6,769.44	Purchase Ledger Payment
04/11/2019	Fuel Card Services Ltd	DDa	£63.83	8813/Works fuel 25Oct
04/11/2019	BNP Paribas Lease Group (Renta	DDb	£257.63	8697/Copier rental 3Nov-2Feb
08/11/2019	Peninsula	DDa	£336.00	9003/Employment services Nov19
11/11/2019	Barclaycard Charges Oct19	DD	£55.76	Barclaycard Charges Oct19
11/11/2019	Neopost	DD	£200.00	Neopost-Franking Mach Top Up
11/11/2019	Fuel Card Services Ltd	DDc	£96.36	8814/Works fuel 31Oct
15/11/2019	Dual Energy Direct Ltd	DDb	£117.00	Purchase Ledger Payment
15/11/2019	Dual Energy Direct Ltd	DDc	£377.00	Purchase Ledger Payment
15/11/2019	Dual Energy Direct Ltd	DDd	£694.00	Purchase Ledger Payment
15/11/2019	Dual Energy Direct Ltd	DDe	£25.00	Purchase Ledger Payment
15/11/2019	Dual Energy Direct Ltd	DDf	£20.00	Purchase Ledger Payment
15/11/2019	Dual Energy Direct Ltd	DDg	£332.00	Purchase Ledger Payment
15/11/2019	Dual Energy Direct Ltd	DDh	£104.00	Purchase Ledger Payment
15/11/2019	Dual Energy Direct Ltd	DDi	£589.00	Purchase Ledger Payment
18/11/2019	Fuel Card Services Ltd	DDj	£98.66	8936/Works fuel 7Nov
18/11/2019	Peninsula	DDk	£548.16	8937/BusinessSafe Services
19/11/2019	Castle Water Ltd	DDI	£9,267.23	8857/TW0720043112 1-31Oct
19/11/2019	Castle Water Ltd	DDm	£5.68	8863/TW2482548230 1-31Oct
19/11/2019	Castle Water Ltd	DDn	£68.96	8861/TW5080081380 1-31Oct
19/11/2019	Castle Water Ltd	DDo	£55.03	8862/TW5891383177 1-31Oct
19/11/2019	Castle Water Ltd	DDp	£35.96	8859/TW5997278328 1-31Oct
19/11/2019	Castle Water Ltd	DDq	£411.72	8858/TW8555135547 1-31Oct
22/11/2019	Crown Gas & Power	DDr	£477.73	8935/Gas ac 038565 30Sep-31Oct
22/11/2019	Crown Gas & Power	DDs	£448.77	Purchase Ledger Payment
25/11/2019	Fuel Card Services Ltd	DDt	£97.36	9000/Works fuel 15Nov
26/11/2019	SAGE (UK) LTD	DDu	£87.16	Purchase Ledger Payment
29/11/2019	Restore Datashred	DDv	£56.30	8817/Confidential waste 15Oct

<b>Total Payments</b>	<b>£23,820.74</b>
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**Bank Reconciliation Statement as at 30/11/2019  
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/11/2019	1	1,453,671.42
			<u>1,453,671.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/11/2019 101119 Streetscape Products & Service		6,769.44	
			<u>6,769.44</u>
			1,446,901.98
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,446,901.98
		Balance per Cash Book is :-	1,446,901.98
		Difference is :-	0.00

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

27 Nov - 03 Dec 2019

Date	Description	Money out £	Money in £	Balance £
27 Nov	Start Balance			1,454,475.99
	Giro Direct Credit From Oxon Comm CH Witne Ref: Burwell Hall Hire		50.62	1,454,526.61
28 Nov	Cheque Issued Ref: 101117	7,200.00		1,447,326.61
	Giro Direct Credit From Mrahfookes Ref: BH 03/12/19		3.41	1,447,330.02
	Giro Direct Credit From BCard7888266261119		206.82	1,447,536.84
	Giro Direct Credit From H Toogood Ref: Burwell Hall Ostma		242.50	1,447,779.34
	Direct Credit From Peter Smih S Ltd F Ref: Smithp		720.00	1,448,499.34
29 Nov	DD Direct Debit to Data Solution 2016 Ref: 4788117	56.30		1,448,443.04
	Giro Direct Credit From Lifecarers Limited Ref: Lifecarers		335.00	1,448,778.04
	Giro Direct Credit From Andrews Est Agents Ref: Andrews Property G		275.00	1,449,053.04
	Direct Credit From E Taylor and SW F Ref: Inv 17790		1,150.00	1,450,203.04
	Deposit at Barclays Life Drawing		82.87	1,450,285.91
	Deposit Re 45Witney 101301		122.00	1,450,407.91
	Deposit Re 45Witney 101302		3,173.51	1,453,581.42

Start balance	£1,454,475.99
Money out	£9,478.51
Commission charges	£0.00
Interest paid	£0.00
Money in	£8,948.44
End balance	£1,453,945.92

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

Continued

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			1,453,581.42
29 Nov	Direct Credit From Atsm Fmly Sup OX Ref: B3908 Training-Ata		90.00	1,453,671.42
2 Dec	DD Direct Debit to Fuel Card Services Ref: Shb303621	97.21		1,453,574.21
	DD Direct Debit to Wox CT Ndr DD Ref: 30421105	295.00		1,453,279.21
	DD Direct Debit to Wox CT Ndr DD Ref: 30623704	252.00		1,453,027.21
	DD Direct Debit to Wox CT Ndr DD Ref: 30685600	437.00		1,452,590.21
	DD Direct Debit to Wox CT Ndr DD Ref: 30903104	786.00		1,451,804.21
	DD Direct Debit to Wox CT Ndr DD Ref: 90024629	355.00		1,451,449.21
	STO Standing Order From Lily's Attic Ltd Ref:- Rent		1,662.50	1,453,111.71
3 Dec	Giro Direct Credit From BCard7888266291119		48.00	1,453,159.71
	Giro Direct Credit From West Witney Ref: 17802		179.40	1,453,339.11
	Giro Direct Credit From West Witney Ref: 17801		606.81	1,453,945.92
3 Dec	Balance carried forward			1,453,945.92
	Total Payments/Receipts	9,478.51	8,948.44	

