

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



**Monday, 28th September, 2020 at 6.00 pm**

To members of the Policy, Governance & Finance Committee - L Ashbourne, J Aitman, O Collins, H Eaglestone, V Gwatkin, A D Harvey, M Jones and R Smith (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

## **Admission to Meetings**

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

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

## **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**

### **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. Declarations of Interest**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. **Minutes** (Pages 5 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 13 July 2020 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **Public Participation**

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

5. **Payment of Accounts** (Pages 13 - 62)

To receive payment schedules, bank statements and reconciliations since the last meeting.

PLEASE NOTE, IN ORDER FOR OFFICERS TO BE ABLE TO ANSWER ANY QUERIES ON THE PAYMENT SCHEDULES - PLEASE CONTACT THE OFFICE MANAGER OR TOWN CLERK PRIOR TO THE MEETING.

6. **Youth Fund Awards** (Pages 63 - 72)

To receive and consider the report of the Office Manager containing the Youth Grant Award recommendations of the Stronger Communities Committee.

7. **Marking Community & National Campaigns Via Lighting Up the Corn Exchange - Policy** (Pages 73 - 74)

To receive and consider a draft policy on the lighting up of the Corn Exchange to mark community and national campaigns/occasions from the Office Manager.

8. **Finance Report** (Pages 75 - 100)

To receive and consider the report of the Town Clerk/RFO and the income and expenditure report for the period 1 April to 31 August 2020.

9. **Budget Parameters 2021/22, Capital & Special Revenue Projects 2021/22 and beyond** (Pages 101 - 102)

To receive and consider the report of the Town Clerk/RFO explaining the forthcoming budget setting process and suggested budget parameters in order that an accurate budget as possible can be calculated.

10. **Exclusion of Press and Public**

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

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

11. **Debtor Report** (Pages 103 - 106)

To receive and consider the confidential report of the Office Manager concerning the Council's debtors.

12. **Property Matters** (Pages 107 - 110)

To receive and consider the confidential report of the Town Clerk regarding the Town Hall and Town House, and recommendation from the Council's agent.

13. **Staffing Matters**

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



Town Clerk



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

**Held on Monday, 13 July 2020**

**At 6.00 pm in the VIRTUAL MEETING VIA ZOOM - Virtual Meeting**

**Present:**

Councillor L Ashbourne (Chair)

Councillors:	J Aitman	V Gwatkin
	O Collins	M Jones
	H Eaglestone	R Smith
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
Others:	None.	

**F189 APOLOGIES FOR ABSENCE**

An apology for his absence was received from Cllr Harvey.

**F190 DECLARATIONS OF INTEREST**

There were no interests declared at this point in the meeting.

**F191 PUBLIC PARTICIPATION**

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

**F192 ELECTION OF VICE CHAIR**

**RESOLVED:** that Cllr Smith be elected Vice Chair for the ensuing municipal year.

**F193 MINUTES**

The Committee received and considered the minutes of the meeting held on 27 January 2020.

**RESOLVED:** to confirm the minutes of the meeting held on 27 January 2020 as a correct record and signed by the Chair.

There were no matters arising.

F194 **COMMITTEE TERMS OF REFERENCE, VISION AND OBJECTIVES FOR THE MUNICIPAL YEAR**

The Committee received and considered draft terms of reference for the committee.

**RESOLVED:** that the terms of reference as presented be confirmed and adopted for the ensuing municipal year.

F195 **PAYMENT OF ACCOUNTS**

The Committee received and considered the report of the Office Manager as circulated with the agenda, along with the payment schedules, bank reconciliations and bank statements for the period 1 January 2020 to 31 May 2020.

**RESOLVED:**

1. that the report be noted;
2. that the bank reconciliations and bank statements be noted;
3. that the following schedules of payments be approved:

<b>Cheque No's</b>	<b>In the sum of:</b>	<b>Account</b>
Cheques 101121-101122, DDRs and Standing Orders (Jan 2020)	£59,304.82	General Cashbook 1
Cheques 32522-32551 and DDs (Jan 2020)	£71,449.76	Imprest Cashbook 2
Cheques 101123-101129, DDRs and Standing Orders (Feb 2020)	£1,111,039.80	General Cashbook 1
Cheques 32552-32604 and DDs (Feb 2020)	£83,881.14	Imprest Cashbook 2
Cheques 101130-101132, DDRs (March 2020)	£59,375.44	General Cashbook 1
Cheques 32605-32646 and DDs (Mar 2020)	£95,546.40	Imprest Cashbook 2
Cheques 101133-101135, DDRs and Standing Orders (Apr 2020)	£66,007.24	General Cashbook 1
Cheque 32647 and DDs (Apr 2020)	£70,100.02	Imprest Cashbook 2
Cheques 101136-101137, DDRs and Standing Orders (May 2020)	£29,033.33	General Cashbook 1
Cheques 32648-32700 and DDs (May 2020)	£111,382.53	Imprest Cashbook 2

F196 **FINANCIAL REPORT**

The Committee received and considered the report of the Town Clerk, highlighting the impact that the Covid-19 pandemic had had on the Council's income. The Town Clerk advised that she would be writing to the District Council's Cabinet Member for Finance as NALC had advised that government funding had been given to District Councils to distribute to town and parish councils to alleviate the effect of COVID-19 on income and the additional expenditure it was burdened with. The Town Clerk would be seeking some sort of recompense to offset some of the Council's lost income and additional expenditure. She also advised that the grant of free use of the Corn Exchange to Witney Fridge during lockdown would be accounted for.

Member also discussed grant funding to West Oxfordshire Community Transport and the requirement to renew the Council's utilities contracts.

**RESOLVED:** that the report be noted and:-

1. that the grant funding for West Oxfordshire Community Transport continues to be paid at the current rate of £1,500 per month (£18,000 per annum) for the remainder of the financial year and that it is raised to the higher amount of £21,000 from April 2021. This rate would continue for three years but the Council would retain the right to review this after two years.
2. that in relation to the utilities contract, the Compliance and Environment Officer be charged with finding the most competitive green energy tariff available with the Council's existing utility provider, with the ultimate decision delegated to the Town Clerk in consultation with the appropriate Members if needed.

F197 **BANKING ARRANGEMENTS**

The Committee received and considered the report of the Town Clerk as circulated with the agenda which highlighted the fact that the bank mandates needed updating.

**RECOMMENDED:** that the report be noted and:-

1. that the Members of the Policy, Governance and Finance Committee be authorised signatories on Barclays Bank mandates and if necessary two be named to be able to act on behalf of the Council – in the absence of the Town Clerk, should the need arise;

*[the current Members of the Policy, Governance & Finance Committee being: Cllrs Luci Ashbourne (Chair & Leader of the Council), Ruth Smith, Vicky Gwatkin, Owen Collins, Harry Eaglestone, Mel Jones, Joy Aitiman and David Harvey]*

2. that Members of the Policy, Governance and Finance Committee be authorised signatories on the CCLA Accounts and that in particular two are named to act on behalf of the Council – in the absence of the Town Clerk, should the need arise;
3. that the named signatories are Cllrs Gwatkin, Aitman and Harvey;
4. that the Town Clerk is also listed on the bank mandate for the Barclays Bank General and Business Premium Account as being able to deal with transfers between accounts as well as setting up direct debits;

5. that the Office Manager is set-up to be able to cash cheques up to £500 at the local Barclays Bank branch to replenish the Council's petty cash account;
6. the implementation of online banking with the Council's current banking provider, Barclays Bank PLC, be agreed subject to the amendments to the Council's Financial Regulations, which will be presented to the next meeting of this Committee.

F198 **INTERNAL AUDIT - FINAL REPORT FOR 2019/20**

The Committee received and considered the final internal audit report for 2019/20. The Town Clerk pointed out that it was the role of the Internal Auditor to sign page 3 of the Annual Governance & Accountability Return covered at the next agenda item

The Committee congratulated the Town Clerk and Office Manager on the content of the Internal Audit report.

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

F199 **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2019/20**

The Committee received and considered the report of the Town Clerk along with the Annual Governance and Accountability Return for 2019/20.

She explained that it was the role of the Committee to carry out its due diligence and go through the Annual Governance Statement to confirm the correct procedures were in place with the Council's sound financial management. She pointed out that she had been unable to present the Annual Corporate Risk Assessment to Council because she'd been off sick for a period of time at the beginning of the year and then COVID-19 had resulted in the last Policy, Governance and Finance meeting being postponed. Due to these extenuating circumstances regrettably, she advised the Members that no formal assessment could be presented and they would need to answer question 5 of the governance statement with ticking NO. She explained the potential consequences of this but reassured members that the fact she was the only Officer able to run this report would be addressed via the organisational review being undertaken later in the year.

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

1. that the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2020 where questions 1 to 9 were answered yes, (with the exception of question 5 – which will be no) be approved;
2. that in regard to question 5 – where, due to extenuating circumstances of the Town Clerk/RFO being off for a period of sickness absence culminating with the COVID-19 pandemic – the following explanation be provided to the external auditor along with the assurance that the Council is undertaking an organisational review to address capacity issues and will ensure that support is given to the Town Clerk to illuminate the fact only one member of staff is able to assess the corporate/financial risks of the Council;
3. that the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2020 be approved, and presented to full Council for formal adoption on 27 July 2020;

4. that the unaudited Financial Statements for the year ended 31 March 2020 be noted.

## F200 **DIGITAL RESILIENCE**

The Committee received and considered the report of the Office Manager. His report covered how the offices had been able to operate during lockdown although it would have been more advantageous and efficient if there was more mobile phones and laptops as some employees had used their own equipment. He also highlighted the lack of digitalisation of burial records and has sought a quote which could link into the Council's mapping software.

**RECOMMENDED:** that the report be noted and:

1. that the quote for digitalised mapping of the Cemeteries from Pear Technologies be accepted;
2. that sales invoices be issued to customers electronically unless requested otherwise;
3. that the procurement of proportionate equipment (such as laptops/works mobile phones) be purchased for the purpose of continuing Council services while homeworking, be delegated to the Town Clerk and Office Manager.

## F201 **GRANTS AND SUBSIDISED LETTINGS**

The Committee received and considered the report of the Democratic Services Officer along with seven grant applications. It was noted that Witney Buttercross Scouts had applied for a substantial grant, not realising that the maximum grant from the Council was £500. Members discussed this application as the project to refurbish the premises was substantial and the group had applied for other funding. It was agreed that £500 should be pledged and that it could be drawn down at a later date when the project went ahead.

Members were also not comfortable in granting the Rotary Club £500 for its planned Dragons Den event without having a clear idea on how it would be spent. It was decided that it would be better to grant free use of the Corn Exchange instead.

It was noted that some of these planned events may not go ahead because of COVID-19 therefore funds should only be forwarded once the future of the events was known.

**RECOMMENDED:**

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

Rotary Club	£162.50 subsidised letting	To cover the cost of the hire of the Corn Exchange.
Witney Buttercross Scouts	£500.00 pledged	To be drawn down by the group when work commences on the project.
Witney Wonderland	£485.00	To cover the hire of the Corn Exchange.

Witney Town Band	£500.00	Annual grant
Witney Fair Trade Action Group	£85.00	To cover the hire of the Corn Exchange for a fair-trade talk
Witney Music Society	£50.00	Towards artists fees
Mayor of Witney	£325.00	Towards 2 hires of the Corn Exchange for fundraising events.

## F202 **MARKING COMMUNITY & NATIONAL CAMPAIGNS VIA LIGHTING-UP PUBLIC BUILDINGS**

The Committee received and considered the report of the Office Manager as circulated with the agenda. The Chair gave some background to this item and the two national events already marked – Black Lives Matter and the NHS anniversary – which were achieved by the loan of lights from Ben Turner of Slideshow Productions. The Chair was keen to ensure this offer remained special and to compliment the Council’s flag flying protocols. She had received a request to mark the Baby Loss Awareness week in October and therefore considered this a good timescale for implementation – but acknowledged more research was required to ensure the Policy was right. The Town Clerk confirmed that she would contact other Town Councils in order to obtain example policies.

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

1. that further research in to a policy for “lighting up” the interior of the Corn Exchange, marking community and national campaigns be undertaken, and report back to the next meeting of this Committee;
2. that the Council considers purchasing fixed colour changing led lights for the Corn Exchange windows, up to the value of £500 and that this be delegated to Cllr Ashbourne and the Office Manager.

## F203 **YOUTH SERVICES GRANT FUNDING**

*Cllr Collins left the meeting at 7.12pm.*

Members received and considered the revised policy for Youth Services Grant Funding, which had been recommended by the Stronger Communities Committee at its meeting on 6 July 2020.

**RECOMMENDED:** that the policy as now presented be agreed.

## F204 **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.

F205 **DEBTOR REPORT**

Confidential Item.

F206 **SUSPENSION OF STANDING ORDERS.**

**RESOLVED:** that as the meeting had now reached two hours in length, that standing order 48 be suspended in order to allow the meeting to continue.

F207 **PROPERTY MATTERS**

Confidential item.

*Cllr Eaglestone left the meeting at this point as he declared an interest in the item being discussed.*

F208 **STAFFING MATTERS**

Confidential Item.

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The meeting closed at: 8.07 pm

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Chair

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## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday 28<sup>th</sup> September 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.

### Current Situation

#### 1. Bank Reconciliation and Bank Statements

Attached are bank reconciliations and associated bank statements from June – August 2020.

#### 2. Payment of Accounts

Attached are the payment schedules for June – August 2020

### 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 101138-101140*, DDRs and Standing Orders (Jun 2020)	£69,714.47	General CB 1
Cheques 32701-32724 and DDs (Jun 2020)	£75,509.50	Imprest CB 2
Cheques 101142-101144, DDRs and Standing Orders (Jun 2020)	£95,849.69	General CB 1
Cheques 32725-32759 and DDs (Jul 2020)	£86,043.97	Imprest CB 2
No Cheques, DDRs and Standing Orders (Aug 2020)	£6,242.98	General CB 1
Cheques 32760-32813 and DDs (Aug 2020)	£84,418.36	Imprest CB 2

\*Please note: Cheque 101141 was cancelled.

Report ends.

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**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL A/C**  
**List of Payments made between 01/06/2020 and 30/06/2020**

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/20	Fuel Card Services Ltd	DDa	£28.49		10110/Works fuel 19May
01/06/20	Wodc Ctax Ndr - 30623704	Std Ord	£294.00		WODC - Rates Tower Hill
01/06/20	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/06/20	Wodc Ctax Ndr - 90024629	Std Ord	£415.00		WODC - Rates Windrush Cemetery
03/06/20	Continental Landscapes Ltd	101138	£36,009.38		10108/Grounds mntnce May2020
04/06/20	Amenity Horticultural Services	101139	£6,453.00		10180/Pine Play Bark
04/06/20	Cemetery Development Services	101140	£5,040.00		10181/Groundwater risk assessm
05/06/20	Castle Water Ltd	DDb	£400.44		10166/Ac 2418594 1Mar-28Aug
05/06/20	Castle Water Ltd	DDc	£309.10		10164/Ac 2418507 1Mar-28Aug
05/06/20	Castle Water Ltd	DDd	£215.59		10163/Ac 2419738 1Mar-28Aug
05/06/20	Castle Water Ltd	DDe	£2,628.46		10165/Ac 2441633 1Mar-28Aug
08/06/20	Fuel Card Services Ltd	DDf	£109.72		10111/Works fuel 28-31May
08/06/20	Peninsula	DDg	£334.88		10134/HR Services
10/06/20	Barclaycard Charges May2020	DD	£60.76		Barclaycard Charges May2020
11/06/20	Castle Water Ltd	DDa	£8,220.03		10162/Ac 2399071 1Mar-28Aug
15/06/20	BNP Paribas Lease Group (Renta	DDb	£796.46		10160/Copier rent 13Jun-12Sep
15/06/20	Crown Gas & Power	DDc	£253.11		10125/Gas ac038566 30Apr-31May
15/06/20	Dual Energy Direct Ltd	DDd	£250.00		Purchase Ledger Payment
15/06/20	Dual Energy Direct Ltd	DDe	£760.00		Purchase Ledger Payment
15/06/20	Dual Energy Direct Ltd	DDf	£661.00		Purchase Ledger Payment
15/06/20	Dual Energy Direct Ltd	DDg	£45.00		Purchase Ledger Payment
15/06/20	Dual Energy Direct Ltd	DDh	£20.00		Purchase Ledger Payment
15/06/20	Dual Energy Direct Ltd	DDi	£417.00		Purchase Ledger Payment
15/06/20	Dual Energy Direct Ltd	DDj	£104.00		Purchase Ledger Payment
15/06/20	Dual Energy Direct Ltd	DDk	£550.00		Purchase Ledger Payment
16/06/20	SAGE (UK) LTD	DDI	£151.20		Purchase Ledger Payment
18/06/20	Castle Water Ltd	DDa	£32.12		10158/Ac 2407013 1Mar-28Aug
18/06/20	Crown Gas & Power	DDb	£116.14		10124/Gas ac038565 30Apr-31May
19/06/20	Peninsula	DDc	£548.16		10241/Business Safe services
22/06/20	Fuel Card Services Ltd	DDd	£117.97		10237/Works fuel 12Jun20
29/06/20	Fuel Card Services Ltd	DDe	£137.96		10238/Works fuel 15-17Jun20
30/06/20	Witney Town Council	Std Ord	£3,437.50		Witney TC
<b>Total Payments</b>			<b>£69,714.47</b>		

