Public Document Pack

Policy, Governance & Finance Committee Meeting of Witney Town Council

Monday, 22nd March, 2021 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 Deputy Town Clerk (adam.clapton@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 - 10)

   To receive and consider the minutes of the Policy, Governance & Finance Committee meeting held on 1st February 2021.

   a) To adopt and sign as correct the minutes of 1st February 2021

Date of Publication 16 March 2021

b) Matters arising from the minutes of 1st February 2021.

4. **Public Participation**

The meeting will adjourn for this item.

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. **Extension to Football Season and Training - Policy & Financial Implications** (Pages 11 - 14)

Following a recommendation from Sport & Play Committee on 1 March 2021 - To receive and consider the report of the Operations & Estates Advisor confirming how football teams can be accommodated due to the possible extension of the football season, whilst still accommodating Cricket teams and other users of the Council's green open spaces, and the financial implications arising from this change in policy.

6. **Payment of Accounts** (Pages 15 - 32)

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

7. **Finance Report** (Pages 33 - 82)

To receive and consider the report of the Town Clerk.

8. **Interim Audit Report** (Pages 83 - 90)

To receive the Interim Audit Report update 20-21 from the Council's internal auditors, Auditing Solutions Ltd.

9. **Effectiveness of Internal Control: Corporate & Financial Risk Assessment 2020/21** (Pages 91 - 114)

To receive and consider the report of the Town Clerk/CEO and agree the Corporate & Financial Risk Assessment for 2020/21 and the Risk Management Policy.

10. **Banking Arrangements** (Pages 115 - 118)

To receive and consider the report of the Town Clerk to designate and update signatories and permissions on the Council's bank mandates.

11. **Insurance Renewal 2021/22** (Pages 119 - 158)

To receive and consider the report of the Town Clerk relating to the renewal of the Council's Insurance cover for 2021/22.

12. **Grants and Subsidised Lettings**

a) **Discretionary Grant Applications** (Pages 159 - 240)

To receive and consider the report of the Deputy Town Clerk containing requests since the last meeting.

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Witney, Oxon
OX28 6AG
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Mrs Sharon Groth
FSLCC fCMgr
Town Clerk

Cllr Joy Aitman
Mayor of Witney

b) **Grant Request - Witney Music Festival** (Pages 241 - 250)

To receive and consider a grant request from Witney Music Festival for a community event in the summer of 2021.

13. **Youth Funding Grant 2020-21** (Pages 251 - 264)

To receive updates on the progress of projects grant funded under this scheme from Got2B CIC, Home-Start Oxford and Junior parkrun.

14. **Annual Town Meeting** (Pages 265 - 268)

This item was deferred from the Meeting held on 1 February 2021 (minute F67) – awaiting clarification on whether the legislation relating to the holding of virtual meetings is to be extended due to the COVID pandemic.

The Committee provisionally scheduled the Annual Town Meeting for 26 May 2021.

To receive a verbal update from Officers – and consider how to proceed if appropriate/or delegate to the Officers in consultation with the Leader.

15. **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 extended by Schedule 12A of the Local Government Act 1972, the public, including the press, excluded from the meeting because of the confidential nature of the following business to be transacte

16. **West Witney Sports Ground** (Pages 269 - 276)

To receive and consider the confidential report and options paper from the Project Officer, along with the proposal from West Witney Sports & Social Club.

17. **Property and Legal Matters** (Pages 277 - 282)

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

18. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meetings held on: 1, 3, 10, 17 & 24 February 2021 and 18 March 2021, and agree any recommendations contained therein.

To be circulated under separate cover.

Town Clerk

Town Hall, Market Square
Witney, Oxon
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Mrs Sharon Groth
FSLCC fCMgr
Town Clerk

Cllr Joy Aitman
Mayor of Witney

WITNEY TOWN COUNCIL

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

Held on Monday, 1 February 2021

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor L Ashbourne (Chair)

Councillors:	J Aitman	A D Harvey
	O Collins	M Jones
	H Eaglestone	R Smith
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
Others:	0 members of the public.	

F59 **APOLOGIES FOR ABSENCE**

An apology for her absence was received from Cllr Gwatkin.

F60 **DECLARATIONS OF INTEREST**

Cllrs Collins and Eaglestone declared an interest in agenda item 13, Property & Legal Matters, as they both sat on the Witney Town Hall Charity.

F61 **MINUTES**

The Committee received and considered the minutes of the meeting held on 23 November 2020.

There were no matters arising.

RESOLVED: that the minutes of the meeting held on 23 November 2020 be confirmed as a correct record and signed by the Chair.

F62 **PUBLIC PARTICIPATION**

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

F63 **PAYMENT OF ACCOUNTS**

The Committee received and considered the report of the Office Manager, together with bank reconciliations and statements and a schedule of payments.

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 101146, DDs and Standing Orders (October 2020)	£11,288.12	General CB 1
Cheques 32839—32883, DDs and Standing Orders (October 2020)	£134,574.56	Imprest CB 2
DD's and Standing Orders (November 2020)	£4,891.74	General CB 1
Cheques 32884-32918, DDs and Standing Orders (November 2020)	£106,009.78	Imprest CB 2
DD's and Standing Orders (December 2020)	£8,066.85	General CB 1
Cheques 32919-32949, DD's and Standing Orders (December 2020)	£131,233.79	Imprest CB 2

F64 **FINANCIAL REPORT**

The Committee received and considered the report of the Town Clerk, containing the recommendations from the spending committees.

RESOLVED: that the report be noted and the recommendations of the spending committees as detailed in the report be approved.

F65 **INTERNAL AUDIT REPORT**

The Committee received and considered the Internal Audit Report and were pleased that no matters of concern had been raised.

RESOLVED: that the Internal Report be noted.

F66 **GRANTS AND SUBSIDISED LETTINGS**

The Committee received and considered the report of the Democratic Services Officer, along with
two grant applications; one from the Citizen's Advice West Oxfordshire and a second from Oxford Play Association. Correspondence in thanks of previous grant awards from Witney Mills Cricket Club and Volunteer Link Up were also received.

There was some discussion on the application from the Citizens Advice Bureau as it had applied for £1,000 but the Council had budgeted £2,000. Members agreed to award the organisation the budgeted amount in recognition of the work done in the Covid 19 pandemic and the possibility that it would need to help those being made redundant and those struggling this year. However, it should be made clear that although the grant is higher than requested, there should be no expectation of a certain funding for the following year.

With regard to the application received from Oxford Play Association the Town Clerk pointed out that the Stronger Communities Committee had in fact agreed to roll over the budget from the current year as the play day couldn't got ahead due to the pandemic.

RESOLVED: that the report be noted and that:-

1. Citizens Advice West Oxfordshire be granted the sum of £2, 000; and this grant be awarded under Section 142(2a) of the Local Government Act 1972

2. that Oxford Play Association be granted the sum of £1, 000 [from the 2021/22 budget] for the Play Day scheduled for August; and this grant be awarded under the General Power of Competence.

F67 **ANNUAL TOWN MEETING**

The Committee received and considered the report of the Democratic Services Officer concerning the Annual Town Meeting. With the country in lockdown and no definitive date for the lifting of restrictions members considered how to proceed. The Town Clerk confirmed that whilst last year guidance had been that the meeting did not have to be held, the Government had not set out any guidance for this year.

The Committee agreed that the planned date of 17 March was unrealistic for an in-person meeting and that it would be sensible to move the meeting as late as legally possible – the meeting had to be held by the end of May. The Committee would review exactly how the meeting would be held during the next cycle, in the hope of some clarity and Government guidance being issued.

RESOLVED: that the report be noted and: -

1. that the scheduling of the Annual Town Meeting for 17 March 2021 is cancelled and this is advertised on social media;

2. that the Annual Town Meeting is provisionally scheduled for 26 May 2021 and that the Council consider the options for holding it during the next cycle of meetings.

F68 **CALENDAR OF MEETINGS**

The Committee received and considered the draft calendar of meetings for 2021/22.

The Town Clerk advised notification had been received from the National Association of Local Councils (NALC) that Government legislation to hold virtual meetings would not be extended beyond the 7th May 2021, at this point in time. Members felt the resumption of in-person meetings, given that some councillors and their family members may not have received a full vaccine by that time, was premature.

RESOLVED:

1. that the draft calendar of meetings as presented be approved.
2. That the Town Council writes to the Local MP asking that he presses the Government for an extension to legislation on virtual meetings.

F69 **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.

F70 **DEBTORS REPORT**

The Committee received and considered a report detailing the Council's debtors prepared by the Office Manager.

RESOLVED: that the report be noted.

F71 **PROPERTY AND LEGAL MATTERS**

The Committee received and considered the confidential report of the Town Clerk on property matters which included matters relating to the Town Hall and Madley Park Hall leases, the use of the Council's estates in Witney East for cycling and footpath connectivity, and requests for financial assistance towards rental charges throughout the Covid-19 pandemic from the sports clubs occupying Town Council facilities as tenants

Members discussed each application for financial assistance individually, assessing how the operation of the sports clubs had been affected by the pandemic, and reviewed the financial information supplied.

The report also contained updates on wayleaves and easements, land at Park Road and allotments.

RESOLVED: that the report be noted and: -

1. that the Council accepts the revised rent offered by its landlord the Witney Town Hall Charity for the Town Hall at £15,500 per annum back dated to April 2019;

2. that with regard to the Madley Park Hall lease, the Council agrees to negotiate a new lease up to 2023 on similar terms to the previous one, based on the advice of the Council's professional advisor;

3. that the Council supports the Climate, Biodiversity and Planning Committee's recommendation that the District Council may use its land for footpath and cycle routes from the Witney East Development;

4. that Witney Town Bowls Club's request to defer its loan repayment for six months be agreed;

5. that Witney Mills Bowls Club be granted the financial support as detailed in its grant application;

6. that Witney Range Users' Committee be granted the financial support as detailed in its grant application;

7. that Witney Lawn tennis Club be granted funding as requested to cover the period that the courts have been closed as detailed in its grant application;

8. that West Witney Sports and Social Club be granted the financial support in respect of rental fees only which were due, as detailed in its grant application and equated to the period that the Club had to close due to Covid-19 but no further financial assistance at this stage.

9. that the Town Clerk reviews the 2021-22 fees and charges when the final budget is presented to the Council.

The Committee adjourned at 7.30pm in order to receive minutes of the Personnel Sub Committee and a verbal report of the meeting held earlier that evening. At this point the Democratic Services Officer and the Office Manager left the meeting

F72 **STAFFING MATTERS**

The Committee received and considered the confidential minutes of the meetings held on 30 November 2020, 20 January 2021 circulated prior to the meeting, and also a confidential verbal report of the meeting held earlier in the evening.

RESOLVED: that the confidential minutes of the Personnel Sub Committee held on the 30 November 2020, 20 January 2021 and the confidential verbal report of the meeting held earlier in the evening be noted and the recommendations contained therein be approved.

The Policy, Governance and Finance Committee reconvened at 7.38pm.

The meeting closed at: 7.40 pm

Chair

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: 22nd March 2021

Title: Football Season Extension & Training – Financial and Policy

Contact Officer: Operations and Estates Advisor – John Hickman

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Background

At the meeting of the Sport & Play Committee on 1st March members were made aware that the FA had agreed to extend the football season until the end of June. There had also been requests from clubs to train on the Town Council's pitches throughout the summer. With requests for events, cricket and annual maintenance, the Operations and Estates Advisor was tasked to create a flexible plan to accommodate the competing demands (minute SP101 refers).

The purpose of this report is to update Members on the current situation regarding the FA's extension to the football season and Club's request for training facilities.

Current Position

The Operations and Estates Advisor has spoken with the Oxfordshire FA regarding the request for the Football season to be extended and has suggested the following provision is made for Clubs:

<u>West Witney</u>

- All pitches available until to 30th April.
- Cricket will start on 1st May and pitches 1, 4, 6 and 8 will be taken out of play leaving just 2, 3, 5 & 7 available for play.
- No football will be played when West Witney is booked for Cricket.
- End of Season Renovation works to all pitches will commence from 31st May.
- No football will be played at West Witney from this date until the start of the 2021/22 season on 1st September 2021.

<u>Burwell</u>

- All pitches will remain marked in until 30th June, area will only be available for use after that for football training only, and Football tournaments until 8th August.
- All football will then stop at Burwell until 2nd October so end of season renovations can be carried out and the pitches given chance to recover so the 2021/22 season will start 1 month late at this site on 2nd October 21.

King George's Field

- Will remain marked in until 8th May, pitch renovation works will start from 31st May or earlier if possible.
- No Football will be played at King Georges from this date until the start of the 2021/22 season on 1st September.

Leys Recreation Ground

- All pitches will remain Marked in until 30th April.
- Cricket will start from 1st May.
- Pitches will remain marked in until 30th May.
- Renovation works to pitches will commence on 31st May.
- No Football will be played until the start of the 2021/22 season on 1st September 21.

Teams will be able to train by appointment at their relevant locations by booking only until 30th May then any training must take place at Burwell QE2 Field by booking only until 8th August when all football will stop until commencement of the 2021/22 season.

It should be noted that the FA expect Clubs to book training at the all-weather pitches and ATP before looking to book Witney Town Council's grass pitches.

The Council should also note that it will not be possible to support this out of season pitch usage as it will prevent proper pitch renovation works going forward and will lead to a deterioration of pitches. This should be a specific one season only with the maintenance and football and cricket seasons being returned to at the start of the 2021/22 season. Cricket 1st May until 31st August and Football 1st September until April 30th annually.

Clubs will need to work together and stagger their playing times if there are a lot of matches, playing weekday evening matches as well as Saturday and Sunday matches.

Charges will be made as normal for matches however Council may wish to set a small charge for use of the facilities for training as well.

As well as the pitch renovations Witney Town Council does need to remember all its other users of the areas football pitches are on, Cricket, general members of the public after a long period of being locked down and most likely only allowed to meet outside in groups it should be expected that the publics use of these facilities and space will be high, especially with the warmer weather as well to meet up with people again and for group exercise etc.

Continental Landscapes has already ordered the materials and equipment required to be able to complete the pitch renovation works at West Witney, the Leys and King Georges Field.

Andrew Earnshaw, Oxfordshire Football Association Business and Facility development Manager has stated that, with the huge financial impact of Covid on everybody, the most important thing is not to rush everything back into the detriment of next season and that obviously includes pitches. **He would hope to see clubs only considering grass pitches when the Witney ATP and 3G pitches, which tend to be underused as the evenings become lighter, are fully booked rather than rushing to grass as the cheaper alternative.**

Continental Landscapes has already ordered the materials and equipment required to be able to complete the pitch renovation works at West Witney, the Leys and King Georges Field.

It should also be noted that Andy Earnshaw pointed out to Officers that the FA are still yet to receive the guidance from DCMS as to what is required to be in place for a safe return, which may also impact on what can be provided and when, as even the 29th return remains provisional and subject to government approval based on the data.

Environmental impact

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

Risk

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

Financial implications

The associated additional costs to council of the extra pitch maintenance and marking to council will be approx. £1,889.76 + VAT.

Recommendations

Members are invited to note the report and how the Council will accommodate the extension to the football season, requests for football training not to compromise other users such as Cricket teams and the general public and consider charging teams for the use of its facilities for training sessions.

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: 22nd March 2021

Title: Payment of Accounts

Contact Officer: Deputy Town Clerk – 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, bank statements and bank reconciliations are brought to the Policy, Governance & Finance committee as part of the Council's due diligence.

Current Situation

1. Bank Reconciliation and Bank Statements

Attached are bank reconciliations and associated bank statements for January 2021.