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

#### Barclays Base Rate Information

Rate effective from 02 Aug 2018 was	0.750%
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**WITNEY TOWN COUNCIL**  
**BARCLAYS IMPREST A/C**  
**List of Payments made between 01/11/2019 and 30/11/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
07/11/2019	Claire Armstrong	32429	£50.00	8819/C Armstrong Dep Rfnd
07/11/2019	DCK Accounting Solutions Ltd	32430	£492.42	8822/Contract accounts Oct19
07/11/2019	BARLOW AND SONS	32431	£400.77	8821/Gate & fixings
07/11/2019	Castle Water Ltd	32432	£14.79	8823/TW9178299421 1-30Sep
07/11/2019	Ben Church	32433	£50.00	8824/Ben Church Deposit Refund
07/11/2019	CLEANSING SERVICE GROUP	32434	£128.00	8825/Sludge disposal
07/11/2019	COPY RIGHT SYSTEMS LTD	32435	£131.27	8826/Printer 5789349-Mono
07/11/2019	Kelly Davey	32436	£50.00	8827/Kelly Davey Deposit Rfnd
07/11/2019	Fish Brothers	32437	£188.66	8828/FL68TLU servicing
07/11/2019	Fyne Associates Limited	32438	£114.00	8829/Carterton Crier adverts
07/11/2019	MARGARET L. JOHNSON LTD.	32439	£92.75	8830/Stationery
07/11/2019	M & M SKIP HIRE LTD	32440	£174.00	8832/Soil & stone disposal
07/11/2019	Marler Haley Limited	32441	£562.80	8831/Aluminium frame, tubes
07/11/2019	Midori Pools and Gardens Ltd	32442	£929.57	8833/De-commission splashpark
07/11/2019	OXFORDSHIRE ASSOC.OF	32443	£60.00	8834/Website Accessibility
07/11/2019	Rebecca Paton	32444	£500.00	8835/WW1 centenary mosaic
07/11/2019	PRINT DESIGN FOCUS LTD	32445	£419.00	8837/Poppy booklets
07/11/2019	Royal British Legion	32446	£136.50	8838/Poppy wreaths
07/11/2019	Trade UK	32447	£262.79	8864/Jacket & trousers
07/11/2019	Seldram Supplies Oxford Ltd	32448	£175.57	8865/Cleaning materials
07/11/2019	South East Workwear Limited	32449	£817.87	8848/Works clothing
07/11/2019	Tech-Lec (Oxford) Services Ltd	32450	£1,287.60	8849/Remedial work-Lilys Attic
07/11/2019	Treework Services Ltd	32451	£4,284.00	8850/Tree risk survey
07/11/2019	TRIUMPH TECHNOLOGIES LTD	32452	£2,507.69	8873/TOD Recovery svc Dec19
07/11/2019	WEL Medical Ltd	32453	£965.94	8852/Auto Defib device
07/11/2019	THE WITNEY MOTOR CO.LTD.	32454	£314.70	8853/OV09GNN repairs
07/11/2019	WITNEY PLANT HIRE LTD	32455	£31.20	8854/Starter cord
07/11/2019	WEST OXFORDSHIRE DISTRICT	32456	£26.59	8855/Dog bin emptying Oct19
07/11/2019	Zip Heaters (UK) Ltd	32457	£1,668.00	8856/Boiling water heater
07/11/2019	Royal British Legion	32446Canc	-£136.50	9007/Poppy wreaths
18/11/2019	HMRC/OCC Oct19	DD	£19,413.07	HMRC/OCC Oct19
19/11/2019	Amazon Payments UK Ltd	32458	£25.00	8941/Picture frames
19/11/2019	Kwiktrade	32459	£234.00	8958/Parish App Plan 2018-19
19/11/2019	Castle Water Ltd	32460	£15.28	8934/TW9178299421 1-31Oct
19/11/2019	Dura-ID Solutions Ltd	32461	£21.54	8943/PAT Testing labels
19/11/2019	C Glover	32462	£50.00	8938/C Golver RES114 Dep Rfnd
19/11/2019	GSWindow Cleaning	32463	£121.00	8944/Window cleaning Nov19
19/11/2019	Witney Letterbox Ltd	32464	£360.00	8959/Advertising Sep19
19/11/2019	Main Event Catering	32465	£275.00	8945/Buffer catering
19/11/2019	M & S Sound Systems	32466	£456.30	8946/Sound system 10Nov
19/11/2019	Roberts Garden Machinery Ltd	32467	£7.00	8947/Oil
19/11/2019	Safety First Aid Group	32468	£45.06	8960/First aid equipment
19/11/2019	Mrs J Saunders	32469	£50.00	8939/J Saunders RES294 Deposit
19/11/2019	Trade UK	32470	£322.84	8964/Polo shirt
19/11/2019	Sarah Thorp	32471	£50.00	8940/Sarah Thorp RES301
19/11/2019	TRIUMPH TECHNOLOGIES LTD	32472	£1,026.00	8953/Wireless access points
19/11/2019	UK Point of Sale Group Ltd	32473	£215.84	8954/Wooden A Board holder
19/11/2019	WITNEY GLASS CO	32474	£30.96	8955/Sealed glazing unit
19/11/2019	WEST OXFORDSHIRE DISTRICT	32475	£26.59	8956/Dog bin emptying Nov19
19/11/2019	YOUNG ENGINEERING SUPPLIES	32476	£98.40	8957/Nuts, bolts & washers
25/11/2019	STL Business Communications So	DD	£871.06	9005/Phone chg Oct19-
25/11/2019	Salaries November 2019	DD	£33,525.91	Salaries November 2019

<b>Total Payments</b>	<b>£73,940.83</b>
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**Bank Reconciliation Statement as at 30/11/2019  
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	30/11/2019	1	1,000.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
26/10/2018 31870 Natasha Gray	25.00
20/11/2018 31922 Monica Loci	25.00
18/12/2018 31979 Becky Fleet	25.00
08/04/2019 32153 Caterina Diepietro	25.00
08/04/2019 32154 Becky Fleet	50.00
26/04/2019 32196 Alycya Oldman	50.00
03/07/2019 32289 Justine Palfreyman	100.00
03/07/2019 32290 AirTanker Services Ltd	150.00
19/07/2019 32312 Burwell Art Group	120.00
08/08/2019 32344 Julie Holbrook	150.00
08/08/2019 32355 Tiddlywinks Mother & Toddler G	90.00
12/09/2019 32361 West Oxfordshire Conservative	60.00
14/10/2019 32392 COPY RIGHT SYSTEMS LTD	209.93
14/10/2019 32395 GB Sport & Leisure	913.20
14/10/2019 32407 Newsquest Media Group	921.60
14/10/2019 32412 Seldram Supplies Oxford Ltd	757.75
14/10/2019 32414 SOUTHERN ELECTRIC	153.66
14/10/2019 32421 BOB WILSON & SONS LTD	1,000.00
14/10/2019 32422 WITNEY GLASS CO	51.36
07/11/2019 32435 COPY RIGHT SYSTEMS LTD	131.27
07/11/2019 32442 Midori Pools and Gardens Ltd	929.57
07/11/2019 32448 Seldram Supplies Oxford Ltd	175.57
07/11/2019 32453 WEL Medical Ltd	965.94
19/11/2019 32458 Amazon Payments UK Ltd	25.00
19/11/2019 32459 Kwiktrade	234.00
19/11/2019 32460 Castle Water Ltd	15.28
19/11/2019 32461 Dura-ID Solutions Ltd	21.54
19/11/2019 32465 Main Event Catering	275.00
19/11/2019 32466 M & S Sound Systems	456.30
19/11/2019 32467 Roberts Garden Machinery Ltd	7.00
19/11/2019 32470 Trade UK	322.84
19/11/2019 32472 TRIUMPH TECHNOLOGIES LTD	1,026.00
19/11/2019 32474 WITNEY GLASS CO	30.96
19/11/2019 32475 WEST OXFORDSHIRE DISTRICT COUN	26.59
19/11/2019 32476 YOUNG ENGINEERING SUPPLIES LTD	98.40

9,618.76

-8,618.76

Receipts not Banked/Cleared (Plus)

0.00

**Bank Reconciliation Statement as at 30/11/2019  
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Amount</u>	<u>Balances</u>
	0.00
	-8,618.76
Balance per Cash Book is :-	-8,618.76
Difference is :-	0.00



WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

27 Nov - 03 Dec 2019

Start balance	£1,000.00
Money out	£6,089.81
► Commission charges £0.00	
► Interest paid £0.00	
Money in	£6,089.81
End balance	£1,000.00

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

Date	Description	Money out £	Money in £	Balance £
27 Nov	Start Balance			1,000.00
	Cheque Issued Ref: 032449	817.87		182.13
	Cheque Issued Ref: 032457	1,668.00		-1,485.87
	Cheque Issued Ref: 032468	45.06		-1,530.93
	Giro Transfer From Account 70974641		2,530.93	1,000.00
28 Nov	Cheque Issued Ref: 032440	174.00		826.00
	Giro Transfer From Account 70974641		174.00	1,000.00
29 Nov	Cheque Issued Ref: 032398	1,894.52		-894.52
	Cheque Issued Ref: 032473	215.84		-1,110.36
	Giro Transfer From Account 70974641		2,110.36	1,000.00
2 Dec	Cheque Issued Ref: 032412	757.75		242.25
	Cheque Issued Ref: 032448	175.57		66.68
	Giro Transfer From Account 70974641		933.32	1,000.00
3 Dec	Cheque Issued Ref: 032392	209.93		790.07
	Cheque Issued Ref: 032435	131.27		658.80
	Giro Transfer From Account 70974641		341.20	1,000.00
3 Dec	Balance carried forward			1,000.00
	Total Payments/Receipts	6,089.81	6,089.81	

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

## Debit interest rates – the rate you pay when your account is overdrawn

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Current rates Correct at the time of printing

Effective from 03 Jun 2019

Balance	Rate %
► £1+ 0.000% above Unarranged Borrowing Rate	29.500%

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The Unarranged Borrowing Rate is 29.500%

### Barclays Base Rate Information

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Rate effective from 02 Aug 2018 was	0.750%
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If we have agreed with you that your overdraft interest rate tracks Bank of England Base Rate, you should interpret any reference to "Barclays Base Rate" in this statement as if it read "Bank of England Base Rate".



