

Policy, Governance & Finance Committee Meeting of Witney Town Council



Monday, 23rd November, 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) **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 28 September 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 - 30)

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

6. **Annual Investment Strategy 2020-21** (Pages 31 - 34)

To receive and consider the report of the Town Clerk/RFO regarding the annual review of the Council's Investment Strategy for 2020-21

7. **Grants and Subsidised Lettings** (Pages 35 - 58)

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

8. **Marking Community and National Campaigns via Lighting up of the Corn Exchange** (Pages 59 - 60)

To receive and consider the draft annual calendar of events for the lighting up of the Corn Exchange from the Office Manager. Members should consider any further dates the Council should include.

9. **Financial Reports** (Pages 61 - 86)

To receive and consider the detailed Income & Expenditure reports and the report of the Town Clerk/RFO on matters arising from the spending Committees during this cycle of meetings which have financial implications.

a) **Revised revenue budget 2020-21 and base revenue budget for 2021-22**

To receive and consider the report of the Town Clerk/RFO and the Draft Revised Revenue Budget for 2020-21 and Draft Budget for 2021-22 – TO FOLLOW

b) **Schedule of proposed Fees and Charges 2021-22** (Pages 87 - 92)

During Budget Setting Cycle the Council reviews its Fees and Charges for the various facilities and services it operates.

Attached are the schedule of charges in respect of the assets and services which have been presented and agreed by the relevant Committees for which they fall under the responsibility of. As agreed by Full Council on 12 October 2020 increases have been limited to 1½% (and rounded accordingly).

The Committee is RECOMMENDED to approve (or amend as necessary) the:

- i. Recreation Fees and Charges
- ii. Burial Fees and Charges
- iii. Hall hire Fees and Charges

c) **Revised Capital & Special Revenue Projects Programme 2020-21**

To receive and consider the report of the Town Clerk/RFO relating to an update on the Capital & Special Revenue Projects Programme for 2020-21 – TO FOLLOW

d) **Revenue Growth Items and Capital/Special Revenue Projects Programme 2021-22 and beyond**

The Town Clerk/RFO will be reporting on the items identified during the course of the year for inclusion as Revenue Growth Items in the Council's Revenue Budget as well as items for the Capital/Special Revenue Projects Programme 2021-22 and beyond – however it should be noted that as a recommendation arising from the Organisation Review it is essential the Council puts together and publishes a Strategic Plan for the remainder of this term of office as a priority.

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 93 - 94)

To receive a current schedule of outstanding debtors from the Office Manager.

12. **National Protocol** (Pages 95 - 112)

To receive the confidential National Protocol and accompanying Addendum.

13. **Property & Legal Matters**

To receive and consider the confidential report of the Town Clerk relating to various property and legal matters – TO FOLLOW.

14. **Open Spaces Strategy & Review of Grounds Maintenance Contract** (Pages 113 - 156)

Following the recommendation at the last meeting to have an Open Spaces Strategy and use external Consultants to assist with the thorough review of the Grounds Maintenance Contract (minute F320 refers) – to receive and consider the confidential report of the Town Clerk as well as the recommendation from the Personnel Sub-Committee meeting held on 11 November 2020.

15. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on November 2020 and agree any recommendations contained therein.

TO BE CIRCULATED UNDER SEPARATE COVER.



Town Clerk

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

Held on Monday, 28 September 2020

At 6.00 pm in the Virtual Meeting Room via Zoom

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:	no members of the public.	

F312 APOLOGIES FOR ABSENCE

An apology for his absence was received from Cllr Harvey.

F313 DECLARATIONS OF INTEREST

Cllr Ashbourne declared a non-pecuniary interest in the item on Property as she had had a lot of contact with one of the applicants for the property. She would leave the meeting for the discussion of this item.

F314 MINUTES

The Committee received and considered the minutes of the meeting held on 13 July 2020. A member asked if the grants that had been agreed were being used given the situation with the pandemic. The Town Clerk replied that Rotary had decided their event could not go ahead so their grant would not be paid over and the other grants had not been paid over either.

RESOLVED: to confirm the minutes of the meeting held on 13 July 2020 as a correct record and signed by the Chair.

F315 PUBLIC PARTICIPATION

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

F316 PAYMENT OF ACCOUNTS

Members received and considered the report of the Office Manager along with payment schedules and bank statements.

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:

Cheque No's	In the sum of:	Account
Cheque 101138-101140*, DDRs and Standing Orders (June 2020) [*cancelled chq]	£69, 714.47	General CB 1
Cheques 32701 – 32724 and DDs (June 2020)	£75, 506.50	Imprest CB 2
Cheques 101142 – 101144, DDRs and Standing Orders (June 2020)	£95, 849.69	General CB 1
Cheques 327725-32759 and DDs (July 2020)	£86,043.97	Imprest CB 2
No cheques, DDRs and Standing Orders (August 2020)	£6, 242.98	General CB 1
Cheques 32760 -32813 and DDs (August 2020)	£84, 418.36	Imprest CB 2

F317 YOUTH FUND AWARDS

The Chair gave an update on the recommendations from the Stronger Communities Committee on the Youth Grant awards. She added that the grants could not be used for furlough and the money granted had to be used to actively support young people in the town.

RESOLVED: that the report be noted and that the following recommendations of the Stronger Communities Committee be agreed:

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;

And 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.

F318 **MARKING COMMUNITY & NATIONAL CAMPAIGNS VIA LIGHTING UP THE CORN EXCHANGE - POLICY**

The Committee received and considered a draft policy on marking community and national campaigns via lighting up the Corn Exchange. This led to a discussion amongst members on timescales for lighting up and what might be appropriate if there was any concern over a request that was received.

The Town Clerk cautioned the committee that if the lighting up occurred too often then it would not be “special”. It was agreed that there should be a maximum number of times that the Corn exchange should be lit up during the year and that also an annual calendar needed to be drawn up.

RESOLVED: that the policy be noted and:-

1. that the policy be approved with the amendment to point 6 to include “requests received less than 8 weeks in advance may not be accepted”;
2. that final decisions on applications are delegated to the Town Clerk, Leader and Mayor;
3. that the Leader, Town Clerk and Office Manager would come up with a maximum number of lighting up opportunities and also an annual calendar;
4. that Cllr Gwatkin’s offer to fund the purchase of the lights be accepted – the condition being that the Corn Exchange be lit up annually for LibFest.

F319 **FINANCE REPORT**

The Committee received and considered the report of the Town Clerk. She advised that she would present the six-month position during the budget setting cycle, which would include the salary information and recharges from services.

There was a discussion about opening the 1863 café as this would have budget implications in terms of staffing and the Town Clerk was therefore concerned about the viability. A member stated that he did not think it was the right time to open a café – even in terms of a takeaway. Other members felt staff had worked hard to get to this point and that therefore it should open as an outside café with table service and takeaway, even if it would increase costs.

RECOMMENDED: that the report be noted and:-

1. the recommendations with financial implications from the committees as detailed below be agreed:-

	Budget Line	Amount
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

2. that the 1863 Café/Bar be opened as an outside seated café with table service and takeaway only (outside orders to be taken) for 2/3 days per week [subject to it being deemed COVID-19 safe].

F320 **BUDGET PARAMETERS 2021/22, CAPITAL & SPECIAL REVENUE PROJECTS 2021/22 AND BEYOND**

The Committee received and considered the report of the Town Clerk, which provided the background to the budget setting cycle, and she explained that she was looking for guidance from the Committee on the budget parameters – including whether they wanted to cap or increase the Precept.

The Town Clerk also brought to members attention the fact that the grounds maintenance contract was due for renewal 30 September 2021, and highlighted the fact that given the Council's Climate emergency declaration, this might be the opportune time to carry out a thorough review of the contract, and the way the Council procures these services.

The Chair spoke about the ground's maintenance contract review and the possibility of an open spaces' strategy. It was decided that a task and finish group should be set up to look into this and the Town Clerk was asked to look into appropriate consultants to assist. The Town Clerk explained about the protocols for retendering, and due to the timeframe it might be necessary to extend the current contract but the Committee decided it would be guided by the consultant engaged to undertake the review, in order to set the best time to start a new contract.

RECOMMENDED: that the report be noted and:-

1. that no decisions should be made on the level of the precept until the staff review had been completed and considered;
2. that the fees and charges be increased in line with inflation;
3. that a task and finish group consisting of Cllrs Gwatkin, Ashbourne and Smith and relevant Officers be set up to look at the Grounds Maintenance Contract and an Open Spaces Strategy ;
4. that the Town Clerk would obtain fee proposals from potential consultants who could assist with the full review of the Grounds Maintenance Contract and report back to the next meeting.

F321 **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.

Councillor Collins left the meeting at this juncture.

F322 **DEBTOR REPORT**

The Committee received and considered the confidential report on debtors from the Office Manager.

RESOLVED: that the report be noted.

Councillor Ashbourne left the meeting for the discussion of the next item on Property Matters and Councillor Smith took over the position of Chair for this item only.

F323 **PROPERTY MATTERS**

The Committee received a confidential report on property matters from the Town Clerk.

As thorough discussion was held on the offers received via the Council's property agent.

RESOLVED: that the Town Clerk proceeds as set out in the confidential report of the Council's property agent, and further negotiations are delegated to her.

Councillor Ashbourne re-joined the meeting after discussion and resolution of this item had ended and resumed the position of Chair.

F324 **STAFFING MATTERS**

The Committee received and considered a confidential verbal report of the meeting held earlier that evening, given by the Town Clerk.

RESOLVED: that the confidential verbal update from the meeting held earlier be noted, and the recommendations contained therein agreed.

The meeting closed at: 7.52 pm

Chair

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 23rd November 2020
Title: Payment of Accounts
Contact Officer: Office Manager – Adam Clapton

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 is the bank reconciliation and associated bank statements for September 2020.

2. Payment of Accounts

Attached is the payment schedule for September 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 101145, Bank Transfer, DDRs and Standing Orders (September 2020)	£1,046,842.00	General CB 1
Cheques 32814-32838 and DDs (September 2020)	£83,259.51	Imprest CB 2

Report ends.

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WITNEY TOWN COUNCIL
BARCLAYS GENERAL A/C
List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/20	Fuel Card Services Ltd	DDa	£138.04		10523/Works fuel 20-21Aug
01/09/20	Wodc Ctax Ndr - 30623704	Std Ord	£294.00		WODC - Rates Tower Hill
01/09/20	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/09/20	Wodc Ctax Ndr - 90024629	Std Ord	£415.00		WODC - Rates Windrush Cemetery
07/09/20	Fuel Card Services Ltd	DDb	£49.42		10600/Works fuel 25-31Aug
09/09/20	Peninsula	DDa	£334.88		10620/HR Services
10/09/20	Barclaycard Charges	DD	£102.15		Barclaycard Charges
14/09/20	BNP Paribas Lease Group (Renta	DDb	£844.46		10510/Copier rent 13Sep-12Dec
14/09/20	Crown Gas & Power	DDc	£19.93		10616/Gas 038565 31Jul-31Aug
14/09/20	Crown Gas & Power	DDd	£132.16		10615/Gas 038566 31Jul-31Aug
15/09/20	Dual Energy Direct Ltd	DDe	£250.00		Purchase Ledger Payment
15/09/20	Dual Energy Direct Ltd	DDf	£760.00		Purchase Ledger Payment
15/09/20	Dual Energy Direct Ltd	DDg	£661.00		Purchase Ledger Payment
15/09/20	Dual Energy Direct Ltd	DDh	£45.00		Purchase Ledger Payment
15/09/20	Dual Energy Direct Ltd	DDi	£20.00		Purchase Ledger Payment
15/09/20	Dual Energy Direct Ltd	DDj	£417.00		Purchase Ledger Payment
15/09/20	Dual Energy Direct Ltd	DDk	£104.00		Purchase Ledger Payment
15/09/20	Dual Energy Direct Ltd	DDl	£550.00		Purchase Ledger Payment
16/09/20	Continental Landscapes Ltd	101145	£36,470.40		10554/Grounds mntnce Aug20
16/09/20	SAGE (UK) LTD	DDm	£151.20		Purchase Ledger Payment
16/09/20	Peninsula	DDn	£548.16		10716/BusinessSafe services
17/09/20	BARCLAYS B P A	Transfer	£1,000,000.00		Barclays Business Premium A/c
21/09/20	Fuel Card Services Ltd	DDo	£93.38		10619/Works fuel 9Sep
23/09/20	Restore Datashred	DDp	£57.99		10526/Confidential waste disp
28/09/20	Fuel Card Services Ltd	DDq	£148.33		10714/Works fuel 14-15Sep
29/09/20	Witney Town Council	Std Ord	£3,437.50		Witney TC
Total Payments			£1,046,842.00		

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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Current Account

At a glance

30 Sep - 06 Oct 2020

Date	Description	Money out £	Money in £	Balance £
30 Sep	Start Balance			1,683,593.10
	Cheque Issued Ref: 101145	36,470.40		1,647,122.70
	Direct Credit From Reeves Mem Co LT A Ref: Reeves/Fortesque		160.00	1,647,282.70
	Direct Credit From E Taylor and SW F Ref: Inv 18036/18041		760.00	1,648,042.70
	Direct Credit From Peter Smih S Ltd F Ref: Smithp		5,751.00	1,653,793.70
	Deposit Re 45Witney 101315		2,753.85	1,656,547.55
1 Oct	Direct Debit to Wox CT Ndr DD Ref: 30623704	293.10		1,656,254.45
	Direct Debit to Wox CT Ndr DD Ref: 30903104	798.00		1,655,456.45
	Direct Debit to Wox CT Ndr DD Ref: 90024629	415.53		1,655,040.92
	Standing Order From Lily's Attic Ltd Ref:- Rent		1,660.50	1,656,701.42
	Direct Credit From The Little L Ref: Inv B4117		127.50	1,656,828.92
	Direct Credit From - Nicola Walker T/ Ref: M-Musicb4118		138.00	1,656,966.92
	Direct Credit From J Timms Ref: K9Dreamers		184.00	1,657,150.92
	Direct Credit From Amanda Paton T/A D Ref: Dancemania B4113		286.00	1,657,436.92