2. Payment of Accounts

Attached are the payment schedules for January 2021.

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
DDs and Standing Orders	£3,824.76	General CB 1
Cheques 32950—32974, DDs and Standing Orders	£139,823.39	Imprest CB 2

Report ends.

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WITNEY TOWN COUNCIL
BARCLAYS GENERAL A/C
List of Payments made between 01/01/2021 and 31/01/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/01/21	Wodc Ctax Ndr - 30623704	Std Ord	295.00		WODC - Rates Tower Hill
01/01/21	Wodc Ctax Ndr - 30903104	Std Ord	799.00		WODC - Rates Town Hall
01/01/21	Wodc Ctax Ndr - 90024629	Std Ord	415.00		WODC - Rates Windrush Cemetery
11/01/21	Barclaycard Charges Dec2020	DD	54.30		Barclaycard Charges Dec2020
11/01/21	Fuel Card Services Ltd	DDa	6.00		11198/Works fuel Dec2020
11/01/21	Peninsula	DDb	334.88		11246/HR Services
11/01/21	Crown Gas & Power	DDc	547.54		11193/Gas 038565 30Nov-23Dec
11/01/21	Crown Gas & Power	DDd	422.26		Purchase Ledger Payment
13/01/21	Restore Datashred	DDe	57.99		11213/Confidential waste 8Dec
18/01/21	Fuel Card Services Ltd	DDf	171.70		11341/Works fuel 7Jan
18/01/21	SAGE (UK) LTD	DDg	151.20		Purchase Ledger Payment
18/01/21	Peninsula	DDh	548.16		11352/BusinessSafe services
25/01/21	Fuel Card Services Ltd	DDi	21.73		11342/Works fuel Jan21
		Total Payments	**3,824.76**		

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WITNEY TOWN COUNCIL
BARCLAYS IMPREST A/C
List of Payments made between 01/01/2021 and 31/01/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
11/01/21	Alder King LLP	32950	£600.00		11234/51 Market SQ letting chg
11/01/21	DCK Accounting Solutions Ltd	32951	£450.30		11195/Contract accounts Dec202
11/01/21	Blenheim Industrial Property L	32952	£23.96		11190/Water recharges Jun2020
11/01/21	COPY RIGHT SYSTEMS LTD	32953	£56.36		11194/Printer 5789348 - Mono
11/01/21	DMH SOLUTIONS LTD	32954	£46.80		11235/LCRS GDPR Replacement
11/01/21	GSWindow Cleaning	32955	£76.50		11244/Window cleaning Jan2021
11/01/21	Healthmatic Limited	32956	£2,739.60		11245/Cleaning WC's Jan-Apr21
11/01/21	H & E Engineers (Maintenance)	32957	£282.00		11208/Relocate coffee machine
11/01/21	Clark Holt Commercial Solicito	32958	£1,647.00		11191/L/Hall roadway lease
11/01/21	M & M SKIP HIRE LTD	32959	£204.00		11209/Waste disposal 16Dec
11/01/21	MCFP Ltd	32960	£534.00		11210/Fire risk assessment
11/01/21	Quadient Finance UK Limited	32961	£611.45		11212/Franking mach 31Jan-29Ap
11/01/21	AUDITING SOLUTIONS LTD	32962	£1,068.00		11187/Internal audit 2020-21
11/01/21	Royal Mail Group Ltd	32963	£1.13		11214/Response services
11/01/21	Trade UK	32964	£224.51		11248/Glazing packers
11/01/21	Seldram Supplies Oxford Ltd	32965	£124.23		11249/Cleaning supplies
11/01/21	BRADY CORPORATION LTD	32966	£659.59		11250/Safety equipment
11/01/21	SOUTHERN ELECTRIC	32967	£183.50		11219/Ac601804937 24Sep-23Dec
11/01/21	Tech-Lec (Oxford) Services Ltd	32968	£2,719.06		11224/Electrical works
11/01/21	THAMES SECURITY	32969	£108.00		11225/Alarm key holding
11/01/21	A.K.TIMMS & SONS LTD	32970	£483.66		11186/Timber
11/01/21	TRIUMPH TECHNOLOGIES LTD	32971	£949.72		11260/TOD recovery Feb2021
11/01/21	VIKING DIRECT	32972	£102.42		11227/Stationery
11/01/21	WGS Power & Lighting Ltd	32973	£1,008.00		11230/Xmas lights column repla
11/01/21	WEST OXFORDSHIRE DISTRICT	32974	£27.25		11231/Dog bin emptying Dec20
11/01/21	Clark Holt Commercial Solicito	32958Canc	-£1,647.00		11310/L'Hall Roadway Lease
15/01/21	CASH	DDa	£458.99		11319/Booker - bar supplies
15/01/21	Green Energy UK	DDb	£2,871.14		11414/Site 1557817 1-31Dec20
15/01/21	Bacs Payments	DD	£63,397.78		Bacs Payments
22/01/21	SOUTHERN ELECTRIC	DDc	£10.41		11252/Ac211808311 2Dec-4Jan
25/01/21	STL Business Communications So	DDd	£822.36		11360/Phone charges Dec20
25/01/21	Epos Now Ltd	DDf	£18.00		11340/Epay payment premium
25/01/21	Bacs Payments	DD	£58,758.15		Bacs
27/01/21	Academy Leasing	Std Ord	£155.72		Academy Leasing-Coffee Machine
27/01/21	Epos Now Ltd	DDe	£16.80		11339/Epos care plan
27/01/21	Epos Now Ltd	DDg	£30.00		11338/Epos support licence
		Total Payments	**£139,823.39**		

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BARCLAYS

WITNEY TOWN COUNCIL
GENERAL ACCOUNT

Sort Code 20-97-48
Account No 00974935

SWIFTBIC BUKBGB22

IBAN GB78 BUKB 2097 4800 9749 35

Issued on 03 February 2021

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG

Your Business Current Account

Date	Description	Money out £	Money in £	Balance £
27 Jan	Start Balance			1,708,304.73
	Giro Direct Credit From The Midcounties Co Ref: The Midcounties Co		475.00	1,708,779.73
29 Jan	Giro Direct Credit From Benson Solomon TA Ref: Windrush		36.46	1,708,816.19
	Giro Direct Credit From Lamit Property Fun Ref: 621000501		778.10	1,709,594.29
1 Feb	DD Direct Debit to Wox CT Ndr DD Ref: 30623704	295.00		1,709,299.29
	DD Direct Debit to Wox CT Ndr DD Ref: 30903104	799.00		1,708,500.29
	DD Direct Debit to Wox CT Ndr DD Ref: 90024629	415.00		1,708,085.29
	Deposit Re 45Witney 101319		6,318.09	1,714,403.38
	Direct Credit From Peter Smih S Ref: Smithp		1,805.00	1,716,208.38
2 Feb	STO Standing Order From Lily's Attic Ltd Ref:- Rent		800.00	1,717,008.38
	Giro Direct Credit From NHS Blood Transpla Ref: 2265414		377.00	1,717,385.38
2 Feb	Balance carried forward			1,717,385.38
	Total Payments/Receipts	1,509.00	10,589.65	

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

At a glance

27 Jan - 02 Feb 2021

Start balance	£1,708,304.73
Money out	£1,509.00
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£10,589.65
End balance	£1,717,385.38

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

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).
Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

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BARCLAYS

WITNEY TOWN COUNCIL
IMPREST ACCOUNT

Sort Code 20-97-48
Account No 70974765

SWIFTBIC BUKBGB22

IBAN GB04 BUKB 2097 4870 9747 65

Issued on 03 February 2021

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG

Your Business Current Account

Date	Description	Money out £	Money in £	Balance £
27 Jan	Start Balance			1,000.00
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjzfms	16.80		983.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjzfms	18.00		965.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjzfms	30.00		935.20
	DD Direct Debit to Academy Leasing Ref: 018826	155.72		779.48
	Cheque Issued Ref: 032967	183.50		595.98
	Giro Transfer From Account 70974641		404.02	1,000.00
28 Jan	Cheque Issued Ref: 032886	1,256.40		-256.40
	Cheque Issued Ref: 032923	120.54		-376.94
	Cheque Issued Ref: 032972	102.42		-479.36
	Giro Transfer From Account 70974641		1,479.36	1,000.00
29 Jan	Cheque Issued Ref: 032951	450.30		549.70
	Cheque Issued Ref: 032963	1.13		548.57
	Giro Transfer From Account 70974641		451.43	1,000.00
1 Feb	Cheque Issued Ref: 032950	600.00		400.00
	Cheque Issued Ref: 032952	23.96		376.04
	Cheque Issued Ref: 032970	483.66		-107.62

Continued

At a glance

27 Jan - 02 Feb 2021

Start balance	£1,000.00
Money out	£4,392.15
▸ Commission charges £0.00	
▸ Interest paid £0.00	
Money in	£4,392.15
End balance	£1,000.00

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

Barclays Bank UK PLC. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676).
Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

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BARCLAYS

WITNEY TOWN COUNCIL NO 3 ACCOUNT

Sort Code 20-97-48
Account No 70974641

SWIFTBIC BUKBGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 03 February 2021

MG 002635 F1VI281A 709F306CB00071 39800 9410163973 A

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG

Your Business Premium Account

Date	Description	Money out £	Money in £	Balance £
27 Jan	Start Balance			457,503.05
	Giro to 70974765 Automatic	404.02		457,099.03
28 Jan	Giro to 70974765 Automatic	1,479.36		455,619.67
29 Jan	Giro to 70974765 Automatic	451.43		455,168.24
1 Feb	Giro to 70974765 Automatic	1,107.62		454,060.62
2 Feb	Giro to 70974765 Automatic	949.72		453,110.90
2 Feb	Balance carried forward			453,110.90
	Total Payments/Receipts	4,392.15	0.00	

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

At a glance

27 Jan - 02 Feb 2021

Start balance	£457,503.05
Money out	£4,392.15
Money in	£0.00
▸ Gross interest earned £0.00	
End balance	£453,110.90

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

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Bank Reconciliation Statement as at 31/01/2021
for Cashbook 1 - BARCLAYS GENERAL A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BARCLAYS GENERAL A/C	31/01/2021	1	1,709,594.29
			1,709,594.29
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			1,709,594.29
Receipts not Banked/Cleared (Plus)			
29/01/2021 101319		6,318.09	
			6,318.09
			1,715,912.38
		Balance per Cash Book is :-	**1,715,912.38**
		Difference is :-	**0.00**

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Bank Reconciliation Statement as at 31/01/2021
for Cashbook 2 - BARCLAYS IMPREST A/C

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BARCLAYS IMPREST A/C	31/01/2021	1	1,000.00
			1,000.00

Unpresented Cheques (Minus)			Amount	
19/11/2019	32461	Dura-ID Solutions Ltd	21.54	
15/06/2020	32714	C A Radcliffe	35.00	
13/07/2020	32751	Seldram Supplies Oxford Ltd	357.99	
07/08/2020	32786	Witney Music Society	50.00	
07/08/2020	32772Canc	Fyne Associates Limited	-114.00	
28/08/2020	32795	Dura-ID Solutions Ltd	19.14	
16/10/2020	32871	Seldram Supplies Oxford Ltd	280.40	
09/11/2020	32889	Laurel Christa	5.00	
09/11/2020	32894	Danielle Gee	5.00	
09/11/2020	32897	Gail King	8.00	
09/11/2020	32910	Seldram Supplies Oxford Ltd	159.77	
09/11/2020	32914	Mrs Stevenson	16.00	
09/12/2020	32940	Seldram Supplies Oxford Ltd	375.69	
11/01/2021	32950	Alder King LLP	600.00	
11/01/2021	32952	Blenheim Industrial Property L	23.96	
11/01/2021	32954	DMH SOLUTIONS LTD	46.80	
11/01/2021	32956	Healthmatic Limited	2,739.60	
11/01/2021	32957	H & E Engineers (Maintenance)	282.00	
11/01/2021	32959	M & M SKIP HIRE LTD	204.00	
11/01/2021	32961	Quadient Finance UK Limited	611.45	
11/01/2021	32962	AUDITING SOLUTIONS LTD	1,068.00	
11/01/2021	32964	Trade UK	224.51	
11/01/2021	32965	Seldram Supplies Oxford Ltd	124.23	
11/01/2021	32966	BRADY CORPORATION LTD	659.59	
11/01/2021	32968	Tech-Lec (Oxford) Services Ltd	2,719.06	
11/01/2021	32969	THAMES SECURITY MANAGEMENT LTD	108.00	
11/01/2021	32970	A.K.TIMMS & SONS LTD	483.66	
11/01/2021	32971	TRIUMPH TECHNOLOGIES LTD	949.72	
11/01/2021	32973	WGS Power & Lighting Ltd	1,008.00	
11/01/2021	32974	WEST OXFORDSHIRE DISTRICT COUN	27.25	
				13,099.36
				-12,099.36

Receipts not Banked/Cleared (Plus)	
0.00	
	0.00
	-12,099.36
Balance per Cash Book is :-	**-12,099.36**
Difference is :-	**0.00**

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WITNEY TOWN COUNCIL

Bank Reconciliation Statement as at 31/01/2021
for Cashbook 3 - BARCLAYS B P A

Bank Statement Account Name (s)	Statement Date	Page No	Balances
BARCLAYS B P A	31/01/2021	1	455,168.24
			455,168.24

Unpresented Cheques (Minus)	Amount	
	0.00	
		0.00
		455,168.24

Receipts not Banked/Cleared (Plus)		
	0.00	
		0.00
		455,168.24
	Balance per Cash Book is :-	**455,168.24**
	Difference is :-	**0.00**

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 March 2021

Title: Finance Report

Contact Officer: Town Clerk - Sharon Groth

Background

Detailed income and expenditure statements for the whole of the Council's approved budgets are provided at appendix 1 for scrutiny. The period to which this report relates is Period 11, 1 April 2020 to 28 February 2021.

Unfortunately, due to time constraints, the financial reports do not include the recharges from the Works, Agency or Central Support departments, nor does it include the salary information where this is directly attributable. The External Book-keeper will be working on these as part of the year end process.

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

a. Football Season Extension & Training – as covered in an earlier report to this committee
b. Old Bowls Building - £50 for planting around the building/bee boxes if possible
c. West Witney - That the Town Council's earmarked reserve (EMR) for Sports Improvement be allocated towards temporary measures and facilities at West Witney Sports Ground, subject to approval by the Policy, Governance & Finance Committee – this is covered at a later agenda item.

Halls, Cemeteries & Allotments

a. CEWP Minutes - That Drama by Design be employed as consultants on the refurbishment of the Main Hall at the Corn Exchange to include seating, lighting and audio elements. The cost being £7350.00, covered from the existing consultancy budget for the project, and that an additional budget of £2000.00 is requested from the Town Council to cover construction supervision by Drama by Design at a cost of £4200.00.

b. Tower Hill Vehicular Access - Setting an additional budget sum to cover the associated costs of Cemetery Access Audit reports recommendations – these are yet to be established.
c. Rolling the remaining 2020/21, 301/4036 maintenance budget into the 2021/22 financial year to enable the recommendations in the report to be carried out
d. Allotments – That 55 sheds be ordered at a cost of £22,000 for the Windrush Place site; The provision of 3 bay composting areas at both Lakeside and Windrush Place Allotments. 2. The request that Council consider fencing Hailey Road Allotments 3. The request that council provide secure storage at Newland Allotment. All expenditure to be met from the EMR designated for allotments.