Bank Reconciliation Statement as at 30/11/2019  
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	30/11/2019	1	291,557.97
			<u>291,557.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			291,557.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			291,557.97
		Balance per Cash Book is :-	291,557.97
		Difference is :-	0.00

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MG 000737 F1VI609A 709F304DL00073 39800 9710399014 A

WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG


# Your Business Premium Account

At a glance

27 Nov - 03 Dec 2019

Start balance	£296,373.26
Money out	£6,089.81
Money in	£307.35
► Gross Interest earned	£307.35
End balance	£290,590.80

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

Date	Description	Money out £	Money in £	Balance £
27 Nov	Start Balance			296,373.26
	Giro to 70974765 Automatic	2,530.93		293,842.33
28 Nov	Giro to 70974765 Automatic	174.00		293,668.33
29 Nov	Giro to 70974765 Automatic	2,110.36		291,557.97
2 Dec	Giro to 70974765 Automatic	933.32		290,624.65
	% Interest Earned Gross For The Period 2 Sep - 1 Dec		307.35	290,932.00
3 Dec	Giro to 70974765 Automatic	341.20		290,590.80
3 Dec	Balance carried forward			290,590.80
	Total Payments/Receipts	6,089.81	307.35	

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

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**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL A/C**  
**List of Payments made between 01/12/2019 and 31/12/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>
01/12/2019	Wodc Ctax Ndr - 30421105	Std Ord	£295.00	
01/12/2019	Wodc Ctax Ndr - 30623704	Std Ord	£252.00	
01/12/2019	Wodc Ctax Ndr - 30685600	Std Ord	£437.00	
01/12/2019	Wodc Ctax Ndr - 30903104	Std Ord	£786.00	
01/12/2019	Wodc Ctax Ndr - 90024629	Std Ord	£355.00	
02/12/2019	Fuel Card Services Ltd	DDa	£97.21	
09/12/2019	Fuel Card Services Ltd	DDb	£6.00	
09/12/2019	Peninsula	DDc	£334.88	
10/12/2019	Barclaycard Charges Nov19	DD	£55.94	
10/12/2019	Neopost	DD	£200.00	
13/12/2019	BNP Paribas Lease Group (Renta	DDd	£796.46	
16/12/2019	Continental Landscapes Ltd	101120	£72,720.06	
16/12/2019	Fuel Card Services Ltd	DDe	£162.64	
16/12/2019	Peninsula	DDf	£548.16	
16/12/2019	Dual Energy Direct Ltd	DDg	£117.00	
16/12/2019	Dual Energy Direct Ltd	DDh	£377.00	
16/12/2019	Dual Energy Direct Ltd	DDi	£913.00	
16/12/2019	Dual Energy Direct Ltd	DDj	£25.00	
16/12/2019	Dual Energy Direct Ltd	DDk	£20.00	
16/12/2019	Dual Energy Direct Ltd	DDl	£332.00	
16/12/2019	Dual Energy Direct Ltd	DDm	£130.00	
16/12/2019	Dual Energy Direct Ltd	DDn	£589.00	
17/12/2019	Castle Water Ltd	DDo	£383.00	
17/12/2019	Castle Water Ltd	DDp	£5.50	
17/12/2019	Castle Water Ltd	DDq	£66.74	
17/12/2019	Castle Water Ltd	DDr	£53.26	
17/12/2019	Castle Water Ltd	DDs	£34.80	
17/12/2019	Castle Water Ltd	DDt	£394.98	
20/12/2019	Crown Gas & Power	DDu	£603.73	
20/12/2019	Crown Gas & Power	DDv	£426.87	
23/12/2019	Fuel Card Services Ltd	DDw	£108.14	
27/12/2019	SAGE (UK) LTD	DD	£87.16	
30/12/2019	Witney Town Council	Std Ord	£3,437.50	
31/12/2019	Fuel Card Services Ltd	DDx	£188.66	
31/12/2019	Restore Datashred	DDy	£56.30	
<b>Total Payments</b>			<b>£85,395.99</b>	

**Transaction Detail**

WODC - Rates Burwell Hall  
WODC - Rates Tower Hill  
WODC - Rates Corn Exchange  
WODC - Rates Town Hall  
WODC - Rates Windrush Cemetery  
9001/Works fuel 21Nov  
9002/Works fuel 30Nov  
9089/Employment services Dec19  
Barclaycard Charges Nov19  
Neopost  
8942/Copier rent 13Dec-12Mar  
9021/Grounds mntnce Nov19  
9088/Works fuel 2Dec  
9231/BusinessSafe services  
Purchase Ledger Payment  
Purchase Ledger Payment  
Purchase Ledger Payment  
Purchase Ledger Payment  
Purchase Ledger Payment  
Purchase Ledger Payment  
Purchase Ledger Payment  
Purchase Ledger Payment  
9080/TW0720043112 Nov19  
9081/TW2482548230 Nov19  
9078/TW5080081380 Nov19  
9083/TW5891383177 Nov19  
9082/TW5997278328 Nov19  
9079/TW8555135547 Nov19  
9085/Gas ac038565 31Oct-30Nov  
9086/Gas ac038566 31Oct-30Nov  
9228/Works fuel 12Dec  
Purchase Ledger Payment  
Witney TC  
9229/Works fuel 18-19Dec  
9004/Confidential waste 12Nov

**Bank Reconciliation Statement as at 31/12/2019  
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/12/2019	1	1,414,820.50
			<u>1,414,820.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,414,820.50
<u>Receipts not Banked/Cleared (Plus)</u>			
31/12/2019 101304		362.50	
			<u>362.50</u>
			1,415,183.00
		<b>Balance per Cash Book is :-</b>	<b>1,415,183.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

25 - 31 Dec 2019

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			1,417,085.43
27 Dec	DD Direct Debit to Sage UK Ltd Ref: B60345042/02	87.16		1,416,998.27
	Giro Direct Credit From BCard7888266241219		71.82	1,417,070.09
30 Dec	STO Standing Order to Witney Town Council Ref:- Town Hall Rent	3,437.50		1,413,632.59
	Giro Direct Credit From Scott Fraser Ltd Ref: A/C No Scott		1,200.00	1,414,832.59
	Deposit at Barclays Life Drawing		82.87	1,414,915.46
31 Dec	DD Direct Debit to Fuel Card Services Ref: Shb303621	188.66		1,414,726.80
	DD Direct Debit to Data Solution 2016 Ref: 4788117	56.30		1,414,670.50
	Giro Direct Credit From Thrive Tribe Limit Ref: Thrive Tribe Ltd		150.00	1,414,820.50
31 Dec	Balance carried forward			1,414,820.50
	Total Payments/Receipts	3,769.62	1,504.69	

Start balance	£1,417,085.43
Money out	£3,769.62
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£1,504.69
End balance	£1,414,820.50

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.

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**WITNEY TOWN COUNCIL**  
**BARCLAYS IMPREST A/C**  
**List of Payments made between 01/12/2019 and 31/12/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/12/2019	Payflow/Bacs	DD	£2,714.01		Payflow/Bacs
13/12/2019	AMAZON	32477	£0.00		VOID CHEQUE
13/12/2019	AMAZON	32478	£0.00		VOID CHEQUE
13/12/2019	Amazon Payments UK Ltd	32477	£278.89		9077/Advent fayre materials
13/12/2019	Mohammed Ahiya	32478	£100.00		9008/M Ahiya deposit refund
13/12/2019	Alder King LLP	32479	£1,260.00		9091/Prof fees-Cem Lodge
13/12/2019	DCK Accounting Solutions Ltd	32480	£961.14		9011/Contract accounts Nov19
13/12/2019	BARLOW AND SONS	32481	£187.87		9010/Timber, post straps
13/12/2019	Blueprint Imaging Limited	32482	£111.60		9012/Printed bookmarks
13/12/2019	C & C TYRE & EXHAUST	32483	£21.00		9013/Garden trolley tyre
13/12/2019	West Oxfordshire Citizens Advi	32484	£500.00		9118/West Ox CAB 2019-20
13/12/2019	Castle Water Ltd	32485	£14.79		9092/TW9178299421 Nov19
13/12/2019	CLEANSING SERVICE GROUP	32486	£158.00		9014/Waste disposal 18Oct
13/12/2019	COPY RIGHT SYSTEMS LTD	32487	£203.65		9022/Printer 7601434 - Mono
13/12/2019	James Cox	32488	£100.00		9023/James Cox Deposit Refund
13/12/2019	Dance Creative	32489	£500.00		9093/Dance Creative PG&Fmin474
13/12/2019	Lucy Green	32490	£50.00		9094/Lucy Green deposit refund
13/12/2019	Perry Hatwell's Funfairs	32491	£350.00		9095/Children's ride 1Dec19
13/12/2019	Hurricane Productions Ltd	32492	£600.00		9024/Childrens Panto
13/12/2019	MARGARET L. JOHNSON LTD.	32493	£16.02		9025/Stationery
13/12/2019	Lorna Jones	32494	£50.00		9026/Lorna Jones Deposit Rfnd
13/12/2019	Olivia Lewis	32495	£50.00		9027/Olivia Jones Deposit Rfnd
13/12/2019	Lunchtime Recitals	32496	£250.00		9097/Lunchtime Recitals
13/12/2019	Lower Windrush Choral Society	32497	£190.00		9096/Lower Windrush Choral Soc
13/12/2019	M & M SKIP HIRE LTD	32498	£390.00		9029/Soil & stone waste disp
13/12/2019	Natalie Mendzil	32499	£50.00		9098/Natalie Mendzil Dep Rfnd
13/12/2019	Notice Board Company (UK) Ltd	32500	£266.40		9030/Welcome letter board
13/12/2019	Peeks of Bournemouth Ltd	32501	£137.45		9031/Xmas decorations
13/12/2019	PPL PRS Ltd	32502	£2,114.13		9035/PRS licence
13/12/2019	CASH	32503	£495.16		9122/Cash Exp Dec19-
13/12/2019	Phoenix HSC (UK) Ltd	32504	£426.60		9099/NEBOSH certificate AW
13/12/2019	PRINT DESIGN FOCUS LTD	32505	£185.00		9100/Newsletter Dec19
13/12/2019	AUDITING SOLUTIONS LTD	32506	£534.00		9036/Internal audit 2019-20
13/12/2019	Royal British Legion	32507	£144.50		9038/Poppy wreath-LL Office
13/12/2019	Royal Mail Group Ltd	32508	£2.11		9039/Response services
13/12/2019	Trade UK	32509	£381.17		9103/Fire safety equipment
13/12/2019	Seldram Supplies Oxford Ltd	32510	£368.54		9104/Cleaning materials
13/12/2019	South East Workwear Limited	32511	£398.86		9107/Works trousers
13/12/2019	STRI LTD	32512	£960.00		9052/Sports pitch specificatio
13/12/2019	THAMES SECURITY	32513	£216.00		9051/Alarm key holding
13/12/2019	A.K.TIMMS & SONS LTD	32514	£80.14		9053/Guttering materials
13/12/2019	TRIUMPH TECHNOLOGIES LTD	32515	£2,877.75		9116/Offsite disaster Recovery
13/12/2019	Witney & District Twinning Ass	32516	£500.00		9119/Twinning Assoc 2019-20
13/12/2019	VIKING DIRECT	32517	£280.37		9056/Stationery
13/12/2019	VOLUNTEER LINK UP	32518	£500.00		9117/Volunteer Link-Up 2019-20
13/12/2019	WITNEY MILLS CRICKET CLUB	32519	£500.00		9120/Witney Mills Cricket Club
13/12/2019	THE WITNEY MOTOR CO.LTD.	32520	£81.34		9058/Repairs OY10WBF
13/12/2019	Witney Music Society	32521	£50.00		9121/Witney Music Soc PG&F
13/12/2019	Witney Steelstock Company	32522	£56.40		9057/Aluminium tube
18/12/2019	Salaries December 2019	DD	£56,875.23		Salaries December 2019
23/12/2019	STL Business Communications So	DD	£628.46		9232/Phone Chg Nov19-
30/12/2019	Barclays Charges 2Sep-1Dec	DR	£49.86		Barclays Charges 2Sep-1Dec
<b>Total Payments</b>			<b>£78,216.44</b>		