Start balance	£1,683,593.10
Money out	£37,977.03
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£13,156.84
End balance	£1,658,772.91

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

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WITNEY TOWN COUNCIL
BARCLAYS IMPREST A/C
List of Payments made between 01/09/2020 and 30/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/09/20	Bacs HMRC/OCC Aug 2020	DD	£30,887.16		Bacs HMRC/OCC Aug 2020
10/09/20	Academy Leasing	DD	£335.72		Academy Leasing-Coffee Machine
18/09/20	Amazon Payments UK Ltd	32814	£30.44		10625/Photo frames
18/09/20	DCK Accounting Solutions Ltd	32815	£984.84		10604/Contract accounts Aug20
18/09/20	Blenheim Industrial Property L	32816	£263.14		10630/Water rechgs Jun20
18/09/20	Blueprint Imaging Limited	32817	£60.00		10601/'To Let' 51 Market Sq
18/09/20	Brunel Engraving Company Limit	32818	£106.80		10631/Memorial plaque -E White
18/09/20	CLEANSING SERVICE GROUP	32819	£162.00		10602/Waste disposal 28Aug
18/09/20	Cool Beans Coffee UK Limited	32820	£231.60		10603/Coffee, mugs & cups
18/09/20	Elizabeth Howlett	32821	£300.00		10632/Chairing Skills training
18/09/20	GSWindow Cleaning	32822	£121.00		10633/Window cleaning 3Sep
18/09/20	Saint-Gobain Building Distribu	32823	£192.47		10608/Timber batten
18/09/20	M & M SKIP HIRE LTD	32824	£204.00		10634/Soil & stone waste disp
18/09/20	National Association of Local	32825	£77.86		10635/Leaders Talk 28Sep
18/09/20	PPL PRS Ltd	32826	£469.98		10639/Music licence 2020-21
18/09/20	POST OFFICE LTD	32827	£530.00		10637/Road Tax FL68TLU
18/09/20	Rumbi Ltd	32828	£1,236.00		10609/Website design/advert
18/09/20	Safety First Aid Group	32829	£74.70		10610/First aid equipment
18/09/20	Trade UK	32830	£309.73		10646/Hammer & silicone
18/09/20	SLCC Enterprises Ltd	32831	£144.00		10648/Project Management
18/09/20	Tech-Lec (Oxford) Services Ltd	32832	£522.00		10649/Coffee Bar works
18/09/20	THAMES SECURITY	32833	£108.00		10611/Alarm key holding
18/09/20	THOMAS FATTORINI LTD	32834	£63.78		10650/Hand engraved letters
18/09/20	TOWN AND COUNTRY TREES	32835	£720.00		10651/Tree works Queen Emma's
18/09/20	TRIUMPH TECHNOLOGIES LTD	32836	£936.53		10659/TOD recovery svce Oct
18/09/20	VIKING DIRECT	32837	£389.67		10614/Face masks, sanitiser
18/09/20	WEST OXFORDSHIRE DISTRICT	32838	£32.25		10663/Dog bin emptying Sep20
24/09/20	STL Business Communications So	DDa	£963.53		10624/Phone charges Aug2020
25/09/20	Epos Now Ltd	DDb	£64.80		10804/Till support & mntnce
25/09/20	Salaries September 2020	DD	£42,518.12		Salaries September 2020
28/09/20	Academy Leasing	Std Ord	£155.72		Academy Leasing-Coffee Machine
28/09/20	SOUTHERN ELECTRIC	DDc	£8.63		10623/Ac951808973 4Aug-1Sep
29/09/20	Barclays Charges 8Jun-6Sep	DR	£55.04		Barclays Charges 8Jun-6Sep
		Total Payments	£83,259.51		

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**Bank Reconciliation Statement as at 30/09/2020
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	30/09/2020	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
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 32751 Seldram Supplies Oxford Ltd	357.99
07/08/2020 32763 WITNEY TOWN BAND	500.00
07/08/2020 32766 BARLOW AND SONS (HERMITAGE) LT	58.32
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 32786 Witney Music Society	50.00
28/08/2020 32795 Dura-ID Solutions Ltd	19.14
28/08/2020 32807 Seldram Supplies Oxford Ltd	82.54
28/08/2020 32812 UK Paper Rolls Ltd	24.04
18/09/2020 32815 DCK Accounting Solutions Ltd	984.84
18/09/2020 32816 Blenheim Industrial Property L	263.14
18/09/2020 32817 Blueprint Imaging Limited	60.00
18/09/2020 32818 Brunel Engraving Company Limit	106.80
18/09/2020 32819 CLEANSING SERVICE GROUP	162.00
18/09/2020 32820 Cool Beans Coffee UK Limited	231.60
18/09/2020 32822 GSWindow Cleaning	121.00
18/09/2020 32823 Saint-Gobain Building Distribu	192.47
18/09/2020 32824 M & M SKIP HIRE LTD	204.00
18/09/2020 32825 National Association of Local	77.86
18/09/2020 32826 PPL PRS Ltd	469.98
18/09/2020 32828 Rumbi Ltd	1,236.00
18/09/2020 32829 Safety First Aid Group	74.70
18/09/2020 32830 Trade UK	309.73
18/09/2020 32831 SLCC Enterprises Ltd	144.00
18/09/2020 32832 Tech-Lec (Oxford) Services Ltd	522.00
18/09/2020 32833 THAMES SECURITY MANAGEMENT LTD	108.00
18/09/2020 32834 THOMAS FATTORINI LTD	63.78
18/09/2020 32835 TOWN AND COUNTRY TREES LIMITED	720.00
18/09/2020 32836 TRIUMPH TECHNOLOGIES LTD	936.53
18/09/2020 32838 WEST OXFORDSHIRE DISTRICT COUN	32.25
	<u>9,636.54</u>
	-8,636.54

Receipts not Banked/Cleared (Plus)

0.00

Bank Reconciliation Statement as at 30/09/2020
for Cashbook 2 - BARCLAYS IMPREST A/C

<u>Amount</u>	<u>Balances</u>
	0.00
	-8,636.54
Balance per Cash Book is :-	-8,636.54
Difference is :-	0.00

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Current Account

At a glance

30 Sep - 06 Oct 2020

Date	Description	Money out £	Money in £	Balance £
30 Sep	Start Balance			1,000.00
	Cheque Issued Ref: 032770	246.00		754.00
	Cheque Issued Ref: 032814	30.44		723.56
	Cheque Issued Ref: 032821	300.00		423.56
	Cheque Issued Ref: 032827	530.00		-106.44
	Cheque Issued Ref: 032837	389.67		-496.11
	Giro Transfer From Account 70974641		1,496.11	1,000.00
1 Oct	Cheque Issued Ref: 032766	58.32		941.68
	Cheque Issued Ref: 032822	121.00		820.68
	Giro Transfer From Account 70974641		179.32	1,000.00
2 Oct	Cheque Issued Ref: 032812	24.04		975.96
	Cheque Issued Ref: 032838	32.25		943.71
	Giro Transfer From Account 70974641		56.29	1,000.00
6 Oct	Cheque Issued Ref: 032780	108.00		892.00
	Giro Transfer From Account 70974641		108.00	1,000.00
6 Oct	Balance carried forward			1,000.00
	Total Payments/Receipts	1,839.72	1,839.72	

Start balance	£1,000.00
Money out	£1,839.72
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£1,839.72
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 30/09/2020
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	30/09/2020	1	962,462.06
			<u>962,462.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			962,462.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			962,462.06
		Balance per Cash Book is :-	962,462.06
		Difference is :-	0.00

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 WITNEY TOWN COUNCIL
 TOWN HALL
 WITNEY
 OXFORDSHIRE
 OX28 6AG


Your Business Premium Account

At a glance

30 Sep - 06 Oct 2020

Date	Description	Money out £	Money in £	Balance £
30 Sep	Start Balance			963,958.17
	Giro to 70974765 Automatic	1,496.11		962,462.06
1 Oct	Giro to 70974765 Automatic	179.32		962,282.74
2 Oct	Giro to 70974765 Automatic	56.29		962,226.45
6 Oct	Giro to 70974765 Automatic	108.00		962,118.45
6 Oct	Balance carried forward			962,118.45
	Total Payments/Receipts	1,839.72	0.00	

Start balance	£963,958.17
Money out	£1,839.72
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£962,118.45

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

Date: Monday 23 November 2020

Title: Annual Investment Strategy

Contact Officer: Town Clerk/RFO – Sharon Groth

Background

The Council is required to approve an Investment Strategy on an annual basis.

The Investment Strategy should set out what the Council intends to do with any surplus funds and is there to ensure that the Council invests prudently to achieve the optimum return, bearing in mind the security (safety) and liquidity (ease of access) of the funds invested. These requirements form a basis to create clear treasury management objectives and to structure sound treasury management policies and practices.

Investment Strategy

Revised statutory guidance on Local Government Investments (3rd Edition) has been published and was effective from financial years commencing on or after 1 April 2018.

It should be noted that the Committee reserves the right to make variations to the attached Strategy at any time, subject to the approval of the Council.

By implementing this strategy the Officers foresee no changes to the current process for investing surplus funds.

Current Process for Investing Surplus Funds

In line with the Council's Financial Regulations the Town Clerk/RFO has delegated responsibility to invest surplus funds for the best income return having regard both to the requirements of the Local Government Act 2003 and the absolute requirement to avoid capital loss.

Financial Implications

There are no direct financial implications arising from this report.

Recommendation

The Committee is invited to note this report and

1. confirm approval of the current investment in secure banks and the Town Clerk/RFO continues to monitor interest rates to ensure that the Council receives the most advantageous interest rates.
2. that the attached appendix being the Annual Investment Strategy 2020/21 is formally approved by the Committee, and subsequently full Council on 7 December 2020.

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Witney Town Council

Investment Strategy

The Town Council acknowledges the importance of prudently investing surplus funds held on behalf of the community. All investments will be made in line with the Council's financial procedures and observations or advice received from the Council's internal and external auditors, supported as necessary by advice from the Council's financial advisors.

Financial Policies

The Council will ensure it has adequate though not excessive cash resources, overdraft or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

When considering financial plans and preparing the annual budget, the Council will aim to:

- a) Maintain a working bank account balance of approximately 1 – 3 months net anticipated expenditure.
- b) Surplus monies will be placed within suitable bank accounts or funds that are accessible immediately or with a specified period of notice in order to generate a suitable level of interest on return.
- c) Maintain a General Revenue Reserve, not earmarked for specific purposes, to cushion the impact of unexpected events or emergencies or to smooth out cashflow when undertaking works prior to the receipt of approved grants or Developer Contributions; and maintained at between 3-6 months of gross revenue expenditure.
- d) Maintain Earmarked Reserves, for both capital and revenue expenditure, to meet known or predicted liabilities, identified individually in the Council's budgets.

Investment Objectives

1. The Council's investment priorities are the security of reserves and adequate liquidity of its investments.
2. The Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity.
3. The Council will seek to ensure that investment income is consistent one year to the next.
4. Where external investment managers are used, they will be contractually required to comply with this Strategy.
5. In balancing risk against return, this Council is more concerned to avoid risks than to maximise returns.
6. All investments will be in sterling

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and maturation of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Witney Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.
- The choice of institution and length of deposit will be at the discretion of the Town Clerk/Responsible Financial Officer, in consultation with the Chair of the Policy, Governance and Finance Committee.

Non Specified Investments

These investments have greater potential risk such as investments in the money market, stocks and shares. Should the Council decide to make non specified investments it will use the services of an appointed FCA accredited financial advisor on the investment of these funds. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives

Long term investments, defined as greater than 36 months, will be used to support the 3-5 year Capital Programme which will be reviewed and agreed annually. Capital growth of the fund should be maximised but at least equal to RPI whilst being consistent with the required level of security and all other public investment criteria.

The Council will expect the Investment Manager to invest in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. The Investment Manager should consider social, ethical and/or environmental factors or criteria when selecting, retaining or disposing of assets.

End of Year Investment Report

At the end of each financial year the Fund Manager will present a report on the Investment activity to Full Council.

Review and Amendment of Regulations

This Strategy will be reviewed annually by the Policy, Governance & Finance Committee. The Committee reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council.

POLICY, GOVERNANCE AND FINANCE COMMITTEE

Date: Monday 13 July 2020
Title: Grants and Subsidised Lettings
Contact Officer: Democratic Services Officer – Nichola Cayley

Background

The current budget for 2020-21 budget cycle is £13,450.00 (£5,000 is carried over from last year's budget).

The current budget for subsidised lettings for 2020-21 is £1,390.00.

To update members, the Witney Wonderland and Rotary Club Dragons Den events have now been cancelled and therefore the grant money has been retained in the budget.

Applications

The following application has been received:

Volunteer Link Up – has applied for its annual grant of £500.00.