Stronger Communities

a. Tree Planting – it was agreed to roll over the grant promised to Wychwood Project for tree planting and that the hedge laying would be covered within the Open Spaces Strategy.
b. Tree load testing – The Operations & Estates Advisor had obtained a quote for a load test of two trees which was £1,926.

Witney Carnival

Stronger Communities Committee also deferred the request form the Witney Carnival organisers for a grant/funding of £4,000 towards a scaled down version of this years event on 10 July 2021. Bearing in mind that according to the government's roadmap all restrictions may be lifted on 21 June 2021.

The Council had budgeted the usual £1,000 towards this event in 2021 /22 which covers them having to bring in additional toilet facilities for the event.

Due to COVID the Town Clerk had to make savings where possible to offset the loss of income as well as additional costs incurred in order to implement COVID safety measures – therefore a lot of budgets have been scaled back quite a lot whilst trying to keep key services and facilities running and maintained. At such an early stage having not started the new financial year as yet it is difficult to highlight exactly where the additional £3,000 can be met from to support this event. The only solution could be from the discretionary grants budget which at a previous meeting was agreed to roll over to the next financial year – however the terms and conditions for that grant pot limits grant applications to £500 per applicant. At this stage the Council would need to make special one-off dispensation.

The Town Clerk sought additional information from the Carnival Chair for assurance that there would be no risk to the Council if it pledged this funding and the event didn't proceed – because quite frankly the Council should not put at risk taxpayers money. The email correspondence is attached for information. If the Council is so minded to support this event

then it would be preferable to procure these goods and services directly with the suppliers so that the Council can claim the VAT back – which may reduce the grant by 20% in any case.

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 Officer reports set out the financial implications so that consideration is generally given to budgets and funding availability when agreeing expenditure.

The Committee receives financial reports in order to carry out its checks and balances, especially as it has overall scrutiny of the Council's finances through Officer reports. This coupled with internal and external audits provides the Council with its assurances.

Financial implications

There are no financial implications arising directly from this report.

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

Recommendations

Members are invited to note the report and give consideration to the recommendations with financial implications from the committees as detailed above, but particularly:

1. Agree a supplementary estimate of £2,000 to cover the additional professional fees for the consultants being used on the Corn Exchange Phase 2 refurbishment project;
2. Consider the request of the Witney Carnival for funding of £4,000 towards this years scaled back event – and if the funding is agreed, from which budget line it is to be funded.

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WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Halls, Cemeteries & Allotments										
102	**LANGDALE HALL**									
1050	RENT RECEIVED	17,000	17,678	20,000	20,000	20,000	0	20,000	0	0
1052	EXPENSES RECOVERED	0	77	0	304	0	0	0	0	0
1058	WATER RECOVERED	880	0	900	2,014	2,014	0	900	0	0
1059	ELECTRICITY RECOVER	0	0	0	7,512	7,512	0	0	0	0
1060	INSURANCE RECOVERED	600	1,031	600	598	598	0	630	0	0
	Total Income	18,480	18,785	21,500	30,429	30,124	0	21,530	0	0
4012	WATER RATES	880	844	900	900	900	0	900	0	0
4015	GAS	0	0	0	-381	-381	0	0	0	0
4021	TELEPHONE/FAX	0	356	160	130	160	0	160	0	0
4025	INSURANCE	600	523	600	598	598	0	630	0	0
4036	PROPERTY MAINTENANCE	500	-1,001	1,000	1,230	1,230	0	1,000	0	0
4038	OTHER MAINTENANCE	500	1,996	1,000	370	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	429	429	0	450	0	0
4059	OTHER PROF FEES	1,000	4,526	3,000	1,631	3,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	2,777	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1,500	-1,500	-1,500	0	0	0	0
4888	O/S STAFF RCHG	1,940	2,718	4,250	350	731	0	888	0	0
4890	O/S O'HEAD RCHG	356	507	781	41	110	0	160	0	0
4892	C/S STAFF RCHG	3,282	818	881	420	484	0	706	0	0
4893	C/S O'HEAD RCHG	2,670	177	183	67	160	0	0	0	0
5199	Depreciation Charge to Service	0	14,252	0	0	0	0	0	0	0

Continued on next page

WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	11,728	28,493	11,255	4,284	6,921	0	6,894	0	0
	Movement to/(from) Gen Reserve	6,752	(9,707)	10,245	26,145	23,203		14,636		
103	**BARS**									
1000	BAR SALES - DRINK	0	0	0	1,561	800	0	8,000	0	0
1001	BAR SALES - FOOD	0	0	0	38	0	0	2,000	0	0
1009	CAFE SALES - HOT DRINKS	0	0	0	0	700	0	6,000	0	0
	Total Income	0	0	0	1,599	1,500	0	16,000	0	0
3000	BAR PURCHASES - DRINK	0	0	0	1,262	1,000	0	4,000	0	0
3001	BAR PURCHASES - FOOD	0	0	0	117	50	0	1,000	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	0	0	0	149	300	0	1,000	0	0
	Direct Expenditure	0	0	0	1,527	1,350	0	6,000	0	0
4001	SALARIES	0	0	0	0	11,413	0	22,912	0	0
4002	ER'S NIC	0	0	0	0	1,436	0	1,673	0	0
4003	ER'S SUPERANN	0	0	0	0	900	0	4,972	0	0
4042	EQUIPMENT	0	0	0	1,397	1,691	0	2,250	0	0
4892	C/S STAFF RCHG	0	0	0	0	0	0	1,765	0	0
	Overhead Expenditure	0	0	0	1,397	15,440	0	33,572	0	0
	Movement to/(from) Gen Reserve	0	0	0	(1,325)	(15,290)		(23,572)		
104	**CORN EXCHANGE**									
1007	CORN EXCHNGE LETTING	40,000	41,432	40,000	3,460	3,460	0	20,000	0	0
1014	EVENTS INCOME	750	2,304	1,000	-102	0	0	1,000	0	0

Continued on next page

WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1015	TEA DANCE INCOME	2,500	3,008	2,500	0	0	0	0	0	0
1016	FUNCTION REFRESHMENT	100	47	100	0	0	0	500	0	0
1019	OTHER EQUIPMENT HIRE	0	0	0	0	0	0	0	0	0
	Total Income	43,350	46,792	43,600	3,358	3,460	0	21,500	0	0
4001	SALARIES	59,755	44,506	70,619	20,343	57,501	0	42,949	0	0
4002	ER'S NIC	3,213	2,490	4,484	1,211	3,612	0	2,629	0	0
4003	ER'S SUPERANN	13,967	5,954	15,325	3,118	8,296	0	6,264	0	0
4007	PROTECTIVE CLOTHING	300	380	300	175	300	0	300	0	0
4008	TRAINING	500	480	500	25	500	0	500	0	0
4009	TRAVELLING	125	20	125	0	0	0	0	0	0
4011	RATES	4,400	4,370	4,582	0	0	0	4,665	0	0
4012	WATER RATES	350	398	400	435	435	0	500	0	0
4014	ELECTRICITY	4,500	5,261	5,000	3,398	4,000	0	5,200	0	0
4015	GAS	4,000	3,438	4,500	2,009	4,500	0	5,200	0	0
4016	CLEANING MATERIALS	2,200	1,971	2,310	802	2,310	0	2,310	0	0
4017	CONTRACT CLEAN/WASTE	5,500	2,440	5,500	2,481	5,500	0	5,500	0	0
4018	PHOTOCOPIER COSTS	100	216	150	121	150	0	150	0	0
4020	COPIER RENTAL	700	739	700	505	700	0	700	0	0
4021	TELEPHONE/FAX	1,200	883	1,200	453	600	0	600	0	0
4025	INSURANCE	630	613	650	702	702	0	650	0	0
4028	I.T.	1,400	974	1,400	1,142	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	500	154	500	0	500	0	500	0	0
4032	PUBLICITY	4,500	1,347	6,000	4,843	6,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	10,000	-14,390	8,000	3,368	8,000	0	5,000	0	0

Continued on next page

WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4038	OTHER MAINTENANCE	4,000	4,229	4,000	2,209	4,000	0	4,000	0	0
4042	EQUIPMENT	2,850	1,786	1,500	105	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	150	410	300	98	300	0	150	0	0
4044	FUEL	0	7	25	0	0	0	0	0	0
4045	LICENCES	1,500	3,432	1,500	3,069	2,300	0	2,300	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	290	290	0	300	0	0
4050	VEHICLE MAINTENANCE	0	68	0	0	0	0	0	0	0
4059	OTHER PROF FEES	0	450	0	0	0	0	0	0	0
4141	EVENTS	2,500	262	2,500	13	0	0	2,000	0	0
4142	TEA DANCE COSTS	5,850	4,669	5,850	0	0	0	0	0	0
4143	REFRESHMENT COSTS	300	62	300	7	100	0	300	0	0
4250	BAD DEBTS	0	82	0	-82	-82	0	0	0	0
4400	COVID-19 EXPENDITURE	0	0	0	298	500	0	0	0	0
4491	TFR TO EARMARKED RES	10,000	57,971	10,000	10,000	10,000	0	10,000	0	0
4495	TFR FROM EARMARKED R	-3,500	-3,500	-3,000	-3,000	-3,000	0	0	0	0
4888	O/S STAFF RCHG	3,691	7,483	11,358	1,291	2,712	0	3,296	0	0
4890	O/S O'HEAD RCHG	678	1,386	2,086	204	411	0	595	0	0
4892	C/S STAFF RCHG	7,208	8,767	9,691	4,557	8,694	0	10,910	0	0
4893	C/S O'HEAD RCHG	6,375	3,170	3,290	1,211	2,876	0	0	0	0
5199	Depreciation Charge to Service	0	26,718	0	0	0	0	0	0	0
	Overhead Expenditure	159,442	179,694	181,645	65,402	135,607	0	123,368	0	0
	Movement to/(from) Gen Reserve	(116,092)	(132,902)	(138,045)	(62,043)	(132,147)		(101,868)		
105	**BURWELL HALL**									
1005	BURWELL HALL LETTING	27,000	21,743	27,000	3,133	3,133	0	12,000	0	0

Continued on next page

WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1016	FUNCTION REFRESHMENT	0	21	0	0	0	0	0	0	0
1052	EXPENSES RECOVERED	0	250	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	0	23,930	0	0	0	0	0	0	0
	Total Income	27,000	45,944	27,000	3,133	3,133	0	12,000	0	0
4001	SALARIES	46,900	39,451	47,667	16,375	38,814	0	28,632	0	0
4002	ER'S NIC	2,450	2,240	3,027	1,250	2,438	0	1,753	0	0
4003	ER'S SUPERANN	10,200	5,954	10,344	3,351	5,600	0	4,176	0	0
4007	PROTECTIVE CLOTHING	300	464	300	0	300	0	300	0	0
4008	TRAINING	250	240	250	25	250	0	250	0	0
4009	TRAVELLING	125	31	125	0	0	0	125	0	0
4011	RATES	3,000	2,946	3,100	295	0	0	3,150	0	0
4012	WATER RATES	1,300	551	1,400	628	1,000	0	1,000	0	0
4014	ELECTRICITY	2,000	1,476	2,700	1,622	1,500	0	2,700	0	0
4015	GAS	2,100	3,551	3,250	1,251	3,250	0	4,000	0	0
4016	CLEANING MATERIALS	1,250	1,636	2,000	574	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	2,500	1,476	3,000	1,399	3,000	0	3,000	0	0
4021	TELEPHONE/FAX	500	326	800	229	300	0	300	0	0
4025	INSURANCE	310	302	350	345	345	0	365	0	0
4028	I.T.	1,000	0	2,000	158	2,000	0	2,000	0	0
4030	RECRUITMENT ADVT'G	200	154	200	0	200	0	200	0	0
4032	PUBLICITY	500	48	950	48	950	0	950	0	0
4036	PROPERTY MAINTENANCE	7,250	2,249	5,000	1,069	5,000	0	3,000	0	0
4038	OTHER MAINTENANCE	2,100	2,028	2,100	1,452	2,100	0	2,100	0	0
4042	EQUIPMENT	2,000	216	2,000	48	1,500	0	1,500	0	0

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WITNEY TOWN COUNCIL

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Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4043	SMALL TOOLS & EQUIPT	100	0	100	78	100	0	100	0	0
4045	LICENCES	500	466	500	499	499	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	100	0	100	143	143	0	160	0	0
4059	OTHER PROF FEES	150	0	150	0	150	0	150	0	0
4250	BAD DEBTS	0	104	0	0	0	0	0	0	0
4400	COVID-19 EXPENDITURE	0	0	0	21	250	0	0	0	0
4491	TFR TO EARMARKED RES	0	32,130	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-4,500	-4,500	-1,450	-1,450	-1,450	0	0	0	0
4888	O/S STAFF RCHG	1,374	4,876	6,319	6,495	13,594	0	16,518	0	0
4890	O/S O'HEAD RCHG	252	806	1,161	1,004	2,060	0	2,982	0	0
4892	C/S STAFF RCHG	6,926	6,229	6,872	3,236	6,200	0	9,039	0	0
4893	C/S O'HEAD RCHG	6,318	2,261	2,346	864	2,051	0	0	0	0
5198	Deferred Grants Released	0	-280	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,058	0	0	0	0	0	0	0
	Overhead Expenditure	97,455	111,487	106,661	41,008	94,144	0	90,950	0	0
	Movement to/(from) Gen Reserve	(70,455)	(65,542)	(79,661)	(37,875)	(91,011)		(78,950)		
106	**MADLEY PARK COMMUNITY CENTRE**									
1060	INSURANCE RECOVERED	350	355	375	406	406	0	430	0	0
	Total Income	350	355	375	406	406	0	430	0	0
4025	INSURANCE	350	355	375	406	406	0	420	0	0
4036	PROPERTY MAINTENANCE	2,000	0	2,000	370	2,000	0	2,000	0	0
4038	OTHER MAINTENANCE	150	120	150	0	150	0	150	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	654	654	0	700	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	OTHER PROF FEES	300	0	1,000	0	1,000	0	300	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	323	312	1,153	0	1	0	13	0	0
4890	O/S O'HEAD RCHG	59	138	212	0	1	0	2	0	0
4892	C/S STAFF RCHG	242	0	0	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	114	0	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	19,290	0	0	0	0	0	0	0
	Overhead Expenditure	3,538	22,214	4,890	1,430	4,212	0	3,585	0	0
	Movement to/(from) Gen Reserve	(3,188)	(21,859)	(4,515)	(1,024)	(3,806)		(3,155)		
301	**TOWER HILL CEMETERY**									
1050	RENT RECEIVED	11,350	11,350	11,350	11,350	11,350	0	11,350	0	0
1060	INSURANCE RECOVERED	345	207	345	205	205	0	225	0	0
1100	BURIAL FEES	5,000	8,370	3,500	6,165	5,690	0	3,500	0	0
1101	GRANT OF RIGHTS	2,000	2,725	1,500	300	350	0	350	0	0
1102	INTERMENT OF ASHES	5,500	6,100	3,500	6,551	7,000	0	6,000	0	0
1105	MEMORIAL FEES	4,000	4,485	3,000	3,051	3,000	0	3,000	0	0
1106	MEMORIAL PLAQUES	500	-20	250	389	389	0	500	0	0
1108	CHAPEL FEES	250	500	300	0	0	0	0	0	0
	Total Income	28,945	33,717	23,745	28,010	27,984	0	24,925	0	0
4001	SALARIES	13,950	13,953	14,231	7,168	14,231	0	7,077	0	0
4002	ER'S NIC	1,330	1,333	1,369	686	1,369	0	580	0	0
4003	ER'S SUPERANN	3,025	3,028	3,088	1,555	3,088	0	1,536	0	0
4007	PROTECTIVE CLOTHING	100	115	100	0	100	0	100	0	0