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**Bank Reconciliation Statement as at 31/12/2019  
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	31/12/2019	1	1,000.00
			<hr/> 1,000.00

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
26/10/2018 31870 Natasha Gray	25.00
20/11/2018 31922 Monica Loci	25.00
18/12/2018 31979 Becky Fleet	25.00
08/04/2019 32153 Caterina Diepietro	25.00
08/04/2019 32154 Becky Fleet	50.00
26/04/2019 32196 Alycya Oldman	50.00
03/07/2019 32289 Justine Palfreyman	100.00
03/07/2019 32290 AirTanker Services Ltd	150.00
19/07/2019 32312 Burwell Art Group	120.00
08/08/2019 32344 Julie Holbrook	150.00
08/08/2019 32355 Tiddlywinks Mother & Toddler G	90.00
12/09/2019 32361 West Oxfordshire Conservative	60.00
14/10/2019 32414 SOUTHERN ELECTRIC	153.66
07/11/2019 32442 Midori Pools and Gardens Ltd	929.57
19/11/2019 32458 Amazon Payments UK Ltd	25.00
19/11/2019 32459 Kwiktrade	234.00
19/11/2019 32461 Dura-ID Solutions Ltd	21.54
13/12/2019 32477 Amazon Payments UK Ltd	278.89
13/12/2019 32479 Alder King LLP	1,260.00
13/12/2019 32481 BARLOW AND SONS (HERMITAGE) LT	187.87
13/12/2019 32482 Blueprint Imaging Limited	111.60
13/12/2019 32483 C & C TYRE & EXHAUST SERVICES	21.00
13/12/2019 32484 West Oxfordshire Citizens Advi	500.00
13/12/2019 32488 James Cox	100.00
13/12/2019 32489 Dance Creative	500.00
13/12/2019 32492 Hurricane Productions Ltd	600.00
13/12/2019 32493 MARGARET L. JOHNSON LTD.	16.02
13/12/2019 32495 Olivia Lewis	50.00
13/12/2019 32496 Lunchtime Recitals	250.00
13/12/2019 32497 Lower Windrush Choral Society	190.00
13/12/2019 32498 M & M SKIP HIRE LTD	390.00
13/12/2019 32499 Natalie Mendzil	50.00
13/12/2019 32504 Phoenix HSC (UK) Ltd	426.60
13/12/2019 32506 AUDITING SOLUTIONS LTD	534.00
13/12/2019 32510 Seldram Supplies Oxford Ltd	368.54
13/12/2019 32513 THAMES SECURITY MANAGEMENT LTD	216.00
13/12/2019 32514 A.K.TIMMS & SONS LTD	80.14
13/12/2019 32515 TRIUMPH TECHNOLOGIES LTD	2,877.75
13/12/2019 32516 Witney & District Twinning Ass	500.00
13/12/2019 32517 VIKING DIRECT	280.37
13/12/2019 32518 VOLUNTEER LINK UP	500.00
13/12/2019 32519 WITNEY MILLS CRICKET CLUB	500.00

**Bank Reconciliation Statement as at 31/12/2019  
for Cashbook 2 - BARCLAYS IMPREST A/C**

			<u>Amount</u>	<u>Balances</u>
13/12/2019	32520	THE WITNEY MOTOR CO.LTD.	81.34	
13/12/2019	32521	Witney Music Society	50.00	
13/12/2019	32522	Witney Steelstock Company	56.40	
				<u>13,210.29</u>
				-12,210.29
<u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				<u>0.00</u>
				-12,210.29
Balance per Cash Book is :-				-12,210.29
Difference is :-				0.00

WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

25 - 31 Dec 2019

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			1,000.00
27 Dec	Cheque Issued Ref: 032487	203.65		796.35
	Cheque Issued Ref: 032490	50.00		746.35
	Giro Transfer From Account 70974641		253.65	1,000.00
30 Dec	Cheque Issued Ref: 032478	100.00		900.00
	Cheque Issued Ref: 032485	14.79		885.21
	Cheque Issued Ref: 032494	50.00		835.21
	Cheque Issued Ref: 032501	137.45		697.76
	Cheque Issued Ref: 032509	381.17		316.59
	209748 70974765 Comm 02Sep/01Dec	49.86		266.73
	Giro Transfer From Account 70974641		733.27	1,000.00
31 Dec	Cheque Issued Ref: 032480	961.14		38.86
	Cheque Issued Ref: 032505	185.00		-146.14
	Cheque Issued Ref: 032508	2.11		-148.25
	Cheque Issued Ref: 032511	398.86		-547.11

Start balance	£1,000.00
Money out	£2,534.03
► Commission charges £49.86	
► Interest paid £0.00	
Money in	£2,534.03
End balance	£1,000.00

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

Continued

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			-547.11
31 Dec	Giro Transfer From Account 70974641		1,547.11	1,000.00
31 Dec	Balance carried forward			1,000.00
	Total Payments/Receipts	2,534.03	2,534.03	

A.

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

## Debit interest rates – the rate you pay when your account is overdrawn

Current rates Correct at the time of printing  
Effective from 03 Jun 2019

Balance	Rate %
► £1+ 0.000% above	29.500%
Unarranged Borrowing Rate	

The Unarranged Borrowing Rate is 29.500%

## Barclays Base Rate Information

Rate effective from 02 Aug 2018 was	0.750%
-------------------------------------	--------

If we have agreed with you that your overdraft interest rate tracks Bank of England Base Rate, you should interpret any reference to "Barclays Base Rate" in this statement as if it read "Bank of England Base Rate".



Bank Reconciliation Statement as at 31/12/2019  
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	31/12/2019	1	217,240.41
			<u>217,240.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			217,240.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			217,240.41
		Balance per Cash Book is :-	217,240.41
		Difference is :-	0.00

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**MG 000733 F1VI405A 709F30IAA00072 39800 9710444071 A**
  
**WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG**


# Your Business Premium Account

## At a glance

**25 - 31 Dec 2019**

Date	Description	Money out £	Money in £	Balance £
25 Dec	Start Balance			219,774.44
27 Dec	Giro to 70974765 Automatic	253.65		219,520.79
30 Dec	Giro to 70974765 Automatic	733.27		218,787.52
31 Dec	Giro to 70974765 Automatic	1,547.11		217,240.41
31 Dec	Balance carried forward			217,240.41
	Total Payments/Receipts	2,534.03	0.00	

Start balance	£219,774.44
Money out	£2,534.03
Money in	£0.00
► Gross interest earned	£0.00
End balance	£217,240.41

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.