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.

The Council has a policy and criteria for which it uses to award its grants to ensure public funds are allocated and used appropriately.

The Council has the General Power of Competence (GPC) which generally these grants are awarded under.

Financial implications

The general grant fund stands at £14, 140.00 and the subsidised letting budget at £1, 390.00. The money for Volunteer Link Up is ringfenced and comes from another budget line – the Committee is asked if it wishes to release this annual grant.

Recommendations

Members are invited to note this report and consider the request for funding as detailed in this report and the attached grant application.



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation

Name of Organisation	VOLUNTEER LINK UP (WEST OXFORDSHIRE)		
Registered Address*	10 WESLEY WALK, WITNEY, OXFORDSHIRE		
Post Code	OX28 6ZJ	Tel No.	OFFICE 01993 776277
Contact Name	ELIZABETH JONES		
Position in Organisation	FUNDING MANAGER <small>(i.e. Chairman, Treasurer, Secretary)</small>		
Registered Charity	YES	Registration No.	1133530

What are the activities and/or aims of the organisation:

VOLUNTEER LINK UP IS THE VOLUNTEER CENTRE FOR WEST OXFORDSHIRE. WE HAVE 3 PROJECTS:

1. WE RUN A GOOD NEIGHBOUR SCHEME WHERE WE SUPPORT THE VULNERABLE AND ELDERLY TO LIVE AS INDEPENDENTLY AS POSSIBLE THROUGH OUR 3 PROGRAMMES A) TRANSPORTING PEOPLE TO MEDICAL APPOINTMENTS WITH OUR VOLUNTEER DRIVERS B) A BEFRIENDING SERVICE WHERE OUR VOLUNTEERS SPEND TIME WITH OUR CLIENTS AND RUN ERRANDS LIKE SHOPPING AND PICKING UP PRESCRIPTIONS C) A PRACTICAL TASKS SERVICE WHERE OUR VOLUNTEERS DO DIY AND GARDENING JOBS AROUND THE HOME.

DESPITE COVID-19 WE HAVE ADAPTED OUR SERVICES TO ENABLE THIS SUPPORT TO CONTINUE SAFELY. WE ARE ALSO PROVIDING ADDITIONAL SUPPORT TO THE WITNEY FRIDGE AT THIS TIME, AS OUR VOLUNTEER DRIVERS ARE DELIVERING FOOD TO 25 VULNERABLE FAMILIES AROUND WITNEY.

2. WE WORK WITH AGE UK OXFORDSHIRE, AS PART OF THE COMMUNITY INFORMATION NETWORK, TO SUPPORT EXISTING GOOD NEIGHBOUR SCHEMES AND DEVELOP NEW GOOD NEIGHBOUR SCHEMES TO DEVELOP. WE ARE CURRENTLY SUPPORTING THE SCHEMES TO ADAPT TO NEWS WAYS OF OPERATING THROUGH THE PANDEMIC, AND WORKING WITH GROUPS THAT HAVE BEEN SET UP AS A RESULT OF COVID-19 TO HELP THEM WORK EFFECTIVELY WITH VOLUNTEERS.
3. WE SUPPORT WEST OXFORDSHIRE CHARITIES BY LINKING THEM WITH VOLUNTEERS AND PROVIDING BEST PRACTICE ADVICE.

(2) Membership

How many members do you have?	WE CURRENTLY OPERATE WITH 4 PART-TIME MEMBERS OF STAFF AND 212 VOLUNTEERS SERVING 950 CLIENTS
Approximately how many of your members live in Witney?	126 clients and 59 volunteers live in Witney
Is membership restricted in any way?	NO. ACCESS TO OUR SERVICES IS BASED ON NEED.
What is your annual subscription, if any?	THERE IS NO SUBSCRIPTION
Are you affiliated to a national organisation? If so, which one?	NO. WE WORK IN PARTNERSHIP WITH SEVERAL ORGANISATIONS INCLUDING OXFORDSHIRE COUNTY COUNCIL, WEST OXFORDSHIRE DISTRICT COUNCIL AND AGE UK OXFORDSHIRE
Local venue/meeting place	OUR OFFICES ARE BASED IN THE METHODIST CHURCH CENTRE IN WITNEY AND IN NORMAL (NON-COVID) CIRCUMSTANCES VOLUNTEERS AND CLIENTS ARE WELCOME TO VISIT OUR OFFICES.

(3) Grants

Purpose for which the grant is required:

THE GRANT WOULD BE PUT TOWARDS THE COSTS OF LINKING OUR VOLUNTEERS WITH THE CLIENTS WHO NEED THEIR HELP. OUR ASSESSMENT OF THE CLIENT'S NEEDS AND THE ARRANGEMENTS FOR THE VOLUNTEERS MEET THAT NEED IS DONE ON THE TELEPHONE. THIS COSTS AROUND £3000 ANNUALLY.

THIS YEAR WE HAVE HAD THE ADDED COSTS OF PROVIDING PPE FOR OUR VOLUNTEER DRIVERS.

REQUESTS FOR OUR SERVICES ROSE BY 20% IN 2020 COMPARED TO 2019.

Amount of grant applied for	£500
Has your organisation previously applied to the Town Council for a grant?	YES
If YES please give details	£500 DONATED IN 2019
Have you applied for a grant to any other body or organisation?	YES
If YES please give details	WE HAVE APPLIED TO THE DISTRICT COUNCIL, COUNTY COUNCILLORS, CHARITABLE TRUSTS AND THE NATIONAL LOTTERY TO ENABLE US TO CONTINUE OUR SERVICES THROUGHOUT THE DISTRICT, BUT WE VERY MUCH DEPEND ON THE SUPPORT OF TOWN AND DISTRICT PARISH COUNCILS TO ALLOW US TO CONTINUE TO PROVIDE OUR MUCH-NEEDED SERVICE. FUNDRAISING, IN A MORE GENERAL WAY, HAS BEEN CURTAILED BY THE CORONAVIRUS. WE ARE CURRENTLY PUTTING IN PLACE MORE ONLINE OPPORTUNITIES FOR PEOPLE TO CONTRIBUTE TO OUR WORK.

(4) Financial

Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.

Attached

(5) Fundraising

What fundraising events or activities will your organisation be holding this year?

AS A RESULT OF THE RESTRICTIONS RESULTING FROM COVID-19 WE ARE UNABLE TO HOLD OUR NORMAL FUNDRAISING ACTIVITIES. WE ARE LOOKING AT HOW WE MAKE THE MOST OF WEB-BASED FUNDRAISING INCLUDING ADDING A DONATE FUNCTION TO OUR WEBSITE, INCREASING THE PUBLICITY AROUND OPPORTUNITIES SUCH AS EASY-FUNDRAISING, AND LOOKING AT INNOVATIVE YET T SENSITIVE WAYS TO PROVIDE FAMILIES WITH THE OPPORTUNITY TO BE INVOLVED IN LEGACY FUNDRAISING.

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.

Signed: *G. Jones*

Date: 6th November 2020

Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK

For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	

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Company registration number: 07096574
Charity registration number: 1133530

Volunteer Link-Up (West Oxfordshire)

(a company limited by guarantee)

Reports and Financial Statements

for the year ended 31 March 2020

Volunteer Link-Up (West Oxfordshire)

Financial Statements

For the year ended 31 March 2020

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Statement of financial activities	10
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Notes to the financial statements	12

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report Reference and administrative information

For the year ended 31 March 2020

Charity registration number: 1133530

Company registration number: 07096574

**Registered Office/
Principal Address:** Methodist Church Centre
10 Wesley Walk
Witney, OX28 6ZJ

Telephone/Fax: 01993 776277
E-mail: office@vlu.org.uk
Web site: www.vlu.org.uk

Trustees:

Keith Blois	(Chairman)
Bill Darbon	(Vice Chairman)
Richard Stocking	(Treasurer)
Mike Alexander	
Shaun Bennett	
Richard Dossett Davies	
Carol Frost	
Jim King	
Brenda Churchill	(appointed 17.09.2019)
Richard Donoghue	(appointed 02.07.2019)
David Harding	(appointed 10.03.2020)
Meryl Smith	(appointed 17.09.2019)
Rev'd Mark Thomas	(appointed 02.07.2019)

Minute Secretary: Patricia Chirgwin

Bankers: National Westminster Bank plc
23 High Street
Witney, OX28 6HU

COIF Charity Deposit Fund
80 Cheapside
London, EC2Y 5AQ

Independent Examiner: Dale Mitchell FCCA
Baldwins
Accountants
9 Thorney Leys Park
Witney, OX28 4GE

Senior Management Team:

Patricia Chirgwin	Manager
Ruth Lapworth	Deputy Manager & Volunteer Co-ordinator
Rosie White	Good Neighbour Scheme Co-ordinator
Catherine Sager	Office Administrator & Transport Coordinator

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report

For the year ended 31 March 2020

The Trustees' are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2020.

The reference and administrative information set out on page 2 forms part of this report.

Structure, Governance and Management **Governing document**

The charitable company is governed by a memorandum and articles of association.

Objectives

Volunteer Link-Up is the Volunteer Centre for West Oxfordshire, linking people who have time to spare with opportunities to help local residents and charitable organisations who need their services. Details of how these objectives were fulfilled during 2019-20 are given in the reports of the Manager and the Chairman.

The Trustees take into account the Charity Commission guidance on public benefit and believe that the activities of VLU are in line with that guidance.

Organisational structure

VLU has employed four members of staff; a Manager, Deputy Manager/Volunteer Co-ordinator, Good Neighbour Scheme Co-ordinator, and Office Administrator who run the office, match volunteers with opportunities, etc. They are accountable to the Trustee Board.

The Trustee Board is made up entirely of the Charity's Trustees. They meet at least four times a year at times determined by themselves. Trustees' are elected at the Annual General Meeting. The Trustee Board provides for the administration, management and control of the affairs and property of VLU. It seconds three or four members of the Trustee Board to determine staff remuneration, duties, and conditions of service.

Connected charities

VLU is accredited by the NCVO (National Council for Voluntary Organisations).

Objectives and activities

VLU is a volunteer centre serving Witney, Carterton, and surrounding areas. It aims to link people who have some time to spare with people who need help in our community.

VLU aims to co-operate and collaborate with voluntary bodies and statutory authorities operating in similar charitable fields and exchange information and advice. VLU responds to requests from Social and Community Services, the Health Authority and NHS Trusts, other statutory services, charities, local voluntary groups, and individuals who need help. The following gives some idea of our activities.

- **Transport** for those who are unable to use public transport, or for those living in rural areas where it is not available, to hospitals, day centres, health centres, clinics, and other activities.
- **Visiting and support** for elderly people, people with special needs, those suffering with depression, agoraphobia, heart disease, strokes, arthritis, visual impairment, or other difficulties. Taking elderly or disabled people shopping or on outings in their wheelchairs.

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report (*continued*)

For the year ended 31 March 2020

Objectives and activities *Continued..*

- **Practical help** with garden tidying, lawn mowing, basic decorating for elderly and disabled people on low incomes. Conservation work.
- **Befriending** work with families, single parents, teenagers with behavioural and emotional problems and children and adults with learning disabilities.
- **Regular assistance** at Family Centres, day centres and clubs for elderly people and those with special needs, mental health problems or physical disabilities, classes for adult basic education and reading help in schools, riding for disabled people, crèches and sports and leisure activities for those with special needs.
- **Support for Good Neighbour Schemes in Oxfordshire**
- **Committee work and support for local charities**

Achievements and performances

The charity has continued providing services and activities in line with the objectives as stated in its Constitution. Achievement and performances of the charity are disclosed in Manager's and Chairman's report on pages 6 – 8.

Financial review

VLU is entirely dependent upon its funders for its continuance. Its main sources of funds are grants from Oxfordshire County Council, West Oxfordshire District Council and Age UK.

The overall result for the year was net expenditure of £6,124, this balance was made up of net expenditure of £15,314 in the unrestricted fund and net income of £9,180 in the restricted fund. At 31 March 2020 general reserves stood at £111,367, this was split as £102,187 in unrestricted funds and £9,180 in restricted funds. Details of income and expenditure are given in the statement of financial activities.

Reserves policy

The essential principle stated in the Reserves Policy agreed by the Trustees is that the reserves should be sufficient to enable the organisation to continue to operate for up to nine months if it were to suffer a significant fall in its funding that could not be replaced from other sources.

Action necessary in order to maintain Reserves at the requisite level:

- 1 Regular monitoring of the finances of VLU is needed to ensure that any necessary corrective action can be taken promptly if the level of reserves becomes significantly depleted.
- 2 Attempts should be made to achieve an increase in the level of funding for the activities of VLU which is at least commensurate with the increases in costs which it necessarily incurs. The main costs are likely to continue to be staff salaries and there may be times when these rise by more than the prevailing rate of inflation, e.g. due to "incremental creep".

Risk review

The Trustees believe that risks are well managed within the charity's operations. The nature of the operations requires appropriate risk assessments and health and safety policies to cover the range of different activities. The charity has relevant policies providing employers' and public liability insurance.

The Trustees are not aware of any other material financial risks affecting the charity.

Volunteer Link-Up (West Oxfordshire)

Trustees' annual report (*continued*)

For the year ended 31 March 2020

Trustees' responsibilities for the financial statements

The Trustees (who are also Directors of Volunteer Link-Up (West Oxfordshire) for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Our grateful thanks are expressed to National Westminster Bank for its continued services, as well as those who have sent donations to us, who are listed in the notes to the Financial Statements.