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**Bank Reconciliation Statement as at 30/06/2020  
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	30/06/2020	1	1,596,743.44
			<u>1,596,743.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/05/2020 101136 WEST OXFORDSHIRE DISTRICT COUN		10,000.00	
29/05/2020 101137 TOWN AND COUNTRY TREES LIMITED		12,300.00	
03/06/2020 101138 Continental Landscapes Ltd		36,009.38	
04/06/2020 101139 Amenity Horticultural Services		6,453.00	
04/06/2020 101140 Cemetery Development Services		5,040.00	
			<u>69,802.38</u>
			1,526,941.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,526,941.06
		<b>Balance per Cash Book is :-</b>	<b>1,526,941.06</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

### 24 - 30 Jun 2020

Date	Description	Money out £	Money in £	Balance £
24 Jun	Start Balance			1,591,876.40
	<b>Giro</b> Direct Credit From The Midcounties Co Ref: Cemetery Lodge Ren <i>1050501</i>		2,837.50	1,594,713.90
26 Jun	<b>IC</b> Direct Credit From E Taylor and SW F Ref: Inv 17984		645.00	1,595,358.90
29 Jun	<b>DD</b> Direct Debit to Fuel Card Services Ref: Shb303621	137.96		1,595,220.94
	<b>STO</b> Standing Order to Witney Town Council Ref:- Town Hall Rent	3,437.50		1,591,783.44
30 Jun	<b>IC</b> Direct Credit From Peter Smih S Ltd F Ref: Smithp		4,960.00	1,596,743.44
30 Jun	Balance carried forward			1,596,743.44
	Total Payments/Receipts	3,575.46	8,442.50	

Start balance £1,591,876.40

Money out £3,575.46

► Commission charges £0.00

► Interest paid £0.00

Money in £8,442.50

End balance £1,596,743.44

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 01/06/2020 and 30/06/2020**

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
15/06/20	Amazon Payments UK Ltd	32701	£158.98		10169/Lenovo Tablet
15/06/20	DCK Accounting Solutions Ltd	32702	£984.84		10113/Contract accounts May20
15/06/20	West Oxfordshire Citizens Adv	32703	£65.00		Purchase Ledger Payment
15/06/20	COPY RIGHT SYSTEMS LTD	32704	£37.56		10114/Printer 5789348 - Mono
15/06/20	Fenland Leisure Products Ltd	32705	£517.20		10159/Aerial zip wire parts
15/06/20	GSWindow Cleaning	32706	£121.00		10138/Window cleaning Jun20
15/06/20	Saint-Gobain Building Distribu	32707	£9.23		10115/Silicone sealant
15/06/20	MARGARET L. JOHNSON LTD.	32708	£273.00		10116/Surgical masks
15/06/20	M & M SKIP HIRE LTD	32709	£444.00		10118/Waste disposal 28May
15/06/20	Neopost Finance Ltd	32710	£584.84		10170/Franking mach 31Oct-31Ja
15/06/20	Parker Bell Ltd	32711	£77.40		10139/PAT Tester calibration
15/06/20	PHS Group	32712	£143.64		10140/Hand sanitiser 2020-21
15/06/20	POST OFFICE LTD	32713	£265.00		10141/Road Tax EJ17YNK 2020-21
15/06/20	C A Radcliffe	32714	£35.00		Purchase Ledger Payment
15/06/20	Rumbl Ltd	32715	£2,472.00		10171/Website development
15/06/20	Trade UK	32716	£68.61		10142/Staple gun & staples
15/06/20	Seldram Supplies Oxford Ltd	32717	£374.45		10178/Cleaning materials
15/06/20	THAMES SECURITY	32718	£108.00		10122/Alarm key holding
15/06/20	TOWN AND COUNTRY TREES	32719	£900.00		10144/Tree works 1Jun
15/06/20	TRIUMPH TECHNOLOGIES LTD	32720	£936.53		10152/TOD Recovery Jul20
15/06/20	VIKING DIRECT	32721	£17.84		10153/Cleaning spray
15/06/20	WITNEY PLANT HIRE LTD	32722	£835.20		10154/Skiploading dumper hire
15/06/20	WEST OXFORDSHIRE DISTRICT	32723	£180.00		10155/Premises licence 2020-21
15/06/20	YOUNG ENGINEERING SUPPLIES	32724	£18.00		10123/Fibre glass kit
17/06/20	Bacs Payments	DD	£31,225.28		Bacs
19/06/20	SOUTHERN ELECTRIC	DDa	£9.00		10137/Ac951808973 2May-1Jun
23/06/20	STL Business Communications So	DDb	£641.34		10179/Phone Chgs May20
25/06/20	Bacs Salaries June 2020	DD	£33,957.61		Bacs Salaries June 2020
30/06/20	Barclays Charges 2Mar-7Jun	DR	£48.95		Barclays Charges 2Mar-7Jun
<b>Total Payments</b>			<b>£75,509.50</b>		

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**Bank Reconciliation Statement as at 30/06/2020  
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	30/06/2020	1	1,000.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/11/2019 32461 Dura-ID Solutions Ltd	21.54
05/02/2020 32561 Nyama Catering	549.59
25/02/2020 32601 SSAFA Oxfordshire	36.30
16/03/2020 32618 Oxford Arts CIC	450.00
31/03/2020 32641 Trade UK	428.76
31/03/2020 32642 Seldram Supplies Oxford Ltd	313.51
01/05/2020 32652 Burwell Art Group	120.00
01/05/2020 32653 Tiffany Butler	121.82
01/05/2020 32657 COTTSWAY HOUSING ASSOCIATION	5.00
01/05/2020 32663 Witney Town Mayors Charity Acc	150.00
01/05/2020 32664 CASH	398.42
01/05/2020 32671 Trade UK	968.21
01/05/2020 32673 Seldram Supplies Oxford Ltd	767.58
01/05/2020 32682 West Witney Primary School	640.00
19/05/2020 32693 THAMES SECURITY MANAGEMENT LTD	108.00
19/05/2020 32695 TRIUMPH TECHNOLOGIES LTD	1,005.53
15/06/2020 32701 Amazon Payments UK Ltd	158.98
15/06/2020 32702 DCK Accounting Solutions Ltd	984.84
15/06/2020 32703 West Oxfordshire Citizens Adv	65.00
15/06/2020 32704 COPY RIGHT SYSTEMS LTD	37.56
15/06/2020 32705 Fenland Leisure Products Ltd	517.20
15/06/2020 32706 GSWindow Cleaning	121.00
15/06/2020 32707 Saint-Gobain Building Distribu	9.23
15/06/2020 32708 MARGARET L. JOHNSON LTD.	273.00
15/06/2020 32709 M & M SKIP HIRE LTD	444.00
15/06/2020 32710 Neopost Finance Ltd	584.84
15/06/2020 32711 Parker Bell Ltd	77.40
15/06/2020 32712 PHS Group	143.64
15/06/2020 32714 C A Radcliffe	35.00
15/06/2020 32715 Rumbi Ltd	2,472.00
15/06/2020 32716 Trade UK	68.61
15/06/2020 32717 Seldram Supplies Oxford Ltd	374.45
15/06/2020 32718 THAMES SECURITY MANAGEMENT LTD	108.00
15/06/2020 32719 TOWN AND COUNTRY TREES LIMITED	900.00
15/06/2020 32720 TRIUMPH TECHNOLOGIES LTD	936.53
15/06/2020 32721 VIKING DIRECT	17.84
15/06/2020 32722 WITNEY PLANT HIRE LTD	835.20
15/06/2020 32723 WEST OXFORDSHIRE DISTRICT COUN	180.00
15/06/2020 32724 YOUNG ENGINEERING SUPPLIES LTD	18.00

15,446.58

-14,446.58

Bank Reconciliation Statement as at 30/06/2020  
for Cashbook 2 - BARCLAYS IMPREST A/C

	<u>Amount</u>	<u>Balances</u>
<u>Receipts not Banked/Cleared (Plus)</u>		
	0.00	
		<u>0.00</u>
		-14,446.58
Balance per Cash Book is :-		-14,446.58
Difference is :-		0.00



WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

### 24 - 30 Jun 2020

Date	Description	Money out £	Money in £	Balance £
24 Jun	Start Balance			1,000.00
25 Jun	<b>DD</b> Direct Debit to Payflow /Payl Ref: BACS	33,957.61		-32,957.61
	<b>Giro</b> Transfer From Account 70974641		1,000.00	-31,957.61
	<b>—</b> Transfer From 20-97-48 70974641 Refer List		32,957.61	1,000.00
26 Jun	<b>✓</b> Cheque Issued Ref: 032713	265.00		735.00
	<b>Giro</b> Transfer From Account 70974641		265.00	1,000.00
30 Jun	<b>—</b> 209748 70974765 Comm 02Mar/07Jun	48.95		951.05
	<b>Giro</b> Transfer From Account 70974641		48.95	1,000.00
30 Jun	Balance carried forward			1,000.00
	Total Payments/Receipts	34,271.56	34,271.56	

Start balance	£1,000.00
Money out	£34,271.56
► Commission charges £48.95	
► Interest paid £0.00	
Money in	£34,271.56
End balance	£1,000.00

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

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

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Bank Reconciliation Statement as at 30/06/2020  
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	30/06/2020	1	213,783.18
			<u>213,783.18</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			213,783.18
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			213,783.18
		Balance per Cash Book is :-	213,783.18
		Difference is :-	0.00

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG


## Your Business Premium Account

## At a glance

### 24 - 30 Jun 2020

Date	Description	Money out £	Money in £	Balance £
24 Jun	Start Balance			248,054.74
25 Jun	<b>Giro</b> to 70974765 Automatic	1,000.00		247,054.74
	<b>Transfer</b> to 20-97-48 70974765 Refer List	32,957.61		214,097.13
26 Jun	<b>Giro</b> to 70974765 Automatic	265.00		213,832.13
30 Jun	<b>Giro</b> to 70974765 Automatic	48.95		213,783.18
30 Jun	Balance carried forward			213,783.18
	Total Payments/Receipts	34,271.56	0.00	

Start balance	£248,054.74
Money out	£34,271.56
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£213,783.18

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 GENERAL A/C**  
**List of Payments made between 01/07/2020 and 31/07/2020**

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/20	Wodc Ctax Ndr - 30623704	Std Ord	£294.00		WODC - Rates Tower Hill
01/07/20	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/07/20	Wodc Ctax Ndr - 90024629	Std Ord	£415.00		WODC - Rates Windrush Cemetery
08/07/20	Fuel Card Services Ltd	DDa	£48.37		10239/Works fuel 25Jun20
10/07/20	Barclaycard Charges June 2020	DD	£38.88		Barclaycard Charges June 2020
13/07/20	Fuel Card Services Ltd	DDb	£6.00		10240/Works fuel 30Jun
13/07/20	Crown Gas & Power	DDc	£41.81		10286/Gas 038565 31May-30Jun
14/07/20	Continental Landscapes Ltd	101142	£36,009.38		10246/Grounds mntnce Jun2020
14/07/20	Proludic Ltd	101143	£17,818.68		10262/Play equip, surfacing
15/07/20	Peninsula	DDd	£334.88		10296/HR Services
15/07/20	Dual Energy Direct Ltd	DDe	£250.00		Purchase Ledger Payment
15/07/20	Dual Energy Direct Ltd	DDf	£760.00		Purchase Ledger Payment
15/07/20	Dual Energy Direct Ltd	DDg	£661.00		Purchase Ledger Payment
15/07/20	Dual Energy Direct Ltd	DDh	£45.00		Purchase Ledger Payment
15/07/20	Dual Energy Direct Ltd	DDi	£20.00		Purchase Ledger Payment
15/07/20	Dual Energy Direct Ltd	DDj	£417.00		Purchase Ledger Payment
15/07/20	Dual Energy Direct Ltd	DDk	£104.00		Purchase Ledger Payment
15/07/20	Dual Energy Direct Ltd	DDl	£550.00		Purchase Ledger Payment
16/07/20	SAGE (UK) LTD	DDm	£151.20		Purchase Ledger Payment
16/07/20	Peninsula	DDn	£548.16		10397/BusinessSafe services
17/07/20	Crown Gas & Power	DDo	£150.65		10287/Gas 038566 31May-30Jun
20/07/20	Fuel Card Services Ltd	DDp	£129.41		10393/Works fuel 6-8Jul
27/07/20	Fuel Card Services Ltd	DDq	£95.22		10394/Works fuel 13Jul
29/07/20	Continental Landscapes Ltd	101144	£36,163.05		10391/WWSG Cricket Wicket Prep
<b>Total Payments</b>			<b>£95,849.69</b>		

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**Bank Reconciliation Statement as at 31/07/2020  
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	31/07/2020	1	1,940,898.75
			<u>1,940,898.75</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
14/07/2020 101142 Continental Landscapes Ltd		36,009.38	
14/07/2020 101143 Proludic Ltd		17,818.68	
29/07/2020 101144 Continental Landscapes Ltd		36,163.05	
			<u>89,991.11</u>
			1,850,907.64
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			1,850,907.64
		<b>Balance per Cash Book is :-</b>	<b>1,850,907.64</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

**29 Jul - 04 Aug 2020**

Start balance	£1,938,735.91
Money out	£1,793.00
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£3,823.34
End balance	£1,940,766.25

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

Date	Description	Money out £	Money in £	Balance £
29 Jul	Start Balance			1,938,735.91
30 Jul	Direct Credit From Greens F Ltd SW F Ref: 18002		410.00	1,939,145.91
	Direct Credit From Greens F Ltd SW F Ref: 18005		1,170.00	1,940,315.91
31 Jul	Direct Credit From Lamit Property Fun Ref: 621000501		582.84	1,940,898.75
3 Aug	Direct Debit to Fuel Card Services Ref: Shb303621	76.37		1,940,822.38
	Direct Debit to Wox CT Ndr DD Ref: 30623704	294.00		1,940,528.38
	Direct Debit to Wox CT Ndr DD Ref: 30903104	798.00		1,939,730.38
	Direct Debit to Wox CT Ndr DD Ref: 90024629	415.00		1,939,315.38
	Standing Order From Lily's Attic Ltd Ref:- Rent		1,660.50	1,940,975.88
4 Aug	Direct Debit to BNP Paribas Leasin Ref: Z0063555 U3449227	209.63		1,940,766.25
4 Aug	Balance carried forward			1,940,766.25
	Total Payments/Receipts	1,793.00	3,823.34	