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Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4011	RATES	2,305	2,519	2,600	2,648	2,940	0	3,809	0	0
4012	WATER RATES	100	60	100	70	100	0	100	0	0
4014	ELECTRICITY	380	472	380	274	300	0	450	0	0
4016	CLEANING MATERIALS	30	14	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	1,160	2,560	1,190	2,560	0	2,560	0	0
4025	INSURANCE	345	207	345	205	205	0	250	0	0
4036	PROPERTY MAINTENANCE	14,000	652	6,000	385	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	7	0	1,259	0	0	0	0	0
4040	ARBORICULTURE	0	0	3,500	3,500	3,500	0	0	0	0
4041	EQUIPMENT HIRE	0	0	0	430	0	0	0	0	0
4042	EQUIPMENT	100	17	100	0	100	0	100	0	0
4043	SMALL TOOLS & EQUIPT	0	25	0	0	0	0	0	0	0
4044	FUEL	0	50	0	0	0	0	0	0	0
4059	OTHER PROF FEES	1,360	1,361	0	2,480	3,980	0	0	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	100	0	200	0	0
4350	PLAQUES PURCHASED	500	201	500	444	335	0	500	0	0
4355	MEMORIAL MAINTENANCE	2,500	0	2,500	430	2,500	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	15,500	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-8,000	-8,000	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	50,037	51,704	80,811	24,103	50,507	0	61,368	0	0
4890	O/S O'HEAD RCHG	9,187	10,675	14,845	3,688	7,790	0	11,080	0	0
4891	AGENCY SERVICES RECHARGE	35,753	34,704	37,882	29,657	35,588	0	35,588	0	0
4892	C/S STAFF RCHG	10,811	3,311	3,650	1,714	4,722	0	6,885	0	0
4893	C/S O'HEAD RCHG	9,815	1,722	1,787	658	1,562	0	0	0	0
5199	Depreciation Charge to Service	0	3,305	0	0	0	0	0	0	0

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Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	150,388	138,091	176,578	82,546	141,607	0	140,713	0	0
	Movement to/(from) Gen Reserve	(121,443)	(104,374)	(152,833)	(54,535)	(113,623)		(115,788)		
302	**WINDRUSH CEMETERY**									
1100	BURIAL FEES	15,500	19,010	20,000	16,975	20,000	0	16,500	0	0
1101	GRANT OF RIGHTS	13,000	24,404	20,000	19,699	20,000	0	15,000	0	0
1102	INTERMENT OF ASHES	4,000	3,410	5,000	2,950	5,000	0	5,000	0	0
1105	MEMORIAL FEES	4,000	5,100	5,000	5,695	5,420	0	3,500	0	0
1106	MEMORIAL PLAQUES	100	-5	100	-75	-75	0	100	0	0
	Total Income	36,600	51,919	50,100	45,244	50,345	0	40,100	0	0
4001	SALARIES	13,950	13,953	14,232	7,168	14,232	0	7,077	0	0
4002	ER'S NIC	1,330	1,333	1,368	686	1,368	0	580	0	0
4003	ER'S SUPERANN	3,025	3,028	3,088	1,555	3,088	0	1,536	0	0
4007	PROTECTIVE CLOTHING	100	67	100	0	100	0	100	0	0
4011	RATES	3,250	3,552	3,660	4,151	4,150	0	3,136	0	0
4012	WATER RATES	274	69	100	80	100	0	274	0	0
4014	ELECTRICITY	1,070	1,789	1,155	1,381	1,655	0	1,750	0	0
4016	CLEANING MATERIALS	30	14	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	375	474	375	972	1,000	0	1,000	0	0
4021	TELEPHONE/FAX	270	384	200	135	200	0	200	0	0
4025	INSURANCE	170	112	120	112	112	0	125	0	0
4036	PROPERTY MAINTENANCE	2,000	1,294	2,700	613	2,700	0	2,000	0	0
4037	GROUNDS MAINTENANCE	100	84	100	0	100	0	100	0	0
4038	OTHER MAINTENANCE	770	1,121	770	659	1,200	0	1,350	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4040	ARBORICULTURE	350	350	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	0	144	0	848	1,500	0	1,000	0	0
4042	EQUIPMENT	1,500	1,948	1,500	90	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	0	11	0	0	0	0	0	0	0
4044	FUEL	0	50	0	0	0	0	0	0	0
4059	OTHER PROF FEES	0	0	0	6,680	6,680	0	0	0	0
4350	PLAQUES PURCHASED	500	0	500	0	500	0	500	0	0
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	0	2,000	0	2,000	0	0
4400	COVID-19 EXPENDITURE	0	0	0	119	500	0	0	0	0
4491	TFR TO EARMARKED RES	0	2,700	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-700	-700	-700	0	0	0	0
4888	O/S STAFF RCHG	54,752	48,502	60,641	43,332	90,812	0	110,326	0	0
4890	O/S O'HEAD RCHG	10,053	9,383	11,140	8,484	13,760	0	19,920	0	0
4891	AGENCY SERVICES RECHARGE	12,621	12,251	13,372	10,469	12,563	0	12,563	0	0
4892	C/S STAFF RCHG	10,811	3,311	3,675	1,714	4,722	0	6,885	0	0
4893	C/S O'HEAD RCHG	9,815	1,722	1,787	658	1,562	0	0	0	0
5199	Depreciation Charge to Service	0	4,988	0	0	0	0	0	0	0
	Overhead Expenditure	129,116	112,633	121,913	89,207	165,434	0	173,952	0	0
	Movement to/(from) Gen Reserve	(92,516)	(60,714)	(71,813)	(43,964)	(115,089)		(133,852)		
303	**CLOSED CH'YARDS ST MARYS/HOLY**									
4036	PROPERTY MAINTENANCE	1,000	356	18,983	890	18,983	0	10,000	0	0
4040	ARBORICULTURE	0	0	8,000	0	8,000	0	0	0	0
4059	OTHER PROF FEES	0	0	2,017	4,007	4,007	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	10,000	0	0	0	0	0	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4495	TFR FROM EARMARKED R	0	0	-10,000	-10,000	-10,000	0	0	0	0
4801	INS.CLAIM PENDING	0	1,622	0	0	0	0	0	0	0
	Overhead Expenditure	1,000	11,978	19,000	-5,103	20,990	0	12,500	0	0
	Movement to/(from) Gen Reserve	(1,000)	(11,978)	(19,000)	5,103	(20,990)		(12,500)		
305	**ALLOTMENTS**									
1052	EXPENSES RECOVERED	0	362	0	0	0	0	0	0	0
	Total Income	0	362	0	0	0	0	0	0	0
4013	RENT PAID	5	5	5	5	5	0	5	0	0
4036	PROPERTY MAINTENANCE	0	-5	0	170	100	0	500	0	0
4037	GROUNDS MAINTENANCE	500	4,222	500	0	500	0	500	0	0
4040	ARBORICULTURE	0	0	0	5,400	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-5,400	0	0	0	0	0
4888	O/S STAFF RCHG	323	2,537	4,624	394	822	0	999	0	0
4890	O/S O'HEAD RCHG	59	592	849	41	124	0	180	0	0
4891	AGENCY SERVICES RECHARGE	2,905	2,819	3,077	2,409	2,891	0	2,891	0	0
4892	C/S STAFF RCHG	765	818	881	420	484	0	706	0	0
4893	C/S O'HEAD RCHG	314	177	183	67	160	0	0	0	0
5199	Depreciation Charge to Service	0	3,525	0	0	0	0	0	0	0
	Overhead Expenditure	4,871	14,690	10,119	3,508	5,086	0	5,781	0	0
	Movement to/(from) Gen Reserve	(4,871)	(14,328)	(10,119)	(3,508)	(5,086)		(5,781)		

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	Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Halls, Cemeteries & Allotments - Income	154,725	197,874	166,320	112,179	116,952	0	136,485	0	0
Expenditure	557,538	619,278	632,061	285,206	590,791	0	597,315	0	0
Movement to/(from) Gen Reserve	(402,813)	(421,404)	(465,741)	(173,027)	(473,839)		(460,830)		