Small company provisions

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities, and the small companies' regime under the Companies Act 2006.

On behalf of the Trustees

Keith Blois
Chairman

Date:

Volunteer Link-Up (West Oxfordshire)

Manager's report

For the year ended 31 March 2020

This past year has continued to be a challenging one for Volunteer Link Up. While the number of residents of West Oxfordshire needing our services has continued to grow, we have found it, like most charities, increasingly difficult to find sufficient funding to allow the organisation to expand to meet the growing need. At the end of March 2020, Volunteer Link Up was providing services for more than 950 clients, using our 212 volunteers. The majority of the requests continued to be for transport; which is not unusual, given the ageing population and the lack of public transportation, particularly in rural areas. We have seen an increase in the need for befrienders, partly due to loneliness and isolation in older West Oxfordshire residents, and the popularity of our DIY and gardening (Practical Task) team continues, as it allows people to continue to live independently in their own homes.

Our wonderful team of drivers provided transport for 780 people in West Oxfordshire; some only occasionally, but increasingly, many used it on a regular basis. Our team provided 2718 journeys in 2019-20, which is 5436 single journeys. The great advantage of having a volunteer driver is that the person who collects the resident from their home and helps them into the car, drives the client to their appointment, ensuring they get to the clinic or venue they need to go to, waits for them and takes them back to their home, ensuring that they are happy and safe. Having a driver to talk to on the journey, an unbiased ear to listen and empathise with them, is only one of the reasons that clients want to use our service. On one occasion, the driver took the client home, only to find that they had not brought out their key. Instead of leaving them on the doorstep, the driver found a someone with a key and waited until the person was safely inside their home. This is the added value of having a volunteer. To say nothing of the savings; the current journey in a taxi would cost four or five times the cost of Volunteer transport. The number of transport journeys provided by Volunteer Link Up saw an increase of 20% in 2019-20 over 2018-19. And it might have been greater, but the last two weeks of March were lost as appointments were cancelled due to lockdown. It is a very popular service and we are very grateful to our driving team!

Our team of Practical Taskers provided services to 56 clients. Quite often, the request is simple and is something that most people could "do it themselves". However, if you are elderly, frail or disabled, you simply cannot do it. Things like changing lightbulbs, smoke detector batteries, et cetera, are just not possible. And if you have been living in your own home, with a previously well cared-for garden that you can no longer look after, having someone to come around to mow your lawn, or tend your flower beds, can help with your personal well-being. Our amazing team makes a real difference to West Oxfordshire residents.

Our team of befrienders have continued to provide a much-needed service to the people of West Oxfordshire. In 2019-20, our team provided services for 102 people in the district. As many people live away from close family and could become isolated, our team of befrienders help in many ways. Some people need help sorting the piles of junk mail that comes through the door and others need someone to read to them as they have problems with eyesight. Others with simply want to go out for a walk safely in the company of a befriender, so they needn't worry should they have difficulties. Some befrienders pick up prescriptions and groceries and others take the client to choose their own groceries. For others it might be an outing to the local garden centre or local shops. Or people might simply want someone to pop in and have a chat and a cup of tea and put the world to rights, to give them a reason for getting up in the morning. Each request for these services is bespoke to the client and we do our best to match the client's needs with an appropriate volunteer.

I have calculated that if all our volunteers were paid the national minimum wage, without considering pensions, national insurance contributions or other "on costs", the cost to the West Oxfordshire community would be £349,416.32 for their estimated 40,070 hours of service to local residents. We are incredibly grateful to our outstanding volunteers!

Each year, we survey our clients and volunteers to ensure that the support and service we provide is what is needed. We give responses three options: good, satisfactory, or poor. Of the 94.74% of clients who responded, 100% responded that the planned arrangement took place and their rating was "good" and in the 94.74% of volunteer responses, the overall result was also "Good", although one volunteer changed their response to 'excellent'. In addition to responding to the questions, many clients and volunteers commented on how much they appreciate the service that is provided. The excellent work that Volunteer Link Up has been recognised; we received the WOBAs charity award in 2018-19, which led to a donation of approximately £3,500 in 2019.

Volunteer Link-Up (West Oxfordshire)

Manager's report (*continued*)

For the year ended 31 March 2020

We have continued our work in partnership with AgeUK Oxfordshire, to support and develop Good Neighbour Schemes in towns and villages across the county. We entered into the seventh year of the project, and the number of communities that have decided to embrace the need for the work continues to grow. There are currently 78 Good Neighbour Schemes operating and we were recently told that the contract for the work will continue into the maximum eighth year, so will carry on until at least the autumn of 2021. The development work involved in setting up a Good Neighbour Scheme is very arduous, as we are working with willing volunteers, who have to be convinced of the need for the best practice advice we give. Some schemes develop quickly, but the majority take several months from the initial plan to their launch. Having said that, many communities are very grateful for our help and continuing support. We have also started a project within our GNS work to specifically set up a number of schemes in the Cherwell district, and at the specific request of Cherwell District Council. We made a presentation at the meeting of Town and Parish Clerks from the district in November 2019, which was very well received; we will continue working on this project into 2020.

I have continued to represent Volunteer Link-Up at mainly district and county-level meetings. We are members of the Witney Dementia Action Alliance, and we also work with OCVA, Community First Oxfordshire, and the Oxfordshire Association of Local Councils on a project called the Rural Oxfordshire Network, which particularly addresses needs, such as transport, mental health, youth, and environmental issues in rural parts of the county. We are also members of OSCA, the Oxfordshire Stronger Community Alliance, chaired by the Bishop of Dorchester, which works to ensure that the county has a thriving voluntary sector. And the Good Neighbour Scheme coordinator and I also participate in the semi-annual Community Information Network locality meetings, as well as hosting four GNS Networking Meetings.

Thankfully, there were no changes in the staffing at Volunteer Link Up in 2019-20. My job as Manager has remained the same; Ruth Lapworth has continued as Deputy Manager and Volunteer Coordinator and Catherine Sager has continued her work as Administrator and Transport Coordinator. Rosie White has continued to work as the Good Neighbour Scheme Support Co-ordinator. We are very grateful to our Volunteer, Elaine Carpenter, who regularly helps in the office with a variety of jobs, including making up of Volunteer packs, stuffing envelopes, and the many other things that we need help with. She is an invaluable asset to our team.

Ruth Lapworth once again edited two very valuable editions of the Volunteer Link Up newsletter, "The Link". We are always congratulated on the value of the newsletter; its purpose is to inform and update volunteers and provide guidance about their volunteering, as well as allowing local organisations to raise awareness of their projects and services.

I would once again like to thank our Trustees for their continued support and encouragement. I value their guidance and assistance. It has been a very challenging year and I especially appreciate and would like to thank our chairman, Keith Blois, our Vice Chairman, Bill Darbon and our Treasurer, Richard Stocking, for their continued support and advice. As the year ended, as everyone knows, the coronavirus pandemic hit the UK and like everyone and every organisation, Volunteer Link-Up was affected. I am extremely grateful for the work of the staff, who had to leave the office and work from home, while at the same time, reassure volunteers and local authorities of our continuing work during these incredible difficult times. The work continues and we hope that the virus will leave us and allow us to continue to support the residents of West Oxfordshire and the wider Oxfordshire community in 2020-2021.

Patricia Chirgwin
Manager

Volunteer Link-Up (West Oxfordshire)

Chairman's Report

For the year ended 31 March 2020

In the twelve months covered by this Report VLU has continued to successfully fulfil its mission of "linking people who have some time to spare with people who need help in our community". Indeed, as the Manager's Report makes clear, its activity has increased in response to the growing needs of the local community. The fact that VLU has been able, not just, to deal with this increase but to do so while maintaining its very high quality of service (as is indicated by the results of the annual quality survey which is also referred to in the Manager's Report) is a remarkable achievement.

VLU's ability to continue to provide such a good service to the community is dependent upon the tremendous dedication of the Volunteers who so generously give their time and personal commitment to VLU's clients. The demand upon our volunteer drivers has been particularly challenging because of the increase in the number of occasions that our clients have had changes made to their medical appointments very frequently at very short notice. Remarkably, though it must often inconvenience them, our drivers' response to such pressures has been very helpful.

Of course, the increased demand for VLU's services has placed extra pressure on VLU's staff. However, their tremendous commitment to VLU's mission has meant that these new demands have been handled in such a manner that the clients have been very satisfied.

As the Treasurer's Report shows VLU's financial situation remains satisfactory and we are most grateful for the financial and other support of in particular: OCC; WODC; Witney Town Council; and, other local authorities including a number of parish councils. As a result of our fund-raisers' activities we have received some generous donations from Charitable Trusts and these are much appreciated. However, looking ahead, we must assume that, as a result of the economic consequences of the Corona Virus Pandemic, fund raising will become substantially more challenging.

At the AGM last year a number of Trustees stepped down but we have been fortunate to find replacements for them and the commitment of these new Trustees together with the existing ones has been important to the continued ability of VLU to operate effectively.

So this has been a successful year for which thanks have to be given to: our Volunteers; our Staff; and, the Trustees – all of whose efforts have been supportive to me in my role as Chair of Trustees. Unfortunately, though we end the year on a down note as in the last few weeks of the year the Corona Virus situation began to impact on our operations – many medical appointments were being cancelled and some of our volunteers were understandably reluctant to continue to offer their services at this time. In the very last week of this year the Corona Virus Lock-Down began and VLU's physical office was closed and the staff began working from home. The Lock-Down presents major challenges to everything that VLU does. However, and the 2020-21 report will give a fuller report, VLU has so far been able to provide a modified service to our clients.

Keith Blois
Chair of Trustees

Volunteer Link-Up (West Oxfordshire)

Independent Examiner's report to the Trustees of Volunteer Link-Up (West Oxfordshire)

For the year ended 31 March 2020

I report to the trustees on my examination of the financial statements of the charity for the year ended 31 March 2020, which are set out on pages 10 to 15.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ("the 2006 Act").

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charities Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination given me cause to believe that in any material respect:

- (1) accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- (2) the financial statements do not accord with those records; or
- (3) the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- (4) the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

.....
Dale Mitchell FCCA
Baldwins
Accountants

Date:

9 Thorney Leys Park
Witney
Oxfordshire
OX28 4GE

Volunteer Link-Up (West Oxfordshire)

Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2020

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Income and Endowments from:					
Donations and legacies:					
- Oxfordshire County Council		5,470	-	5,470	7,850
- West Oxfordshire District Council		12,000	-	12,000	10,000
- OCVA – Good Neighbour Scheme		-	-	-	5,000
- Cherwell – Good Neighbour Scheme		2,000	-	2,000	-
- Good Neighbour Scheme – Start Up Costs		-	-	-	700
- Donations and Gifts – General	2	14,933	-	14,933	16,152
- Donation from Bernard Butler Trust		-	10,000	10,000	-
- Generated from Fundraising Activities		8,600	-	8,600	17,950
- Witney Town Council		500	-	500	500
- Age UK		12,500	-	12,500	37,500
Investments:					
- COIF charities deposit account		283	-	283	220
Charitable activities:					
-Transport receipts		24	-	24	25
Total		56,310	10,000	66,310	95,897
Expenditure on:					
Charitable activities:					
Salaries	3	54,395	-	54,395	52,563
Staff pension contributions	7	2,196	-	2,196	2,196
Legal and professional fees – GDPR Advice		-	-	-	300
Publicity, membership and recruitment		-	-	-	1,875
Website design and hosting		132	-	132	894
Stationery, printing and postage		3,419	-	3,419	3,082
Telephone		3,457	-	3,457	3,338
Depreciation		699	-	699	931
Good Neighbour Scheme expenses		774	-	774	475
Volunteer travel expenses		1,312	820	2,132	48
Rent		2,009	-	2,009	3,800
Fundraising development		1,570	-	1,570	3,413
BHSF occupational health assessment		461	-	461	-
Governance costs:					
Accountants' fee		1,200	-	1,200	1,200
Total expenditure		71,624	820	72,444	74,115
Net income / (expenditure)		(15,314)	9,180	(6,134)	21,782
Transfers between funds		-	-	-	-
Net movement in funds		(15,314)	9,180	(6,134)	21,782
Reconciliation of funds:					
Total funds brought forward		117,501	-	117,501	95,719
Total funds carried forward		102,187	9,180	111,367	117,501

The notes set out on pages 12 to 15 form part of these financial statements.

Volunteer Link-Up (West Oxfordshire)

Company registration number: 07096574

Balance sheet

At 31 March 2020

	Notes	2020		2019
		£	£	£
Fixed assets				
Tangible assets	5		2,094	2,793
Current assets				
COIF deposit account		46,383		46,100
Bank current account		64,429		69,808
		<u>110,812</u>		<u>115,908</u>
Creditors: amounts falling due within one year	6	<u>1,539</u>		<u>1,200</u>
Net current assets			109,273	114,708
Net assets			<u>111,367</u>	<u>117,501</u>
Funds of the charity:				
Restricted Income Funds			9,180	-
Unrestricted Funds			102,187	117,501
Total charity funds			<u>111,367</u>	<u>117,501</u>

For the financial year ended 31 March 2020, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of the financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on and signed on its behalf by:

Keith Blois - Chairman

Richard Stocking - Treasurer

The notes set out on pages 12 to 15 form part of these financial statements.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2020

1. Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (as amended for accounting periods commencing from 1 January 2019), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Volunteer Link-Up (West Oxfordshire) meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The charity has taken the advantage of the provision in the SORP for the charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

In preparing the financial statements, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required. No such restatement was found to be necessary.