**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 01/07/2020 and 31/07/2020**

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/07/20	Amazon Payments UK Ltd	32725	£116.44		10303/Wooden bar caddy
13/07/20	ASTON & JAMES OFFICE	32726	£192.60		10242/Protective screens, tape
13/07/20	DCK Accounting Solutions Ltd	32727	£1,740.42		10244/Contract accounts Jun20
13/07/20	Tiffany Butler	32728	£121.82		Purchase Ledger Payment
13/07/20	CLEANSING SERVICE GROUP	32729	£162.00		10245/Sludge disposal 23Jun
13/07/20	COPY RIGHT SYSTEMS LTD	32730	£65.47		10247/Printer 5789348 - mono
13/07/20	Fenland Leisure Products Ltd	32731	£112.80		10326/Spring rocker footrest
13/07/20	Frank W Haywood & Associates L	32732	£2,420.40		10248/Structural survey - wall
13/07/20	H & E Engineers (Maintenance)	32733	£2,717.75		10249/Relocate radiator
13/07/20	Clark Holt Commercial Solicito	32734	£658.87		10250/Search fees-Woodford Way
13/07/20	INDUSTRIAL CALIBRATION	32735	£90.00		10251/PAT tester calibration
13/07/20	Saint-Gobain Building Distribu	32736	£20.47		10252/Barrier tape
13/07/20	MARGARET L. JOHNSON LTD.	32737	£58.12		10253/Copier paper
13/07/20	Kernahan Service	32738	£150.00		10254/MOT & Service EJ17YNK
13/07/20	Leach	32739	£450.00		10255/Protective screens
13/07/20	Lockhart Garratt Ltd	32740	£2,388.00		10256/Tree inspections
13/07/20	M & M SKIP HIRE LTD	32741	£240.00		10257/Waste disposal 29Jun
13/07/20	PHS Group	32742	£142.34		10258/Hand sanitisers
13/07/20	Playsafety Ltd	32743	£739.80		10259/Annual play inspections
13/07/20	Quadient Finance UK Limited	32744	£596.54		10263/Franking mach to 30Oct
13/07/20	AUDITING SOLUTIONS LTD	32745	£534.00		10264/Internal audit 2019-20
13/07/20	RG Distributors Ltd	32746	£2,059.19		10304/Bar equipment
13/07/20	Royal Mail Group Ltd	32747	£37.49		10265/Response services
13/07/20	Scottish Power	32748	£213.66		10266/16078460974 25Feb-25May
13/07/20	Trade UK	32749	£1,460.14		Purchase Ledger Payment
13/07/20	COTSWOLD SECURITY SYSTEMS	32750	£388.08		10270/Replace standby batterie
13/07/20	Seldram Supplies Oxford Ltd	32751	£357.99		10307/Cleaning materials
13/07/20	SOUTHERN ELECTRIC	32752	£186.46		10273/Ac601804937 26Mar-26Jun
13/07/20	Tech-Lec (Oxford) Services Ltd	32753	£4,377.17		10276/Fixed wire testing-C/Ex
13/07/20	THAMES SECURITY	32754	£108.00		10277/Alarm key holding
13/07/20	A.K.TIMMS & SONS LTD	32755	£31.54		10278/Dulux paint
13/07/20	TOWN AND COUNTRY TREES	32756	£2,760.00		10280/Tree works 18Jun
13/07/20	TRIUMPH TECHNOLOGIES LTD	32757	£2,123.33		10315/Disaster Recovery Aug20
13/07/20	VIKING DIRECT	32758	£111.24		10282/Stationery
13/07/20	WEST OXFORDSHIRE DISTRICT	32759	£207.25		10284/Dog bin emptying Jun20
17/07/20	Bacs HMRC/OCC June 2020	DD	£22,942.59		Bacs HMRC/OCC June 2020
20/07/20	SOUTHERN ELECTRIC	DDa	£8.81		10298/Ac951808973 2Jun-1Jul
24/07/20	Bacs Salaries July 2020	DD	£34,311.60		Bacs Salaries July 2020
24/07/20	STL Business Communications So	DDb	£641.59		10398/Phone chg June
<b>Total Payments</b>			<b>£86,043.97</b>		

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**Bank Reconciliation Statement as at 31/07/2020  
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	31/07/2020	1	1,000.00
			<u>1,000.00</u>

**Unpresented Cheques (Minus)****Amount**

19/11/2019	32461	Dura-ID Solutions Ltd	21.54
16/03/2020	32618	Oxford Arts CIC	450.00
01/05/2020	32657	COTTSWAY HOUSING ASSOCIATION	5.00
01/05/2020	32663	Witney Town Mayors Charity Acc	150.00
01/05/2020	32673	Seldram Supplies Oxford Ltd	767.58
01/05/2020	32682	West Witney Primary School	640.00
15/06/2020	32703	West Oxfordshire Citizens Advi	65.00
15/06/2020	32714	C A Radcliffe	35.00
15/06/2020	32717	Seldram Supplies Oxford Ltd	374.45
15/06/2020	32718	THAMES SECURITY MANAGEMENT LTD	108.00
13/07/2020	32725	Amazon Payments UK Ltd	116.44
13/07/2020	32726	ASTON & JAMES OFFICE SUPPLIES	192.60
13/07/2020	32727	DCK Accounting Solutions Ltd	1,740.42
13/07/2020	32729	CLEANSING SERVICE GROUP	162.00
13/07/2020	32730	COPY RIGHT SYSTEMS LTD	65.47
13/07/2020	32731	Fenland Leisure Products Ltd	112.80
13/07/2020	32735	INDUSTRIAL CALIBRATION LIMITED	90.00
13/07/2020	32736	Saint-Gobain Building Distribu	20.47
13/07/2020	32737	MARGARET L. JOHNSON LTD.	58.12
13/07/2020	32738	Kernahan Service	150.00
13/07/2020	32739	Leach	450.00
13/07/2020	32741	M & M SKIP HIRE LTD	240.00
13/07/2020	32742	PHS Group	142.34
13/07/2020	32743	Playsafety Ltd	739.80
13/07/2020	32744	Quadient Finance UK Limited	596.54
13/07/2020	32745	AUDITING SOLUTIONS LTD	534.00
13/07/2020	32747	Royal Mail Group Ltd	37.49
13/07/2020	32750	COTSWOLD SECURITY SYSTEMS LTD	388.08
13/07/2020	32751	Seldram Supplies Oxford Ltd	357.99
13/07/2020	32752	SOUTHERN ELECTRIC	186.46
13/07/2020	32753	Tech-Lec (Oxford) Services Ltd	4,377.17
13/07/2020	32754	THAMES SECURITY MANAGEMENT LTD	108.00
13/07/2020	32755	A.K.TIMMS & SONS LTD	31.54
13/07/2020	32756	TOWN AND COUNTRY TREES LIMITED	2,760.00
13/07/2020	32757	TRIUMPH TECHNOLOGIES LTD	2,123.33
13/07/2020	32758	VIKING DIRECT	111.24
			<u>18,508.87</u>
			-17,508.87

**Receipts not Banked/Cleared (Plus)**

0.00



Amount	Balances
	0.00
	-17,508.87
Balance per Cash Book is :-	-17,508.87
Difference is :-	0.00

WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

### 29 Jul - 04 Aug 2020

Date	Description	Money out £	Money in £	Balance £
29 Jul	Start Balance			1,000.00
	Cheque Issued Ref: 032723	180.00		820.00
	Cheque Issued Ref: 032769 32759	207.25		612.75
	Giro Transfer From Account 70974641		387.25	1,000.00
3 Aug	Cheque Issued Ref: 032703	65.00		935.00
	Cheque Issued Ref: 032742	142.34		792.66
	Giro Transfer From Account 70974641		207.34	1,000.00
4 Aug	Cheque Issued Ref: 032663	150.00		850.00
	Cheque Issued Ref: 032739	450.00		400.00
	Cheque Issued Ref: 032756	2,760.00		-2,360.00
	Giro Transfer From Account 70974641		3,360.00	1,000.00
4 Aug	Balance carried forward			1,000.00
	Total Payments/Receipts	3,954.59	3,954.59	

Start balance	£1,000.00
Money out	£3,954.59
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£3,954.59
End balance	£1,000.00

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

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

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Bank Reconciliation Statement as at 31/07/2020  
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	31/07/2020	1	134,273.83
			<u>134,273.83</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			134,273.83
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			134,273.83
		Balance per Cash Book is :-	134,273.83
		Difference is :-	0.00

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG


# Your Business Premium Account

## At a glance

29 Jul - 04 Aug 2020

Date	Description	Money out £	Money in £	Balance £
29 Jul	Start Balance			134,661.08
	<b>Giro</b> to 70974765 Automatic	387.25		134,273.83
3 Aug	<b>Giro</b> to 70974765 Automatic	207.34		134,066.49
4 Aug	<b>Giro</b> to 70974765 Automatic	3,360.00		130,706.49
4 Aug	Balance carried forward			130,706.49
	Total Payments/Receipts	3,954.59	0.00	

Start balance	£134,661.08
Money out	£3,954.59
Money in	£0.00
► Gross interest earned	£0.00
End balance	£130,706.49

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 GENERAL A/C**  
**List of Payments made between 01/08/2020 and 31/08/2020**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/20	Wodc Ctax Ndr - 30623704	Std Ord	£294.00		WODC - Rates Tower Hill
01/08/20	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/08/20	Wodc Ctax Ndr - 90024629	Std Ord	£415.00		WODC - Rates Windrush Cemetery
03/08/20	Fuel Card Services Ltd	DDa	£76.37		10395/Works fuel 23Jul
04/08/20	BNP Paribas Lease Group (Renta	DDb	£209.63		10285/Copier rent 3Aug-2Nov
10/08/20	Barclaycard Charges Jul2020	DD	£35.76		Barclaycard Charges Jul2020
10/08/20	Fuel Card Services Ltd	DDc	£54.91		10396/Works fuel 27-31Jul
10/08/20	Peninsula	DDd	£334.88		10524/HR Services
11/08/20	Quadient/Neopost	DD	£200.00		Quadient/Neopost-Frinking Mach
17/08/20	Fuel Card Services Ltd	DDe	£79.00		10521/Works fuel 4Aug
17/08/20	SAGE (UK) LTD	DDf	£151.20		Purchase Ledger Payment
17/08/20	Peninsula	DDg	£548.16		10525/BusinessSafe services
17/08/20	Crown Gas & Power	DDh	£18.54		10512/Gas ac038565 30Jun-31Jul
17/08/20	Crown Gas & Power	DDi	£136.25		10511/Gas ac038566 30Jun-31Jul
17/08/20	Dual Energy Direct Ltd	DDj	£250.00		Purchase Ledger Payment
17/08/20	Dual Energy Direct Ltd	DDk	£760.00		Purchase Ledger Payment
17/08/20	Dual Energy Direct Ltd	DDl	£661.00		Purchase Ledger Payment
17/08/20	Dual Energy Direct Ltd	DDm	£45.00		Purchase Ledger Payment
17/08/20	Dual Energy Direct Ltd	DDn	£20.00		Purchase Ledger Payment
17/08/20	Dual Energy Direct Ltd	DDo	£417.00		Purchase Ledger Payment
17/08/20	Dual Energy Direct Ltd	DDp	£104.00		Purchase Ledger Payment
17/08/20	Dual Energy Direct Ltd	DDq	£550.00		Purchase Ledger Payment
24/08/20	Fuel Card Services Ltd	DD	£84.28		10522/Works fuel 11Aug
<b>Total Payments</b>			<b>£6,242.98</b>		

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**Bank Reconciliation Statement as at 31/08/2020  
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	31/08/2020	1	1,941,101.01
			<u>1,941,101.01</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
14/07/2020 101142 Continental Landscapes Ltd		36,009.38	
14/07/2020 101143 Proludic Ltd		17,818.68	
29/07/2020 101144 Continental Landscapes Ltd		36,163.05	
			<u>89,991.11</u>
			1,851,109.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,851,109.90
		Balance per Cash Book is :-	1,851,109.90
		Difference is :-	0.00

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG

## Your Business Current Account

## At a glance

### 26 Aug - 01 Sep 2020

Date	Description	Money out £	Money in £	Balance £
26 Aug	Start Balance			1,939,661.29
	<b>Giro</b> Direct Credit From West OX Payments Ref: 0		90.00	1,939,751.29
28 Aug	<b>LD</b> Direct Credit From Peter Smih S Ltd F Ref: Smithp		1,242.00	1,940,993.29
	<b>LD</b> Deposit Re 45Witney 101314		107.72	1,941,101.01
1 Sep	<b>DD</b> Direct Debit to Fuel Card Services Ref: Shb303621	138.04		1,940,962.97
	<b>DD</b> Direct Debit to Wox CT Ndr DD Ref: 30623704	294.00		1,940,668.97
	<b>DD</b> Direct Debit to Wox CT Ndr DD Ref: 30903104	798.00		1,939,870.97
	<b>DD</b> Direct Debit to Wox CT Ndr DD Ref: 90024629	415.00		1,939,455.97
	<b>STO</b> Standing Order From Lily's Attic Ltd Ref: - Rent		1,660.50	1,941,116.47
1 Sep	Balance carried forward			1,941,116.47
	Total Payments/Receipts	1,645.04	3,100.22	

Start balance	£1,939,661.29
Money out	£1,645.04
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£3,100.22
End balance	£1,941,116.47

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 01/08/2020 and 31/08/2020**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/08/20	Acculine Markings Ltd	32760	£1,476.00		10431/Line markings
07/08/20	Amazon Payments UK Ltd	32761	£16.10		10432/Furniture foot pads
07/08/20	ASTON & JAMES OFFICE	32762	£16.80		10399/Social distancing tape
07/08/20	WITNEY TOWN BAND	32763	£500.00		10400/Witney Town Band PG&F
07/08/20	DCK Accounting Solutions Ltd	32764	£492.42		10402/Contract accounts 13Jul
07/08/20	BIBO LIMITED	32765	£207.50		10403/Hot tank cleaning kit
07/08/20	BARLOW AND SONS	32766	£58.32		10401/Half round stakes
07/08/20	C & C TYRE & EXHAUST	32767	£75.00		10404/Trailer tyre
07/08/20	Chris Evans TPM	32768	£186.00		10405/Trailer servicing
07/08/20	COPY RIGHT SYSTEMS LTD	32769	£127.22		10406/Printer 5789348 - mono
07/08/20	Dab Lift & Electrical Services	32770	£246.00		10407/Annual lift mntnce
07/08/20	Epos Now Ltd	32771	£430.19		10442/Hospitality Solution Pro
07/08/20	Fyne Associates Limited	32772	£114.00		10408/Carterton Crier adverts
07/08/20	GSWindow Cleaning	32773	£121.00		10409/Window cleaning Jul20
07/08/20	Clark Holt Commercial Solicito	32774	£602.56		10411/Langdale Hall lease fees
07/08/20	M & M SKIP HIRE LTD	32775	£204.00		10412/Soil & stone waste disp
07/08/20	CASH	32776	£398.42		Purchase Ledger Payment
07/08/20	Trade UK	32777	£397.21		10416/Cabinet bracket & plate
07/08/20	Seldram Supplies Oxford Ltd	32778	£194.84		10418/Hand wash
07/08/20	Yvonne Stackhouse	32779	£150.00		10419/Y Stackhouse RES11381
07/08/20	THAMES SECURITY	32780	£108.00		10420/Alarm key holding
07/08/20	A.K.TIMMS & SONS LTD	32781	£155.68		10422/Masking tape, sadolin
07/08/20	TOWN AND COUNTRY TREES	32782	£4,200.00		10423/Tree works 24Jul
07/08/20	TRIUMPH TECHNOLOGIES LTD	32783	£1,942.06		Purchase Ledger Payment
07/08/20	WITNEY TROPHY CENTRE	32784	£36.00		10441/Pens in presentation box
07/08/20	VIKING DIRECT	32785	£260.75		10425/Executive chair
07/08/20	Witney Music Society	32786	£50.00		10426/Wit Music Soc PG&F 13Jul
07/08/20	Witney Signs	32787	£31.50		10427/Mayors board lettering
07/08/20	WEST OXFORDSHIRE DISTRICT	32788	£27.25		10428/Dog bin emptying Jul2020
18/08/20	HMRC/OCC July 2020	DD	£22,567.22		HMRC/OCC July 2020
21/08/20	SOUTHERN ELECTRIC	DDa	£9.18		10430/Ac951808973 2Jul-3Aug
24/08/20	Epos Now Ltd	DDb	£64.80		10661/Till support & mntnce
25/08/20	Salaries August 2020	DD	£33,810.71		Salaries August 2020
25/08/20	STL Business Communications So	DDc	£642.89		10527/Phone Chgs Jul20-
27/08/20	Epos Now Ltd	DDd	£64.80		10662/Till support & mntnce
28/08/20	Agrovista UK Ltd	32789	£300.00		10553/Grass seed
28/08/20	Amazon Payments UK Ltd	32790	£10.98		10528/Samsung phone case
28/08/20	Stephen Baker	32791	£155.00		10499/S Baker - Deed no 2728
28/08/20	BANBURY MEMORIALS	32792	£270.00		10500/War Mem Inscip-L Harris
28/08/20	BASICS	32793	£656.81		10530/Bar equipment
28/08/20	COPY RIGHT SYSTEMS LTD	32794	£66.74		10531/Printer 5789348 - Mono
28/08/20	Dura-ID Solutions Ltd	32795	£19.14		10502/PAT Testing Labels
28/08/20	The Events Industry Forum Ltd	32796	£30.00		10537/Purple Guide Subs 20-21
28/08/20	Havwoods Accessories Ltd	32797	£65.76		10532/Marlton floor wax
28/08/20	LGRC (Associates) Ltd	32798	£4,680.00		10533/Organisational Review
28/08/20	M & M SKIP HIRE LTD	32799	£240.00		10534/Mixed waste skip
28/08/20	Midori Pools and Gardens Ltd	32800	£1,416.53		10503/Splashpark set up fee
28/08/20	National Association of Local	32801	£116.79		10536/Leaders Talk 28Sep
28/08/20	PHS Group	32802	£287.28		10505/Hand sanitisers
28/08/20	Plant Scape Ltd	32803	£750.00		10506/Extender Arm-Hang Basket
28/08/20	Rialtas Business Solutions Ltd	32804	£348.00		10538/Cemetries s'ware support
28/08/20	Royal Mail Group Ltd	32805	£0.56		10539/Response services
28/08/20	Trade UK	32806	£448.82		10546/Mixed wood screws
28/08/20	Seldram Supplies Oxford Ltd	32807	£82.54		10548/Cleaning materials
28/08/20	South East Workwear Limited	32808	£173.54		10547/Polo shirts
28/08/20	SMITH AND SONS LTD	32809	£403.01		10549/Concrete ballast
28/08/20	SSE	32810	£1,383.15		10550/Ref851811775 29Nov-5Jan
28/08/20	Tech-Lec (Oxford) Services Ltd	32811	£2,478.00		10508/Coffee Shed electricals
28/08/20	UK Paper Rolls Ltd	32812	£24.04		10551/Screen wipes, till rolls
28/08/20	WEST OXFORDSHIRE DISTRICT	32813	£27.25		10552/Dog bin emptying Aug20
<b>Total Payments</b>			<b>£84,418.36</b>		