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Sport & Play										
201	**SPLASHPARK**									
4012	WATER RATES	15,000	11,036	15,000	2,599	2,599	0	12,000	0	0
4016	CLEANING MATERIALS	275	0	275	0	0	0	300	0	0
4036	PROPERTY MAINTENANCE	4,778	1,287	8,000	2,047	8,000	0	5,000	0	0
4037	GROUNDS MAINTENANCE	0	0	9,000	0	9,000	0	0	0	0
4047	PLAY EQUIP MAINTENCE	5,472	5,360	2,500	7	2,500	0	2,500	0	0
4048	ENG.INSPEC.(VATABLE)	500	0	500	500	500	0	500	0	0
4491	TFR TO EARMARKED RES	25,000	28,000	25,000	25,000	25,000	0	25,000	0	0
4888	O/S STAFF RCHG	8,757	8,868	14,122	3,126	6,553	0	7,962	0	0
4890	O/S O'HEAD RCHG	1,608	1,791	2,594	1,113	993	0	1,437	0	0
4891	AGENCY SERVICES RECHARGE	13,336	0	14,130	0	13,274	0	13,274	0	0
5198	Deferred Grants Released	0	-19,290	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	67,916	0	0	0	0	0	0	0
	Overhead Expenditure	74,726	104,968	91,121	34,392	68,419	0	67,973	0	0
	Movement to/(from) Gen Reserve	(74,726)	(104,968)	(91,121)	(34,392)	(68,419)		(67,973)		
202	**THE LEYS RECREATION GROUND**									
1020	SPORTS - FOOTBALL	2,575	1,260	1,000	475	500	0	1,000	0	0
1021	SPORTS - CRICKET	1,375	1,713	1,500	57	57	0	500	0	0
1026	SPORTS - CRAZY GOLF	2,500	0	0	0	0	0	0	0	0
1043	GREEN FEES - WTBC	4,225	4,225	4,420	4,420	4,420	0	4,485	0	0
1050	RENT RECEIVED	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	14,200	18,450	18,520	0	0	0	18,520	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1052	EXPENSES RECOVERED	2,000	478	1,000	375	375	0	500	0	0
1058	WATER RECOVERED	160	170	180	175	175	0	175	0	0
1099	MISCELLANEOUS INCOME	0	600	0	0	0	0	0	0	0
	Total Income	28,035	27,896	27,620	6,502	6,527	0	26,180	0	0
4001	SALARIES	2,537	2,537	0	1,127	1,127	0	0	0	0
4002	ER'S NIC	0	0	0	46	46	0	0	0	0
4003	ER'S SUPERANN	0	0	0	136	136	0	0	0	0
4012	WATER RATES	3,500	3,714	3,500	2,628	3,500	0	4,000	0	0
4014	ELECTRICITY	0	0	0	829	0	0	0	0	0
4016	CLEANING MATERIALS	150	0	150	0	150	0	150	0	0
4017	CONTRACT CLEAN/WASTE	3,750	2,742	3,750	5,971	8,750	0	13,750	0	0
4025	INSURANCE	3,850	252	300	224	224	0	250	0	0
4030	RECRUITMENT ADVT'G	0	0	0	30	0	0	0	0	0
4036	PROPERTY MAINTENANCE	10,000	2,626	10,000	1,499	5,000	0	10,000	0	0
4037	GROUNDS MAINTENANCE	0	0	5,000	98	5,000	0	5,000	0	0
4038	OTHER MAINTENANCE	0	1,483	0	60	0	0	2,500	0	0
4040	ARBORICULTURE	3,400	3,400	2,300	2,300	2,300	0	0	0	0
4046	SPORTS EQUIPMENT	2,000	1,718	2,000	481	500	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	10,500	1,142	6,500	118	3,000	0	6,500	0	0
4048	ENG.INSPEC.(VATABLE)	3,685	4,463	5,000	398	398	0	430	0	0
4049	PLAY RISK ASSESSMENT	1,500	1,490	1,750	62	1,750	0	1,750	0	0
4110	SUBSIDIZED LETTINGS	5,000	8,280	10,000	0	0	0	10,000	0	0
4215	IN BLOOM - INC SCHOOLS CHALLEN	0	1,000	0	0	0	0	1,000	0	0
4495	TFR FROM EARMARKED R	-4,000	-13,420	0	0	0	0	0	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RCHG	80,619	33,549	37,826	13,778	28,865	0	35,073	0	0
4890	O/S O'HEAD RCHG	14,802	6,268	6,949	2,696	4,375	0	6,332	0	0
4891	AGENCY SERVICES RECHARGE	35,558	56,029	37,679	60,965	44,046	0	44,046	0	0
4892	C/S STAFF RCHG	10,570	5,395	5,940	2,798	8,694	0	12,675	0	0
4893	C/S O'HEAD RCHG	6,432	3,170	3,290	1,211	2,876	0	0	0	0
	Overhead Expenditure	193,853	125,839	141,934	97,454	120,737	0	155,456	0	0
	Movement to/(from) Gen Reserve	(165,818)	(97,942)	(114,314)	(90,953)	(114,210)		(129,276)		
203	**WEST WITNEY SPORTS GROUND**									
1020	SPORTS - FOOTBALL	5,150	4,497	5,150	2,865	2,865	0	3,000	0	0
1021	SPORTS - CRICKET	1,000	837	1,500	514	514	0	525	0	0
1041	RENTAL - TENNIS CLUB	4,120	4,120	4,325	4,325	4,325	0	4,325	0	0
1042	RENTAL- PROJ.RANGE	2,410	2,410	2,530	2,530	2,530	0	2,530	0	0
1044	GREEN FEES - WMBC	2,525	2,525	2,650	2,650	2,650	0	2,650	0	0
1045	GREEN FEES - WWBC	2,525	2,525	2,650	2,650	2,650	0	2,650	0	0
1050	RENT RECEIVED	11,000	10,800	11,000	10,300	10,300	0	10,300	0	0
1052	EXPENSES RECOVERED	1,700	1,806	1,000	0	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	6	0	6	0	0
1058	WATER RECOVERED	0	2,368	1,000	476	476	0	500	0	0
1060	INSURANCE RECOVERED	600	564	600	358	358	0	375	0	0
	Total Income	31,036	32,457	32,411	26,673	26,674	0	26,861	0	0
4012	WATER RATES	1,250	1,001	1,250	504	1,000	0	1,250	0	0
4013	RENT PAID	5	0	5	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	200	0	200	0	200	0	200	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	INSURANCE	600	564	600	582	582	0	610	0	0
4030	RECRUITMENT ADVT'G	0	0	0	45	0	0	0	0	0
4036	PROPERTY MAINTENANCE	500	-140	500	3,305	500	0	500	0	0
4037	GROUNDS MAINTENANCE	1,500	5,535	1,500	448	1,500	0	1,500	0	0
4040	ARBORICULTURE	0	0	4,795	4,795	4,795	0	0	0	0
4046	SPORTS EQUIPMENT	0	670	0	80	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	159	159	0	175	0	0
4049	PLAY RISK ASSESSMENT	100	0	100	0	0	0	0	0	0
4059	OTHER PROF FEES	0	3,270	0	445	445	0	5,000	0	0
4100	GRANTS GENERAL	0	2,000	0	0	9,940	0	0	0	0
4250	BAD DEBTS	0	5,621	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	3,995	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-3,995	-3,995	-3,995	0	0	0	0
4888	O/S STAFF RCHG	5,982	14,932	12,073	4,185	8,778	0	10,666	0	0
4890	O/S O'HEAD RCHG	1,098	2,582	2,218	808	1,330	0	1,925	0	0
4891	AGENCY SERVICES RECHARGE	51,781	53,414	54,865	42,952	51,542	0	51,542	0	0
	Overhead Expenditure	63,016	93,445	74,111	54,314	76,776	0	73,368	0	0
	Movement to/(from) Gen Reserve	(31,980)	(60,988)	(41,700)	(27,641)	(50,102)		(46,507)		
204	**BURWELL (QE2) SPORTS GROUND**									
1020	SPORTS - FOOTBALL	3,605	2,928	3,000	596	332	0	1,500	0	0
1052	EXPENSES RECOVERED	0	761	0	0	0	0	0	0	0
	Total Income	3,605	3,689	3,000	596	332	0	1,500	0	0
4001	SALARIES	0	0	0	190	400	0	0	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002	ER'S NIC	0	0	0	2	4	0	0	0	0
4036	PROPERTY MAINTENANCE	880	0	1,130	1,153	1,200	0	1,000	0	0
4037	GROUNDS MAINTENANCE	1,370	0	2,000	0	0	0	0	0	0
4046	SPORTS EQUIPMENT	0	0	0	80	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	300	737	1,000	1,534	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	456	456	0	475	0	0
4049	PLAY RISK ASSESSMENT	1,000	1,551	1,200	62	1,200	0	1,200	0	0
4491	TFR TO EARMARKED RES	0	880	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-880	-880	-880	0	0	0	0
4888	O/S STAFF RCHG	3,745	3,628	5,720	1,067	2,225	0	2,703	0	0
4890	O/S O'HEAD RCHG	688	682	1,051	193	337	0	488	0	0
4891	AGENCY SERVICES RECHARGE	24,144	23,837	25,582	20,028	24,033	0	24,033	0	0
	Overhead Expenditure	32,127	31,315	36,803	23,885	30,975	0	31,899	0	0
	Movement to/(from) Gen Reserve	(28,522)	(27,626)	(33,803)	(23,288)	(30,643)		(30,399)		
205	**KING GEORGE V / NEWLAND**									
1020	SPORTS - FOOTBALL	930	412	1,000	212	212	0	250	0	0
	Total Income	930	412	1,000	212	212	0	250	0	0
4001	SALARIES	0	0	0	190	400	0	0	0	0
4002	ER'S NIC	0	0	0	2	4	0	0	0	0
4036	PROPERTY MAINTENANCE	0	157	0	43	500	0	500	0	0
4046	SPORTS EQUIPMENT	0	0	0	80	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	376	376	0	400	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	750	954	1,000	62	1,000	0	1,000	0	0
4100	GRANTS GENERAL	500	500	500	500	500	0	500	0	0
4250	BAD DEBTS	0	350	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	7,706	1,770	2,797	3,460	7,254	0	8,814	0	0
4890	O/S O'HEAD RCHG	1,415	349	514	405	1,099	0	1,591	0	0
4891	AGENCY SERVICES RECHARGE	11,585	11,246	12,275	9,610	11,532	0	11,532	0	0
	Overhead Expenditure	21,956	15,325	17,086	14,728	22,665	0	24,837	0	0
	Movement to/(from) Gen Reserve	(21,026)	(14,914)	(16,086)	(14,516)	(22,453)		(24,587)		
207	**MOORLAND ROAD PLAY AREA**									
4001	SALARIES	0	0	0	190	400	0	0	0	0
4002	ER'S NIC	0	0	0	2	4	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	122	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	218	218	0	250	0	0
4049	PLAY RISK ASSESSMENT	750	405	1,000	62	1,000	0	1,000	0	0
4888	O/S STAFF RCHG	296	600	754	919	1,920	0	2,333	0	0
4890	O/S O'HEAD RCHG	54	90	139	146	291	0	421	0	0
	Overhead Expenditure	1,100	1,095	2,393	1,659	4,333	0	4,504	0	0
	Movement to/(from) Gen Reserve	(1,100)	(1,095)	(2,393)	(1,659)	(4,333)		(4,504)		
208	**WOOD GREEN PLAY AREA**									
4001	SALARIES	0	0	0	190	400	0	0	0	0
4002	ER'S NIC	0	0	0	2	4	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	28	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	238	238	0	260	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	750	734	1,000	62	1,000	0	1,000	0	0
4888	O/S STAFF RCHG	108	619	1,175	1,093	2,286	0	2,777	0	0
4890	O/S O'HEAD RCHG	20	164	216	142	346	0	501	0	0
4891	AGENCY SERVICES RECHARGE	2,282	0	2,418	0	2,271	0	2,271	0	0
	Overhead Expenditure	3,160	1,517	5,309	1,755	7,045	0	7,309	0	0
	Movement to/(from) Gen Reserve	(3,160)	(1,517)	(5,309)	(1,755)	(7,045)		(7,309)		
209	**ETON CLOSE PLAY AREA**									
4001	SALARIES	0	0	0	190	400	0	0	0	0
4002	ER'S NIC	0	0	0	2	4	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	250	28	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	159	159	0	175	0	0
4049	PLAY RISK ASSESSMENT	750	734	1,000	62	1,000	0	1,000	0	0
4222	TINY FOREST EXPENSES	0	0	0	147	150	0	150	0	0
	Overhead Expenditure	750	734	1,250	588	1,963	0	1,575	0	0
	Movement to/(from) Gen Reserve	(750)	(734)	(1,250)	(588)	(1,963)		(1,575)		
210	**OXLEASE PLAY AREA**									
4001	SALARIES	0	0	0	190	400	0	0	0	0
4002	ER'S NIC	0	0	0	2	4	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	28	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	436	436	0	450	0	0
4049	PLAY RISK ASSESSMENT	750	1,199	1,000	62	1,000	0	1,000	0	0
4888	O/S STAFF RCHG	3,126	2,211	3,905	1,631	3,413	0	4,148	0	0
4890	O/S O'HEAD RCHG	574	468	717	190	517	0	748	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4891	AGENCY SERVICES RECHARGE	4,828	0	5,115	0	13,566	0	13,566	0	0
	Overhead Expenditure	9,778	3,878	11,237	2,539	19,836	0	20,412	0	0
	Movement to/(from) Gen Reserve	(9,778)	(3,878)	(11,237)	(2,539)	(19,836)		(20,412)		
211	**FIELDMERE PLAY AREA**									
4001	SALARIES	0	0	0	190	400	0	0	0	0
4002	ER'S NIC	0	0	0	2	4	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	250	28	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	258	258	0	275	0	0
4049	PLAY RISK ASSESSMENT	750	734	1,000	62	1,000	0	1,000	0	0
4888	O/S STAFF RCHG	1,293	468	842	1,614	3,383	0	4,111	0	0
4890	O/S O'HEAD RCHG	237	100	155	234	512	0	742	0	0
	Overhead Expenditure	2,280	1,302	2,247	2,389	5,807	0	6,378	0	0
	Movement to/(from) Gen Reserve	(2,280)	(1,302)	(2,247)	(2,389)	(5,807)		(6,378)		
212	**QUARRY ROAD PLAY AREA**									
4001	SALARIES	0	0	0	190	400	0	0	0	0
4002	ER'S NIC	0	0	0	2	4	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	250	28	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	198	198	0	225	0	0
4049	PLAY RISK ASSESSMENT	750	827	1,000	62	1,000	0	1,000	0	0
4888	O/S STAFF RCHG	0	49	81	66	152	0	185	0	0
4890	O/S O'HEAD RCHG	0	10	15	15	23	0	33	0	0
	Overhead Expenditure	750	885	1,346	561	2,027	0	1,693	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(750)	(885)	(1,346)	(561)	(2,027)		(1,693)		
213	**RALEIGH CRESCENT PLAY AREA**									
4013	RENT PAID	5	5	5	5	5	0	5	0	0
4036	PROPERTY MAINTENANCE	0	0	0	361	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	141	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	62	1,000	62	1,000	0	1,000	0	0
4888	O/S STAFF RCHG	16,921	395	713	1,466	3,078	0	3,740	0	0
4890	O/S O'HEAD RCHG	3,107	96	131	328	466	0	675	0	0
	Overhead Expenditure	20,033	557	2,349	2,363	5,049	0	5,920	0	0
	Movement to/(from) Gen Reserve	(20,033)	(557)	(2,349)	(2,363)	(5,049)		(5,920)		
	Sport & Play - Income	63,606	64,454	64,031	33,983	33,745	0	54,791	0	0
	Expenditure	423,529	380,860	387,186	236,626	365,632	0	401,324	0	0
	Movement to/(from) Gen Reserve	(359,923)	(316,405)	(323,155)	(202,643)	(331,887)		(346,533)		

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Stronger Communities										
402	**COMMUNITY INFRASTRUCTURE**									
1052	EXPENSES RECOVERED	0	0	0	621	621	0	0	0	0
1085	INSURANCE CLAIMS RECEIVED	0	-19,503	0	0	0	0	0	0	0
1170	GRANTS RECEIVED	0	436	0	7,865	7,865	0	0	0	0
	Total Income	0	-19,067	0	8,486	8,486	0	0	0	0
4001	SALARIES	2,197	2,197	0	312	750	0	750	0	0
4002	ER'S NIC	60	60	0	0	0	0	0	0	0
4003	ER'S SUPERANN	189	189	0	0	0	0	0	0	0
4013	RENT PAID	5	1	5	0	5	0	5	0	0
4014	ELECTRICITY	750	1,443	750	701	750	0	800	0	0
4017	CONTRACT CLEAN/WASTE	4,000	4,586	4,100	3,653	4,100	0	4,000	0	0
4025	INSURANCE	130	112	130	112	112	0	125	0	0
4035	BUS SHELTER MAINTENANCE	2,000	92	3,800	0	3,800	0	2,000	0	0
4036	PROPERTY MAINTENANCE	2,630	1,755	3,630	10	3,630	0	2,630	0	0
4037	GROUNDS MAINTENANCE	2,791	2,791	3,000	1,847	3,000	0	3,000	0	0
4039	HORTICULTURE	750	0	750	0	0	0	750	0	0
4040	ARBORICULTURE	15,250	3,100	24,550	20,800	24,550	0	19,000	0	0
4066	TREE REPLACEMENT	4,000	2,152	6,000	2,090	6,000	0	4,000	0	0
4067	Tree Survey	5,000	3,570	5,000	3,750	5,000	0	5,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	1,000	805	2,200	967	2,200	0	2,500	0	0
4200	STREET FURNITURE	0	925	0	1,713	342	0	0	0	0
4205	CLIMATE EMERGENCY	0	0	10,000	0	10,000	0	15,000	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4209	WWI Commemorations 16-18	0	519	0	0	0	0	0	0	0
4210	CHURCH CLOCK	500	0	1,500	0	1,500	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLEN	12,009	6,268	14,800	625	3,000	0	6,000	0	0
4491	TFR TO EARMARKED RES	0	18,150	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-18,150	-18,150	-18,150	0	0	0	0
4888	O/S STAFF RCHG	24,978	31,657	45,293	29,015	60,809	0	73,887	0	0
4890	O/S O'HEAD RCHG	4,586	6,198	8,321	4,696	9,218	0	11,601	0	0
4891	AGENCY SERVICES RECHARGE	144,144	148,409	152,727	119,545	150,692	0	150,692	0	0
4892	C/S STAFF RCHG	4,349	7,712	8,508	3,976	8,694	0	12,675	0	0
4893	C/S O'HEAD RCHG	1,824	3,170	3,290	1,211	2,876	0	0	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
5199	Depreciation Charge to Service	0	4,265	0	0	0	0	0	0	0
	Overhead Expenditure	243,142	260,126	290,204	186,874	292,878	0	325,915	0	0
	Movement to/(from) Gen Reserve	(243,142)	(279,193)	(290,204)	(178,388)	(284,392)		(325,915)		
408	**COMMUNITY ACTIVITIES**									
1171	DONATIONS RECEIVED	0	898	0	0	0	0	0	0	0
	Total Income	0	898	0	0	0	0	0	0	0
4103	GRANT YOUTH COUNCIL	500	27	500	18	250	0	500	0	0
4109	BLUE PLAQUES	1,000	0	1,000	0	1,000	0	0	0	0
4141	EVENTS	5,000	521	12,500	646	5,000	0	11,000	0	0
4491	TFR TO EARMARKED RES	0	1,428	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1,000	-1,000	-1,000	0	0	0	0
4892	C/S STAFF RCHG	30,421	31,715	35,013	16,339	37,222	0	54,266	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	11,354	13,573	14,085	5,187	12,314	0	0	0	0
5199	Depreciation Charge to Service	0	98	0	0	0	0	0	0	0
	Overhead Expenditure	48,275	47,362	62,098	21,189	54,786	0	65,766	0	0
	Movement to/(from) Gen Reserve	(48,275)	(46,464)	(62,098)	(21,189)	(54,786)		(65,766)		
	Stronger Communities - Income	0	-18,169	0	8,486	8,486	0	0	0	0
	Expenditure	291,417	307,488	352,302	208,063	347,664	0	391,681	0	0
	Movement to/(from) Gen Reserve	(291,417)	(325,657)	(352,302)	(199,577)	(339,178)		(391,681)		

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Policy, Governance & Finance										
401	**CIVIC ACTIVITIES**									
4000	MAYORS ALLOWANCE	3,000	1,643	4,000	-425	3,000	0	3,000	0	0
4150	CIVIC FUNCTIONS	3,000	824	3,800	275	1,000	0	2,000	0	0
4152	MAYOR'S CHAIN	200	106	400	382	400	0	200	0	0
4153	ANNUAL CIVIC AWARDS	200	0	400	30	100	0	200	0	0
4491	TFR TO EARMARKED RES	0	3,200	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,000	-1,000	-3,200	-3,200	-3,200	0	0	0	0
4892	C/S STAFF RCHG	25,529	19,969	22,201	10,277	19,253	0	28,069	0	0
4893	C/S O'HEAD RCHG	5,254	7,021	7,286	2,683	6,370	0	0	0	0
5198	Deferred Grants Released	0	-2,715	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	103	0	0	0	0	0	0	0
	Overhead Expenditure	36,183	29,152	34,887	10,021	26,923	0	33,469	0	0
	Movement to/(from) Gen Reserve	(36,183)	(29,152)	(34,887)	(10,021)	(26,923)		(33,469)		
407	**GRANTS & DONATIONS (INC S137)**									
1171	DONATIONS RECEIVED	0	1,000	0	750	750	0	0	0	0
	Total Income	0	1,000	0	750	750	0	0	0	0
4099	MISCELLANEOUS	0	0	0	10,000	10,000	0	0	0	0
4100	GRANTS GENERAL	4,266	4,490	15,000	360	15,000	0	10,000	0	0
4101	GRANT CAB	500	500	2,000	2,000	2,000	0	2,000	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	2,800	2,800	3,100	0	0	0	3,100	0	0
4105	XMAS LIGHTS & ADVENT FAYRE	35,000	29,366	40,000	20,576	40,000	0	35,000	0	0