Incoming and endowments

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income received by way of grants, donations and gifts is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these financial statements.
- Investment income is included when receivable.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred, and includes irrecoverable VAT.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

Pension provision

The charity operates a defined contribution pension scheme for employees. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2020

1. Accounting policies (continued)

Tangible fixed Assets

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The depreciation rate for all fixed assets held for use by the charity is 25% on the reducing balance method.

Fund accounting

Unrestricted funds are donations and other incoming resources which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

2. Donations and Gifts - General

	2020	2019
	£	£
Parish and Town Councils, and Schools	1,980	1,555
Private individuals and trusts	12,953	14,597
	<u>14,933</u>	<u>16,152</u>

3. Employees

The average number of paid staff for the year was 4 (2019: 5); they worked part-time in administering the charity. The number of employees in terms of full-time equivalents was 2 (2019: 2).

No employee earned £60,000 per annum or more in the current or preceding accounting period.

4. Trustees' remuneration and expenses

No monies were reimbursed to Trustees for expenses in the year. Trustees received no other expenses as agents. No Trustee, nor any person connected with them, has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds.

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2020

5. Tangible fixed assets

	Furniture & Fittings £
Cost	
At 1 April 2019	11,867
Additions	-
Disposals	-
At 31 March 2020	<u>11,867</u>
Depreciation	
At 1 April 2019	9,074
Disposals	-
Charge for the year	699
At 31 March 2020	<u>9,773</u>
Net book value at 31 March 2020	<u><u>2,094</u></u>

All tangible fixed assets were used for charitable purposes.

6. Creditors: Amounts falling due within one year

	2020 £	2019 £
Trade creditors	339	-
Accruals and deferred income	1,200	1,200
	<u>1,539</u>	<u>1,200</u>

7. Pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £2,196 (2019: £2,196). Outstanding pension contributions at the end of the financial year were Nil (2019: £Nil).

Volunteer Link-Up (West Oxfordshire)

Notes to the financial statements

For the year ended 31 March 2020

8 Analysis of net assets between funds

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fixed assets	2,793	-	2,793
Cash and current investments	115,908	-	115,908
Other current assets / liabilities	(1,200)	-	(1,200)
Total	<u>117,501</u>	<u>-</u>	<u>117,501</u>

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fixed assets	2,094	-	2,094
Cash and current investments	101,632	9,180	110,812
Other current assets / liabilities	(1,539)	-	(1,539)
Total	<u>102,187</u>	<u>9,180</u>	<u>111,367</u>

Illumination of the Corn Exchange (interior)

Annual Calendar of Events

To keep the lighting up of the Corn Exchange special, it is suggested that it is not illuminated any more than two times each month for third party requests throughout the calendar year.

Organisation	Event	Date	Light Colour
January			
February			
March			
April			
May			
June			
LibFest	LibFest	(date tbc)	Blue
July			
August			
September			
October			
November			
Witney Town Council	Remembrance Sunday	(date tbc)	Red
Witney Town Council	Armistice Day	11 th November	Red
Witney Town Council	Xmas Lights Switch-on	(date tbc)	Red/Green
December			

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 23 November 2020

Title: Financial Report & Associated Matters

Contact Officer: Town Clerk/RFO – Sharon Groth

Background

Detailed income and expenditure statements for whole of the Councils approved budgets (appendix 1) are attached for information. The period to which this report relates is from 1 April to 30 September 2020, being the 6-month position and the latest period for which accounts are available.

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

Sport & Play Committee

Leys Skate Park – delegated to Officers and Cllr D Butterfield to progress the project. No additional budget agreed other than those already earmarked (£52,000) – but the Community will also need to fundraise.

Sports Pitches – That the bowls green irrigation systems be transferred into the control of the Town Council (£840 +VAT)

Halls Cemeteries & Allotments

Repair to windows 51 Market Square – this will have to be met from the Council's earmarked reserves.

Allotments - The costs associated to the Tree works at Lakeside Allotments, £4,950 and shed at the new Windrush Allotments will be met from the earmarked reserve the Council holds in respect of new and improvements to existing allotments

Stronger Communities

Online Panto – the Committee agreed to facilitate and promote an online panto to the benefit of local school children – purely administration, no direct costs.

Emergency Tree Works - The cost Associated to the tree works at Emma's Dyke 277, 280, 281 £2,750 or £4,250 to be taken from 4040/402. The cost associated to the Crack Willow at Emma's Dyke £750

Tower Hill Bus Stop Improvements - The cost of installation of cycle racks is approximately £400 for 8 sheffield racks and labour/Consider allocating a provisional budget of £1,800 from the Bus Shelter maintenance budget 4035/402. The use of this budget to be delegated to the Town Clerk/Office Manager if deemed necessary to complete this project

Eco Pop up event – agreed a budget of £1,000 to hold an event in the Spring.

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, and consideration is generally given to budgets and funding availability when agreeing expenditure.

Financial implications

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

Recommendations

Members are invited to note the report and agree the recommendations of the spending committees as detailed above.

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Halls, Cemeteries & Allotments								
<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	18,785	0	21,500	21,500				0
4012 WATER RATES	844	400	900	500	500		44.5%	
4021 TELEPHONE/FAX	356	65	160	95	95		40.5%	
4025 INSURANCE	523	598	600	2	2		99.7%	
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%	
4048 ENG.INSPEC.(VARIABLE)	0	429	0	(429)	(429)		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	350	4,250	3,900	3,900		8.2%	
4890 O/S O'HEAD RCHG	507	41	781	740	740		5.2%	
4892 C/S STAFF RCHG	818	420	881	461	461		47.7%	
4893 C/S O'HEAD RCHG	177	67	183	116	116		36.9%	
5199 Depreciation Charge to Service	14,252	0	0	0	0		0.0%	
LANGDALE HALL :- Indirect Expenditure	28,493	2,601	11,255	8,654	0	8,654	23.1%	0
Net Income over Expenditure	(9,707)	(2,601)	10,245	12,846				
<u>103 BARS</u>								
1000 BAR SALES - DRINK	0	282	0	(282)			0.0%	
1001 BAR SALES - FOOD	0	5	0	(5)			0.0%	
BARS :- Income	0	287	0	(287)				0
3000 BAR PURCHASES - DRINK	0	605	0	(605)	(605)		0.0%	
BARS :- Direct Expenditure	0	605	0	(605)	0	(605)		0
4042 EQUIPMENT	0	572	0	(572)	(572)		0.0%	
BARS :- Indirect Expenditure	0	572	0	(572)	0	(572)		0
Net Income over Expenditure	0	(890)	0	890				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4491 TFR TO EARMARKED RES	57,971	10,000	10,000	0		0	100.0%	
4495 TFR FROM EARMARKED R	(3,500)	(3,000)	(3,000)	0		0	100.0%	
4888 O/S STAFF RCHG	7,483	1,291	11,358	10,067		10,067	11.4%	
4890 O/S O'HEAD RCHG	1,386	204	2,086	1,882		1,882	9.8%	
4892 C/S STAFF RCHG	8,767	4,557	9,691	5,134		5,134	47.0%	
4893 C/S O'HEAD RCHG	3,170	1,211	3,290	2,079		2,079	36.8%	
5199 Depreciation Charge to Service	26,718	0	0	0		0	0.0%	
CORN EXCHANGE :- Indirect Expenditure	179,694	54,804	181,645	126,841	0	126,841	30.2%	0
Net Income over Expenditure	(132,902)	(53,319)	(138,045)	(84,726)				
105 BURWELL HALL								
1005 BURWELL HALL LETTING	21,743	1,201	27,000	25,799			4.4%	
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%	
BURWELL HALL :- Income	45,944	1,201	27,000	25,799			4.4%	0
4001 SALARIES	39,451	16,375	47,667	31,292		31,292	34.4%	
4002 ER'S NIC	2,240	1,250	3,027	1,777		1,777	41.3%	
4003 ER'S SUPERANN	5,954	3,351	10,344	6,993		6,993	32.4%	
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	1,161	3,250	2,089		2,089	35.7%	
4016 CLEANING MATERIALS	1,636	366	2,000	1,635		1,635	18.3%	
4017 CONTRACT CLEAN/WASTE	1,476	1,300	3,000	1,700		1,700	43.3%	
4021 TELEPHONE/FAX	326	70	800	730		730	8.7%	
4025 INSURANCE	302	345	350	5		5	98.7%	
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	155	2,100	1,945		1,945	7.4%	
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	499	500	1		1	99.8%	
4048 ENG.INSPEC.(VARIABLE)	0	143	100	(43)		(43)	142.7%	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	6,495	6,319	(176)		(176)	102.8%	
4890 O/S O'HEAD RCHG	806	1,004	1,161	157		157	86.5%	
4892 C/S STAFF RCHG	6,229	3,236	6,872	3,636		3,636	47.1%	
4893 C/S O'HEAD RCHG	2,261	864	2,346	1,482		1,482	36.8%	
5198 Deferred Grants Released	(280)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,058	0	0	0		0	0.0%	
BURWELL HALL :- Indirect Expenditure	111,487	36,437	106,661	70,224	0	70,224	34.2%	0
Net Income over Expenditure	(65,542)	(35,236)	(79,661)	(44,425)				
106 MADLEY PARK COMMUNITY CENTRE								
1060 INSURANCE RECOVERED	355	0	375	375			0.0%	
MADLEY PARK COMMUNITY CENTRE :- Income	355	0	375	375			0.0%	0
4025 INSURANCE	355	406	375	(31)		(31)	108.2%	
4036 PROPERTY MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4038 OTHER MAINTENANCE	120	0	150	150		150	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	654	0	(654)		(654)	0.0%	
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%	
MADLEY PARK COMMUNITY CENTRE :- Indirect Expenditure	22,214	1,060	4,890	3,830	0	3,830	21.7%	0
Net Income over Expenditure	(21,859)	(1,060)	(4,515)	(3,455)				
301 TOWER HILL CEMETERY								
1050 RENT RECEIVED	11,350	8,513	11,350	2,838			75.0%	
1060 INSURANCE RECOVERED	207	0	345	345			0.0%	
1100 BURIAL FEES	8,370	2,840	3,500	660			81.1%	
1101 GRANT OF RIGHTS	2,725	20	1,500	1,480			1.3%	
1102 INTERMENT OF ASHES	6,100	2,351	3,500	1,149			67.2%	
1105 MEMORIAL FEES	4,485	2,182	3,000	818			72.7%	
1106 MEMORIAL PLAQUES	(20)	172	250	78			69.0%	
1108 CHAPEL FEES	500	0	300	300			0.0%	
TOWER HILL CEMETERY :- Income	33,717	16,078	23,745	7,667			67.7%	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
4001 SALARIES	13,953	7,168	14,231	7,063		7,063	50.4%	
4002 ER'S NIC	1,333	686	1,369	683		683	50.1%	
4003 ER'S SUPERANN	3,028	1,555	3,088	1,533		1,533	50.4%	
4007 PROTECTIVE CLOTHING	115	0	100	100		100	0.0%	
4011 RATES	2,519	1,470	2,600	1,130		1,130	56.5%	
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	680	2,560	1,880		1,880	26.6%	
4025 INSURANCE	207	205	345	140		140	59.3%	
4036 PROPERTY MAINTENANCE	652	43	6,000	5,957		5,957	0.7%	
4038 OTHER MAINTENANCE	7	0	0	0		0	0.0%	
4040 ARBORICULTURE	0	3,500	3,500	0		0	100.0%	
4042 EQUIPMENT	17	0	100	100		100	0.0%	
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	268	500	232		232	53.6%	
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	24,103	80,811	56,708		56,708	29.8%	
4890 O/S O'HEAD RCHG	10,675	3,688	14,845	11,157		11,157	24.8%	
4891 AGENCY SERVICES RECHARGE	34,704	17,794	37,882	20,088		20,088	47.0%	
4892 C/S STAFF RCHG	3,311	1,714	3,650	1,936		1,936	47.0%	
4893 C/S O'HEAD RCHG	1,722	658	1,787	1,129		1,129	36.8%	
5199 Depreciation Charge to Service	3,305	0	0	0		0	0.0%	
TOWER HILL CEMETERY :- Indirect Expenditure	138,091	63,642	176,578	112,936	0	112,936	36.0%	0
Net Income over Expenditure	(104,374)	(47,564)	(152,833)	(105,269)				
302 WINDRUSH CEMETERY								
1100 BURIAL FEES	19,010	12,460	20,000	7,540			62.3%	
1101 GRANT OF RIGHTS	24,404	11,839	20,000	8,162			59.2%	
1102 INTERMENT OF ASHES	3,410	2,280	5,000	2,720			45.6%	
1105 MEMORIAL FEES	5,100	3,193	5,000	1,808			63.9%	
1106 MEMORIAL PLAQUES	(5)	0	100	100			0.0%	
WINDRUSH CEMETERY :- Income	51,919	29,771	50,100	20,329			59.4%	0
4001 SALARIES	13,953	7,168	14,232	7,064		7,064	50.4%	