00733 02523 F1VI405A 9710444071 1 of 2

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## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday 27 January 2019

**Title:** Annual Town Meeting Format

**Contact Officer:** Democratic Services Officer – Nicky Cayley

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### **BACKGROUND**

The Annual Town Meeting, the holding of which is a statutory requirement, will be held in the Corn Exchange on Wednesday 11 March 2020. THIS IS NOT A TOWN COUNCIL MEETING. The format of this meeting remains the same, due to the fact that it is principally a meeting for local electors to meet any Town Councillors who may be present to discuss parish affairs.

Thames Valley Police participate in the meeting by giving a short presentation on the Neighbourhood Policing in Witney and answer local electors' questions, which has proved useful. The Town Clerk has already brought the meeting to the attention of the TVP. An invitation will also be extended to Witney District and County Councillors to attend.

It is customary for Chairmen of Committees to compile and present a report at the Annual Town Meeting giving details of the work of their Committee over the preceding year. The Town Clerk presumes that this practice will continue.

It is a statutory requirement to advertise the meeting in a local newspaper. In addition to this it will be advertised via the Town Council's website and social media, notices displayed on public noticeboards and distributed to Councillors to display as appropriate, in the Witney Library and West Oxfordshire District Council Town Centre Shop, and entry in the 'Witney Advertiser' and inclusion in the 'What's On' section on BBC Radio Oxford.

### **Refreshments**

In the past the Council has offered tea, coffee and biscuits, both occasions the Burwell Meadow Gardening Group and the Oxlease Meadow Park Group took the opportunity to use it as a fundraiser by selling cakes (with the Council providing the ingredients for the tea/coffee)– Members are asked to give consideration to offering this opportunity to a community group again. Refreshments will be offered from 6:45pm for a 7:30pm prompt start.

### **Opportunity to engage with and seek public opinion on services?**

This is a statutory meeting and therefore there is a set agenda for the official part of the meeting. But it shouldn't be a missed opportunity to engage with the electors. For the last

two years, following the meeting, tables were set aside representing the Council's Committees so that the residents could engage with Councillors. Members are invited to consider what, if any, 'part 2' of the evening's proceedings should be.

Members are also asked to note that the Policy, Resources and Governance Committee of 25 November 2019 recommended that both Anti-Social Behaviour and the Climate Emergency should be central topics for this year's meeting. Members are asked to give consideration to how they wish to present these items.

### **ENVIRONMENTAL IMPACT**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

### **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.

### **FINANCIAL IMPLICATIONS**

There is a charge for advertising the Annual Town Meeting, but unfortunately this is a statutory requirement. If Members wish to offer refreshments there may be a cost to provide this (as well as a resource implication for a member of staff to be in attendance to serve refreshments if a community group isn't secured).

### **RECOMMENDATIONS**

The Committee is requested to make its recommendations on the format for this year's Annual Town Meeting, namely:

1. Should District and County Councillors be invited to attend and participate in the meeting?
2. Will reports be compiled by Committee Chairmen or one report by the Mayor for presentation at the meeting?
3. Does the Committee have any further suggestions for advertising the meeting?
4. Does the Committee confirm the attendance of Thames Valley Police to participate in this year's meeting?
5. How would the Committee like to present items on Anti-Social Behaviour and the Climate Emergency?
6. Suggestions to seek public opinion on Council run services or a 'part 2' to the evenings proceedings;
7. Should refreshments be offered?

## POLICY GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday 27<sup>th</sup> January 2020  
**Title:** Health and Safety & Compliance Update  
**Contact Officer:** Compliance and Environment Officer - Angus Whitburn

---

### BACKGROUND

The purpose of this report is to update Councillors about the Health and Safety status across all of Witney Town council's facilities.

### HEALTH AND SAFETY UPDATE

Internal annual fire risk assessments have been carried out for the Corn Exchange, Town Hall, and Burwell Hall. There were only two significant areas of concern, fire safety policy's and the evacuation of disabled users from the 1<sup>st</sup> floor of the Corn Exchange. Both points are detail in this report.

Health and safety documentation for the councils building has been significantly improved. This includes COSHH data sheets, risk assessments, compliance paperwork, fire safety drawings and emergency action plans.

Training for all staff is also underway including office safety, lone working and cash handling. Training needs to progress quickly for the maintenance team. Operation of heavy machinery, tools, chainsaws and any electrical works carried out is an area for concern.

Emergency Action Plans have been created for both the Corn Exchange, Town Hall and Burwell. These plans detail procedures to follow in the event of major incidents including fire, structural failure, gas leaks, bomb threats, lighting failures, lift failure and asbestos release. The plans also detail procedures to follow and advice on dealing with disorderly behaviour, robbery, missing children and overcrowding.

## **MAX USER OCCUPANCIES FOR THE CORN EXCHANGE**

Much confusion has been left over the maximum occupancies of the Corn Exchange. As it is understood the maximum occupancy has been linked to the width of the fire exits. After reviewing, it is the size of the room and the amount of available fire exits which are the factors effecting the maximum occupancy.

- The maximum occupancy for the main hall is currently 215 persons, this is restricted by the fires exits.
- 215 would be the maximum occupancy with no staging or seating. For a seated event with a full stage the maximum occupancy is 154 this is restricted by the size of the room and required gangways.
- The maximum occupancy of the first floor is 60. This is restricted as there is only one available fire exit.

The only way to raise these numbers would be to introduce a third fire exit for the main hall and a second exit for the 1<sup>st</sup> floor. There is the possibility that a 3<sup>rd</sup> fire exit could be introduced leading through backstage. However, the distance needs to be calculated to see if it is a viable fire exit. For the 1<sup>st</sup> floor there is a fire exit leading onto the flat roof that could be reopened. The only issue lies with the angle between the two fire exits, if the angle is not over 45° then it cannot be counted as an alternative escape route.

## **EMERGENCY EVACUATION CHAIR**

Currently the landing of the corn exchange is a refuge point for disabled users in the event of an emergency evacuation. As the facility offers access to the 1<sup>st</sup> floor via the lift a suitable procedure to evacuate disabled users must be developed. The current evac-chair is not designed to evacuate users to the ground floor. Its only purpose is to act as a basic wheelchair to aid in the evacuation or in medical emergencies.

A star lift evacuation chair uses tracks to safely carry users down the stairs and can be operated by one person. As fire marshals' staff will be required to assist in the evacuation of disabled users from the 1<sup>st</sup> floor.



## **HEALTH AND SAFETY POLICIES**

Two policies have been created for Fire Safety and Fire Safety management (attached), each policy respectively defines procedures to follow in the event of a fire and responsible people for fire safety. Both Policies have been created in line with The Regulatory Reform Fire Safety Order 2005 and Health and Safety at Work Act 1974.

## **ENVIRONMENTAL IMPACT**

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

## **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.

Although there are no legal requirements to provide evacuation chairs suitable arrangements must be made for evacuation of disabled users. Government guidelines suggest that evacuation chairs are the preferred means of escape. Without implementation of a suitable evacuation chair the council is taking a significant risk and negating its liability.

## **FINANCIAL IMPLICATIONS**

There is no current budget for health and safety or for the purchase of an upgraded evac chair. Funds for any such works have previously been met from existing budget lines attached to the appropriate assets. i.e. property maintenance, Corn Exchange or general reserve as required.

The quotation supplied from evac chair is the cheapest of three requested (attached). The total cost is £785.00, this will be further reduced when the old evac chair is returned reduce the overall cost to £635.00. There is no legal requirement for ongoing servicing of the evacuation chair and can be regularly maintained and checked by Witney town council staff.

## **RECOMMENDATIONS**

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

- Agreement of the Fire Safety Policy and Fire Safety Management Policy and schedule of period 3<sup>rd</sup> party assessment
- Consider the implications of extended seating and other improvements to the Corn Exchange on Fire Safety.
- Consider purchase of a stair lift evacuation chair.

# Witney Town Council

## Fire Safety Management Policy

### 1. Introduction

- 1.1. This policy outlines the roles and responsible persons regarding fire safety management. The aim of the policy is to clearly define the responsibilities that each role has in fire safety management.

### 2. Legal Requirement

- 2.1. The primary legislation for fire safety is the Regulatory Reform (Fire Safety) Order 2005. The order recognises the importance of fire safety management. The order outlines mandatory documents and steps organisations must take to manage fire safety.
  - 2.1.2. Periodically reviewed fire risk assessments
  - 2.1.3. A fire safety manual
  - 2.1.4. A clearly defined responsible person for fire safety
  - 2.1.5. Internal or external expertise dealing with fire safety
  - 2.1.6. Suitable evacuation procedures for each building with plans for disabled users
  - 2.1.7. Training of staff
  - 2.1.8. Fire drills
  - 2.1.9. Fire safety inspections
  - 2.1.10. Arrangements for servicing of firefighting equipment and fire alarms
  - 2.1.11. Servicing of plant equipment and electrical installations

### 3. Communication

- 4.1. Employees will be kept informed of any changes made to the fire safety policy and any significant finding from fire risk assessments.

### 5. Policy Review

- 5.1. This policy will be reviewed every 3 years from the date of creation.