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**Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/08/2020	1	1,000.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
19/11/2019 32461 Dura-ID Solutions Ltd	21.54
16/03/2020 32618 Oxford Arts CIC	450.00
01/05/2020 32657 COTTSWAY HOUSING ASSOCIATION	5.00
01/05/2020 32682 West Witney Primary School	640.00
15/06/2020 32714 C A Radcliffe	35.00
15/06/2020 32717 Seldram Supplies Oxford Ltd	374.45
13/07/2020 32744 Quadient Finance UK Limited	596.54
13/07/2020 32750 COTSWOLD SECURITY SYSTEMS LTD	388.08
13/07/2020 32751 Seldram Supplies Oxford Ltd	357.99
13/07/2020 32754 THAMES SECURITY MANAGEMENT LTD	108.00
07/08/2020 32760 Acculine Markings Ltd	1,476.00
07/08/2020 32761 Amazon Payments UK Ltd	16.10
07/08/2020 32762 ASTON & JAMES OFFICE SUPPLIES	16.80
07/08/2020 32763 WITNEY TOWN BAND	500.00
07/08/2020 32764 DCK Accounting Solutions Ltd	492.42
07/08/2020 32766 BARLOW AND SONS (HERMITAGE) LT	58.32
07/08/2020 32767 C & C TYRE & EXHAUST SERVICES	75.00
07/08/2020 32768 Chris Evans TPM	186.00
07/08/2020 32769 COPY RIGHT SYSTEMS LTD	127.22
07/08/2020 32770 Dab Lift & Electrical Services	246.00
07/08/2020 32771 Epos Now Ltd	430.19
07/08/2020 32772 Fyne Associates Limited	114.00
07/08/2020 32773 GSWindow Cleaning	121.00
07/08/2020 32774 Clark Holt Commercial Solicito	602.56
07/08/2020 32775 M & M SKIP HIRE LTD	204.00
07/08/2020 32777 Trade UK	397.21
07/08/2020 32778 Seldram Supplies Oxford Ltd	194.84
07/08/2020 32779 Yvonne Stackhouse	150.00
07/08/2020 32780 THAMES SECURITY MANAGEMENT LTD	108.00
07/08/2020 32781 A.K.TIMMS & SONS LTD	155.68
07/08/2020 32782 TOWN AND COUNTRY TREES LIMITED	4,200.00
07/08/2020 32785 VIKING DIRECT	260.75
07/08/2020 32786 Witney Music Society	50.00
28/08/2020 32789 Agrovista UK Ltd	300.00
28/08/2020 32790 Amazon Payments UK Ltd	10.98
28/08/2020 32791 Stephen Baker	155.00
28/08/2020 32792 BANBURY MEMORIALS	270.00
28/08/2020 32793 BASICS	656.81
28/08/2020 32794 COPY RIGHT SYSTEMS LTD	66.74
28/08/2020 32795 Dura-ID Solutions Ltd	19.14
28/08/2020 32796 The Events Industry Forum Ltd	30.00
28/08/2020 32797 Havwoods Accessories Ltd	65.76



**Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 2 - BARCLAYS IMPREST A/C**

			<u>Amount</u>	<u>Balances</u>
28/08/2020	32798	LGRC (Associates) Ltd	4,680.00	
28/08/2020	32799	M & M SKIP HIRE LTD	240.00	
28/08/2020	32800	Midori Pools and Gardens Ltd	1,416.53	
28/08/2020	32801	National Association of Local	116.79	
28/08/2020	32802	PHS Group	287.28	
28/08/2020	32803	Plant Scape Ltd	750.00	
28/08/2020	32804	Rialtas Business Solutions Ltd	348.00	
28/08/2020	32805	Royal Mail Group Ltd	0.56	
28/08/2020	32806	Trade UK	448.82	
28/08/2020	32807	Seldram Supplies Oxford Ltd	82.54	
28/08/2020	32808	South East Workwear Limited	173.54	
28/08/2020	32809	SMITH AND SONS LTD	403.01	
28/08/2020	32810	SSE	1,383.15	
28/08/2020	32811	Tech-Lec (Oxford) Services Ltd	2,478.00	
28/08/2020	32812	UK Paper Rolls Ltd	24.04	
28/08/2020	32813	WEST OXFORDSHIRE DISTRICT COUN	27.25	
				<u>27,592.63</u>
				-26,592.63

Receipts not Banked/Cleared (Plus)

	0.00	
		<u>0.00</u>
		-26,592.63
<b>Balance per Cash Book is :-</b>		<b>-26,592.63</b>
<b>Difference is :-</b>		<b>0.00</b>






WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

### 26 Aug - 01 Sep 2020

Date	Description	Money out £	Money in £	Balance £
26 Aug	Start Balance			1,000.00
	 Cheque Issued Ref: 032765	207.50		792.50
	 Cheque Issued Ref: 032788	27.25		765.25
	 Transfer From Account 70974641		234.75	1,000.00
27 Aug	 Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	64.80		935.20
	 Transfer From Account 70974641		64.80	1,000.00
1 Sep	Balance carried forward			1,000.00
	Total Payments/Receipts	299.55	299.55	

Start balance	£1,000.00
Money out	£299.55
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£299.55
End balance	£1,000.00

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

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

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Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	31/08/2020	1	58,939.23
			<u>58,939.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			58,939.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			58,939.23
		Balance per Cash Book is :-	58,939.23
		Difference is :-	0.00

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG


## Your Business Premium Account

## At a glance

### 26 Aug - 01 Sep 2020

Date	Description	Money out £	Money in £	Balance £
26 Aug	Start Balance			59,238.78
	<b>Giro</b> to 70974765 Automatic	234.75		59,004.03
27 Aug	<b>Giro</b> to 70974765 Automatic	64.80		58,939.23
1 Sep	Balance carried forward			58,939.23
	Total Payments/Receipts	299.55	0.00	

Start balance	£59,238.78
Money out	£299.55
Money in	£0.00
► Gross interest earned	£0.00
End balance	£58,939.23

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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## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** 28th September 2020

**Title:** Youth Grant Award 2020

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

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### Current Situation

Three applications were received for this fund and were presented to the Stronger Communities Committee for consideration on 21<sup>st</sup> September: this committee having the background knowledge and understanding concerning Witney's youth services.

Junior Park Run	£4,000
Home-Start Oxford	£15,000
Got2B Community Interest Company	£19,500

Following presentations from representatives of the applicants before the Stronger Communities Committee meeting, and considering the confidential evaluation (included), application forms and supporting documents, the following recommendations for distribution of the fund below have been made.

The applications were all strong on various criteria and offered good value for the Council in improving youth provision across Witney. The allocation displays a fair approach, offering 78% of the funds requested for all applicants.

### Financial implications

- The budget for the current financial year for this fund is £30,000.
- The recommendations leave a shortfall of £30.00

### Recommendations

Member are invited to note the report and consider the following recommendations of the Stronger Communities Committee:

1. That Junior Park Run be awarded the sum of £3,120
2. That Home-Start Oxford be awarded the sum of £11,700
3. That Got2B CIC be awarded the sum of £15,210

In addition:

4. That the shortfall of £30 be taken from the Town Council's general fund
5. That the above financial awards be made under the General Power of Competence

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## Policy Document

### Illumination of the Corn Exchange for Community Occasions

Version: 1.0	Adopted by Council:	Review Date:
--------------	---------------------	--------------

Witney Town Council welcomes engagement within the Community and will consider all reasonable requests to illuminate the interior of the Corn Exchange (Lobby & Gallery Room windows) to help mark local or national commemorations/campaigns. The procedures and criteria for handling these requests so they can be dealt with in a consistent and fair manner, are as follows:

1. The Council will light up the interior of the Corn Exchange, in a particular colour, where practicably possible, in response to requests from organisations, charitable or other groups where the requests are deemed eligible (see point No 2).
2. Requests for lighting up the interior of the Corn Exchange for the following purposes will be deemed as eligible:
  - a) To raise awareness of charities nominated by the Mayor
  - b) To mark events directly organised or financially supported by the Council\*
  - c) To mark events not directly organised by the Council but which may be held wholly or in part of Witney and be regarded as of significant benefit to the town from a tourism or promotional perspective\*
  - d) Charitable, community or other non-profit making organisations based in or with a significant connection to Witney and which are celebrating a significant anniversary or occasion\*

\*Illumination will only be considered following a formal written request from the event organiser to the Council.

3. Any requests which are not covered by the above criteria, including the following will be considered by the Stronger Communities Committee and/or Full Council:
  - a) National Charitable campaigns or anniversaries
  - b) National Commemorations
  - c) World Events (where these call for immediate decision, consultation will be held with the Council's Policy, Governance and Finance Committee)

**Any requests considered to be of a political or potentially controversial nature, will require the consideration and approval of the Stronger Communities Committee and/or Full Council. The decision taken by the Council is final.**

4. Illumination of the Corn Exchange will usually only take effect on the day/night which corresponds to the campaign or commemoration for approximately 24 hours (dependent on appropriate staffing).

Continued Page 2

5. Requests for annual illumination on a particular date need to be made in writing and considered by the Council. If the date of an annual event falls on a different day each year, it is the requestors responsibility to inform the Council.
6. Requests must be received at least eight weeks in advance of the date on which the buildings are to be illuminated, to allow for suitable technical preparations to be made.
7. Where a request has been made for the same date by more than one group or organisation, illumination will be allocated on a first come, first serve basis.

Requests for illumination of the interior of the Corn Exchange need to be made in writing to:

The Town Clerk  
Town Hall  
Market Square  
Witney  
OX28 6AG  
e-mail: [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)



## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday 28 September 2020

**Title:** Finance Report

**Contact Officer:** Town Clerk/RFO – Sharon Groth

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***Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.***

### **Background**

Detailed income and expenditure statements for the whole of the Council's approved budgets are provided at appendix 1 for scrutiny. The period to which this report relates is Period 5, 1 April 2020 to 31 August 2020.

Unfortunately, due to time constraints, the financial reports do not include the recharges from the Works, Agency or Central Support departments, nor does it include the salary information where this is directly attributable. The Town Clerk/RFO hopes to be able to calculate this information when she carries out the review of the annual budgets in October 2020.

Additionally, it has not been possible to provide a full written report, however at this stage in the financial year budgets are not expected to be overspent – but members are reminded that expenditure isn't necessarily incurred evenly over the course of the year.

### **COVID-19 – Additional Costs**

Officers have worked hard to get facilities open when government guidance has allowed. Obviously, Cemeteries continued to operate, and did see an increase in burials although very few were in fact COVID related. Hirer's are slowly returning to the halls as restrictions are relaxed – and the Compliance Officer has worked with the Venue Manager on COVID-19 Risk Assessments as needed. Football season has begun, although the changing rooms aren't currently available in line with FA guidance.

This ongoing situation has significantly hit the Council's income and additional expense has been incurred with increased cleaning regimes, equipment and measures put in place to become COVID secure workplaces etc.

### **Financial Implications of Recommendations made by Spending Committees**

It is the Council's practice that all matters discussed and recommendations made by spending committees, which have financial implications not already covered within current budgets,

are reported to this committee, as this committee is responsible for the overall financial management of the Council.

#### Stronger Communities Committee

The Committee agreed to take on the defibrillator at West Witney Sports Ground, purchase two salt grit bins and fund the COVID Heroes awards – all of which had previously not been provided for in the original budget. However, the Town Clerk/RFO confirmed that they could be met from the following budget lines:

	<b>Budget Line</b>	<b>Amount</b>
Defibrillator @ West Witney	4166/402	To be established
Salt Grit Bins	4036/402	£500 for 2 x bins
COVID Heroes Awards	4141/408	£500 for badges/certificates

#### **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.

All the Council's Committees receive financial reports in order to carry out its checks and balances, but ultimately the Council's Policy, Governance & Finance Committee has overall scrutiny of the Council's finances through Officer reports. This coupled with internal and external audits provides the Council with its assurances.

#### **Financial implications**

There are no financial implications arising directly from this report.

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

#### **Recommendations**

Members are invited to note the report and give consideration to the recommendations with financial implications from the committees as detailed below:

	<b>Budget Line</b>	<b>Amount</b>
1.Defibrillator @ WWSG	4166/402	To be established
2.Salt Grit Bins	4036/402	£500 for 2 x bins
3.COVID Heroes Awards	4141/408	£500 for badges/certificates

## Detailed Income &amp; Expenditure by Budget Heading 1 April to 31 August 2020

Month No: 5

Report to Policy, Governance &amp; Finance - 28 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Halls, Cemeteries &amp; Allotments</b>								
<u>102 LANGDALE HALL</u>								
1050 RENT RECEIVED	17,678	0	20,000	20,000			0.0%	
1052 EXPENSES RECOVERED	77	0	0	0			0.0%	
1058 WATER RECOVERED	0	0	900	900			0.0%	
1060 INSURANCE RECOVERED	1,031	0	600	600			0.0%	
LANGDALE HALL :- Income	<b>18,785</b>	<b>0</b>	<b>21,500</b>	<b>21,500</b>				<b>0</b>
4012 WATER RATES	844	400	900	500		500	44.5%	
4021 TELEPHONE/FAX	356	52	160	108		108	32.4%	
4025 INSURANCE	523	0	600	600		600	0.0%	
4036 PROPERTY MAINTENANCE	(1,001)	1,230	1,000	(230)		(230)	123.0%	
4038 OTHER MAINTENANCE	1,996	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROF FEES	4,526	500	3,000	2,500		2,500	16.7%	
4491 TFR TO EARMARKED RES	2,777	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(1,500)	(1,500)	0		0	100.0%	
4888 O/S STAFF RCHG	2,718	0	4,250	4,250		4,250	0.0%	
4890 O/S O'HEAD RCHG	507	0	781	781		781	0.0%	
4892 C/S STAFF RCHG	818	0	881	881		881	0.0%	
4893 C/S O'HEAD RCHG	177	0	183	183		183	0.0%	
5199 Depreciation Charge to Service	14,252	0	0	0		0	0.0%	
LANGDALE HALL :- Indirect Expenditure	<b>28,493</b>	<b>682</b>	<b>11,255</b>	<b>10,573</b>	<b>0</b>	<b>10,573</b>	<b>6.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,707)</b>	<b>(682)</b>	<b>10,245</b>	<b>10,927</b>				
<u>103 BARS</u>								
3000 BAR PURCHASES - DRINK	0	229	0	(229)		(229)	0.0%	
BARS :- Direct Expenditure	<b>0</b>	<b>229</b>	<b>0</b>	<b>(229)</b>	<b>0</b>	<b>(229)</b>		<b>0</b>
4042 EQUIPMENT	0	108	0	(108)		(108)	0.0%	
BARS :- Indirect Expenditure	<b>0</b>	<b>108</b>	<b>0</b>	<b>(108)</b>	<b>0</b>	<b>(108)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(337)</b>	<b>0</b>	<b>337</b>				
<u>104 CORN EXCHANGE</u>								
1007 CORN EXCHNGE LETTING	41,432	939	40,000	39,061			2.3%	
1014 EVENTS INCOME	2,304	0	1,000	1,000			0.0%	
1015 TEA DANCE INCOME	3,008	0	2,500	2,500			0.0%	
1016 FUNCTION REFRESHMENT	47	0	100	100			0.0%	
1019 OTHER EQUIPMENT HIRE	0	0	0	0			0.0%	
CORN EXCHANGE :- Income	<b>46,792</b>	<b>939</b>	<b>43,600</b>	<b>42,661</b>			<b>2.2%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 1 April to 31 August 2020