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4002 ER'S NIC	1,333	686	1,368	682		682	50.2%	
4003 ER'S SUPERANN	3,028	1,555	3,088	1,533		1,533	50.4%	
4007 PROTECTIVE CLOTHING	67	0	100	100		100	0.0%	
4011 RATES	3,552	2,075	3,660	1,585		1,585	56.7%	
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	65	200	135		135	32.4%	
4025 INSURANCE	112	112	120	8		8	93.3%	
4036 PROPERTY MAINTENANCE	1,294	202	2,700	2,498		2,498	7.5%	
4037 GROUNDS MAINTENANCE	84	0	100	100		100	0.0%	
4038 OTHER MAINTENANCE	1,121	90	770	680		680	11.7%	
4040 ARBORICULTURE	350	0	0	0		0	0.0%	
4041 EQUIPMENT HIRE	144	848	0	(848)		(848)	0.0%	
4042 EQUIPMENT	1,948	75	1,500	1,425		1,425	5.0%	
4043 SMALL TOOLS & EQUIPT	11	0	0	0		0	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	43,332	60,641	17,309		17,309	71.5%	
4890 O/S O'HEAD RCHG	9,383	8,484	11,140	2,656		2,656	76.2%	
4891 AGENCY SERVICES RECHARGE	12,251	6,281	13,372	7,091		7,091	47.0%	
4892 C/S STAFF RCHG	3,311	1,714	3,675	1,961		1,961	46.6%	
4893 C/S O'HEAD RCHG	1,722	658	1,787	1,129		1,129	36.8%	
5199 Depreciation Charge to Service	4,988	0	0	0		0	0.0%	
WINDRUSH CEMETERY :- Indirect Expenditure	112,633	77,959	121,913	43,954	0	43,954	63.9%	0
Net Income over Expenditure	(60,714)	(48,188)	(71,813)	(23,625)				
303 CLOSED CH'YARDS ST MARYS/HOLY								
4036 PROPERTY MAINTENANCE	356	0	18,983	18,983		18,983	0.0%	
4040 ARBORICULTURE	0	0	8,000	8,000		8,000	0.0%	
4059 OTHER PROF FEES	0	4,007	2,017	(1,990)		(1,990)	198.7%	
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%	
SED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	11,978	(5,993)	19,000	24,993	0	24,993	(31.5%)	0
Net Expenditure	(11,978)	5,993	(19,000)	(24,993)				

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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
305 ALLOTMENTS								
1052 EXPENSES RECOVERED	362	0	0	0			0.0%	
ALLOTMENTS :- Income	362	0	0	0				0
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	394	4,624	4,230		4,230	8.5%	
4890 O/S O'HEAD RCHG	592	41	849	808		808	4.9%	
4891 AGENCY SERVICES RECHARGE	2,819	1,446	3,077	1,631		1,631	47.0%	
4892 C/S STAFF RCHG	818	420	881	461		461	47.7%	
4893 C/S O'HEAD RCHG	177	67	183	116		116	36.9%	
5199 Depreciation Charge to Service	3,525	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	14,690	2,374	10,119	7,745	0	7,745	23.5%	0
Net Income over Expenditure	(14,328)	(2,374)	(10,119)	(7,745)				
Halls, Cemeteries & Allotments :- Income	197,874	48,821	166,320	117,499			29.4%	
Expenditure	619,278	234,060	632,061	398,001	0	398,001	37.0%	
Movement to/(from) Gen Reserve	(421,404)	(185,238)						

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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
<u>Sport & Play</u>								
<u>201 SPLASHPARK</u>								
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	2,047	8,000	5,953		5,953	25.6%	
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.(VARIABLE)	0	500	500	0		0	100.0%	
4491 TFR TO EARMARKED RES	28,000	25,000	25,000	0		0	100.0%	
4888 O/S STAFF RCHG	8,868	3,126	14,122	10,996		10,996	22.1%	
4890 O/S O'HEAD RCHG	1,791	1,113	2,594	1,481		1,481	42.9%	
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	104,968	41,794	91,121	49,327	0	49,327	45.9%	0
Net Expenditure	(104,968)	(41,794)	(91,121)	(49,327)				
<u>202 THE LEYS RECREATION GROUND</u>								
1020 SPORTS - FOOTBALL	1,260	(67)	1,000	1,067			(6.7%)	
1021 SPORTS - CRICKET	1,713	57	1,500	1,443			3.8%	
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	27,896	366	27,620	27,254			1.3%	0
4001 SALARIES	2,537	1,127	0	(1,127)		(1,127)	0.0%	
4002 ER'S NIC	0	46	0	(46)		(46)	0.0%	
4003 ER'S SUPERANN	0	136	0	(136)		(136)	0.0%	
4012 WATER RATES	3,714	2,628	3,500	872		872	75.1%	
4016 CLEANING MATERIALS	0	0	150	150		150	0.0%	
4017 CONTRACT CLEAN/WASTE	2,742	605	3,750	3,145		3,145	16.1%	
4025 INSURANCE	252	224	300	76		76	74.7%	
4036 PROPERTY MAINTENANCE	2,626	1,265	10,000	8,735		8,735	12.7%	
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	2,300	0		0	100.0%	

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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	398	5,000	4,602		4,602	8.0%	
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	13,778	37,826	24,048		24,048	36.4%	
4890 O/S O'HEAD RCHG	6,268	2,696	6,949	4,253		4,253	38.8%	
4891 AGENCY SERVICES RECHARGE	56,029	36,579	37,679	1,100		1,100	97.1%	
4892 C/S STAFF RCHG	5,395	2,798	5,940	3,142		3,142	47.1%	
4893 C/S O'HEAD RCHG	3,170	1,211	3,290	2,079		2,079	36.8%	
THE LEYS RECREATION GROUND :- Indirect Expenditure	125,839	66,035	141,934	75,899	0	75,899	46.5%	0
Net Income over Expenditure	(97,942)	(65,669)	(114,314)	(48,645)				
<u>203 WEST WITNEY SPORTS GROUND</u>								
1020 SPORTS - FOOTBALL	4,497	452	5,150	4,698			8.8%	
1021 SPORTS - CRICKET	837	571	1,500	929			38.1%	
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	0	11,000	11,000			0.0%	
1052 EXPENSES RECOVERED	1,806	0	1,000	1,000			0.0%	
1054 EASEMENTS/WAYLEAVES	6	6	6	0			100.0%	
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	32,457	1,029	32,411	31,382			3.2%	0
4012 WATER RATES	1,001	236	1,250	1,014		1,014	18.9%	
4013 RENT PAID	0	0	5	5		5	0.0%	
4017 CONTRACT CLEAN/WASTE	0	0	200	200		200	0.0%	
4025 INSURANCE	564	582	600	19		19	96.9%	
4036 PROPERTY MAINTENANCE	(140)	172	500	328		328	34.3%	
4037 GROUNDS MAINTENANCE	5,535	448	1,500	1,052		1,052	29.9%	
4040 ARBORICULTURE	0	4,795	4,795	0		0	100.0%	
4046 SPORTS EQUIPMENT	670	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	159	0	(159)		(159)	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%	

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4100 GRANTS GENERAL	2,000	0	0	0		0	0.0%	
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	4,185	12,073	7,888		7,888	34.7%	
4890 O/S O'HEAD RCHG	2,582	808	2,218	1,410		1,410	36.4%	
4891 AGENCY SERVICES RECHARGE	53,414	25,771	54,865	29,094		29,094	47.0%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	93,445	33,161	74,111	40,950	0	40,950	44.7%	0
Net Income over Expenditure	(60,988)	(32,132)	(41,700)	(9,568)				
204 BURWELL (QE2) SPORTS GROUND								
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	3,689	(482)	3,000	3,482			(16.1%)	0
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
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	1,534	1,000	(534)		(534)	153.4%	
4048 ENG.INSPEC.(VARIABLE)	0	456	0	(456)		(456)	0.0%	
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	1,067	5,720	4,653		4,653	18.7%	
4890 O/S O'HEAD RCHG	682	193	1,051	858		858	18.4%	
4891 AGENCY SERVICES RECHARGE	23,837	12,017	25,582	13,566		13,566	47.0%	
BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure	31,315	15,793	36,803	21,010	0	21,010	42.9%	0
Net Income over Expenditure	(27,626)	(16,276)	(33,803)	(17,527)				
205 KING GEORGE V / NEWLAND								
1020 SPORTS - FOOTBALL	412	0	1,000	1,000			0.0%	
KING GEORGE V / NEWLAND :- Income	412	0	1,000	1,000			0.0%	0
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
4036 PROPERTY MAINTENANCE	157	43	0	(43)		(43)	0.0%	
4048 ENG.INSPEC.(VARIABLE)	0	376	0	(376)		(376)	0.0%	
4049 PLAY RISK ASSESSMENT	954	62	1,000	938		938	6.2%	

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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	3,460	2,797	(663)		(663)	123.7%	
4890 O/S O'HEAD RCHG	349	405	514	109		109	78.8%	
4891 AGENCY SERVICES RECHARGE	11,246	5,766	12,275	6,509		6,509	47.0%	
KING GEORGE V / NEWLAND :- Indirect Expenditure	15,325	10,304	17,086	6,782	0	6,782	60.3%	0
Net Income over Expenditure	(14,914)	(10,304)	(16,086)	(5,782)				
207 MOORLAND ROAD PLAY AREA								
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
4047 PLAY EQUIP MAINTENCE	0	122	500	378		378	24.4%	
4048 ENG.INSPEC.(VARIABLE)	0	218	0	(218)		(218)	0.0%	
4049 PLAY RISK ASSESSMENT	405	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	600	919	754	(165)		(165)	121.8%	
4890 O/S O'HEAD RCHG	90	146	139	(7)		(7)	105.1%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	1,095	1,659	2,393	734	0	734	69.3%	0
Net Expenditure	(1,095)	(1,659)	(2,393)	(734)				
208 WOOD GREEN PLAY AREA								
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
4047 PLAY EQUIP MAINTENCE	0	28	500	472		472	5.6%	
4048 ENG.INSPEC.(VARIABLE)	0	238	0	(238)		(238)	0.0%	
4049 PLAY RISK ASSESSMENT	734	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	619	1,093	1,175	82		82	93.0%	
4890 O/S O'HEAD RCHG	164	142	216	74		74	65.7%	
4891 AGENCY SERVICES RECHARGE	0	0	2,418	2,418		2,418	0.0%	
WOOD GREEN PLAY AREA :- Indirect Expenditure	1,517	1,755	5,309	3,554	0	3,554	33.1%	0
Net Expenditure	(1,517)	(1,755)	(5,309)	(3,554)				
209 ETON CLOSE PLAY AREA								
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
4047 PLAY EQUIP MAINTENCE	0	28	250	222		222	11.2%	
4048 ENG.INSPEC.(VARIABLE)	0	159	0	(159)		(159)	0.0%	
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	734	588	1,250	662	0	662	47.1%	0
Net Expenditure	(734)	(588)	(1,250)	(662)				

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Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 OXLEASE PLAY AREA</u>								
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
4047 PLAY EQUIP MAINTENCE	0	28	500	472		472	5.6%	
4048 ENG.INSPEC.(VARIABLE)	0	436	0	(436)		(436)	0.0%	
4049 PLAY RISK ASSESSMENT	1,199	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	2,211	1,631	3,905	2,274		2,274	41.8%	
4890 O/S O'HEAD RCHG	468	190	717	527		527	26.5%	
4891 AGENCY SERVICES RECHARGE	0	0	5,115	5,115		5,115	0.0%	
OXLEASE PLAY AREA :- Indirect Expenditure	3,878	2,539	11,237	8,698	0	8,698	22.6%	0
Net Expenditure	(3,878)	(2,539)	(11,237)	(8,698)				
<u>211 FIELDMERE PLAY AREA</u>								
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
4047 PLAY EQUIP MAINTENCE	0	28	250	222		222	11.2%	
4048 ENG.INSPEC.(VARIABLE)	0	258	0	(258)		(258)	0.0%	
4049 PLAY RISK ASSESSMENT	734	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	468	1,614	842	(772)		(772)	191.7%	
4890 O/S O'HEAD RCHG	100	234	155	(79)		(79)	151.2%	
FIELDMERE PLAY AREA :- Indirect Expenditure	1,302	2,389	2,247	(142)	0	(142)	106.3%	0
Net Expenditure	(1,302)	(2,389)	(2,247)	142				
<u>212 QUARRY ROAD PLAY AREA</u>								
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
4047 PLAY EQUIP MAINTENCE	0	28	250	222		222	11.2%	
4048 ENG.INSPEC.(VARIABLE)	0	198	0	(198)		(198)	0.0%	
4049 PLAY RISK ASSESSMENT	827	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	49	66	81	15		15	81.8%	
4890 O/S O'HEAD RCHG	10	15	15	0		0	96.9%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	885	561	1,346	785	0	785	41.7%	0
Net Expenditure	(885)	(561)	(1,346)	(785)				
<u>213 RALEIGH CRESCENT PLAY AREA</u>								
4013 RENT PAID	5	5	5	0		0	100.0%	
4047 PLAY EQUIP MAINTENCE	0	141	500	359		359	28.1%	

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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
4049 PLAY RISK ASSESSMENT	62	62	1,000	938		938	6.2%	
4888 O/S STAFF RCHG	395	1,466	713	(753)		(753)	205.6%	
4890 O/S O'HEAD RCHG	96	328	131	(197)		(197)	250.3%	
RALEIGH CRESCENT PLAY AREA :- Indirect Expenditure	<u>557</u>	<u>2,001</u>	<u>2,349</u>	<u>348</u>	<u>0</u>	<u>348</u>	<u>85.2%</u>	<u>0</u>
Net Expenditure	<u>(557)</u>	<u>(2,001)</u>	<u>(2,349)</u>	<u>(348)</u>				
Sport & Play :- Income	64,454	912	64,031	63,119			1.4%	
Expenditure	380,860	178,578	387,186	208,608	0	208,608	46.1%	
Movement to/(from) Gen Reserve	<u>(316,405)</u>	<u>(177,666)</u>						