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WITNEY TOWN COUNCIL

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Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4107	Witney Dementia Alliance	1,000	414	1,000	0	0	0	1,000	0	0
4108	GRANT OPA	1,000	1,000	1,000	1,000	0	0	1,000	0	0
4110	SUBSIDIZED LETTINGS	2,800	805	1,800	213	500	0	1,800	0	0
4160	TOWN TWINNING	500	500	1,500	0	1,500	0	500	0	0
4161	TOWN TWINNING ROOM HIRE	65	53	500	0	0	0	500	0	0
4162	GRANT VOLUNTEER LINK-UP	500	500	500	500	500	0	500	0	0
4164	MADLEY PARK TRUST GRANT	0	0	5,000	0	5,000	0	0	0	0
4167	BUS SERVICE	15,000	18,000	21,000	16,500	18,000	0	21,000	0	0
4168	WRFC Fireworks	500	0	0	0	0	0	0	0	0
4169	CHILDREN & YOUTH PROVISION	500	0	30,000	21,905	30,000	0	30,000	0	0
4491	TFR TO EARMARKED RES	0	5,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,706	-1,706	-5,000	-5,000	-5,000	0	0	0	0
	Overhead Expenditure	62,725	61,723	117,400	68,053	117,500	0	106,400	0	0
	Movement to/(from) Gen Reserve	(62,725)	(60,723)	(117,400)	(67,303)	(116,750)		(106,400)		
502	**TOWN HALL MAINTEN'CE**									
1011	HALL LETTINGS	150	60	50	0	0	0	0	0	0
1050	RENT RECEIVED	37,503	20,505	19,950	0	13,950	0	13,950	0	0
	Total Income	37,653	20,565	20,000	0	13,950	0	13,950	0	0
4001	SALARIES	5,011	5,011	0	1,160	2,500	0	2,500	0	0
4002	ER'S NIC	352	352	0	81	200	0	81	0	0
4003	ER'S SUPERANN	944	944	0	252	560	0	252	0	0
4011	RATES	0	0	10,000	0	0	0	0	0	0
4013	RENT PAID	13,750	13,750	13,750	10,313	17,250	0	15,500	0	0

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Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	ELECTRICITY	0	508	0	1,688	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	0	0	0	63	0	0	0	0	0
4021	TELEPHONE/FAX	0	0	0	14	0	0	0	0	0
4025	INSURANCE	1,070	1,058	1,130	1,211	1,211	0	1,250	0	0
4036	PROPERTY MAINTENANCE	4,100	2,072	4,100	12,436	4,100	0	4,100	0	0
4038	OTHER MAINTENANCE	1,750	1,828	1,750	1,681	1,750	0	1,750	0	0
4059	OTHER PROF FEES	5,000	8	10,000	3,013	5,000	0	0	0	0
4400	COVID-19 EXPENDITURE	0	0	0	164	500	0	0	0	0
4491	TFR TO EARMARKED RES	0	7,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-5,000	-5,000	-5,000	0	0	0	0
4888	O/S STAFF RCHG	838	272	293	428	883	0	1,074	0	0
4890	O/S O'HEAD RCHG	155	41	54	62	13	0	1,939	0	0
4892	C/S STAFF RCHG	2,980	2,194	2,416	1,132	2,228	0	3,248	0	0
4893	C/S O'HEAD RCHG	2,860	812	843	310	737	0	0	0	0
	Overhead Expenditure	38,810	35,849	39,336	29,006	33,932	0	33,694	0	0
	Movement to/(from) Gen Reserve	(1,157)	(15,284)	(19,336)	(29,006)	(19,982)		(19,744)		
503	**AGENCY SERVICES**									
4300	AGENCY MAINT'CE	345,115	343,887	355,470	300,760	368,151	0	362,951	0	0
4310	AGENCY MAINT'CE V O	5,000	4,820	10,000	0	0	0	5,000	0	0
4320	AGENCY SPECIAL ADVCE	200	54	200	795	795	0	200	0	0
4891	AGENCY SERVICES RECHARGE	-345,117	-348,708	-365,670	-300,760	-368,151	0	-368,151	0	0
	Overhead Expenditure	5,198	54	0	795	795	0	0	0	0
	Movement to/(from) Gen Reserve	(5,198)	(54)	0	(795)	(795)		0		

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WITNEY TOWN COUNCIL

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Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
505	**PRECEPT**									
1176	PRECEPT	1,435,067	1,435,067	1,628,699	1,628,699	1,628,699	0	1,691,877	0	0
1177	PRECEPT SUPPORT GRANT	29,330	29,327	30,454	30,454	30,454	0	0	0	0
	Total Income	1,464,397	1,464,394	1,659,153	1,659,153	1,659,153	0	1,691,877	0	0
	Movement to/(from) Gen Reserve	1,464,397	1,464,394	1,659,153	1,659,153	1,659,153		1,691,877		
506	**INTEREST RECEIVED**									
1190	INTEREST RECEIVED	9,000	11,827	8,000	4,345	4,000	0	4,500	0	0
	Total Income	9,000	11,827	8,000	4,345	4,000	0	4,500	0	0
4051	BANK CHARGES	1,000	1,001	1,200	696	800	0	2,000	0	0
	Overhead Expenditure	1,000	1,001	1,200	696	800	0	2,000	0	0
	Movement to/(from) Gen Reserve	8,000	10,826	6,800	3,650	3,200		2,500		
601	**WORKS DEPARTMENT GEN**									
1052	EXPENSES RECOVERED	0	8	0	0	0	0	0	0	0
1099	MISCELLANEOUS INCOME	0	723	0	0	0	0	0	0	0
1175	ASSET DISPOSALS	0	40	0	0	0	0	0	0	0
	Total Income	0	771	0	0	0	0	0	0	0
4001	SALARIES	206,750	176,967	264,341	111,299	233,965	0	275,987	0	0
4002	ER'S NIC	17,800	15,729	21,807	10,016	20,075	0	36,201	0	0
4003	ER'S SUPERANN	44,900	38,402	53,023	24,152	50,771	0	58,174	0	0
4007	PROTECTIVE CLOTHING	2,000	1,875	2,500	1,194	2,500	0	2,500	0	0
4008	TRAINING	3,500	2,108	6,400	5,304	6,400	0	5,000	0	0

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Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4009	TRAVELLING	1,000	1,506	1,000	744	1,000	0	1,000	0	0
4014	ELECTRICITY	6,000	7,378	6,500	4,239	6,500	0	6,500	0	0
4016	CLEANING MATERIALS	300	128	750	441	556	0	300	0	0
4017	CONTRACT CLEAN/WASTE	2,500	0	6,500	600	6,500	0	4,000	0	0
4021	TELEPHONE/FAX	2,000	1,828	2,375	1,007	2,000	0	2,000	0	0
4023	STATIONERY	150	0	150	0	150	0	150	0	0
4025	INSURANCE	0	112	200	119	119	0	125	0	0
4028	I.T.	650	746	1,000	624	650	0	650	0	0
4030	RECRUITMENT ADVT'G	500	307	500	0	500	0	500	0	0
4036	PROPERTY MAINTENANCE	1,000	283	1,700	1,980	1,700	0	1,000	0	0
4038	OTHER MAINTENANCE	1,500	714	1,500	749	1,500	0	1,500	0	0
4040	ARBORICULTURE	175	0	350	21	350	0	175	0	0
4041	EQUIPMENT HIRE	500	0	1,000	696	1,000	0	500	0	0
4042	EQUIPMENT	1,360	848	1,960	538	1,960	0	1,360	0	0
4043	SMALL TOOLS & EQUIPT	1,000	1,182	1,000	715	1,000	0	1,000	0	0
4044	FUEL	4,000	3,327	4,000	2,876	4,000	0	4,000	0	0
4045	LICENCES	1,500	1,211	1,500	1,226	1,500	0	1,500	0	0
4050	VEHICLE MAINTENANCE	6,000	4,191	6,500	1,839	6,500	0	5,000	0	0
4052	VEHICLE INSURANCE	2,500	3,359	3,550	3,133	3,133	0	3,400	0	0
4059	OTHER PROF FEES	800	800	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	100	53	100	57	100	0	100	0	0
4400	COVID-19 EXPENDITURE	0	0	0	992	1,500	0	0	0	0
4491	TFR TO EARMARKED RES	0	27,375	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-27,375	-27,375	-27,375	0	0	0	0
4888	O/S STAFF RCHG	-269,450	-231,098	-319,171	-145,467	-304,811	0	-370,362	0	0

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WITNEY TOWN COUNCIL

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Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG	-49,473	-45,530	-58,634	-25,714	-46,206	0	-66,869	0	0
4892	C/S STAFF RCHG	8,093	8,189	9,036	4,266	16,879	0	24,609	0	0
4893	C/S O'HEAD RCHG	3,145	6,155	6,387	2,352	5,584	0	0	0	0
5198	Deferred Grants Released	0	-1,039	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	6,713	0	0	0	0	0	0	0
	Overhead Expenditure	800	33,820	449	-17,378	0	0	0	0	0
	Movement to/(from) Gen Reserve	(800)	(33,049)	(449)	17,378	0		0		
602	**CENTRAL SUPPORT (Ex 501)**									
1099	MISCELLANEOUS INCOME	0	40	0	0	0	0	0	0	0
	Total Income	0	40	0	0	0	0	0	0	0
4001	SALARIES	178,750	172,472	190,160	88,978	190,160	0	261,445	0	0
4002	ER'S NIC	18,700	18,028	20,285	9,333	17,305	0	34,888	0	0
4003	ER'S SUPERANN	38,800	37,426	41,266	19,308	34,706	0	56,734	0	0
4004	CHILD CARE VOUCHERS	1	0	0	0	0	0	0	0	0
4008	TRAINING	6,600	2,751	9,000	846	5,000	0	6,000	0	0
4009	TRAVELLING	7,500	1,933	7,500	636	2,000	0	3,500	0	0
4010	MISC STAFF COSTS	200	118	200	0	200	0	200	0	0
4011	RATES	7,910	7,856	8,092	7,984	8,207	0	8,237	0	0
4012	WATER RATES	400	355	400	272	400	0	450	0	0
4014	ELECTRICITY	4,000	10,224	4,000	2,773	4,000	0	5,000	0	0
4016	CLEANING MATERIALS	1,000	49	550	151	1,000	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	1,250	1,167	1,500	761	1,500	0	4,000	0	0
4018	PHOTOCOPIER COSTS	1,000	1,524	2,000	1,201	1,000	0	1,000	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4020	COPIER RENTAL	3,100	2,695	3,100	2,031	2,800	0	3,500	0	0
4021	TELEPHONE/FAX	5,750	9,062	5,750	3,415	3,500	0	4,000	0	0
4022	POSTAGE	7,500	10,516	7,000	-1,978	7,000	0	7,000	0	0
4023	STATIONERY	2,500	2,503	2,500	1,904	2,500	0	2,500	0	0
4024	SUBSCRIPTIONS	0	0	0	538	0	0	0	0	0
4025	INSURANCE	4,350	3,614	3,800	3,243	3,243	0	3,350	0	0
4026	BOOKS/PUBLICATIONS	300	82	300	192	300	0	300	0	0
4028	I.T.	9,000	8,647	9,000	10,049	10,000	0	10,000	0	0
4030	RECRUITMENT ADVT'G	4,500	154	4,500	0	4,500	0	2,500	0	0
4042	EQUIPMENT	2,250	1,889	2,250	353	2,250	0	4,250	0	0
4045	LICENCES	250	216	250	220	220	0	250	0	0
4054	INTERNAL AUDIT	1,950	1,780	2,200	1,335	2,200	0	2,200	0	0
4055	ACCOUNTANCY FEES	12,000	7,952	6,000	4,388	6,000	0	6,000	0	0
4059	OTHER PROF FEES	25,340	13,197	32,100	36,293	32,100	0	20,000	0	0
4143	REFRESHMENT COSTS	300	65	300	17	300	0	300	0	0
4400	COVID-19 EXPENDITURE	0	0	0	478	1,000	0	0	0	0
4490	CAP EXP FUNDED FROM RCP	0	-897	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	21,100	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-16,100	-16,100	-21,100	-21,100	-21,100	0	0	0	0
4892	C/S STAFF RCHG	-201,330	-227,926	-251,711	-117,620	-242,171	0	-353,067	0	0
4893	C/S O'HEAD RCHG	-95,011	-88,309	-91,642	-33,746	-80,120	0	-95,537	0	0
5199	Depreciation Charge to Service	0	216	0	0	0	0	0	0	0
	Overhead Expenditure	32,760	4,359	-450	22,258	0	0	0	0	0
	Movement to/(from) Gen Reserve	(32,760)	(4,319)	450	(22,258)	0		0		

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
700	**STRATEGIC PLANNING INITIATIVES**									
4892	C/S STAFF RCHG	10,590	18,075	19,936	9,303	11,915	0	17,371	0	0
4893	C/S O'HEAD RCHG	3,477	4,345	4,509	1,660	3,942	0	0	0	0
	Overhead Expenditure	14,067	22,420	24,445	10,963	15,857	0	17,371	0	0
	Movement to/(from) Gen Reserve	(14,067)	(22,420)	(24,445)	(10,963)	(15,857)		(17,371)		
701	**CORPORATE MANAGEMENT**									
4019	BEST VALUE EXPENSES	0	1	0	0	0	0	0	0	0
4022	POSTAGE	50	187	200	0	200	0	200	0	0
4025	INSURANCE	1,600	1,728	1,820	1,979	1,979	0	2,050	0	0
4031	OTHER ADVERTISING	250	131	250	50	250	0	2,250	0	0
4057	AUDIT FEES	2,000	2,000	2,250	0	2,250	0	2,500	0	0
4099	MISCELLANEOUS	150	65	150	0	150	0	150	0	0
4892	C/S STAFF RCHG	31,810	47,772	52,759	24,671	47,538	0	69,307	0	0
4893	C/S O'HEAD RCHG	11,582	17,335	17,989	6,624	15,728	0	0	0	0
	Overhead Expenditure	47,442	69,219	75,418	33,324	68,095	0	76,457	0	0
	Movement to/(from) Gen Reserve	(47,442)	(69,219)	(75,418)	(33,324)	(68,095)		(76,457)		
702	**DEMOCRATIC REP'N & MGMT**									
4008	TRAINING	2,800	1,329	3,900	397	3,900	0	2,500	0	0
4009	TRAVELLING	100	67	100	0	0	0	100	0	0
4024	SUBSCRIPTIONS	5,000	5,554	6,000	4,449	6,000	0	6,000	0	0
4028	I.T.	1,600	2,216	1,855	2,555	2,750	0	2,750	0	0
4034	NEWSLETTER	4,500	3,040	4,000	0	2,000	0	3,000	0	0

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		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4099	MISCELLANEOUS	0	38	0	0	0	0	0	0	0
4120	ROOM HIRE/MEETING EXPS	1,000	1,582	2,000	0	1,000	0	2,000	0	0
4155	MODERN GOV/MTNG DIGITALISATION	0	12,086	6,000	7,549	6,299	0	6,000	0	0
4180	ELECTION EXPENSES	3,000	13,209	3,000	0	3,000	0	3,000	0	0
4491	TFR TO EARMARKED RES	0	2,400	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,500	-11,709	-2,400	-2,400	-2,400	0	0	0	0
4892	C/S STAFF RCHG	26,152	49,464	54,621	25,487	49,766	0	72,555	0	0
4893	C/S O'HEAD RCHG	11,324	18,147	18,833	6,935	16,465	0	0	0	0
	Overhead Expenditure	53,976	97,423	97,909	44,973	88,780	0	97,905	0	0
	Movement to/(from) Gen Reserve	(53,976)	(97,423)	(97,909)	(44,973)	(88,780)		(97,905)		
	Policy, Governance & Finance - Income	1,511,050	1,498,598	1,687,153	1,664,248	1,677,853	0	1,710,327	0	0
	Expenditure	292,961	355,019	390,594	202,711	352,682	0	367,296	0	0
	Movement to/(from) Gen Reserve	1,218,089	1,143,579	1,296,559	1,461,537	1,325,171		1,343,031		