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 SALARIES	44,506	0	70,619	70,619		70,619	0.0%	
4002 ER'S NIC	2,490	0	4,484	4,484		4,484	0.0%	
4003 ER'S SUPERANN	5,954	0	15,325	15,325		15,325	0.0%	
4007 PROTECTIVE CLOTHING	380	145	300	155		155	48.2%	
4008 TRAINING	480	0	500	500		500	0.0%	
4009 TRAVELLING	20	0	125	125		125	0.0%	
4011 RATES	4,370	0	4,582	4,582		4,582	0.0%	
4012 WATER RATES	398	216	400	184		184	53.9%	
4014 ELECTRICITY	5,261	797	5,000	4,203		4,203	15.9%	
4015 GAS	3,438	375	4,500	4,125		4,125	8.3%	
4016 CLEANING MATERIALS	1,971	528	2,310	1,782		1,782	22.9%	
4017 CONTRACT CLEAN/WASTE	2,440	1,642	5,500	3,858		3,858	29.9%	
4018 PHOTOCOPIER COSTS	216	222	150	(72)		(72)	148.3%	
4020 COPIER RENTAL	739	175	700	525		525	25.0%	
4021 TELEPHONE/FAX	883	181	1,200	1,019		1,019	15.1%	
4025 INSURANCE	613	0	650	650		650	0.0%	
4028 I.T.	974	651	1,400	749		749	46.5%	
4030 RECRUITMENT ADVT'G	154	0	500	500		500	0.0%	
4032 PUBLICITY	1,347	3,233	6,000	2,768		2,768	53.9%	
4036 PROPERTY MAINTENANCE	(14,390)	1,839	8,000	6,161		6,161	23.0%	
4038 OTHER MAINTENANCE	4,229	574	4,000	3,426		3,426	14.4%	
4042 EQUIPMENT	1,786	78	1,500	1,422		1,422	5.2%	
4043 SMALL TOOLS & EQUIPT	410	0	300	300		300	0.0%	
4044 FUEL	7	0	25	25		25	0.0%	
4045 LICENCES	3,432	180	1,500	1,320		1,320	12.0%	
4050 VEHICLE MAINTENANCE	68	0	0	0		0	0.0%	
4059 OTHER PROF FEES	450	0	0	0		0	0.0%	
4141 EVENTS	262	1,447	2,500	1,053		1,053	57.9%	
4142 TEA DANCE COSTS	4,669	0	5,850	5,850		5,850	0.0%	
4143 REFRESHMENT COSTS	62	0	300	300		300	0.0%	
4250 BAD DEBTS	82	(82)	0	82		82	0.0%	
4400 COVID-19 EXPENDITURE	0	298	0	(298)		(298)	0.0%	
4491 TFR TO EARMARKED RES	57,971	0	10,000	10,000		10,000	0.0%	
4495 TFR FROM EARMARKED R	(3,500)	(3,000)	(3,000)	0		0	100.0%	
4888 O/S STAFF RCHG	7,483	0	11,358	11,358		11,358	0.0%	
4890 O/S O'HEAD RCHG	1,386	0	2,086	2,086		2,086	0.0%	
4892 C/S STAFF RCHG	8,767	0	9,691	9,691		9,691	0.0%	
4893 C/S O'HEAD RCHG	3,170	0	3,290	3,290		3,290	0.0%	
5199 Depreciation Charge to Service	26,718	0	0	0		0	0.0%	
CORN EXCHANGE :- Indirect Expenditure	<b>179,694</b>	<b>9,497</b>	<b>181,645</b>	<b>172,148</b>	<b>0</b>	<b>172,148</b>	<b>5.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(132,902)</b>	<b>(8,558)</b>	<b>(138,045)</b>	<b>(129,487)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 1 April to 31 August 2020

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>105 BURWELL HALL</b>								
1005 BURWELL HALL LETTING	21,743	110	27,000	26,890			0.4%	
1016 FUNCTION REFRESHMENT	21	0	0	0			0.0%	
1052 EXPENSES RECOVERED	250	0	0	0			0.0%	
1060 INSURANCE RECOVERED	23,930	0	0	0			0.0%	
<b>BURWELL HALL :- Income</b>	<b>45,944</b>	<b>110</b>	<b>27,000</b>	<b>26,890</b>			<b>0.4%</b>	<b>0</b>
4001 SALARIES	39,451	0	47,667	47,667		47,667	0.0%	
4002 ER'S NIC	2,240	0	3,027	3,027		3,027	0.0%	
4003 ER'S SUPERANN	5,954	0	10,344	10,344		10,344	0.0%	
4007 PROTECTIVE CLOTHING	464	0	300	300		300	0.0%	
4008 TRAINING	240	0	250	250		250	0.0%	
4009 TRAVELLING	31	0	125	125		125	0.0%	
4011 RATES	2,946	0	3,100	3,100		3,100	0.0%	
4012 WATER RATES	551	309	1,400	1,091		1,091	22.1%	
4014 ELECTRICITY	1,476	291	2,700	2,409		2,409	10.8%	
4015 GAS	3,551	1,016	3,250	2,234		2,234	31.3%	
4016 CLEANING MATERIALS	1,636	299	2,000	1,701		1,701	15.0%	
4017 CONTRACT CLEAN/WASTE	1,476	1,023	3,000	1,977		1,977	34.1%	
4021 TELEPHONE/FAX	326	56	800	744		744	7.0%	
4025 INSURANCE	302	0	350	350		350	0.0%	
4028 I.T.	0	148	2,000	1,852		1,852	7.4%	
4030 RECRUITMENT ADVT'G	154	0	200	200		200	0.0%	
4032 PUBLICITY	48	48	950	903		903	5.0%	
4036 PROPERTY MAINTENANCE	2,249	353	5,000	4,647		4,647	7.1%	
4038 OTHER MAINTENANCE	2,028	127	2,100	1,973		1,973	6.0%	
4042 EQUIPMENT	216	48	2,000	1,952		1,952	2.4%	
4043 SMALL TOOLS & EQUIPT	0	78	100	22		22	78.3%	
4045 LICENCES	466	203	500	297		297	40.6%	
4048 ENG.INSPEC.(VATABLE)	0	0	100	100		100	0.0%	
4059 OTHER PROF FEES	0	0	150	150		150	0.0%	
4250 BAD DEBTS	104	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	32,130	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(4,500)	(1,450)	(1,450)	0		0	100.0%	
4888 O/S STAFF RCHG	4,876	0	6,319	6,319		6,319	0.0%	
4890 O/S O'HEAD RCHG	806	0	1,161	1,161		1,161	0.0%	
4892 C/S STAFF RCHG	6,229	0	6,872	6,872		6,872	0.0%	
4893 C/S O'HEAD RCHG	2,261	0	2,346	2,346		2,346	0.0%	
5198 Deferred Grants Released	(280)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,058	0	0	0		0	0.0%	
<b>BURWELL HALL :- Indirect Expenditure</b>	<b>111,487</b>	<b>2,549</b>	<b>106,661</b>	<b>104,112</b>	<b>0</b>	<b>104,112</b>	<b>2.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(65,542)</b>	<b>(2,439)</b>	<b>(79,661)</b>	<b>(77,222)</b>				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>106 MADLEY PARK COMMUNITY CENTRE</b>								
1060 INSURANCE RECOVERED	355	0	375	375			0.0%	
<b>MADLEY PARK COMMUNITY CENTRE :- Income</b>	<b>355</b>	<b>0</b>	<b>375</b>	<b>375</b>			<b>0.0%</b>	<b>0</b>
4025 INSURANCE	355	0	375	375		375	0.0%	
4036 PROPERTY MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4038 OTHER MAINTENANCE	120	10,000	150	(9,850)		(9,850)	6666.7%	
4059 OTHER PROF FEES	0	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	312	0	1,153	1,153		1,153	0.0%	
4890 O/S O'HEAD RCHG	138	0	212	212		212	0.0%	
5199 Depreciation Charge to Service	19,290	0	0	0		0	0.0%	
<b>MADLEY PARK COMMUNITY CENTRE :- Indirect Expenditure</b>	<b>22,214</b>	<b>10,000</b>	<b>4,890</b>	<b>(5,110)</b>	<b>0</b>	<b>(5,110)</b>	<b>204.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(21,859)</b>	<b>(10,000)</b>	<b>(4,515)</b>	<b>5,485</b>				
<b>301 TOWER HILL CEMETERY</b>								
1050 RENT RECEIVED	11,350	5,675	11,350	5,675			50.0%	
1060 INSURANCE RECOVERED	207	0	345	345			0.0%	
1100 BURIAL FEES	8,370	1,425	3,500	2,075			40.7%	
1101 GRANT OF RIGHTS	2,725	(15)	1,500	1,515			(1.0%)	
1102 INTERMENT OF ASHES	6,100	488	3,500	3,013			13.9%	
1105 MEMORIAL FEES	4,485	1,712	3,000	1,288			57.1%	
1106 MEMORIAL PLAQUES	(20)	35	250	215			14.0%	
1108 CHAPEL FEES	500	0	300	300			0.0%	
<b>TOWER HILL CEMETERY :- Income</b>	<b>33,717</b>	<b>9,320</b>	<b>23,745</b>	<b>14,426</b>			<b>39.2%</b>	<b>0</b>
4001 SALARIES	13,953	0	14,231	14,231		14,231	0.0%	
4002 ER'S NIC	1,333	0	1,369	1,369		1,369	0.0%	
4003 ER'S SUPERANN	3,028	0	3,088	3,088		3,088	0.0%	
4007 PROTECTIVE CLOTHING	115	0	100	100		100	0.0%	
4011 RATES	2,519	1,176	2,600	1,424		1,424	45.2%	
4012 WATER RATES	60	34	100	66		66	34.1%	
4014 ELECTRICITY	472	74	380	306		306	19.5%	
4016 CLEANING MATERIALS	14	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	1,160	510	2,560	2,050		2,050	19.9%	
4025 INSURANCE	207	0	345	345		345	0.0%	
4036 PROPERTY MAINTENANCE	652	43	6,000	5,957		5,957	0.7%	
4038 OTHER MAINTENANCE	7	15	0	(15)		(15)	0.0%	
4040 ARBORICULTURE	0	3,500	0	(3,500)		(3,500)	0.0%	
4042 EQUIPMENT	17	0	100	100		100	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 SMALL TOOLS & EQUIPT	25	0	0	0		0	0.0%	
4044 FUEL	50	0	0	0		0	0.0%	
4059 OTHER PROF FEES	1,361	0	0	0		0	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	200	200		200	0.0%	
4350 PLAQUES PURCHASED	201	103	500	397		397	20.6%	
4355 MEMORIAL MAINTENANCE	0	0	2,500	2,500		2,500	0.0%	
4491 TFR TO EARMARKED RES	15,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(8,000)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	51,704	0	80,811	80,811		80,811	0.0%	
4890 O/S O'HEAD RCHG	10,675	0	14,845	14,845		14,845	0.0%	
4891 AGENCY SERVICES RECHARGE	34,704	14,828	37,882	23,054		23,054	39.1%	
4892 C/S STAFF RCHG	3,311	0	3,650	3,650		3,650	0.0%	
4893 C/S O'HEAD RCHG	1,722	0	1,787	1,787		1,787	0.0%	
5199 Depreciation Charge to Service	3,305	0	0	0		0	0.0%	
<b>TOWER HILL CEMETERY :- Indirect Expenditure</b>	<b>138,091</b>	<b>20,284</b>	<b>173,078</b>	<b>152,794</b>	<b>0</b>	<b>152,794</b>	<b>11.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(104,374)</b>	<b>(10,964)</b>	<b>(149,333)</b>	<b>(138,369)</b>				
<b>302 WINDRUSH CEMETERY</b>								
1100 BURIAL FEES	19,010	10,200	20,000	9,800			51.0%	
1101 GRANT OF RIGHTS	24,404	7,705	20,000	12,295			38.5%	
1102 INTERMENT OF ASHES	3,410	855	5,000	4,145			17.1%	
1105 MEMORIAL FEES	5,100	2,758	5,000	2,243			55.1%	
1106 MEMORIAL PLAQUES	(5)	0	100	100			0.0%	
<b>WINDRUSH CEMETERY :- Income</b>	<b>51,919</b>	<b>21,518</b>	<b>50,100</b>	<b>28,583</b>			<b>42.9%</b>	<b>0</b>
4001 SALARIES	13,953	0	14,232	14,232		14,232	0.0%	
4002 ER'S NIC	1,333	0	1,368	1,368		1,368	0.0%	
4003 ER'S SUPERANN	3,028	0	3,088	3,088		3,088	0.0%	
4007 PROTECTIVE CLOTHING	67	0	100	100		100	0.0%	
4011 RATES	3,552	1,660	3,660	2,000		2,000	45.4%	
4012 WATER RATES	69	37	100	63		63	37.0%	
4014 ELECTRICITY	1,789	471	1,155	684		684	40.8%	
4016 CLEANING MATERIALS	14	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	474	486	375	(111)		(111)	129.6%	
4021 TELEPHONE/FAX	384	52	200	148		148	25.9%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4036 PROPERTY MAINTENANCE	1,294	5,516	2,700	(2,816)		(2,816)	204.3%	
4037 GROUNDS MAINTENANCE	84	0	100	100		100	0.0%	
4038 OTHER MAINTENANCE	1,121	75	770	695		695	9.7%	
4040 ARBORICULTURE	350	0	0	0		0	0.0%	

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4041 EQUIPMENT HIRE	144	848	0	(848)		(848)	0.0%	
4042 EQUIPMENT	1,948	0	1,500	1,500		1,500	0.0%	
4043 SMALL TOOLS & EQUIPT	11	63	0	(63)		(63)	0.0%	
4044 FUEL	50	0	0	0		0	0.0%	
4059 OTHER PROF FEES	0	4,200	0	(4,200)		(4,200)	0.0%	
4350 PLAQUES PURCHASED	0	0	500	500		500	0.0%	
4355 MEMORIAL MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4400 COVID-19 EXPENDITURE	0	119	0	(119)		(119)	0.0%	
4491 TFR TO EARMARKED RES	2,700	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(700)	(700)	0		0	100.0%	
4888 O/S STAFF RCHG	48,502	0	60,641	60,641		60,641	0.0%	
4890 O/S O'HEAD RCHG	9,383	0	11,140	11,140		11,140	0.0%	
4891 AGENCY SERVICES RECHARGE	12,251	5,235	13,372	8,137		8,137	39.1%	
4892 C/S STAFF RCHG	3,311	0	3,675	3,675		3,675	0.0%	
4893 C/S O'HEAD RCHG	1,722	0	1,787	1,787		1,787	0.0%	
5199 Depreciation Charge to Service	4,988	0	0	0		0	0.0%	
WINDRUSH CEMETERY :- Indirect Expenditure	<b>112,633</b>	<b>18,062</b>	<b>121,913</b>	<b>103,851</b>	<b>0</b>	<b>103,851</b>	<b>14.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(60,714)</b>	<b>3,456</b>	<b>(71,813)</b>	<b>(75,269)</b>				
<b>303 CLOSED CH'YARDS ST MARYS/HOLY</b>								
4036 PROPERTY MAINTENANCE	356	0	21,000	21,000		21,000	0.0%	
4040 ARBORICULTURE	0	0	8,000	8,000		8,000	0.0%	
4059 OTHER PROF FEES	0	4,007	0	(4,007)		(4,007)	0.0%	
4491 TFR TO EARMARKED RES	10,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(10,000)	(10,000)	0		0	100.0%	
4801 INS.CLAIM PENDING	1,622	0	0	0		0	0.0%	
CLOSED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	<b>11,978</b>	<b>(5,993)</b>	<b>19,000</b>	<b>24,993</b>	<b>0</b>	<b>24,993</b>	<b>(31.5%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,978)</b>	<b>5,993</b>	<b>(19,000)</b>	<b>(24,993)</b>				
<b>305 ALLOTMENTS</b>								
1052 EXPENSES RECOVERED	362	0	0	0			0.0%	
<b>ALLOTMENTS :- Income</b>	<b>362</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4013 RENT PAID	5	5	5	0		0	100.0%	
4036 PROPERTY MAINTENANCE	(5)	0	0	0		0	0.0%	
4037 GROUNDS MAINTENANCE	4,222	0	500	500		500	0.0%	
4888 O/S STAFF RCHG	2,537	0	4,624	4,624		4,624	0.0%	
4890 O/S O'HEAD RCHG	592	0	849	849		849	0.0%	
4891 AGENCY SERVICES RECHARGE	2,819	1,205	3,077	1,872		1,872	39.2%	