Detailed Income & Expenditure by Budget Heading 30/09/2020

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Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Stronger Communities</u>								
<u>402 COMMUNITY INFRASTRUCTURE</u>								
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	(19,067)	7,365	0	(7,365)				0
4001 SALARIES	2,197	312	0	(312)		(312)	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	434	750	316		316	57.8%	
4017 CONTRACT CLEAN/WASTE	4,586	136	4,100	3,964		3,964	3.3%	
4025 INSURANCE	112	112	130	18		18	86.2%	
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	11,600	24,550	12,950		12,950	47.3%	
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%	
4166 DEFIBRILLATOR EXPENDITURE	805	781	2,200	1,419		1,419	35.5%	
4200 STREET FURNITURE	925	342	0	(342)		(342)	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	29,015	45,293	16,278		16,278	64.1%	
4890 O/S O'HEAD RCHG	6,198	4,696	8,321	3,625		3,625	56.4%	
4891 AGENCY SERVICES RECHARGE	148,409	71,369	152,727	81,358		81,358	46.7%	
4892 C/S STAFF RCHG	7,712	3,976	8,508	4,532		4,532	46.7%	
4893 C/S O'HEAD RCHG	3,170	1,211	3,290	2,079		2,079	36.8%	
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	260,126	106,459	290,204	183,745	0	183,745	36.7%	0
Net Income over Expenditure	(279,193)	(99,094)	(290,204)	(191,110)				

Detailed Income & Expenditure by Budget Heading 30/09/2020

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Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 COMMUNITY ACTIVITIES								
1171 DONATIONS RECEIVED	898	0	0	0			0.0%	
COMMUNITY ACTIVITIES :- Income	898	0	0	0				0
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	16,339	35,013	18,674		18,674	46.7%	
4893 C/S O'HEAD RCHG	13,573	5,187	14,085	8,898		8,898	36.8%	
5199 Depreciation Charge to Service	98	0	0	0		0	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	47,362	20,526	62,098	41,572	0	41,572	33.1%	0
Net Income over Expenditure	(46,464)	(20,526)	(62,098)	(41,572)				
Stronger Communities :- Income	(18,169)	7,365	0	(7,365)			0.0%	
Expenditure	307,488	126,985	352,302	225,317	0	225,317	36.0%	
Movement to/(from) Gen Reserve	(325,657)	(119,620)						

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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
<u>Policy, Governance & Finance</u>								
<u>401 CIVIC ACTIVITIES</u>								
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	53	200	147		147	26.6%	
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	10,277	22,201	11,924		11,924	46.3%	
4893 C/S O'HEAD RCHG	7,021	2,683	7,286	4,603		4,603	36.8%	
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	29,152	9,411	34,887	25,476	0	25,476	27.0%	0
Net Expenditure	(29,152)	(9,411)	(34,887)	(25,476)				
<u>407 GRANTS & DONATIONS (INC S137)</u>								
1171 DONATIONS RECEIVED	1,000	0	0	0			0.0%	
GRANTS & DONATIONS (INC S137) :- Income	1,000	0	0	0				0
4099 MISCELLANEOUS	0	10,000	0	(10,000)		(10,000)	0.0%	
4100 GRANTS GENERAL	4,490	360	15,000	14,640		14,640	2.4%	
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	7,944	40,000	32,056		32,056	19.9%	
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	9,000	21,000	12,000		12,000	42.9%	
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	61,723	22,304	117,400	95,096	0	95,096	19.0%	0
Net Income over Expenditure	(60,723)	(22,304)	(117,400)	(95,096)				

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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
502 TOWN HALL MAINTEN'CE								
1011 HALL LETTINGS	60	0	50	50			0.0%	
1050 RENT RECEIVED	20,505	0	19,950	19,950			0.0%	
TOWN HALL MAINTEN'CE :- Income	20,565	0	20,000	20,000			0.0%	0
4001 SALARIES	5,011	1,160	0	(1,160)		(1,160)	0.0%	
4002 ER'S NIC	352	81	0	(81)		(81)	0.0%	
4003 ER'S SUPERANN	944	252	0	(252)		(252)	0.0%	
4011 RATES	0	0	10,000	10,000		10,000	0.0%	
4013 RENT PAID	13,750	6,875	13,750	6,875		6,875	50.0%	
4014 ELECTRICITY	508	203	0	(203)		(203)	0.0%	
4025 INSURANCE	1,058	1,211	1,130	(81)		(81)	107.2%	
4036 PROPERTY MAINTENANCE	2,072	1,790	4,100	2,310		2,310	43.7%	
4038 OTHER MAINTENANCE	1,828	250	1,750	1,500		1,500	14.3%	
4059 OTHER PROF FEES	8	145	10,000	9,855		9,855	1.4%	
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	428	293	(135)		(135)	146.0%	
4890 O/S O'HEAD RCHG	41	62	54	(8)		(8)	114.3%	
4892 C/S STAFF RCHG	2,194	1,132	2,416	1,284		1,284	46.8%	
4893 C/S O'HEAD RCHG	812	310	843	533		533	36.8%	
TOWN HALL MAINTEN'CE :- Indirect Expenditure	35,849	9,018	39,336	30,318	0	30,318	22.9%	0
Net Income over Expenditure	(15,284)	(9,018)	(19,336)	(10,318)				
503 AGENCY SERVICES								
4300 AGENCY MAINT'CE	343,887	180,099	355,470	175,371		175,371	50.7%	
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)	(180,099)	(365,670)	(185,571)		(185,571)	49.3%	
AGENCY SERVICES :- Indirect Expenditure	54	795	0	(795)	0	(795)		0
Net Expenditure	(54)	(795)	0	795				
505 PRECEPT								
1176 PRECEPT	1,435,067	1,628,699	1,628,699	0			100.0%	
1177 PRECEPT SUPPORT GRANT	29,327	30,454	30,454	0			100.0%	
PRECEPT :- Income	1,464,394	1,659,153	1,659,153	0			100.0%	0
Net Income	1,464,394	1,659,153	1,659,153	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
506 INTEREST RECEIVED								
1190 INTEREST RECEIVED	11,827	2,578	8,000	5,422			32.2%	
INTEREST RECEIVED :- Income	11,827	2,578	8,000	5,422			32.2%	0
4051 BANK CHARGES	1,001	430	1,200	770		770	35.8%	
INTEREST RECEIVED :- Indirect Expenditure	1,001	430	1,200	770	0	770	35.8%	0
Net Income over Expenditure	10,826	2,148	6,800	4,652				
601 WORKS DEPARTMENT GEN								
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	771	0	0	0				0
4001 SALARIES	176,967	111,299	264,341	153,042		153,042	42.1%	
4002 ER'S NIC	15,729	10,016	21,807	11,791		11,791	45.9%	
4003 ER'S SUPERANN	38,402	24,152	53,023	28,871		28,871	45.5%	
4007 PROTECTIVE CLOTHING	1,875	247	2,500	2,253		2,253	9.9%	
4008 TRAINING	2,108	4,498	6,400	1,902		1,902	70.3%	
4009 TRAVELLING	1,506	744	1,000	256		256	74.4%	
4014 ELECTRICITY	7,378	1,595	6,500	4,905		4,905	24.5%	
4016 CLEANING MATERIALS	128	324	300	(24)		(24)	108.1%	
4017 CONTRACT CLEAN/WASTE	0	600	6,500	5,900		5,900	9.2%	
4021 TELEPHONE/FAX	1,828	614	2,375	1,761		1,761	25.8%	
4023 STATIONERY	0	0	150	150		150	0.0%	
4025 INSURANCE	112	119	200	81		81	59.7%	
4028 I.T.	746	364	1,000	636		636	36.4%	
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	240	1,500	1,261		1,261	16.0%	
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	1,467	4,000	2,533		2,533	36.7%	
4045 LICENCES	1,211	1,226	1,500	274		274	81.8%	
4050 VEHICLE MAINTENANCE	4,191	1,691	6,500	4,809		4,809	26.0%	
4052 VEHICLE INSURANCE	3,359	3,133	3,550	417		417	88.3%	
4059 OTHER PROF FEES	800	0	0	0		0	0.0%	
4143 REFRESHMENT COSTS	53	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
4400 COVID-19 EXPENDITURE	0	464	0	(464)		(464)	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)	(145,467)	(319,171)	(173,704)		(173,704)	45.6%	
4890 O/S O'HEAD RCHG	(45,530)	(25,714)	(58,634)	(32,920)		(32,920)	43.9%	
4892 C/S STAFF RCHG	8,189	4,266	9,036	4,770		4,770	47.2%	
4893 C/S O'HEAD RCHG	6,155	2,352	6,387	4,035		4,035	36.8%	
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%	
WORKS DEPARTMENT GEN :- Indirect Expenditure	33,820	(27,031)	(1)	27,030	0	27,030	2703147.	0
Net Income over Expenditure	(33,049)	27,031	1	(27,030)				
<u>602 CENTRAL SUPPORT (Ex 501)</u>								
1099 MISCELLANEOUS INCOME	40	0	0	0			0.0%	
CENTRAL SUPPORT (Ex 501) :- Income	40	0	0	0				0
4001 SALARIES	172,472	88,978	190,160	101,182		101,182	46.8%	
4002 ER'S NIC	18,028	9,333	20,285	10,952		10,952	46.0%	
4003 ER'S SUPERANN	37,426	19,308	41,266	21,958		21,958	46.8%	
4004 CHILD CARE VOUCHERS	0	0	0	0		0	0.0%	
4008 TRAINING	2,751	215	9,000	8,785		8,785	2.4%	
4009 TRAVELLING	1,933	636	7,500	6,864		6,864	8.5%	
4010 MISC STAFF COSTS	118	0	200	200		200	0.0%	
4011 RATES	7,856	3,990	8,092	4,102		4,102	49.3%	
4012 WATER RATES	355	137	400	263		263	34.2%	
4014 ELECTRICITY	10,224	1,741	4,000	2,259		2,259	43.5%	
4016 CLEANING MATERIALS	49	49	1,000	951		951	4.9%	
4017 CONTRACT CLEAN/WASTE	1,167	391	1,500	1,109		1,109	26.1%	
4018 PHOTOCOPIER COSTS	1,524	291	2,000	1,709		1,709	14.6%	
4020 COPIER RENTAL	2,695	1,367	3,100	1,733		1,733	44.1%	
4021 TELEPHONE/FAX	9,062	1,333	5,750	4,417		4,417	23.2%	
4022 POSTAGE	10,516	(2,914)	7,000	9,914		9,914	(41.6%)	
4023 STATIONERY	2,503	1,236	2,500	1,264		1,264	49.4%	
4025 INSURANCE	3,614	3,243	3,800	557		557	85.4%	
4026 BOOKS/PUBLICATIONS	82	0	300	300		300	0.0%	
4028 I.T.	8,647	5,907	9,000	3,093		3,093	65.6%	
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	220	250	30		30	88.1%	
4054 INTERNAL AUDIT	1,780	0	2,200	2,200		2,200	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 ACCOUNTANCY FEES	7,952	2,477	6,000	3,523		3,523	41.3%	
4059 OTHER PROF FEES	13,197	12,316	32,100	19,784		19,784	38.4%	
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)	(117,620)	(251,711)	(134,091)		(134,091)	46.7%	
4893 C/S O'HEAD RCHG	(88,309)	(33,746)	(91,642)	(57,896)		(57,896)	36.8%	
5199 Depreciation Charge to Service	216	0	0	0		0	0.0%	
CENTRAL SUPPORT (Ex 501) :- Indirect Expenditure	4,359	(21,444)	0	21,444	0	21,444		0
Net Income over Expenditure	(4,319)	21,444	0	(21,444)				
700 STRATEGIC PLANNING INITIATIVES								
4892 C/S STAFF RCHG	18,075	9,303	19,936	10,633		10,633	46.7%	
4893 C/S O'HEAD RCHG	4,345	1,660	4,509	2,849		2,849	36.8%	
STRATEGIC PLANNING INITIATIVES :- Indirect Expenditure	22,420	10,963	24,445	13,482	0	13,482	44.8%	0
Net Expenditure	(22,420)	(10,963)	(24,445)	(13,482)				
701 CORPORATE MANAGEMENT								
4019 BEST VALUE EXPENSES	1	0	0	0		0	0.0%	
4022 POSTAGE	187	0	200	200		200	0.0%	
4025 INSURANCE	1,728	1,979	1,820	(159)		(159)	108.7%	
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	24,671	52,759	28,088		28,088	46.8%	
4893 C/S O'HEAD RCHG	17,335	6,624	17,989	11,365		11,365	36.8%	
CORPORATE MANAGEMENT :- Indirect Expenditure	69,219	31,324	75,418	44,094	0	44,094	41.5%	0
Net Expenditure	(69,219)	(31,324)	(75,418)	(44,094)				
702 DEMOCRATIC REP'N & MGMT								
4008 TRAINING	1,329	397	3,900	3,503		3,503	10.2%	
4009 TRAVELLING	67	0	100	100		100	0.0%	
4024 SUBSCRIPTIONS	5,554	4,449	6,000	1,551		1,551	74.2%	
4028 I.T.	2,216	1,719	1,855	136		136	92.7%	
4034 NEWSLETTER	3,040	0	4,000	4,000		4,000	0.0%	
4099 MISCELLANEOUS	38	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	25,487	54,621	29,134		29,134	46.7%	
4893 C/S O'HEAD RCHG	18,147	6,935	18,833	11,898		11,898	36.8%	
DEMOCRATIC REP'N & MGMT :- Indirect Expenditure	97,423	36,886	97,909	61,023	0	61,023	37.7%	0
Net Expenditure	(97,423)	(36,886)	(97,909)	(61,023)				
Policy, Governance & Finance :- Income	1,498,598	1,661,731	1,687,153	25,422			98.5%	
Expenditure	355,019	72,657	390,594	317,937	0	317,937	18.6%	
Movement to/(from) Gen Reserve	1,143,579	1,589,074						