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Climate, Biodiversity & Planni										
206	**WITNEY COUNTRY PARK**									
1030	FISHING RIGHTS	1,310	1,130	1,380	0	1,380	0	1,400	0	0
	Total Income	1,310	1,130	1,380	0	1,380	0	1,400	0	0
4001	SALARIES	0	0	0	190	400	0	17,217	0	0
4002	ER'S NIC	0	0	0	2	4	0	1,185	0	0
4003	ER'S SUPERANN	0	0	0	0	0	0	3,736	0	0
4026	BOOKS/PUBLICATIONS	20	0	20	0	20	0	20	0	0
4036	PROPERTY MAINTENANCE	100	245	100	292	245	0	100	0	0
4040	ARBORICULTURE	800	0	1,600	0	1,600	0	800	0	0
4042	EQUIPMENT	2,700	2,187	13,050	0	13,050	0	12,700	0	0
4491	TFR TO EARMARKED RES	0	1,150	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1,150	-1,150	-1,150	0	0	0	0
4888	O/S STAFF RCHG	2,641	13,948	24,421	7,655	16,033	0	19,481	0	0
4890	O/S O'HEAD RCHG	485	3,205	4,486	1,224	2,430	0	3,517	0	0
4891	AGENCY SERVICES RECHARGE	6,180	5,999	6,548	5,126	6,151	0	6,151	0	0
4892	C/S STAFF RCHG	1,067	744	805	385	993	0	1,448	0	0
4893	C/S O'HEAD RCHG	333	362	376	138	328	0	0	0	0
5198	Deferred Grants Released	0	-26,881	0	0	0	0	0	0	0
	Overhead Expenditure	14,326	958	50,256	13,862	40,104	0	66,355	0	0
	Movement to/(from) Gen Reserve	(13,016)	172	(48,876)	(13,862)	(38,724)		(64,955)		
403	**PLANNING**									

Continued on next page

WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4892	C/S STAFF RCHG	9,724	13,444	14,826	6,924	13,683	0	19,948	0	0
4893	C/S O'HEAD RCHG	2,005	4,989	5,178	1,907	4,527	0	0	0	0
	Overhead Expenditure	11,729	18,433	20,004	8,831	18,210	0	19,948	0	0
	Movement to/(from) Gen Reserve	(11,729)	(18,433)	(20,004)	(8,831)	(18,210)		(19,948)		
	Climate, Biodiversity & Planni - Income	1,310	1,130	1,380	0	1,380	0	1,400	0	0
	Expenditure	26,055	19,391	70,260	22,693	58,314	0	86,303	0	0
	Movement to/(from) Gen Reserve	(24,745)	(18,261)	(68,880)	(22,693)	(56,934)		(84,903)		

Continued on next page

WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Capital & Assets										
800	**CAPITAL PROJECTS**									
1085	INSURANCE CLAIMS RECEIVED	0	4,900	0	0	0	0	0	0	0
1170	GRANTS RECEIVED	0	0	0	410	410	0	0	0	0
1200	S106 INCOME	0	0	0	363,089	363,089	0	0	0	0
	Total Income	0	4,900	0	363,499	363,499	0	0	0	0
4175	Cost of Assets Sold	0	1,288	0	0	0	0	0	0	0
4176	Cost of Assets Sold - To CAA	0	-1,288	0	0	0	0	0	0	0
4489	TFR TO ROLLING CAPITAL FUND	18,269	140,191	0	0	0	0	0	0	0
4490	CAP EXP FUNDED FROM RCP	0	-52,699	0	0	-62,755	0	0	0	0
4492	TFR TO RENEWALS FUND	6,792	6,711	10,000	0	10,000	0	14,292	0	0
4493	TFR FROM RENEWALS FD	0	0	0	0	-2,282	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	0	-36,814	0	0	0	0
4498	TFR TO TOWN HALL RESERVE	3,750	3,750	5,000	0	5,000	0	5,000	0	0
4902	CAP: REFURB C/EXCHANGE	0	0	0	30,314	30,314	0	0	0	0
4903	CAP: BURWELL HALL	0	0	28,000	0	28,000	0	0	0	0
4909	CAP: CCTV LEYS & BURWELL REC	10,000	0	0	0	0	0	0	0	0
4911	CAP: PLAY AREA S/SURFACING	0	0	0	5,378	5,378	0	0	0	0
4913	CAP: LEYS - FOOTPATH REPAIRS	0	2,388	0	0	0	0	0	0	0
4914	CAP: TH CEM ACCESS ROAD	0	0	0	0	0	0	15,000	0	0
4915	CAP: LEYS - PLAY EQUIPMENT	8,527	0	0	0	0	0	0	0	0
4918	CAP: VERTIDRAIN	5,000	0	0	0	0	0	0	0	0
4920	CAP: M/LAND RD - PLAY AREA	6,802	0	0	6,553	6,553	0	0	0	0

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WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4922	CAP: LEYS - PAVILION WORKS	0	9,420	0	0	0	0	25,000	0	0
4923	CAP: LEYS TRAFFIC CALMING	0	0	5,000	0	5,000	0	0	0	0
4924	CAP: SKATE PARK REFURB	40,000	0	0	0	0	0	0	0	0
4926	CAP: BURWELL PLAY EQUIPMENT	8,257	0	0	0	0	0	0	0	0
4928	CAP:FIELDMERE CL PLAYAREA	6,566	0	0	6,317	6,317	0	0	0	0
4929	CAP:PARK RD PLAY AREA	0	0	5,000	0	5,000	0	5,000	0	0
4930	CAP:KING G SAFETY SURFACING	0	0	0	8,807	8,807	0	0	0	0
4931	CAP:STREET FURNITURE	3,500	598	3,500	2,274	3,500	0	3,500	0	0
4933	CAP: BUS SHELTERS	3,000	0	6,000	0	0	0	0	0	0
4935	CAP: DIGITAL SIGNS	0	0	6,000	0	0	0	0	0	0
4937	CAP: KING GEORGE PLAY EQMT	19,728	0	0	10,700	10,700	0	0	0	0
4938	CAP:QURY RD PLAY EQUI 6-12 YR	0	0	0	0	0	0	5,000	0	0
4943	CAP: BURWELL CHANGING ROOMS	0	0	25,000	0	25,000	0	0	0	0
4944	CAP:RALEIGH CR PLAY AREA	0	285	0	0	0	0	0	0	0
4956	CAP:WW BOWLS FOOTPATH	0	3,180	0	0	0	0	0	0	0
4960	CAP:WINDRUSH CEMETERY	0	0	0	0	0	0	25,000	0	0
4961	CAP:CYCLE STAND TOWN CTR	0	471	0	0	0	0	0	0	0
4962	CAP:COMPUTER/OFFICE EQUIP	0	0	0	2,282	2,282	0	0	0	0
4971	CAP: NEW VEHICLES	0	0	5,000	0	5,000	0	5,000	0	0
4975	CAP:TOWN HALL WORKS	0	0	30,000	0	30,000	0	0	0	0
4976	CAP: WAR MEMORIAL WORKS	0	0	4,000	225	225	0	0	0	0
4977	CAP: PLANTERS WELCH WAY	0	0	2,000	0	2,000	0	2,000	0	0
4978	CAP: BUTTERCROSS	0	0	12,500	0	12,500	0	12,500	0	0
4991	CAP: WEST WITNEY SPORTS GROUND	0	0	0	6,500	6,500	0	0	0	0
4996	ASSETS FUNDED FROM GRANTS	0	-5,205	0	0	0	0	0	0	0

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WITNEY TOWN COUNCIL

Annual Budget - By Committee (Actual YTD Month 11)

Note: Witney Town Council - Income & Expenditure to 28 February 2021 - Against Original & Revised Budget

		Last Year 2019-20		Current Year 2020-21				Next Year 2021-22		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4998	Assets Capitalised	0	47,737	0	0	0	0	0	0	0
	Overhead Expenditure	140,191	156,827	147,000	79,350	106,225	0	117,292	0	0
	Movement to/(from) Gen Reserve	(140,191)	(151,927)	(147,000)	284,150	257,274		(117,292)		
900	**ASSET MGMT REVENUE ACCOUNT**									
1199	Capital Charges Income	0	-155,447	0	0	0	0	0	0	0
	Overhead Expenditure	0	-155,447	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	155,447	0	0	0		0		
	Capital & Assets - Income	0	4,900	0	363,499	363,499	0	0	0	0
	Expenditure	140,191	1,380	147,000	79,350	106,225	0	117,292	0	0
	Movement to/(from) Gen Reserve	(140,191)	3,520	(147,000)	284,150	257,274		(117,292)		
	Total Budget Income	1,730,691	1,748,787	1,918,884	2,182,396	2,201,915	0	1,903,003	0	0
	Expenditure	1,731,691	1,683,416	1,979,403	1,034,649	1,821,308	0	1,961,211	0	0
	Movement to/(from) Gen Reserve	(1,000)	65,372	(60,519)	1,147,747	380,607		(58,208)		

From: RONALD SPURS
Sent: 12 March 2021 18:18
To: Sharon Groth <sharon.groth@witney-tc.gov.uk>;
Subject: Carnival grant application to Witney Town Council

Sharon,

The Committee will not book anything or order goods until it is clear that the Carnival can go ahead. Any booking for goods to be supplied will be **provisional** until there is certainty around events such as this. We will include a cancellation clause to that effect in any order.

The VaT can be reclaimed by the Council for goods ordered, as you know the £4k is for specific items necessary for the event to go ahead from commercial companies who are VaT registered. The Council can order the goods on behalf of the Carnival and reclaim the VaT. (I do this at Carterton). However, it needs to be on the basis outlined in para 1. We can order and ask them to invoice the TC for whatever items the Committee agree to support.

Rotary is not VaT registered, as it is a charity. Also, Rotary is just one part of the Carnival Committee.

There is no financial risk to the Council relating to Covid restrictions stopping the event because goods won't be ordered until there is certainty that it can go ahead, (as explained in the report). We will ensure that there is a get out clause in every pre order.

In relation to payment we pay just before the event or we are invoiced post the event.

Hope this helps.

Ron

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Witney Carnival Committee

The Town Clerk
Witney Town Council
Market Square,
Witney

5TH March 2021

Dear Sharon,

WITNEY CARNIVAL EVENT 10TH JULY 2021 – THE LEYS WITNEY-REQUEST FOR A GRANT FOR £4000.00 FROM WITNEY TOWN COUNCIL

Purpose:

The objective of this paper is to formally request a grant for funding from Witney Town Council, in support of the proposed Event to be held on Saturday 10th July, at The Leys, Witney.

Executive Summary

1. The Town Council and the Carnival Committee 2021 have agreed an outline plan to deliver a family picnic event on the Leys on 10th July 2021, providing government regulations in force at the time permit the Event to take place.

2. The Event will comprise of family entertainment including a small funfair, a stage for two bands, attractions for young children, refreshments and a bar.

3. The Event is designed to attract young families. The event will take place between 12 noon and 5 pm.

4. **Witney Town Council is asked to consider making a grant of £4,000 to support the organisation of this Event. The funds will be used to offset the organisational costs of the Event, details of which are shown at Enclosure 1.**

5. The Event outlined above will provide some much-needed relief for young families in and around Witney, after what has been a challenging year.

Proposed Event

For a number of years, the annual Witney Town Carnival and Procession has been delivered by a Committee comprising of four organisations, the Rotary Club of Witney, The Lions Club of Witney, Witney Round Table and the Witney Air Training Corps. The three clubs are best described as "service" clubs, they raise funds which are distributed to local organisations and charities in and around Witney. (In Rotary's case a small proportion of its income is sent overseas for charitable purposes). The ATC provide significant resources for the event.

Funds allocated to the ATC from the proceeds of Carnival are the ATC's main annual source of income.

The Carnival usually consists of a Procession which takes roughly an hour to move around the town followed by an afternoon of events on the Leys. At any one time during the afternoon it is estimated that 7/8000 local people visit the Leys.

The Covid19 pandemic meant that the Carnival scheduled to take place in 2020 had to be cancelled.

The Carnival Committee has researched the feasibility of delivering an Event for 2021 which is Covid19 compliant.

The Committee looked at three possible Event options for 2021:

- A Carnival and Procession which would be similar in format to previous years.
- A limited "picnic" style free event for families, which will take place on the Leys
- No Carnival or Procession

Proposed Event

The Witney Carnival Committee discussed the possible options outlined above and considered that it would be impossible for the normal Carnival and Procession to be planned and delivered in the current climate, even if there was a significant relaxation in regulations.

The Committee approved and agreed to prepare an outline plan for a large "Teddy Bears Picnic".

Key Points:

- The Event will be aimed to attract young families. Entertainment will be geared towards the under 12s and their parents.
- Entertainment - will consist of a stage with a Disco style set and at least two "Covers" bands which will play popular family music throughout the Event, probably from a large trailer.
- Food - discussions have taken place with catering suppliers who are willing to attend the event.
- Bar – as in previous years the Lions Club will operate a licensed bar
- Security – the Event will require the hiring of SIA trained staff to manage security
- Role of volunteers - if this Event is to take place it will require the support of all the three Club's members and volunteers.

When considering what type of Event may be delivered there are some key issues relating to restrictions on public events which will shape the Committee's plans:

Event parameters.

- Planning for any Event must be flexible allowing for changes to Covid19 restrictions which may come in at short notice.
- The Committee is making an assumption that the regulations will be sufficiently relaxed on the 21st June 2021 to permit a picnic style event to take place
- Any Event must be free to the public
- The Event must comply with all regulations in place at the time
- The plan must be supported by Witney Town Council and agreed by the Safety Advisory Group, (SAG)
- In previous years the Committee has spent significant sums of money booking acts, hiring generators and other equipment for the Carnival.
- The unpredictability of what may be allowed to take place means that the Carnival Committee has determined that it is unwise to book any "acts" or equipment which will incur significant financial outlay. Any equipment hire or associated costs will be subject to a Covid19 clause.
- Current funds held by the Carnival Committee are extremely low as all receipts from previous events have been distributed to the 4 organisations and allocated to their respective charities.

Assumptions

- The SAG and Witney Town Council will support an Event to take place at the Leys on the 10th July 2021
- The Event will comply with relevant legislation and guidance in place at that time
- There will be additional planning needed to manage infection control during the Event, for example, when visitors use food, bar and toilet facilities
- The Event will last from 12 noon until 5pm
- The Event will not raise significant charitable funds for the Clubs involved and indeed may run at a loss, requiring further support from the Service Clubs where finances are limited
- To deliver the Event financial support is required from external organisations.

A scope of the project as outlined above, was discussed at a meeting between Witney Town Council (officers and Councillors) and the Carnival Committee on 4th March 2021.

The meeting was very productive. The Council officers and members were supportive of the concept of a Picnic style family event. (The Event cannot receive formal approval until an Event Plan containing a Risk Assessment has been submitted to the Town Council officers).

During the meeting I explained the extraordinary financial situation the Carnival Committee finds itself in. The Carnival Committee wish to formally request that the Town Council considers making a grant of £4,000.00 (under the terms of S137 of the Local Government Act 1972) to support the Event. These funds will be used to pay for the infrastructure items shown at Enclosure 1.

The Carnival Committee have attempted to raise funds through local sponsorship, however due to the current downturn in business activity during the pandemic, many of our local supporters have expressed their inability to contribute as they might have done in previous years.

Whilst all three service clubs have been heavily involved in raising and distributing funds for the local food banks during the Covid19 crisis, the Pandemic has restricted the usual fund-raising activities of each of the Clubs.