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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4892 C/S STAFF RCHG	818	0	881	881		881	0.0%	
4893 C/S O'HEAD RCHG	177	0	183	183		183	0.0%	
5199 Depreciation Charge to Service	3,525	0	0	0		0	0.0%	
<b>ALLOTMENTS :- Indirect Expenditure</b>	<b>14,690</b>	<b>1,210</b>	<b>10,119</b>	<b>8,909</b>	<b>0</b>	<b>8,909</b>	<b>12.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,328)</b>	<b>(1,210)</b>	<b>(10,119)</b>	<b>(8,909)</b>				
Halls, Cemeteries & Allotments :- Income	197,874	31,886	166,320	134,434			19.2%	
Expenditure	619,278	56,628	628,561	571,933	0	571,933	9.0%	
<b>Movement to/(from) Gen Reserve</b>	<b>(421,404)</b>	<b>(24,742)</b>						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Sport &amp; Play</u></b>								
<b><u>201 SPLASHPARK</u></b>								
4012 WATER RATES	11,036	10,001	15,000	4,999		4,999	66.7%	
4016 CLEANING MATERIALS	0	0	275	275		275	0.0%	
4036 PROPERTY MAINTENANCE	1,287	1,260	8,000	6,740		6,740	15.8%	
4037 GROUNDS MAINTENANCE	0	0	9,000	9,000		9,000	0.0%	
4047 PLAY EQUIP MAINTENCE	5,360	7	2,500	2,493		2,493	0.3%	
4048 ENG.INSPEC.(VATABLE)	0	0	500	500		500	0.0%	
4491 TFR TO EARMARKED RES	28,000	0	25,000	25,000		25,000	0.0%	
4888 O/S STAFF RCHG	8,868	0	14,122	14,122		14,122	0.0%	
4890 O/S O'HEAD RCHG	1,791	0	2,594	2,594		2,594	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	14,130	14,130		14,130	0.0%	
5198 Deferred Grants Released	(19,290)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	67,916	0	0	0		0	0.0%	
SPLASHPARK :- Indirect Expenditure	<b>104,968</b>	<b>11,268</b>	<b>91,121</b>	<b>79,853</b>	<b>0</b>	<b>79,853</b>	<b>12.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(104,968)</b>	<b>(11,268)</b>	<b>(91,121)</b>	<b>(79,853)</b>				
<b><u>202 THE LEYS RECREATION GROUND</u></b>								
1020 SPORTS - FOOTBALL	1,260	(67)	1,000	1,067			(6.7%)	
1021 SPORTS - CRICKET	1,713	0	1,500	1,500			0.0%	
1043 GREEN FEES - WTBC	4,225	0	4,420	4,420			0.0%	
1050 RENT RECEIVED	1,000	0	1,000	1,000			0.0%	
1051 GROUND HIRE	18,450	0	18,520	18,520			0.0%	
1052 EXPENSES RECOVERED	478	375	1,000	625			37.5%	
1058 WATER RECOVERED	170	0	180	180			0.0%	
1099 MISCELLANEOUS INCOME	600	0	0	0			0.0%	
THE LEYS RECREATION GROUND :- Income	<b>27,896</b>	<b>308</b>	<b>27,620</b>	<b>27,312</b>			<b>1.1%</b>	<b>0</b>
4001 SALARIES	2,537	0	0	0		0	0.0%	
4012 WATER RATES	3,714	2,628	3,500	872		872	75.1%	
4014 ELECTRICITY	0	1,595	0	(1,595)		(1,595)	0.0%	
4016 CLEANING MATERIALS	0	0	150	150		150	0.0%	
4017 CONTRACT CLEAN/WASTE	2,742	1,005	3,750	2,745		2,745	26.8%	
4025 INSURANCE	252	0	300	300		300	0.0%	
4036 PROPERTY MAINTENANCE	2,626	1,126	10,000	8,874		8,874	11.3%	
4037 GROUNDS MAINTENANCE	0	64	5,000	4,936		4,936	1.3%	
4038 OTHER MAINTENANCE	1,483	0	0	0		0	0.0%	
4040 ARBORICULTURE	3,400	2,300	0	(2,300)		(2,300)	0.0%	
4043 SMALL TOOLS & EQUIPT	0	41	0	(41)		(41)	0.0%	

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4046 SPORTS EQUIPMENT	1,718	0	2,000	2,000		2,000	0.0%	
4047 PLAY EQUIP MAINTENCE	1,142	118	6,500	6,383		6,383	1.8%	
4048 ENG.INSPEC.(VATABLE)	4,463	4,799	5,000	201		201	96.0%	
4049 PLAY RISK ASSESSMENT	1,490	62	1,750	1,688		1,688	3.5%	
4110 SUBSIDIZED LETTINGS	8,280	0	10,000	10,000		10,000	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(13,420)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	33,549	0	37,826	37,826		37,826	0.0%	
4890 O/S O'HEAD RCHG	6,268	0	6,949	6,949		6,949	0.0%	
4891 AGENCY SERVICES RECHARGE	56,029	30,482	37,679	7,197		7,197	80.9%	
4892 C/S STAFF RCHG	5,395	0	5,940	5,940		5,940	0.0%	
4893 C/S O'HEAD RCHG	3,170	0	3,290	3,290		3,290	0.0%	
HE LEYS RECREATION GROUND :- Indirect Expenditure	<b>125,839</b>	<b>44,220</b>	<b>139,634</b>	<b>95,414</b>	<b>0</b>	<b>95,414</b>	<b>31.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(97,942)</b>	<b>(43,912)</b>	<b>(112,014)</b>	<b>(68,102)</b>				
<b>203 WEST WITNEY SPORTS GROUND</b>								
1020 SPORTS - FOOTBALL	4,497	346	5,150	4,804			6.7%	
1021 SPORTS - CRICKET	837	628	1,500	872			41.9%	
1041 RENTAL - TENNIS CLUB	4,120	0	4,325	4,325			0.0%	
1042 RENTAL- PROJ.RANGE	2,410	0	2,530	2,530			0.0%	
1044 GREEN FEES - WMBC	2,525	0	2,650	2,650			0.0%	
1045 GREEN FEES - WWBC	2,525	0	2,650	2,650			0.0%	
1050 RENT RECEIVED	10,800	6	11,000	10,994			0.1%	
1052 EXPENSES RECOVERED	1,806	0	1,000	1,000			0.0%	
1054 EASEMENTS/WAYLEAVES	6	0	6	6			0.0%	
1058 WATER RECOVERED	2,368	0	1,000	1,000			0.0%	
1060 INSURANCE RECOVERED	564	0	600	600			0.0%	
WEST WITNEY SPORTS GROUND :- Income	<b>32,457</b>	<b>980</b>	<b>32,411</b>	<b>31,431</b>			<b>3.0%</b>	<b>0</b>
4012 WATER RATES	1,001	0	1,250	1,250		1,250	0.0%	
4013 RENT PAID	0	0	5	5		5	0.0%	
4017 CONTRACT CLEAN/WASTE	0	0	200	200		200	0.0%	
4025 INSURANCE	564	0	600	600		600	0.0%	
4036 PROPERTY MAINTENANCE	(140)	89	500	411		411	17.8%	
4037 GROUNDS MAINTENANCE	5,535	448	1,500	1,052		1,052	29.9%	
4040 ARBORICULTURE	0	4,795	3,995	(800)		(800)	120.0%	
4046 SPORTS EQUIPMENT	670	0	0	0		0	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	100	100		100	0.0%	
4059 OTHER PROF FEES	3,270	0	0	0		0	0.0%	
4100 GRANTS GENERAL	2,000	0	0	0		0	0.0%	

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4250 BAD DEBTS	5,621	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	3,995	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(3,995)	(3,995)	0		0	100.0%	
4888 O/S STAFF RCHG	14,932	0	12,073	12,073		12,073	0.0%	
4890 O/S O'HEAD RCHG	2,582	0	2,218	2,218		2,218	0.0%	
4891 AGENCY SERVICES RECHARGE	53,414	21,476	54,865	33,389		33,389	39.1%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	<b>93,445</b>	<b>22,813</b>	<b>73,311</b>	<b>50,498</b>	<b>0</b>	<b>50,498</b>	<b>31.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(60,988)</b>	<b>(21,833)</b>	<b>(40,900)</b>	<b>(19,067)</b>				
<u>204 BURWELL (QE2) SPORTS GROUND</u>								
1020 SPORTS - FOOTBALL	2,928	(482)	3,000	3,482			(16.1%)	
1052 EXPENSES RECOVERED	761	0	0	0			0.0%	
BURWELL (QE2) SPORTS GROUND :- Income	<b>3,689</b>	<b>(482)</b>	<b>3,000</b>	<b>3,482</b>			<b>(16.1%)</b>	<b>0</b>
4036 PROPERTY MAINTENANCE	0	1,153	1,130	(23)		(23)	102.0%	
4037 GROUNDS MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4047 PLAY EQUIP MAINTENCE	737	118	1,000	883		883	11.8%	
4049 PLAY RISK ASSESSMENT	1,551	62	1,200	1,138		1,138	5.1%	
4491 TFR TO EARMARKED RES	880	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(880)	(880)	0		0	100.0%	
4888 O/S STAFF RCHG	3,628	0	5,720	5,720		5,720	0.0%	
4890 O/S O'HEAD RCHG	682	0	1,051	1,051		1,051	0.0%	
4891 AGENCY SERVICES RECHARGE	23,837	10,014	25,582	15,568		15,568	39.1%	
BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure	<b>31,315</b>	<b>10,465</b>	<b>36,803</b>	<b>26,338</b>	<b>0</b>	<b>26,338</b>	<b>28.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27,626)</b>	<b>(10,948)</b>	<b>(33,803)</b>	<b>(22,855)</b>				
<u>205 KING GEORGE V / NEWLAND</u>								
1020 SPORTS - FOOTBALL	412	0	1,000	1,000			0.0%	
KING GEORGE V / NEWLAND :- Income	<b>412</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>			<b>0.0%</b>	<b>0</b>
4036 PROPERTY MAINTENANCE	157	43	0	(43)		(43)	0.0%	
4047 PLAY EQUIP MAINTENCE	0	28	0	(28)		(28)	0.0%	
4049 PLAY RISK ASSESSMENT	954	62	1,000	938		938	6.2%	
4100 GRANTS GENERAL	500	0	500	500		500	0.0%	
4250 BAD DEBTS	350	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,770	0	2,797	2,797		2,797	0.0%	
4890 O/S O'HEAD RCHG	349	0	514	514		514	0.0%	
4891 AGENCY SERVICES RECHARGE	11,246	4,805	12,275	7,470		7,470	39.1%	
KING GEORGE V / NEWLAND :- Indirect Expenditure	<b>15,325</b>	<b>4,938</b>	<b>17,086</b>	<b>12,148</b>	<b>0</b>	<b>12,148</b>	<b>28.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(14,914)</b>	<b>(4,938)</b>	<b>(16,086)</b>	<b>(11,148)</b>				

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<u>207 MOORLAND ROAD PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	122	500	378		378	24.4%	
4049 PLAY RISK ASSESSMENT	405	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	600	0	754	754		754	0.0%	
4890 O/S O'HEAD RCHG	90	0	139	139		139	0.0%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	<u>1,095</u>	<u>184</u>	<u>2,393</u>	<u>2,209</u>	<u>0</u>	<u>2,209</u>	<u>7.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(1,095)</b>	<b>(184)</b>	<b>(2,393)</b>	<b>(2,209)</b>				
<u>208 WOOD GREEN PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	28	500	472		472	5.6%	
4049 PLAY RISK ASSESSMENT	734	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	619	0	1,175	1,175		1,175	0.0%	
4890 O/S O'HEAD RCHG	164	0	216	216		216	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	2,418	2,418		2,418	0.0%	
WOOD GREEN PLAY AREA :- Indirect Expenditure	<u>1,517</u>	<u>90</u>	<u>5,309</u>	<u>5,219</u>	<u>0</u>	<u>5,219</u>	<u>1.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(1,517)</b>	<b>(90)</b>	<b>(5,309)</b>	<b>(5,219)</b>				
<u>209 ETON CLOSE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	28	250	222		222	11.2%	
4049 PLAY RISK ASSESSMENT	734	62	1,000	938		938	6.2%	
4222 TINY FOREST EXPENSES	0	147	0	(147)		(147)	0.0%	
ETON CLOSE PLAY AREA :- Indirect Expenditure	<u>734</u>	<u>237</u>	<u>1,250</u>	<u>1,013</u>	<u>0</u>	<u>1,013</u>	<u>19.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(734)</b>	<b>(237)</b>	<b>(1,250)</b>	<b>(1,013)</b>				
<u>210 OXLEASE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	28	500	472		472	5.6%	
4049 PLAY RISK ASSESSMENT	1,199	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	2,211	0	3,905	3,905		3,905	0.0%	
4890 O/S O'HEAD RCHG	468	0	717	717		717	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	5,115	5,115		5,115	0.0%	
OXLEASE PLAY AREA :- Indirect Expenditure	<u>3,878</u>	<u>90</u>	<u>11,237</u>	<u>11,147</u>	<u>0</u>	<u>11,147</u>	<u>0.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b>(3,878)</b>	<b>(90)</b>	<b>(11,237)</b>	<b>(11,147)</b>				
<u>211 FIELDMERE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	28	250	222		222	11.2%	
4049 PLAY RISK ASSESSMENT	734	62	1,000	938		938	6.2%	

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4888 O/S STAFF RCHG	468	0	842	842		842	0.0%	
4890 O/S O'HEAD RCHG	100	0	155	155		155	0.0%	
FIELDMERE PLAY AREA :- Indirect Expenditure	<b>1,302</b>	<b>90</b>	<b>2,247</b>	<b>2,157</b>	<b>0</b>	<b>2,157</b>	<b>4.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,302)</b>	<b>(90)</b>	<b>(2,247)</b>	<b>(2,157)</b>				
<b>212 QUARRY ROAD PLAY AREA</b>								
4047 PLAY EQUIP MAINTENCE	0	28	250	222		222	11.2%	
4049 PLAY RISK ASSESSMENT	827	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	49	0	81	81		81	0.0%	
4890 O/S O'HEAD RCHG	10	0	15	15		15	0.0%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	<b>885</b>	<b>90</b>	<b>1,346</b>	<b>1,256</b>	<b>0</b>	<b>1,256</b>	<b>6.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(885)</b>	<b>(90)</b>	<b>(1,346)</b>	<b>(1,256)</b>				
<b>213 RALEIGH CRESCENT PLAY AREA</b>								
4013 RENT PAID	5	0	5	5		5	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	62	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	395	0	713	713		713	0.0%	
4890 O/S O'HEAD RCHG	96	0	131	131		131	0.0%	
RALEIGH CRESCENT PLAY AREA :- Indirect Expenditure	<b>557</b>	<b>62</b>	<b>2,349</b>	<b>2,287</b>	<b>0</b>	<b>2,287</b>	<b>2.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(557)</b>	<b>(62)</b>	<b>(2,349)</b>	<b>(2,287)</b>				
<b>Sport &amp; Play :- Income</b>								
	<b>64,454</b>	<b>806</b>	<b>64,031</b>	<b>63,225</b>			<b>1.3%</b>	
<b>Expenditure</b>								
	<b>380,860</b>	<b>94,546</b>	<b>384,086</b>	<b>289,540</b>	<b>0</b>	<b>289,540</b>	<b>24.6%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(316,405)</b>	<b>(93,740)</b>						