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Climate, Biodiversity & Planni</u>								
<u>206 WITNEY COUNTRY PARK</u>								
1030 FISHING RIGHTS	1,130	0	1,380	1,380			0.0%	
WITNEY COUNTRY PARK :- Income	1,130	0	1,380	1,380			0.0%	0
4001 SALARIES	0	190	0	(190)		(190)	0.0%	
4002 ER'S NIC	0	2	0	(2)		(2)	0.0%	
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	7,655	24,421	16,767		16,767	31.3%	
4890 O/S O'HEAD RCHG	3,205	1,224	4,486	3,262		3,262	27.3%	
4891 AGENCY SERVICES RECHARGE	5,999	3,076	6,548	3,472		3,472	47.0%	
4892 C/S STAFF RCHG	744	385	805	420		420	47.8%	
4893 C/S O'HEAD RCHG	362	138	376	238		238	36.8%	
5198 Deferred Grants Released	(26,881)	0	0	0		0	0.0%	
WITNEY COUNTRY PARK :- Indirect Expenditure	958	11,662	50,256	38,594	0	38,594	23.2%	0
Net Income over Expenditure	172	(11,662)	(48,876)	(37,214)				
<u>403 PLANNING</u>								
4892 C/S STAFF RCHG	13,444	6,924	14,826	7,902		7,902	46.7%	
4893 C/S O'HEAD RCHG	4,989	1,907	5,178	3,271		3,271	36.8%	
PLANNING :- Indirect Expenditure	18,433	8,831	20,004	11,173	0	11,173	44.1%	0
Net Expenditure	(18,433)	(8,831)	(20,004)	(11,173)				
Climate, Biodiversity & Planni :- Income	1,130	0	1,380	1,380			0.0%	
Expenditure	19,391	20,493	70,260	49,767	0	49,767	29.2%	
Movement to/(from) Gen Reserve	(18,261)	(20,493)						

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Capital & Assets								
<u>800 CAPITAL PROJECTS</u>								
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	4,900	363,089	0	(363,089)				0
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	24,227	0	(24,227)		(24,227)	0.0%	
4903 CAP: BURWELL HALL	0	0	28,000	28,000		28,000	0.0%	
4911 CAP: PLAY AREA S/SURFACING	0	5,378	0	(5,378)		(5,378)	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	10,700	0	(10,700)		(10,700)	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	156,827	65,469	147,000	81,531	0	81,531	44.5%	0
Net Income over Expenditure	(151,927)	297,620	(147,000)	(444,620)				

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Income & Expenditure - PGF 23 November 2020

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>900 ASSET MGMT REVENUE ACCOUNT</u>								
1199 Capital Charges Income	(155,447)	0	0	0		0	0.0%	
ASSET MGMT REVENUE ACCOUNT :- Indirect Expenditure	<u>(155,447)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>155,447</u>	<u>0</u>	<u>0</u>	<u>0</u>				
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Capital & Assets :- Income	4,900	363,089	0	(363,089)			0.0%	
Expenditure	1,380	65,469	147,000	81,531	0	81,531	44.5%	
Movement to/(from) Gen Reserve	<u>3,520</u>	<u>297,620</u>						
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Grand Totals:- Income	1,748,787	2,081,918	1,918,884	(163,034)			108.5%	
Expenditure	1,683,416	698,242	1,979,403	1,281,161	0	1,281,161	35.3%	
Net Income over Expenditure	<u>65,372</u>	<u>1,383,676</u>	<u>(60,519)</u>	<u>(1,444,195)</u>				
Movement to/(from) Gen Reserve	<u>65,372</u>	<u>1,383,676</u>						

WITNEY TOWN COUNCIL

SCHEDULE OF RECREATIONAL CHARGES

EFFECTIVE FROM 1ST APRIL 2020

	2020-21 INC VAT	2021-22 1.5% rounded
CRICKET		
ADULTS	£ 68.50	£ 69.50
JUNIOR TEAMS (UNDER 16)	£ 35.00	£ 35.50
BOWLS		
GREEN FEES PER HOUR PER PERSON	£ 5.50	£ 5.50
WOODS - HIRE OF PAIR PER HOUR	£ 3.00	£ 3.00
SEASON TICKETS	£ 89.25	£ 90.50
TENNIS - Premier Tennis		
MINI GOLF - Premier Tennis		
PAVILLION HIRE - Premier Tennis		
CHANGING ROOMS - The Leys	£ 37.00	£ 37.50
FOOTBALL		
ADULTS/OVER 16'S	£ 63.50	£ 64.50
JUNIOR TEAMS (UNDER 16)	£ 31.75	£ 32.25
MINI TEAMS (UNDER 10) SMALL PITCHES ONLY	£ 21.50	£ 21.80
HARDCOURT PLAY AREA - BURWELL - LIGHTING CHANGE	£ 26.50	£ 26.90
DEPOSIT FOR HIRE OF EQUIPMENT	£ 10.00	£ 10.15

THESE CHARGES WILL BE REVIEWED FOR THE 2021/22 SEASON

WITNEY TOWN COUNCIL

SCHEDULE OF RECREATIONAL CHARGES EFFECTIVE FROM 1ST APRIL 2020	5%	1.50%
CLUBS AND COMMERCIAL USE		
WEST WITNEY TENNIS CLUB	£ 4,325.00	£ 4,390.00
WEST WITNEY BOWLS CLUB (3 RINKS)	£ 2,650.00	£ 2,690.00
WITNEY MILLS BOWLS CLUB (3 RINKS)	£ 2,650.00	£ 2,690.00
PROJECTILE RANGE CONSORTIUM	£ 2,530.00	£ 2,570.00
WITNEY TOWN BOWLS CLUB (5 RINKS)	£ 4,420.00	£ 4,485.00
MINOR FAIRS CIRCUS AND SIMILAR PERFORMANCES HORSE SHOWS AND GYMKHANAS WITNEY FEAST	by negotiation	by negotiation
PARK HIRE - PER ACRE (FOOTBALL PITCH SIZE) FOR COMMUNITY AND REGISTERED CHARITY		
The Leys -EVENTS - SMALLER AREAS PRO RATA	£ 160.00	£ 162.50
All other areas - EVENTS - SMALLER AREAS PRO RATA	£ 71.50	£ 72.50
WITNEY LAKE - FISHING RIGHTS (WITNEY ANGLING SOCIETY)	£ 790.00	£ 800.00
WINDRUSH RIVER - FISHING RIGHTS (NEWLAND ANGLING CLUB)	£ 590.00	£ 600.00
ALLOTMENTS (EXCLUDING WATER AND VAT) - PARK ROAD	£ 15.30	£ 15.50

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WITNEY TOWN COUNCIL

SCHEDULE OF BURIAL CHARGES

SOME OF THE CHARGES LISTED BELOW ARE SUBJECT TO THE CHILDREN'S FUNERAL FUND FOR ENGLAND AND CAN BE RECLAIMED ACCORDINGLY

1. Internments

- a) Foetal remains pre 24 weeks gestation
- b) Baby in baby plot
- c) Under 18 yrs if using Child size Grave Double depth
- d) Under 18 yrs Second burial in existing double depth Child size grave
- e) Double depth grave Adult size grave
- f) Second burial in existing double depth grave Adult size grave
- g) Internment of ashes for person
- h) Burial in single depth grave at Tower Hill Cemetery

2. Purchase of Exclusive Right of Burial

(75 years at Tower Hill/50 years in Windrush Cemetery)

- a) Exclusive right of burial for baby
- b) Exclusive right of burial for child under 18 years of age
- c) Exclusive right of burial for person over 18 years of age
- d) Exclusive right of burial for family ashes plot (Tower Hill only)
- e) Exclusive right of burial for ashes plot

3. Use of Tower Hill Chapel (Includes VAT)

4. Memorials and Memorial Inscriptions

- a) For the right to erect an approved memorial - baby
- b) For the right to erect an approved memorial
- c) For the right to place a desk tablet 18' x 18' only (Windrush Cemetery)
- d) For each additional inscription (to include moving of headstone if required)
- e) For the replacement of an existing memorial

5. Memorial Plaques on Wall of Remembrance at Tower Hill Cemetery

- a) Reservation of plaque space on memorial wall
- b) Single/Double plaque including fixing

6. Transfer of Exclusive Right of Burial Deed

7. Charge for Late Arrival at Cemetery (Per hour or part thereof)

8. Administration Charge for Burial Searches

	2020-21	2021-22 1.50%
	no charge	no charge
	£ 220.00	£ 223.00
	£ 325.00	£ 330.00
	£ 205.00	£ 208.00
	£ 645.00	£ 655.00
	£ 410.00	£ 416.00
	£ 142.50	£ 145.00
	£ 475.00	£ 482.00
	£ 178.50	£ 181.00
	£ 262.50	£ 266.00
	£ 525.00	£ 533.00
	£ 345.00	£ 350.00
	£ 190.00	£ 193.00
	£ 105.00	£ 107.00
	£ 55.00	£ 56.00
	£ 160.00	£ 162.00
	£ 137.50	£ 140.00
	£ 66.00	£ 67.00
	no charge	no charge
	£ 25.00	£ 25.00
	£ 35.00	£ 35.50
	£ 105.00	£ 107.00
	£ 25.00	£ 25.00

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WITNEY TOWN COUNCIL			
SCHEDULE OF PUBLIC HALL CHARGES	20-21	21-22	
	INC VAT	1.5% Rounded	
Corn Exchange - Vatable			
The Main Hall - Weekday			
Group 1 is a charity or local organisation	£ 127.50	£ 1.91	£ 129.50
Group 2 is non charitable events	£ 188.50	£ 2.83	£ 191.50
Group 3 is commercial and sales	£ 300.00	£ 4.50	£ 304.50
The Main Hall - Weekend			
Group 1 is a charity or local organisation	£ 162.50	£ 2.44	£ 165.00
Group 2 is non charitable events	£ 245.00	£ 3.68	£ 248.50
Group 3 is commercial and sales	£ 387.50	£ 5.81	£ 393.50
The Gallery Room - Weekday			
Group 1 is a charity or local organisation	£ 56.00	£ 0.84	£ 57.00
Group 2 is non charitable events	£ 82.50	£ 1.24	£ 83.50
Group 3 is commercial and sales	£ 125.00	£ 1.88	£ 127.00
The Gallery Room - Weekend			
Group 1 is a charity or local organisation	£ 77.50	£ 1.16	£ 78.50
Group 2 is non charitable events	£ 107.50	£ 1.61	£ 109.00
Group 3 is commercial and sales	£ 142.50	£ 2.14	£ 144.50
Refundable Damage Deposit from £50 to £300			
Burwell Hall - Not Vatable			
The Main Hall - Week Day			
Group 1 is a charity or local organisation	£ 46.00	£ 0.69	£ 46.50
Group 2 is non charitable events	£ 72.50	£ 1.09	£ 73.50
Group 3 is commercial and sales	£ 92.50	£ 1.39	£ 94.00
The Main Hall - Weekend			
Group 1 is a charity or local organisation	£ 66.50	£ 1.00	£ 67.50
Group 2 is non charitable events	£ 102.50	£ 1.54	£ 104.00
Group 3 is commercial and sales	£ 132.50	£ 1.99	£ 134.50
The Meeting Room - Week Day			
Group 1 is a charity or local organisation	£ 30.50	£ 0.46	£ 31.00
Group 2 is non charitable events	£ 41.00	£ 0.62	£ 41.50
Group 3 is commercial and sales	£ 51.00	£ 0.77	£ 52.00
The Meeting Room - Weekend			
Group 1 is a charity or local organisation	£ 41.00	£ 0.62	£ 41.50
Group 2 is non charitable events	£ 56.00	£ 0.84	£ 57.00
Group 3 is commercial and sales	£ 76.50	£ 1.15	£ 77.50
Refundable Damage Deposit from £50 to £250			
Wedding Charges - Corn Exchange Only			
The Gallery Room (Ceremony - 2 hours)	£ 235.00	£ 3.53	£ 238.50
The Main Hall (Ceremony - 2 hours)	£ 321.00	£ 4.82	£ 326.00
The Gallery Room (Exclusive Use of building - 2 hours)	£ 403.00	£ 6.05	£ 409.00
The Main Hall (Exclusive Use of building - 2 hours)	£ 403.00	£ 6.05	£ 409.00
All day (Exclusive Use of building)	£ 1,000.00	£ 15.00	£1,015.00
Equipment Hire per session			
Projector & Screen	£ 10.00		£10.00
Flipchart	£ 5.00		£5.00
Moving/extending stage	£ 30.00		£30.00
Kitchen use	£ 10.00		£10.00
Additional hire for running over session time (per hour) [if over 2 hours a full 4 hour charge will be applied]	£ 25.00		£25.00

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