### 4. Roles & Responsibilities

- 4.1. Witney Town Council is the “Responsible Person” identified to carry out specific fire safety duties in accordance with The Regulator reform (fire safety) Order 2005.

- 4.2. The Compliance and Environment Officer is responsible for the fire safety compliance of The Town Hall, Corn Exchange, Burwell Hall and the Leys Depot. Duties involve;
  - 4.2.1.Fire Equipment Servicing (Fire extinguishers, Emergency Lights and Fire Alarms)
  - 4.2.2.Annual Fire Risk Assessments
  - 4.2.3.Fire Procedures (evacuation procedures)
  - 4.2.4.Servicing of plant and electrical installations
- 4.3. The Operations and Estates Manager is responsible for overseeing the ongoing training of staff and remedial works that need carrying out on fire equipment.
  - 4.3.1.Responsible for overseeing remedial works on fire safety equipment
  - 4.3.2.Ongoing training of fire marshals and fire safety for all staff
- 4.4. The Caretakers and Venue Manager are the fire marshals for The Corn Exchange and Burwell Hall. The Maintenance supervisor and maintenance operatives are the fire marshals for The Leys Depo and Windrush Cemetery Depo.
  - 4.4.1.Identify fire hazards in the workplace
  - 4.4.2.Ensure escape routes are kept clear
  - 4.4.3.Report hazards to responsible person
  - 4.4.4.Take appropriate action in the event of a fire
  - 4.4.5.Following the fire safety procedure in the event of fire

## **6. Procedures**

- 6.1. In line with Regulatory Reform (Fire Safety) Order 2005 Witney Town Council will annually service the following periodically. Records of servicing for all council buildings are kept at Witney Town Hall.
  - 6.1.1.Fire Extinguishers (Annually)
  - 6.1.2.Emergency Lighting (Annually)
  - 6.1.3.Fire Alarms (6 Monthly)
  - 6.1.4.Fixed Wiring (5 yearly)
- 6.2. Regular testing, visual inspection and fire drills are carried out by fire marshals on all council facilities. Testing is recorded in the fire safety log for each building.
  - 6.2.1. Emergency Lights visually inspected daily to ensure the batteries are being charged.  
Flick tests are performed on all emergency lights on a monthly basis.
  - 6.2.2.Fire alarm tests are carried out weekly
  - 6.2.3.Fire extinguisher inspections are carried out monthly
- 6.3. A fire risk assessment will be carried out by a suitable person, capable of sufficiently assessing that building.
- 6.4. Witney Town Council ensures staff are trained to a high standard for their required responsibilities.

- 6.4.1. All new staff complete online training for fire safety
- 6.4.2. Fire Marshals are trained by the Operations and Estates Manager or the Venue Manager
- 6.4.3. All training is recorded on the training matrix held at the town hall
- 6.4.4. If periodical checks are not carried out to a required standard or the review of a fire drill deems it necessary, retraining will be arranged

## 7. External Parties

- 7.1. Hiree's using The Corn Exchange or Burwell without supervisor of Witney town council staff are the temporary responsible person. The hiree accepts responsibility to act as the fire marshal for that site. Hirees will be informed of the emergency action plan and fire safety procedures on booking. By agreeing to the terms and conditions of hire a hiree agrees to be the responsible person for the duration of the hire.

## 8. Fire Safety records

- 8.1. A copy of the relevant sites fire risk assessment along with emergency action plan, fire equipment service and testing, fire alarm service and testing and training are all held at the town hall offices.

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# Witney Town Council

## Fire Safety Policy

### 1. Introduction

- 1.1. As the responsible employer Witney Town Council are responsible person for fire safety. The requirement to manage fire risk for the safety of its employees and those in Witney Town Councils facilities and lands is a requirement under fire safety legislation. This policy clearly sets out how Witney Town Council will manage this who is responsible and their responsibilities.

### 2. Legal Requirement

- 2.1. The primary legislation for fire safety is the Regulatory Reform (Fire Safety) Order 2005. It replaces most fire safety legislation with one order. The order means any person who has some level of control must takes steps to reduce the risk from fire. The following legislation is relevant in this policy and to fire safety in general.

- Health and Safety at work Act 1974
- Health and Safety (Safety Signs and Signals) Regulations 1996

### 3. Employees' Duties

- 3.1. Employees of Witney Town Council all have responsibility to take necessary steps to ensure they don't cause undue risk to themselves or others. All employees work in accordance with approved safe practices and policies.

### 4. Communication

- 4.1. Witney Town Council as the employer is the responsible person for the purposes of fire safety order 2005. Employees will be kept informed of any changes made to the fire safety policy and any significant finding from fire risk assessments.

### 5. Policy Review

- 5.1. This policy will be reviewed every 3 years from the date of creation.

### 6. Procedures for fire safety

6.1. The procedures listed below have been put in place to ensure a high standard of fire safety is followed.

- Fire risk assessments are carried out annually by an internal assessor
- Emergency action plans for each building reviewed yearly
- Fire drills held every 6 months
- The emergency action plan will identify specific roles of staff regarding fire safety
- Training of all staff in fire safety
- New employees inducted with fire safety training
- Fire Equipment test (smoke detectors, emergency lighting and fire doors and exits)
- Fire alarms along with fire safety equipment will be serviced periodically
- Fire alarms and fire safety equipment will be checked and tested weekly
- Employee's failure to follow any of these procedures can result in disciplinary proceedings

## **7. Procedure in the Event of a Fire**

7.1. On discovering a fire

- Raise the alarm
- If trained and it is safe to do so attempt to extinguish the fire
- If its not possible or unsafe to extinguish the fire, ensure there is no one left in the room and evacuate closing the door
- Evacuate to the evacuation point
- Ensure the designated person has called the fire and rescue service

7.2. If you hear the fire alarm

- Shut down any high-risk equipment in use (oven, high powered equipment)
- Exit using nearest available emergency exit
- Exit to evacuation point

7.3. Fire Marshals

- Ensure all staff, public and contractors evacuated the building via the nearest emergency exits
- Collect the grab bag on reception
- Report any missing persons

## **8. Fire Safety records**

8.1. A copy of the relevant site fire risk assessment along with emergency action plan, fire equipment service and testing, fire alarm service and testing and training are all held at The town Hall offices.



QUOTATION NUMBER	QUOTATION DATE	CUSTOMER REFERENCE NUMBER	VALID FROM	VALID TO	PAYMENT TERMS	CURRENCY
25877872	28.11.2019				Due net 30 Days	GBP

**Sold to Account#:** 10R1818149

Quote Placed By:  
MR ANGUS WHITBURN  
WITNEY TOWN COUNCIL  
TOWN HALL  
MARKET SQUARE  
WITNEY  
OX28 6AG

Your Sales Representative:  
Haalah Karim  
EMAIL: haalah\_karim@bradycorp.com

**\*\*\*\* IMPORTANT NOTE\*\*\*\* TO QUALIFY FOR THE PRICING BELOW PLEASE ENSURE THE QUOTATION NUMBER IS PROVIDED WHEN PLACING YOUR ORDER**

ITEM	OUR PART NUMBER DESCRIPTION	QTY	UOM	PRICE	DISCOUNT	NET PRICE	EXTENDED PRICE
0010	FAD0090 EVAC+CHAIR 300H EVACUATION CHAIR <a href="https://www.seton.co.uk/300h-evacuation-chair.html">https://www.seton.co.uk/300h-evacuation-chair.html</a> Advise customer to have free Evacuation Site Survey to ensure correct product, contact Evac Chairs to arrange prior to purchasing 0121 706 6744 to arrange	1	EA	709.00		673.55	673.55

NET TOTAL	673.55
VAT	134.71
<b>QUOTE TOTAL</b>	<b>808.26</b>

**Quote is Valid for 14 days from above Quotation Date.  
TO PLACE YOUR ORDER PLEASE CONTACT US ON 01295 226677  
FAX 01295 227229 OR EMAIL [quotes@seton.co.uk](mailto:quotes@seton.co.uk)  
PLEASE STATE THE ABOVE QUOTATION NUMBER**

**IMPORTANT:** the selection of appropriate Personal Protective Equipment (PPE) is the responsibility of the end-user and must be made following a thorough hazard assessment of the work tasks and the environment.

Quotes Tel: +44 (0)1295 226677.

Quotes Fax: +44 (0)1295 227229.

Quotes Email: [Quotes@seton.co.uk](mailto:Quotes@seton.co.uk).

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## Angus Whitburn

---

**From:** info@evacusafe.co.uk  
**Sent:** 28 November 2019 12:30  
**To:** Angus Whitburn  
**Subject:** RE: EVACUATION CHAIR EXCEL

Hello Angus

Many thanks for your email.

We can certainly help.