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<b>Stronger Communities</b>								
402 COMMUNITY INFRASTRUCTURE								
1085 INSURANCE CLAIMS RECEIVED	(19,503)	0	0	0			0.0%	
1170 GRANTS RECEIVED	436	7,365	0	(7,365)			0.0%	
COMMUNITY INFRASTRUCTURE :- Income	<b>(19,067)</b>	<b>7,365</b>	<b>0</b>	<b>(7,365)</b>				<b>0</b>
4001 SALARIES	2,197	0	0	0		0	0.0%	
4002 ER'S NIC	60	0	0	0		0	0.0%	
4003 ER'S SUPERANN	189	0	0	0		0	0.0%	
4013 RENT PAID	1	0	5	5		5	0.0%	
4014 ELECTRICITY	1,443	254	750	496		496	33.8%	
4017 CONTRACT CLEAN/WASTE	4,586	113	4,100	3,987		3,987	2.8%	
4025 INSURANCE	112	0	130	130		130	0.0%	
4035 BUS SHELTER MAINTENANCE	92	0	3,800	3,800		3,800	0.0%	
4036 PROPERTY MAINTENANCE	1,755	0	3,630	3,630		3,630	0.0%	
4037 GROUNDS MAINTENANCE	2,791	0	3,000	3,000		3,000	0.0%	
4039 HORTICULTURE	0	0	750	750		750	0.0%	
4040 ARBORICULTURE	3,100	11,000	31,150	20,150		20,150	35.3%	
4059 OTHER PROF FEES	0	2	0	(2)		(2)	0.0%	
4066 TREE REPLACEMENT	2,152	0	6,000	6,000		6,000	0.0%	
4067 Tree Survey	3,570	0	5,000	5,000		5,000	0.0%	
4100 GRANTS GENERAL	0	50	0	(50)		(50)	0.0%	
4166 DEFIBRILLATOR EXPENDITURE	805	475	2,200	1,725		1,725	21.6%	
4200 STREET FURNITURE	925	0	0	0		0	0.0%	
4205 CLIMATE EMERGENCY	0	0	10,000	10,000		10,000	0.0%	
4209 WWI Commemorations 16-18	519	0	0	0		0	0.0%	
4210 CHURCH CLOCK	0	0	1,500	1,500		1,500	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	6,268	625	14,800	14,175		14,175	4.2%	
4491 TFR TO EARMARKED RES	18,150	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(18,150)	(18,150)	0		0	100.0%	
4888 O/S STAFF RCHG	31,657	0	45,293	45,293		45,293	0.0%	
4890 O/S O'HEAD RCHG	6,198	0	8,321	8,321		8,321	0.0%	
4891 AGENCY SERVICES RECHARGE	148,409	59,483	152,727	93,244		93,244	38.9%	
4892 C/S STAFF RCHG	7,712	0	8,508	8,508		8,508	0.0%	
4893 C/S O'HEAD RCHG	3,170	0	3,290	3,290		3,290	0.0%	
4990 CONTRN TO CCTV SCH.	10,000	0	10,000	10,000		10,000	0.0%	
5199 Depreciation Charge to Service	4,265	0	0	0		0	0.0%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	<b>260,126</b>	<b>53,852</b>	<b>296,804</b>	<b>242,952</b>	<b>0</b>	<b>242,952</b>	<b>18.1%</b>	<b>0</b>
Net Income over Expenditure	<b>(279,193)</b>	<b>(46,487)</b>	<b>(296,804)</b>	<b>(250,317)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 1 April to 31 August 2020

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>408 COMMUNITY ACTIVITIES</b>								
1171 DONATIONS RECEIVED	898	0	0	0			0.0%	
COMMUNITY ACTIVITIES :- Income	<b>898</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4103 GRANT YOUTH COUNCIL	27	0	500	500		500	0.0%	
4109 BLUE PLAQUES	0	0	1,000	1,000		1,000	0.0%	
4141 EVENTS	521	0	12,500	12,500		12,500	0.0%	
4491 TFR TO EARMARKED RES	1,428	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(1,000)	(1,000)	0		0	100.0%	
4892 C/S STAFF RCHG	31,715	0	35,013	35,013		35,013	0.0%	
4893 C/S O'HEAD RCHG	13,573	0	14,085	14,085		14,085	0.0%	
5199 Depreciation Charge to Service	98	0	0	0		0	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	<b>47,362</b>	<b>(1,000)</b>	<b>62,098</b>	<b>63,098</b>	<b>0</b>	<b>63,098</b>	<b>(1.6%)</b>	<b>0</b>
Net Income over Expenditure	<b>(46,464)</b>	<b>1,000</b>	<b>(62,098)</b>	<b>(63,098)</b>				
Stronger Communities :- Income	<b>(18,169)</b>	<b>7,365</b>	<b>0</b>	<b>(7,365)</b>			<b>0.0%</b>	
Expenditure	<b>307,488</b>	<b>52,852</b>	<b>358,902</b>	<b>306,050</b>	<b>0</b>	<b>306,050</b>	<b>14.7%</b>	
Movement to/(from) Gen Reserve	<b>(325,657)</b>	<b>(45,487)</b>						



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<b><u>Policy, Governance &amp; Finance</u></b>								
<b><u>401 CIVIC ACTIVITIES</u></b>								
4000 MAYORS ALLOWANCE	1,643	(458)	4,000	4,458		4,458	(11.4%)	
4150 CIVIC FUNCTIONS	824	26	4,000	3,974		3,974	0.7%	
4152 MAYOR'S CHAIN	106	0	200	200		200	0.0%	
4153 ANNUAL CIVIC AWARDS	0	30	400	370		370	7.5%	
4491 TFR TO EARMARKED RES	3,200	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,000)	(3,200)	(3,200)	0		0	100.0%	
4892 C/S STAFF RCHG	19,969	0	22,201	22,201		22,201	0.0%	
4893 C/S O'HEAD RCHG	7,021	0	7,286	7,286		7,286	0.0%	
5198 Deferred Grants Released	(2,715)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	103	0	0	0		0	0.0%	
CIVIC ACTIVITIES :- Indirect Expenditure	<b>29,152</b>	<b>(3,602)</b>	<b>34,887</b>	<b>38,489</b>	<b>0</b>	<b>38,489</b>	<b>(10.3%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,152)</b>	<b>3,602</b>	<b>(34,887)</b>	<b>(38,489)</b>				
<b><u>407 GRANTS &amp; DONATIONS (INC S137)</u></b>								
1171 DONATIONS RECEIVED	1,000	0	0	0			0.0%	
GRANTS & DONATIONS (INC S137) :- Income	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4100 GRANTS GENERAL	4,490	310	15,000	14,690		14,690	2.1%	
4101 GRANT CAB	500	0	2,000	2,000		2,000	0.0%	
4104 GRANT CARNIVAL/XMAS ROTARY CLB	2,800	0	3,100	3,100		3,100	0.0%	
4105 XMAS LIGHTS & ADVENT FAYRE	29,366	1,153	40,000	38,847		38,847	2.9%	
4107 Witney Dementia Alliance	414	0	1,000	1,000		1,000	0.0%	
4108 GRANT OPA	1,000	0	1,000	1,000		1,000	0.0%	
4110 SUBSIDIZED LETTINGS	805	0	1,800	1,800		1,800	0.0%	
4160 TOWN TWINNING	500	0	1,500	1,500		1,500	0.0%	
4161 TOWN TWINNING ROOM HIRE	53	0	500	500		500	0.0%	
4162 GRANT VOLUNTEER LINK-UP	500	0	500	500		500	0.0%	
4164 MADLEY PARK TRUST GRANT	0	0	5,000	5,000		5,000	0.0%	
4167 BUS SERVICE	18,000	7,500	21,000	13,500		13,500	35.7%	
4169 CHILDREN & YOUTH PROVISION	0	0	30,000	30,000		30,000	0.0%	
4491 TFR TO EARMARKED RES	5,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,706)	(5,000)	(5,000)	0		0	100.0%	
GRANTS & DONATIONS (INC S137) :- Indirect Expenditure	<b>61,723</b>	<b>3,963</b>	<b>117,400</b>	<b>113,437</b>	<b>0</b>	<b>113,437</b>	<b>3.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(60,723)</b>	<b>(3,963)</b>	<b>(117,400)</b>	<b>(113,437)</b>				

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<b>502 TOWN HALL MAINTEN'CE</b>								
1011 HALL LETTINGS	60	0	50	50			0.0%	
1050 RENT RECEIVED	20,505	0	19,950	19,950			0.0%	
<b>TOWN HALL MAINTEN'CE :- Income</b>	<b>20,565</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>			<b>0.0%</b>	<b>0</b>
4001 SALARIES	5,011	0	0	0		0	0.0%	
4002 ER'S NIC	352	0	0	0		0	0.0%	
4003 ER'S SUPERANN	944	0	0	0		0	0.0%	
4011 RATES	0	0	10,000	10,000		10,000	0.0%	
4013 RENT PAID	13,750	3,438	13,750	10,313		10,313	25.0%	
4014 ELECTRICITY	508	203	0	(203)		(203)	0.0%	
4025 INSURANCE	1,058	0	1,130	1,130		1,130	0.0%	
4036 PROPERTY MAINTENANCE	2,072	1,492	4,100	2,608		2,608	36.4%	
4038 OTHER MAINTENANCE	1,828	206	1,750	1,544		1,544	11.8%	
4042 EQUIPMENT	0	76	0	(76)		(76)	0.0%	
4059 OTHER PROF FEES	8	0	10,000	10,000		10,000	0.0%	
4400 COVID-19 EXPENDITURE	0	120	0	(120)		(120)	0.0%	
4491 TFR TO EARMARKED RES	7,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(5,000)	(5,000)	0		0	100.0%	
4888 O/S STAFF RCHG	272	0	293	293		293	0.0%	
4890 O/S O'HEAD RCHG	41	0	54	54		54	0.0%	
4892 C/S STAFF RCHG	2,194	0	2,416	2,416		2,416	0.0%	
4893 C/S O'HEAD RCHG	812	0	843	843		843	0.0%	
<b>TOWN HALL MAINTEN'CE :- Indirect Expenditure</b>	<b>35,849</b>	<b>535</b>	<b>39,336</b>	<b>38,801</b>	<b>0</b>	<b>38,801</b>	<b>1.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(15,284)</b>	<b>(535)</b>	<b>(19,336)</b>	<b>(18,801)</b>				
<b>503 AGENCY SERVICES</b>								
4300 AGENCY MAINT'CE	343,887	150,091	355,470	205,379		205,379	42.2%	
4310 AGENCY MAINT'CE V O	4,820	0	10,000	10,000		10,000	0.0%	
4320 AGENCY SPECIAL ADVCE	54	795	200	(595)		(595)	397.5%	
4891 AGENCY SERVICES RECHARGE	(348,708)	(150,091)	(365,670)	(215,579)		(215,579)	41.0%	
<b>AGENCY SERVICES :- Indirect Expenditure</b>	<b>54</b>	<b>795</b>	<b>0</b>	<b>(795)</b>	<b>0</b>	<b>(795)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(54)</b>	<b>(795)</b>	<b>0</b>	<b>795</b>				
<b>505 PRECEPT</b>								
1176 PRECEPT	1,435,067	814,350	1,628,699	814,350			50.0%	
1177 PRECEPT SUPPORT GRANT	29,327	15,227	30,454	15,227			50.0%	
<b>PRECEPT :- Income</b>	<b>1,464,394</b>	<b>829,577</b>	<b>1,659,153</b>	<b>829,577</b>			<b>50.0%</b>	<b>0</b>
<b>Net Income</b>	<b>1,464,394</b>	<b>829,577</b>	<b>1,659,153</b>	<b>829,577</b>				

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<b>506 INTEREST RECEIVED</b>								
1190 INTEREST RECEIVED	11,827	2,401	8,000	5,599			30.0%	
INTEREST RECEIVED :- Income	<b>11,827</b>	<b>2,401</b>	<b>8,000</b>	<b>5,599</b>			<b>30.0%</b>	<b>0</b>
4051 BANK CHARGES	1,001	279	1,200	921		921	23.2%	
INTEREST RECEIVED :- Indirect Expenditure	<b>1,001</b>	<b>279</b>	<b>1,200</b>	<b>921</b>	<b>0</b>	<b>921</b>	<b>23.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>10,826</b>	<b>2,122</b>	<b>6,800</b>	<b>4,678</b>				
<b>601 WORKS DEPARTMENT GEN</b>								
1052 EXPENSES RECOVERED	8	0	0	0			0.0%	
1099 MISCELLANEOUS INCOME	723	0	0	0			0.0%	
1175 ASSET DISPOSALS	40	0	0	0			0.0%	
WORKS DEPARTMENT GEN :- Income	<b>771</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4001 SALARIES	176,967	0	264,341	264,341		264,341	0.0%	
4002 ER'S NIC	15,729	0	21,807	21,807		21,807	0.0%	
4003 ER'S SUPERANN	38,402	0	53,023	53,023		53,023	0.0%	
4007 PROTECTIVE CLOTHING	1,875	141	2,500	2,359		2,359	5.6%	
4008 TRAINING	2,108	4,337	6,400	2,063		2,063	67.8%	
4009 TRAVELLING	1,506	0	1,000	1,000		1,000	0.0%	
4014 ELECTRICITY	7,378	0	6,500	6,500		6,500	0.0%	
4016 CLEANING MATERIALS	128	324	300	(24)		(24)	108.1%	
4017 CONTRACT CLEAN/WASTE	0	0	6,500	6,500		6,500	0.0%	
4021 TELEPHONE/FAX	1,828	491	2,375	1,884		1,884	20.7%	
4023 STATIONERY	0	0	150	150		150	0.0%	
4025 INSURANCE	112	0	200	200		200	0.0%	
4028 I.T.	746	312	1,000	688		688	31.2%	
4030 RECRUITMENT ADVT'G	307	0	500	500		500	0.0%	
4036 PROPERTY MAINTENANCE	283	867	1,700	833		833	51.0%	
4038 OTHER MAINTENANCE	714	145	1,500	1,355		1,355	9.7%	
4040 ARBORICULTURE	0	0	350	350		350	0.0%	
4041 EQUIPMENT HIRE	0	696	1,000	304		304	69.6%	
4042 EQUIPMENT	848	429	1,960	1,531		1,531	21.9%	
4043 SMALL TOOLS & EQUIPT	1,182	119	1,000	881		881	11.9%	
4044 FUEL	3,327	1,261	4,000	2,739		2,739	31.5%	
4045 LICENCES	1,211	260	1,500	1,240		1,240	17.3%	
4050 VEHICLE MAINTENANCE	4,191	989	6,500	5,511		5,511	15.2%	
4052 VEHICLE INSURANCE	3,359	265	3,550	3,285		3,285	7.5%	
4059 OTHER PROF FEES	800	65	0	(65)		(65)	0.0%	
4143 REFRESHMENT COSTS	53	0	100	100		100	0.0%	

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4400 COVID-19 EXPENDITURE	0	93	0	(93)		(93)	0.0%	
4491 TFR TO EARMARKED RES	27,375	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(27,375)	(27,375)	0		0	100.0%	
4888 O/S STAFF RCHG	(231,098)	0	(319,171)	(319,171)		(319,171)	0.0%	
4890 O/S O'HEAD RCHG	(45,530)	0	(58,634)	(58,634)		(58,634)	0.0%	
4892 C/S STAFF RCHG	8,189	0	9,036	9,036		9,036	0.0%	
4893 C/S O'HEAD RCHG	6,155	0	6,387	6,387		6,387	0.0%	
5198 Deferred Grants Released	(1,039)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	6,713	0	0	0		0	0.0%	
<b>WORKS DEPARTMENT GEN :- Indirect Expenditure</b>	<b>33,820</b>	<b>(16,581)</b>	<b>(1)</b>	<b>16,580</b>	<b>0</b>	<b>16,580</b>	<b>1658113.</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(33,049)</b>	<b>16,581</b>	<b>1</b>	<b>(16,580)</b>				
<u>602 CENTRAL SUPPORT (Ex 501)</u>								
1099 MISCELLANEOUS INCOME	40	0	0	0			0.0%	
<b>CENTRAL SUPPORT (Ex 501) :- Income</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4001 SALARIES	172,472	0	190,160	190,160		190,160	0.0%	
4002 ER'S NIC	18,028	0	20,285	20,285		20,285	0.0%	
4003 ER'S SUPERANN	37,426	0	41,266	41,266		41,266	0.0%	
4004 CHILD CARE VOUCHERS	0	0	0	0		0	0.0%	
4007 PROTECTIVE CLOTHING	0	273	0	(273)		(273)	0.0%	
4008 TRAINING	2,751	0	9,000	9,000		9,000	0.0%	
4009 TRAVELLING	1,933	0	7,500	7,500		7,500	0.0%	
4010 MISC STAFF COSTS	118	0	200	200		200	0.0%	
4011 RATES	7,856	3,192	8,092	4,900		4,900	39.4%	
4012 WATER RATES	355	137	400	263		263	34.2%	
4014 ELECTRICITY	10,224	1,697	4,000	2,303		2,303	42.4%	
4016 CLEANING MATERIALS	49	120	1,000	880		880	12.0%	
4017 CONTRACT CLEAN/WASTE	1,167	295	1,500	1,205		1,205	19.6%	
4018 PHOTOCOPIER COSTS	1,524	1,596	2,000	404		404	79.8%	
4020 COPIER RENTAL	2,695	0	3,100	3,100		3,100	0.0%	
4021 TELEPHONE/FAX	9,062	779	5,750	4,971		4,971	13.5%	
4022 POSTAGE	10,516	(3,534)	7,000	10,534		10,534	(50.5%)	
4023 STATIONERY	2,503	953	2,500	1,547		1,547	38.1%	
4025 INSURANCE	3,614	13,123	3,800	(9,323)		(9,323)	345.3%	
4026 BOOKS/PUBLICATIONS	82	0	300	300		300	0.0%	
4028 I.T.	8,647	5,382	9,000	3,618		3,618	59.8%	
4030 RECRUITMENT ADVT'G	154	0	4,500	4,500		4,500	0.0%	
4042 EQUIPMENT	1,889	303	2,250	1,947		1,947	13.5%	
4045 LICENCES	216	0	250	250		250	0.0%	

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4054 INTERNAL AUDIT	1,780	0	2,200	2,200		2,200	0.0%	
4055 ACCOUNTANCY FEES	7,952	2,067	6,000	3,933		3,933	34.4%	
4059 OTHER PROF FEES	13,197	7,793	32,100	24,307		24,307	24.3%	
4143 REFRESHMENT COSTS	65	0	300	300		300	0.0%	
4400 COVID-19 EXPENDITURE	0	464	0	(464)		(464)	0.0%	
4490 CAP EXP FUNDED FROM RCP	(897)	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	21,100	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(16,100)	(21,100)	(21,100)	0		0	100.0%	
4892 C/S STAFF RCHG	(227,926)	0	(251,711)	(251,711)		(251,711)	0.0%	
4893 C/S O'HEAD RCHG	(88,309)	0	(91,642)	(91,642)		(91,642)	0.0%	
5199 Depreciation Charge to Service	216	0	0	0		0	0.0%	
CENTRAL SUPPORT (Ex 501) :- Indirect Expenditure	<b>4,359</b>	<b>13,540</b>	<b>0</b>	<b>(13,540)</b>	<b>0</b>	<b>(13,540)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,319)</b>	<b>(13,540)</b>	<b>0</b>	<b>13,540</b>				
<u>700 STRATEGIC PLANNING INITIATIVES</u>								
4892 C/S STAFF RCHG	18,075	0	19,936	19,936		19,936	0.0%	
4893 C/S O'HEAD RCHG	4,345	0	4,509	4,509		4,509	0.0%	
STRATEGIC PLANNING INITIATIVES :- Indirect Expenditure	<b>22,420</b>	<b>0</b>	<b>24,445</b>	<b>24,445</b>	<b>0</b>	<b>24,445</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(22,420)</b>	<b>0</b>	<b>(24,445)</b>	<b>(24,445)</b>				
<u>701 CORPORATE MANAGEMENT</u>								
4019 BEST VALUE EXPENSES	1	0	0	0		0	0.0%	
4022 POSTAGE	187	0	200	200		200	0.0%	
4025 INSURANCE	1,728	0	1,820	1,820		1,820	0.0%	
4031 OTHER ADVERTISING	131	50	250	200		200	20.0%	
4057 AUDIT FEES	2,000	(2,000)	2,250	4,250		4,250	(88.9%)	
4099 MISCELLANEOUS	65	0	150	150		150	0.0%	
4892 C/S STAFF RCHG	47,772	0	52,759	52,759		52,759	0.0%	
4893 C/S O'HEAD RCHG	17,335	0	17,989	17,989		17,989	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	<b>69,219</b>	<b>(1,950)</b>	<b>75,418</b>	<b>77,368</b>	<b>0</b>	<b>77,368</b>	<b>(2.6%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(69,219)</b>	<b>1,950</b>	<b>(75,418)</b>	<b>(77,368)</b>				
<u>702 DEMOCRATIC REP'N &amp; MGMT</u>								
4008 TRAINING	1,329	97	3,900	3,803		3,803	2.5%	
4009 TRAVELLING	67	0	100	100		100	0.0%	
4017 CONTRACT CLEAN/WASTE	0	200	0	(200)		(200)	0.0%	
4024 SUBSCRIPTIONS	5,554	4,449	6,000	1,551		1,551	74.2%	
4028 I.T.	2,216	1,559	1,855	296		296	84.1%	

## Detailed Income &amp; Expenditure by Budget Heading 1 April to 31 August 2020

Month No: 5

Report to Policy, Governance &amp; Finance - 28 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4034 NEWSLETTER	3,040	0	4,000	4,000		4,000	0.0%	
4099 MISCELLANEOUS	38	0	0	0		0	0.0%	
4120 ROOM HIRE/MEETING EXPS	1,582	0	2,000	2,000		2,000	0.0%	
4155 MODERN GOV/MTNG DIGITALISATION	12,086	299	6,000	5,701		5,701	5.0%	
4180 ELECTION EXPENSES	13,209	0	3,000	3,000		3,000	0.0%	
4491 TFR TO EARMARKED RES	2,400	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(11,709)	(2,400)	(2,400)	0		0	100.0%	
4892 C/S STAFF RCHG	49,464	0	54,621	54,621		54,621	0.0%	
4893 C/S O'HEAD RCHG	18,147	0	18,833	18,833		18,833	0.0%	
DEMOCRATIC REP'N & MGMT :- Indirect Expenditure	<b>97,423</b>	<b>4,205</b>	<b>97,909</b>	<b>93,704</b>	<b>0</b>	<b>93,704</b>	<b>4.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(97,423)</b>	<b>(4,205)</b>	<b>(97,909)</b>	<b>(93,704)</b>				
Policy, Governance & Finance :- Income	<b>1,498,598</b>	<b>831,978</b>	<b>1,687,153</b>	<b>855,175</b>			<b>49.3%</b>	
Expenditure	<b>355,019</b>	<b>1,183</b>	<b>390,594</b>	<b>389,411</b>	<b>0</b>	<b>389,411</b>	<b>0.3%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>1,143,579</b>	<b>830,795</b>						

## Detailed Income &amp; Expenditure by Budget Heading 1 April to 31 August 2020

Month No: 5

Report to Policy, Governance &amp; Finance - 28 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Climate, Biodiversity &amp; Planni</u></b>								
<u>206 WITNEY COUNTRY PARK</u>								
1030 FISHING RIGHTS	1,130	0	1,380	1,380			0.0%	
WITNEY COUNTRY PARK :- Income	<b>1,130</b>	<b>0</b>	<b>1,380</b>	<b>1,380</b>			<b>0.0%</b>	<b>0</b>
4026 BOOKS/PUBLICATIONS	0	0	20	20		20	0.0%	
4036 PROPERTY MAINTENANCE	245	143	100	(43)		(43)	142.7%	
4040 ARBORICULTURE	0	0	1,600	1,600		1,600	0.0%	
4042 EQUIPMENT	2,187	0	13,050	13,050		13,050	0.0%	
4491 TFR TO EARMARKED RES	1,150	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(1,150)	(1,150)	0		0	100.0%	
4888 O/S STAFF RCHG	13,948	0	24,421	24,421		24,421	0.0%	
4890 O/S O'HEAD RCHG	3,205	0	4,486	4,486		4,486	0.0%	
4891 AGENCY SERVICES RECHARGE	5,999	2,563	6,548	3,985		3,985	39.1%	
4892 C/S STAFF RCHG	744	0	805	805		805	0.0%	
4893 C/S O'HEAD RCHG	362	0	376	376		376	0.0%	
5198 Deferred Grants Released	(26,881)	0	0	0		0	0.0%	
WITNEY COUNTRY PARK :- Indirect Expenditure	<b>958</b>	<b>1,556</b>	<b>50,256</b>	<b>48,700</b>	<b>0</b>	<b>48,700</b>	<b>3.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>172</b>	<b>(1,556)</b>	<b>(48,876)</b>	<b>(47,320)</b>				
<u>403 PLANNING</u>								
4892 C/S STAFF RCHG	13,444	0	14,826	14,826		14,826	0.0%	
4893 C/S O'HEAD RCHG	4,989	0	5,178	5,178		5,178	0.0%	
PLANNING :- Indirect Expenditure	<b>18,433</b>	<b>0</b>	<b>20,004</b>	<b>20,004</b>	<b>0</b>	<b>20,004</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(18,433)</b>	<b>0</b>	<b>(20,004)</b>	<b>(20,004)</b>				
Climate, Biodiversity & Planni :- Income	<b>1,130</b>	<b>0</b>	<b>1,380</b>	<b>1,380</b>			<b>0.0%</b>	
Expenditure	<b>19,391</b>	<b>1,556</b>	<b>70,260</b>	<b>68,704</b>	<b>0</b>	<b>68,704</b>	<b>2.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(18,261)</b>	<b>(1,556)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 1 April to 31 August 2020

Month No: 5

Report to Policy, Governance &amp; Finance - 28 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Capital &amp; Assets</b>								
<b>800 CAPITAL PROJECTS</b>								
1085 INSURANCE CLAIMS RECEIVED	4,900	0	0	0			0.0%	
1200 S106 INCOME	0	363,089	0	(363,089)			0.0%	
CAPITAL PROJECTS :- Income	<b>4,900</b>	<b>363,089</b>	<b>0</b>	<b>(363,089)</b>				<b>0</b>
4175 Cost of Assets Sold	1,288	0	0	0		0	0.0%	
4176 Cost of Assets Sold - To CAA	(1,288)	0	0	0		0	0.0%	
4489 TFR TO ROLLING CAPITAL FUND	140,191	0	0	0		0	0.0%	
4490 CAP EXP FUNDED FROM RCP	(52,699)	0	0	0		0	0.0%	
4492 TFR TO RENEWALS FUND	6,711	0	10,000	10,000		10,000	0.0%	
4498 TFR TO TOWN HALL RESERVE	3,750	0	5,000	5,000		5,000	0.0%	
4902 CAP: REFURB C/EXCHANGE	0	22,814	0	(22,814)		(22,814)	0.0%	
4903 CAP: BURWELL HALL	0	0	28,000	28,000		28,000	0.0%	
4913 CAP: LEYS - FOOTPATH REPAIRS	2,388	0	0	0		0	0.0%	
4915 CAP: LEYS - PLAY EQUIPMENT	(0)	0	0	0		0	0.0%	
4920 CAP: M/LAND RD - PLAY AREA	0	6,553	0	(6,553)		(6,553)	0.0%	
4922 CAP: LEYS - PAVILION WORKS	9,420	0	0	0		0	0.0%	
4923 CAP: LEYS TRAFFIC CALMING	0	0	5,000	5,000		5,000	0.0%	
4928 CAP:FIELDMERE CL PLAYAREA	0	6,317	0	(6,317)		(6,317)	0.0%	
4929 CAP:PARK RD PLAY AREA	0	0	5,000	5,000		5,000	0.0%	
4930 CAP:KING G SAFETY SURFACING	0	8,807	0	(8,807)		(8,807)	0.0%	
4931 CAP:STREET FURNITURE	598	2,274	3,500	1,226		1,226	65.0%	
4933 CAP: BUS SHELTERS	0	0	6,000	6,000		6,000	0.0%	
4935 CAP: DIGITAL SIGNS	0	0	6,000	6,000		6,000	0.0%	
4937 CAP: KING GEORGE PLAY EQMT	0	10,672	0	(10,672)		(10,672)	0.0%	
4943 CAP: BURWELL CHANGING ROOMS	0	0	25,000	25,000		25,000	0.0%	
4944 CAP:RALEIGH CR PLAY AREA	285	0	0	0		0	0.0%	
4956 CAP:WW BOWLS FOOTPATH	3,180	0	0	0		0	0.0%	
4960 CAP:WINDRUSH CEMETERY	(0)	0	0	0		0	0.0%	
4961 CAP:CYCLE STAND TOWN CTR	471	0	0	0		0	0.0%	
4962 CAP:COMPUTER/OFFICE EQUIP	0	989	0	(989)		(989)	0.0%	
4971 CAP: NEW VEHICLES	0	0	5,000	5,000		5,000	0.0%	
4975 CAP:TOWN HALL WORKS	0	0	30,000	30,000		30,000	0.0%	
4976 CAP: WAR MEMORIAL WORKS	0	225	4,000	3,775		3,775	5.6%	
4977 CAP: PLANTERS WELCH WAY	0	0	2,000	2,000		2,000	0.0%	
4978 CAP: BUTTERCROSS	0	0	12,500	12,500		12,500	0.0%	
4996 ASSETS FUNDED FROM GRANTS	(5,205)	0	0	0		0	0.0%	
4998 Assets Capitalised	47,737	0	0	0		0	0.0%	
CAPITAL PROJECTS :- Indirect Expenditure	<b>156,827</b>	<b>58,651</b>	<b>147,000</b>	<b>88,349</b>	<b>0</b>	<b>88,349</b>	<b>39.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(151,927)</b>	<b>304,438</b>	<b>(147,000)</b>	<b>(451,438)</b>				



11:27 Detailed Income & Expenditure by Budget Heading 1 April to 31 August 2020

Month No: 5 Report to Policy, Governance & Finance - 28 September 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>900 ASSET MGMT REVENUE ACCOUNT</b>								
1199 Capital Charges Income	(155,447)	0	0	0		0	0.0%	
<b>ASSET MGMT REVENUE ACCOUNT :- Indirect Expenditure</b>	<b>(155,447)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Net Expenditure</b>	<b>155,447</b>	<b>0</b>	<b>0</b>	<b>0</b>				
Capital & Assets :- Income	4,900	363,089	0	(363,089)			0.0%	
Expenditure	1,380	58,651	147,000	88,349	0	88,349	39.9%	
<b>Movement to/(from) Gen Reserve</b>	<b>3,520</b>	<b>304,438</b>						
Grand Totals:- Income	1,748,787	1,235,124	1,918,884	683,760			64.4%	
Expenditure	1,683,416	265,416	1,979,403	1,713,987	0	1,713,987	13.4%	
<b>Net Income over Expenditure</b>	<b>65,372</b>	<b>969,708</b>	<b>(60,519)</b>	<b>(1,030,227)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>65,372</b>	<b>969,708</b>						

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## POLICY, GOVERNANCE & FINANCE COMMITTEE

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<b>Date:</b>	Monday 28 September 2020
<b>Title:</b>	Budget Parameters 2021/22, Capital, Special Revenue Projects 2021/22 and beyond
<b>Contact Officer:</b>	Town Clerk/RFO – Sharon Groth

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### Background

In line with normal Council procedures, the Officers have begun the annual review with the Committees in order to prepare the revenue budget for 2021/22. It is usual practice that the Policy, Governance & Finance Committee agrees the budget parameters. The resultant Revenue Budget will be adopted by full Council on 14 December 2020 – subject to receiving the tax base information from the District Council.

Members are reminded that draft revenue budgets are prepared based upon current activities and patterns of income and expenditure. This year the Council have again been asked to consider its **Capital Projects & Special Revenue Programme** during the budget setting cycle rather than setting a Rolling Capital Fund. This will enable work to be planned properly during the year.

The draft budget will go through the spending committees – Sport & Play on 2 November; Halls, Cemeteries & Allotments on 9 November and Stronger Communities on 16 November. These committees will also review the price increases for the relevant council services which were set at 1.5% and then rounded to the nearest £0 or £5 as in previous years.

The draft budget for 2021/22 will be then be presented to the Policy, Governance & Finance Committee meeting on 23 November 2020 and the final budget to the Special meeting on 14 December 2020.

### Budget Framework

In order for the Town Clerk to have an initial instruction to form the basis of a base revenue budget, she requires the Committee to give consideration to

1. The percentage increase to the band D equivalent council tax levy – in the past there has been a desire to apply a voluntary cap of 2% in line with the District and County Councils, although last year a 10% increase was applied.
2. The Council's Gas and Electric supplies contracts have already been renewed this year – and in consultation with the Council it was agreed to go for green energy

supplies rather than obtain the cheapest energy supplier – this will need to be reflected in the budget accordingly.

3. The staffing costs will be based on any changes recommended and agreed as a result of the Organisational Review currently taking place – although the report is not anticipated until late November.

Based on the outcome of this year's national pay negotiations it would be prudent to budget for a 2.5% increase to salaries.

4. Fees and Charges – more recently only a minimal or no increase has been applied to the Council's fees and charges for its services – such as the hire costs of the halls, pitches etc. Members are asked to consider an appropriate increase for 2021/22, so that as accurate as possible income budgets can be drafted.
5. With regard to the Capital Expenditure, Committees have been encouraged to put forward projects and this Committee is requested to put an upper limit on the Capital Budget.

The District Council will not be able to advise the taxbase until mid- November but this should hopefully be in time for the draft budget to be presented to the November meeting of this Committee.

The current Band D equivalent for Witney Town is £154.40 (this realised £1,628,699 in precept). The taxbase was 10548.84.

### **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.

With all the above in mind, the Town Clerk would caution that given the current circumstances of COVID and the loss of income and additional expenditure, she will be looking to make savings in order to try and balance the current year's budget and also try to negate the need for excessive increases to the Precept.

### **Financial implications**

These are included in the report above.

### **Recommendations**

Members are invited to note the report and consider the budget framework and parameters for 2021/22 as detailed above.

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