**Excel model – Excel Model Evacuation chair – 182kg load capacity**

Wide flat seat, footrest with carry handles, weight supporting arm rests, over shoulder restraints. Includes wall hooks, chair cover, signage, operating instructions and DVD  
<https://www.evacusafe.co.uk/shop/evacuation-chair-excel/>

RRP: £650 plus VAT

Discounted online price: £617.50 plus VAT

Carriage is included in the above price.

Warm regards

Ali

Alison Evans

**Evacusafe**

Evacuation Chairs and Seating

Unit 9, Devonshire Business Park, Knights Park Road, Basingstoke, RG21 6XN.

T: 01256 332723

E: [info@evacusafe.co.uk](mailto:info@evacusafe.co.uk)

W: [www.evacusafe.co.uk](http://www.evacusafe.co.uk)

**From:** Angus Whitburn [mailto:Angus.Whitburn@witney-tc.gov.uk]

**Sent:** 28 November 2019 12:27

**To:** info@evacusafe.co.uk

**Subject:** EVACUATION CHAIR EXCEL

Hi,

Could I please have a quote including VAT and carriage for your EVACUATION CHAIR EXCEL plus equipment for safe storage.

Many thanks

Angus Whitburn  
Compliance and Environment Officer  
Witney Town Council  
07423124006  
01993 704379


*Please note that calls to this number may be recorded for monitoring/training purposes.*

[www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)

Facebook - *Witney Town Council*

Twitter *@witneytowncounc*

Email: [Angus.Whitburn@witney-tc.gov.uk](mailto:Angus.Whitburn@witney-tc.gov.uk)

 Town Hall, Market Square, Witney, Oxon, OX28 6AG

 For more information [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk) | Facebook - *Witney Town Council* | Twitter *@witneytowncounc*



please don't print this e-mail unless you really need to

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**Angus Whitburn**

**From:** Simon Dickenson <SDickenson@evacchair.co.uk>  
**Sent:** 09 December 2019 15:33  
**To:** Angus Whitburn  
**Subject:** Evac + Chair International Quotation (Ref:184780)

Dear Angus

Further to our correspondence, I have the pleasure of enclosing your quotation as requested.

I trust that this proposal meets with your acceptance and approval. If you require any further assistance or additional information, please do not hesitate to contact me. To place an order, please forward the following information to orders@evacchair.co.uk (quoting reference: 184780 )

Invoice address -contact name, telephone number and email address  
Delivery address – contact name and telephone number  
Company registration number  
Purchase order number

**Quotation**

Code	Product	Price	Quantity	Value
1-300H-MK4	<u>EVAC+CHAIR MK 4 MODEL</u> incl passenger restraints, wall hooks + sign, dust cover, user guide with CD, payload upto 182kg	£670.00	1	£670.00

PX	<u>PART EXCHANGE</u> Please place part-exchange chair in packaging of new chair and contact Customer Services via email to "customerservices@evacchair.co.uk" to arrange collection.	£0.00	1	£0.00
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Upon receipt of the returned Chair, £150 will be credited, per each chair exchanged.

8-360-05	<u>MAINTENANCE CONTRACT - 1ST CHAIR</u>	£90.00	1	£90.00
CARR	<u>CARRIAGE</u> Timed deliveries available at an additional cost, upon request.	£25.00	1	£25.00

**Total: £785.00**

**Quotes valid for 30 days and prices are subject to VAT.**

Subject to our terms and conditions.

All errors and omissions excepted.

Thank you for your enquiry and we look forward to hearing from you shortly.

Kind regards

**Simon Dickenson** Business Development Manager

**EVAC+CHAIR**  
INTERNATIONAL

Direct Dial: 07775 688024

Telephone: 0121 706 6744

Email: [SDickenson@evacchair.co.uk](mailto:SDickenson@evacchair.co.uk)



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# Witney Town Council Event Hosting Policy

2019 - 2020



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## Introduction

Witney Town Council is the custodian for the Leys Recreation Ground, Queen Elizabeth II Field (Burwell), King George V Playing Field (Newland) and West Witney Sports Ground. The Town Council manages these areas on behalf of the residents of Witney and they are used extensively by the sports teams in the town and residents.

The Town Council encourages anyone who would like to organise an event to contact them for information as to the suitability of the venues available and managed by the Town Council.

An event can be anything from a community picnic or sponsored walkthrough to large-scale music or food festivals and sports tournaments. The details of each location, size, parking, facilities in relation to all these areas can be found on the Town Council's website below or by contacting the Administration Assistant on 01993 704379.

<http://www.witney-tc.gov.uk/public-halls-2/outside-venues/>

## The Objective of this Policy

The main objective of this policy is to ensure the safe running of events taking place on Witney Town Councils land. The policy outlines guidelines to ensure the following.

- Health and Safety requirements
- Sufficient event planning
- Council policies are adhered to
- Equality and diversity
- Waste management
- Environmental impact

This policy also aims to set out the application and conditions for approval. The approval comes from Witney Town Council once satisfied with the event's safety.

Large-scale outdoor events such as festivals, sporting events and concerts are increasingly popular, regularly attracting large crowds of people. Most of these events pass off without incident, due to good planning and organisation by the organisers. This guidance provides some useful additional advice for organisers to help them run such events safely.

## Definitions

**WTC:** Witney Town Council

**Event Organiser:** The person/group requesting to run an event on Witney Town Council land.

**Event:** The purpose for which the location has been booked

**EMP:** Event Management Plan

**HSE:** The Health and Safety Executive is a UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare.

**SAG:** Safety Advisory Group

**Event Permit:** The permit that will be granted authorising the event on council land

### List of areas available to hire under this policy:

- The Leys Recreation Ground
- Burwell QE2 Field
- West Witney Sports Ground
- King Georges Field

Areas that are used for football are not available for booking from the second weekend in May until the last weekend of June.

### Event Types

- Charity Event: An event organised by a registered Charity, an organisation with exclusively charitable purposes and registered with the Charity Commission.
- Commercial Event: An event organised around an identifiable commercial business or group of businesses which will be beneficiaries of the event.
- Non-Commercial Event: An event organised by a 'Not for Profit Organisation', an organisation that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.
- Community Event: An event organised by a Witney Town Council based group of people who come together to create an event in their shared self-interest.

Please refer to the Council Fees & Charges document on the website ([www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)) or available at the Town Hall for current prices.

### Approval Process

Witney Town Council will consider applications received on the prescribed forms and the advertised times only. We are unable to take booking for events outside the prescribed times. All event applications have to be submitted with an event management plan, Witney Town Council will use this to access the initial suitability of the event for the land requested.

No event can take place on Witney Town Council's land until all the following requirements have been met.

1. Deposit has been received
2. Issued with an event permit issue and signed exclusively by Witney Town Council
3. Have in place valid public liability insurance up to the value of £10 million
4. EMP with sufficient level of detail to the scale of event signed off by Witney Town Council
5. All requested Health & Safety documentation provided including but not limited to risk assessments, insurance documentation, food safety certificate, Licenses and inspection certification for rides.

WTC accepts no responsibility for non-arrival of application forms, supporting information, remittances or cancellations.

All EMP's and H&S documentation are made available to WTC, HSE and relevant parties. Event organisers may be required to attend the SAG as part of the application process dependant on the level of risk associated with the event. Failure to attend this meeting could result in the event being unsafe to run and the application being refused.

WTC may require changes and additions to EMP's after submission before an agreement in principle is issued. Refusal to make such amendments will result in no agreement in principle or event permit being issued. WTC are unable to review or accept any changes to an EMP when a permit has been issued.

WTC will make their decision and send an agreement in principle after all required paperwork with requested amendments and additions has been submitted.

Events will not be authorised when the health & safety risk is considered too high by WTC or SAG. Or if required licences, consent or permission required has not been granted.

## Deposit

For large scale events a deposit of £1000 is required, this is payable upon WTC accepting an event application. The deposit will cover the cost of part/all of any damages to the field and possible cancellation of the event from the organiser. For smaller scale events a reduced deposit will be requested.

## Agreement in Principle

WTC will provide in writing a final decision on the event. This will contain an agreement in principle and an invoice for the event. Also included will be our standard condition of hire and may contain any additional conditions relevant to the event at the discretion of WTC.

WTC will then issue an event permit once a signed copy of the agreement in principle has been returned and full payment of the invoice is received. The event permit will contain and confirm the following information.

## Payment

An invoice will be sent along with the agreement in principle that will contain the following.

- Cost to hire the event location
- Other associated charges for use of our services

The invoice does not include any fees and charges relating to other applications.

## Issuing of Event Permit

The event organiser is required to return a signed copy of the agreement in principle along with the following information.

1. Have in place valid public liability insurance up to the value of £10 million
2. Deposit received for booking
3. EMP with sufficient level of detail to the scale of event signed off by Witney Town Council
4. All requested Health & Safety documentation provided including but not limited to risk assessments, insurance documentation, food safety certificate, Licenses and inspection certification for rides.

After all, information requested is received and accepted by Witney Town Council an event permit will be issued.

## Event Permit

A copy of the permit will be signed and issued by Witney Town Council. the event permit will contain the below information.

- Event Name
- Permitted event date(s) and times including set-up/set-down
- Event Location
- Organiser's details
- Conditions of the permit

An event permit is non-transferrable and cannot be sublet to any other organiser.

## Rejected Application

When an application for event hosting on WTC land has been refused a full explanation for the refusal will be provided by writing. Refused applications can be reviewed if you believe WTC has not followed their procedures.

## Event Assessment

An event permit will be issued that grants permission to hold an event on WTC land. To ensure compliance with the original Event Plan submitted and all requested paperwork regular site visits will be made. The objective of these visits is to ensure the safe operation of the event and the submitted EMP is being followed. These visits will be broken down into four stages.

1. Pre site assessment with the event organiser. This is where the land is handed over to the event organiser to begin set up.
2. Pre-event authorisation. This visit will ensure that the set-up of the event is in line with the EMP and there are no adverse risks to the public and employees.
3. Ongoing assessment during the event running period. These assessments can consist of scheduled and unscheduled visits. The purpose of these is to assess the event is running in accordance with the submitted EMP, council policies and there are no heightened safety risks.
4. Post-event assessment, this visit will take place during the end of the set-down. The site will be handed back to WTC during this visit. An assessment will be made on the method of the set-down, condition of the land and the environmental impact the event has caused.

It is mandatory that WTC officers are permitted on the event land to carry out these assessments and at all but the ongoing assessments they are accompanied by event organisers and or health and safety representatives.

We reserve the right to demand the removal of any equipment considered unsafe or about which complaints are received.

## Terms and Conditions

### Use of Event Location

The Event must not start or finish outside the authorised date(s) and time(s) shown on the Event Permit. This includes the time required to set up, breakdown and clearing the site.

All property associated with the Event must also be removed by the end of the period of hire. If you fail to do this we may remove and store any property that is left and all reasonable costs incurred will be charged to you. We are entitled to sell (in such a manner as we think fit) any property removed and stored if it is not claimed within 28 days and the proceeds of the sale shall be the Councils.

We accept no responsibility for the property at the Event Location before, during or after the hire period.

We shall not be held responsible for any damage to or theft of property during its removal or storage.

If Council land or property at the event location is damaged, destroyed, stolen or removed, during the period of the event, whether caused by you or others associated with the event, the cost of reinstating, repairing, replacing or cleaning will be charged to you. Our valuation of any damage/loss is final.

### Right of Entry/Access

Authorised Council officers or Members shall be permitted entry to the Event Location at all times during the period of hire.

We reserve the right to refuse admission to or evict any person from the Event Location.

We reserve the right to fix a maximum limit for the number of persons attending the Event/Activity.

You shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the event location and that any highway in the event location remains open unless the relevant road closure order has been obtained and duly executed.

You must ensure that all users of the Event Location, whether event participants or not, have unrestricted access to the permanent public toilet facilities located within the Event Location.

### Cancellation

We may need to cancel an event when the event location is affected by an emergency of any kind. We will consider refunding part or all of any fees and charges paid and the amount shall be at our sole discretion.

We reserve the right to withdraw permission to use an Event location. However, we will repay any fee paid to hire the location on cancellation but shall be under no liability for the expense incurred or loss sustained by you as a result of the cancellation.

If you cancel your Event you must tell us in writing. Your confirmation will take effect from the working day it is received by us. Any fees paid are non-refundable.

### Event Management Plan (EMP)

An event organiser has a legal duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks. This is covered in detail relevant to the event size in an EMP. It is compulsory for all event organisers on Witney Town Council land to complete and submit an event plan for review by officers. Essential information an EMP should contain is listed below. However, WTC may request additional information is included if deemed necessary by its officers. This information must then be added and resubmitted for review by WTC.

- Details of the event and who is attending
- Location of the event with site plans
- Staffing structure and information, including subcontractors
- Handling of public & employee health and Safety
- Schedule of event including set up and set down
- Equipment being used for the event
- Licensing
- Detailed emergency action procedures and plans
- The process to deal with adverse weather conditions
- Review plans after event completion including environmental impact

### Waste Disposal & Sanitary Provisions

Event organisers must ensure that sufficient waste disposal provisions have been made. It is the event organiser's responsibility that the land is regularly litter picked and bins are emptied. Organisers EMP must contain a detailed waste management system.

## Not Permitted

All events approved by WTC are to be held in accordance with the standards conditions shown and any additional conditions that may be applied specifically to any event. Below is a list of what we do not permit on WTC land.

- Liquid waste to be disposed of into the sewer system
- Council waste bins to be used for the disposal of any waste generated by the event
- Campsites
- Campfires, fire pits or the use of disposable or temporary BBQ's
- Interference with or anything to be attached to any item of street or parks furniture
- Any council notices or displays at the event location to be removed or covered
- The release of sky lanterns or helium balloons
- Any excavation
- Performing animals (Included fairs with fish as prizes)
- Events continuing after 11 pm

WTC officers will use there event assessment site visits to ensure organisers are not in breach of WTC conditions.

## Law

### Health and Safety Law

As an event's organiser, you have the prime responsibility for the health and safety of your workers, Members of the public and contractor working at the event. What the law entails is available on <http://www.hse.gov.uk/event-safety/>. And guidance on health and safety directly relating to events can be obtained from the purple guide.

The event organiser should ensure the event venue is designed appropriately for its intended purpose regarding health and safety law. Further details of the venues can be requested from Witney Town Council directly.

### Enforcement of Local authority's and HSE

HSE and Local Authority (LAs) are responsible for enforcing health and safety legislation. Meaning an organiser's health and safety documentation for events will be reviewed by Witney Town Council. Any event run by Witney Town Council HSE will be responsible for enforcement.

HSE enforcement policy for HSE and local authorities (WTC) can be found on <http://www.hse.gov.uk/lau/>

### HSE has the enforcement responsibility for

- Fairgrounds (includes all fairground rides not coin-operated street fairs and bouncy castles)
- Film and video broadcasting
- Security guards

### Thames Valley Police

- Road Traffic Issues

### Environment Agency

- Waste Disposal

## Licensing

In addition to health and safety law, some event may also require licenses from other authorities under different legislation/regulations such as.

### Alcohol Licensing

<https://www.gov.uk/guidance/alcohol-licensing>

### Entertainment Licensing

<https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act>

### PRS for music

<https://www.prsformusic.com/>

### Security licensing (SIA)

<https://www.sia.homeoffice.gov.uk/pages/licensing.aspx>

## Public Liability Insurance

Organisers with events Insurance should have public liability insurance up to the value of £10 million included in their policy.

Large scale event will have a large influx of public and equally public interaction. Event's Organisers have a duty of care towards its attendees. While it's likely that you are doing everything in your power to avoid accidents happening, sometimes these things can't be avoided.

As the custodian for land owned by Witney Town Council and its residents upon it, Witney Town council have set a minimum insurance value up to the value of £10 Million. Documentation supporting this will be requested as part of the approval process.

## Safety Advisory Group (SAG)

SAG help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. Large events involving 2000 persons brought to SAG's attention will be automatically reviewed.

## Children or Vulnerable Adults

Event organisers must ensure all staff that are coming into direct contact with unsupervised children or vulnerable adults must hold DBS checks. WTC will request clarification in writing from event organisers that required staff have had DBS checks.

## Indemnity and Insurance

We are not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the event location, unless where the loss, damage, injury or death is caused in whole as the result of any act or omission on the part of us.

As the event organiser, you agree to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.

You agree to have in place Public Liability Insurance cover to a value no less than £10,000,000.00 (ten million pounds). We reserve the right to require a higher limit if deemed necessary. You are required to produce evidence of such insurance.

In addition, you will be required to produce, when requested to do so by an authorised officer, copies of valid Public Liability Insurance required to be held by any exhibitor, ground entertainer, sub-contractor, or caterer authorised to appear at the Event. Under no circumstances shall their cover be

less than £5,000,000.00 (five million pounds) and we reserve the right to require a higher limit if deemed necessary.

Failure to provide proof of insurance cover will lead to an event not being authorised.

## Environmental Policy

Witney Town Council is committed to becoming carbon neutral by 2028. WTC is requesting that all events on their land consider their environmental impact. Areas to consider that should be contained in their event management plan are listed below.

### Waste

As a minimum WTC requested that all events provide recycling bins and promote the use of reusable products for its attendees. It is encouraged that festivals, fairs and circus's use reusable plastic cups and dispose of food remains separate to general waste.

### Noise

Organisers need to consider the impact noise pollution can have on wildlife and the surrounding residents. WTC requires that organisers provided sufficient notice for events taking place that could affect residents. To help the relationship with the town of Witney and these organisers it is encouraging that organiser offer free or discounted access to their events for these residents.

### Light

Light pollution the same as noise pollution can have an impact on both wildlife and local residents. We expect that festivals limit the use of lighting where necessary.