It is planned that income from the Event (refreshments principally), will offset the cost of entertainment. The cost of Entertainment will be supported by the Committee's parent Clubs if necessary.

[redacted]

Ron Spurs
Chairman,
Witney Carnival Committee 2021
Email: [redacted]
M: [redacted]

Enclosure 1 list of the items which the grant would be used to pay for.

Attached are Carnival accounts 19/20

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AUDITING SOLUTIONS LTD

Witney Town Council

Internal Audit Report 2020-21: Interim update

Adrian Shepherd-Roberts

For and on behalf of
Auditing Solutions Ltd

Background

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

This report sets out the work undertaken in relation to the 2020-21 financial year to date which was completed by 11th December 2020 and 26th March 2021. Due to the impact of the Covid-19 pandemic, we have again undertaken our initial review for the year remotely: we wish to thank the Clerk and the Office Manager in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our review for the year to date. We have, in the circumstances, reduced, in some areas, the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

Internal Audit Approach

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

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

Overall Conclusion

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

We are also pleased to record that, in the areas examined, no major issues or concerns have been identified and that we consider the Clerk and her staff continue to operate generally effective control procedures in each relevant area. We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

This report has been prepared for the sole use of Witney Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

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

- Ensured that the ledger remains in balance at the current date;
- Verified the opening trial balance detail with that reported in the 2019-20 Accounts and Annual Return;
- Checked and agreed transactions in the three bank account cashbooks to the relevant bank statements for April and September and October 2020 and January 2021 noting that these records continue to be maintained in a timely and accurate manner;
- Checked and agreed all inter account "sweep" transactions between the Imprest and premium accounts, to retain a daily balance on the former of £1,000, for the same months; and
- Checked detail on bank reconciliations as at 30th April and 30th September 2020 and 31st January 2021 for each account to ensure that no long-standing uncleared cheques or other potentially anomalous balancing entries exist.

Conclusions

We are pleased to record that no issues have been identified from work completed in this area for the financial year. We will undertake further work at our financial year end audit.

Review of Corporate Governance

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

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

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

Conclusions

We are pleased to record that no issues have been identified from work currently in this area. We have, however, noted with the Clerk the requirement to review the Standing Orders and the Financial Regulations in conjunction with the latest model documents issued by NALC. We will undertake further work at our final year end audit. We note that the review of these documents may be undertaken later in this financial year, however due to the current COVID situation this may be deferred.

Review of Expenditure

Our aim here is to ensure that: -

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

We have continued our testing in this area, examining a sample of payments to 31st January 2021.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to December 2020 confirming that the detail correlates to that in the Omega VAT control account.

Conclusions

No matters arise in this area warranting formal comment or recommendation. We will undertake further work at our financial year end audit.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We note that the LCRS based risk assessment documentation was formally re-adopted by Council in 2020-21 for the 2019-20 financial year and will again be adopted for this financial year.

We have also examined the Council's insurance policy schedule for 2020-21, with cover again provided by Zurich Municipal, noting that Fidelity Guarantee cover is in place at £5 million, Public Liability at £15 million & Employer's Liability at £10 million.

Conclusions

No issues arise in this area warranting formal comment or recommendation. We will undertake further work at our financial year end audit ensuring that Risk Management has been reviewed for the 2020-21.

Precept Determination and Budgetary Control

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the District Council, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note from draft minutes that the precept of £1,691,877 for 2021-22 was approved by Full Council at its meeting on 15th February 2021.

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

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Review of Income

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

- Noted that the burial fees were approved for 2020-21and in conjunction with this detail we have;

- Examined the controls in place over the identification and recovery of income due to the Council from the two cemeteries together with the invoicing, tracing detail from the

source documents and the burial records to the subsequent receipt and banking of the fees.

- We also note from the Committee minutes that fees have been reviewed and approved for 2021-2022 in respect of burials and halls.

- Also reviewed the unpaid invoices relating to the sales ledgers and we are satisfied that a significant amount of work has been undertaken to reduce the outstanding debtor position. The sales ledger reflects this significant amount of work and following discussions with the Office Manger we consider that the debtor position is being controlled and monitored to a very satisfactory standard.

Conclusions

There are no matters requiring recommendation in this area of our review process. We will undertake a further review of the Sales Ledger and income streams at our financial year end review.

Petty Cash Account

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks are properly recorded.

We have not physically checked the cash but have reviewed the holding from the information that we have been provided. As we are working remotely, we suggest that where possible an independent check is undertaken to confirm that the cash has been checked and the account balances. This should be minuted accordingly.

At the interim update review we have, as part of our "Review of Expenditure", examined a sample payment made through use of Fuel Cards referencing the entry in the nominal ledger.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work at our financial year end review.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2018 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in September 2020, ensuring that: -

- Gross salaries are paid are in accord with the approved NJC scale points;

- The correct PAYE codes and NIC tables were being applied;
- Appropriate rates of superannuation deductions are being applied;
- Timesheets are prepared, signed by the employee and certified as correct for payment by their supervising officer; and
- Net salary payments, via the BACS banking process, were in accord with staff payslips for the month.

Conclusions

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

Investments and Loans

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

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

We note from the Policy Governance & Finance Committee minutes that an Investment Strategy was approved in November 2020 for this financial year.

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

Conclusions

We are pleased to report that no issues have been identified in this area of our review. We will undertake further work at our financial year end review.

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date:	Monday, 22 March 2021
Title:	Effectiveness of Internal Control: Corporate & Financial Risk Assessment 2020/21
Contact Officer:	Town Clerk - Sharon Groth

Background

The Council is required under the Accounts and Audit Regulations 2015 (Reg. 3 – copy attached) to undertake an annual review of its internal controls for risk management (financial and non-financial.) This is a requirement for passing the annual audit inspection.

The Council has a formal Risk Management Policy which is kept under review, and a copy is attached at appendix A.

Management of risk is not just concerned with Health and Safety and making sure we have sufficient insurance cover.

The purpose of the Corporate Risk Assessment is to ensure that the Council is complying with legislation and statute, good practice and Council procedures.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk.

Risk Assessment

Managing risk is something we do continually. The important thing is to identify risks and plan how these risks can be mitigated but not necessarily removing the risk completely.

It is acknowledged that some risks will always exist no matter what and by carrying out these Risk Assessments the Council is demonstrating that it is trying to control and manage its risks.

Each risk is scored by selecting a value of the likelihood (the likelihood of this happening with the controls the Council has in place) and impact (estimated impact of this risk on this area to the Council with the controls the Council has in place). The system multiplies the likelihood score against the impact score to arrive at a risk value for each item.

The resultant Action Plan from this years Corporate Risk Assessment undertaken by the Town Clerk is attached for Members to review.

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.

It should be noted that Operational Risk Assessments and Method Statements are carried out by the Council's Officers and staff for the various activities and events – and the Corporate Risk Assessment should not be confused with these. It identifies and assesses all risks the Council faces.

Day to day operational risks are managed by managers and the Strategic Risk Register is held by the Town Clerk and reviewed by the Senior Management Team on a regular basis.

Financial implications

There are no financial implications arising directly from this report however as a result of the risk assessment some risks may require financial commitment to alleviate the risk – Officers will try to meet these costs from existing budgets, however if not possible these will be considered as part of the next budget setting cycle later in the year.

Recommendations

Members are invited to note this report and endorse the Corporate Risk Assessment for the financial year 2020/21.

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Coronavirus

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Get Coronavirus guidance from GOV.UK
Get further guidance for Scotland | Wales | Northern Ireland

legislation.gov.uk

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The Accounts and Audit Regulations 2015

Previous: Part | Next: Part

PART 2
Internal control

Responsibility for internal control

3. A relevant authority must ensure that it has a sound system of internal control which—

(a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;

(b) ensures that the financial and operational management of the authority is effective; and

(c) includes effective arrangements for the management of risk.

Accounting records and control systems

4.—(1) Subject to paragraphs (3) and (4), and, in so far as they are not in conflict with those paragraphs, to any instructions given by a relevant authority to its responsible financial officer, that officer must determine, on behalf of the authority—

(a) the form of its accounting records and supporting records; and

(b) its financial control systems.

(2) The responsible financial officer for a relevant authority must ensure on behalf of that authority that the financial control systems determined by that officer in accordance with sub-paragraph (1)(b) are observed and that the accounting records of the authority are kept up to date.

(3) The accounting records must, in particular, contain—

(a) entries from day to day of all sums of money received and expended by the authority and the matters to which its income and expenditure or receipts and payments relate; and

(b) a record of the assets and liabilities of the authority.

(4) The financial control systems determined in accordance with paragraph (1)(b) must include–

(a) measures—

(i) to ensure that the financial transactions of the authority are recorded as soon as, and as accurately as, reasonably practicable;

(ii) to enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records; and

(iii) to ensure that risk is appropriately managed;

(b) identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers.

Internal audit

5.—(1) A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

(2) Any officer or member of a relevant authority must, if required to do so for the purposes of the internal audit—

(a) make available such documents and records; and

(b) supply such information and explanations;

as are considered necessary by those conducting the internal audit.

(3) In this regulation “documents and records” includes information recorded in an electronic form.

Review of internal control system

6.—(1) A relevant authority must, each financial year—

(a) conduct a review of the effectiveness of the system of internal control required by regulation 3; and

(b) prepare an annual governance statement;

(2) If the relevant authority referred to in paragraph (1) is a Category 1 authority, following the review, it must—

(a) consider the findings of the review required by paragraph (1)(a)—

(i) by a committee; or

(ii) by members of the authority meeting as a whole; and

(b) approve the annual governance statement prepared in accordance with paragraph (1)(b) by resolution of—

(i) a committee; or

(ii) members of the authority meeting as a whole.

(3) If the relevant authority referred to in paragraph (1) is a Category 2 authority, following the review it must—

(a) consider the findings of the review by members of the authority meeting as a whole; and

(b) approve the annual governance statement prepared in accordance with paragraph (1)(b) by resolution of members of the authority meeting as a whole.

(4) The annual governance statement, referred to in paragraph (1)(b) must be—

(a) approved in advance of the relevant authority approving the statement of accounts in accordance with regulations 9(2)(b) or 12(2)(b) (as the case may be); and

(b) prepared in accordance with proper practices in relation to accounts(**1**).

(**1**) See section 21 of the Local Government Act 2003 (c.26) for the definition of “proper practices in relation to accounts”.

WITNEY TOWN COUNCIL

RISK MANAGEMENT POLICY

INTRODUCTION

This policy has been developed as an essential part of effective corporate governance.

The Risk Management Policy of the Council is to adopt best practices in the identification, evaluation and cost-effective control of risks to ensure they are eliminated or reduced to an acceptable level.

All decisions present different levels of risk and opportunity to the Council. It is acknowledged that some risks will always exist and will never be eliminated for this reason contingency plans will need to be in place to manage these risks. The Town Council expects Members and employees at all levels to understand the nature of the risks and accept responsibility for risks associated with their area of authority.

RISK MANAGEMENT POLICY OBJECTIVES

The risk management policy objectives of the Council are:

- To integrate risk management into the culture of the Council
- To identify, evaluate and manage risk in accordance with best practice
- To anticipate and respond to changing social, environmental and legislative requirements
- To prevent injury, damage and losses and reduce the cost of risk
- To promote awareness of the need for risk management in all service areas

ACHIEVEMENT OF OBJECTIVES

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines for risk management within the Council
- The inclusion of risk assessments, where applicable, in reports to the Committees and Council
- Establishing a corporate risk register which identifies and evaluates risks and the controls used to manage those risks on an ongoing basis
- Preparing contingency plans in areas where there is potential for an occurrence having a significant effect on the Council and its business capability
- Monitoring arrangements on an ongoing basis

RISK IDENTIFICATION

By using the software 'Local Council Risk System', various risks have already been identified and are ready to be scored, however this is not an exhaustive list and other risks not so obvious may come to light. A Risk Assessment Programme has been drawn up to ensure all areas are encompassed in the first year. Line Managers are therefore encouraged to review their areas to highlight any other aspects of the Council business that may be exposed to risk.

RISK ASSESSMENT

A risk assessment can be performed based on the **impact** of the risk on the service or Council and the **likelihood** of it occurring. A points system is used in order to flag risks for attention or further action.

Low = 1 Medium = 2 High = 3

Having scored the risks, the results are then prioritised. An action plan is produced and presented to the Committee responsible for comment.

MANAGING RISK

There are a number of ways in which risk can be managed and these include:

- Identification and implementation of adequate controls to reduce risk to an acceptable level
- Accept the risk
- Avoid the risk (do not carry out the activity)
- Transfer the risk (insurance or third party)
- Reduce the possible impacts (business continuity planning)

Many risk control measures may already be in place whilst others may need to be implemented as a result of this process. Officers are required to ensure that processes are clearly documented in order to satisfy Auditors.

RE-ASSESSMENT OF RISK

From the initial risk assessment of a service further reviews are triggered on a timely basis. However, all risks should periodically be reassessed at least annually. Risk control measures will also need to be monitored to ensure all relevant Officers understand all new processes.

ACTION PLANNING

As mentioned above, after the appropriate risk control measures have been identified and assessed as being adequate terms of reducing risk to an acceptable level, action needs to be taken to ensure these are properly implemented and maintained.

All documentation associated with operational risk assessment and risk management should be maintained in a central location and, where appropriate, used to support subsequent business planning.

MONITORING AND REPORTING

Risk assessment and risk management is not a one off activity and should therefore be integrated within the normal management and business planning process.

Once a particular area of the Council's business has been risk scored and an action plan drawn up a report will be presented to the Committee responsible for comment, and any financial implications rising directly from the risk assessment will be referred to the Policy, Governance & Finance Committee for approval.

REVIEW OF RISK MANAGEMENT POLICY

Any variations to this policy will be reported to the Policy, Governance & Finance Committee as they occur.

Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
	Cemeteries/Churchyards							
291	**Environmental**	Maintenance of Cemetery including grass cutting.	Medium / Medium	4	To be reviewed as part of the Open Spaces Strategy - contracting out vs inhouse.	*Cemeteries, Contracts & Compliance Offic* Operations & Estates Advisor	30/04/2021	
	To ensure that the assets of the Council are properly maintained.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance records are kept up to date and ready for inspection.						
292	**Environmental**	Vandalism.	Medium / Medium	4	Part of Open Spaces Strategy review - although not much vandalism reported. Would need to work in partnership with enforcement agencies- mindless acts of vandalism is potentially beyond the control of WTC	*Cemeteries, Contracts & Compliance Offic* Operations & Estates Advisor	30/04/2021	
	To minimise the risk of loss/damage/injury arising from vandalism.	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.						
29[illegible]	**Financial**	Failure to collect charges.	Medium / Medium	4	Internal Audited February 2021 - all ok - new RFO to establish system for new personnel to ensure all income is invoiced and accounted for. Not been a problem - but given the change in personnel TC flagging this to ensure processes and procedures are handed over to ensure no problems moving forward	*Responsible Finance Officer* Responsible Finance Officer	13/04/2021	
	To maximise the collection of income.	Define responsibility for collection of cemetery income. Prepare debtor accounts promptly. Ensure that all income due to the Council and received is properly recorded. Issue receipts for all income received. Ensure procedures are in place for issue of reminders for unpaid accounts. Follow defined procedure for reminders.						
286	**Physical**	Personal injury.	Medium / High	6	Incident during 2020 at Windrush- new MOs need to be trained and RAMS updated for new working practices to ensure safety of public , contractors and staff Also consider accessibility audit at Tower Hill and the risks currently in place and the changes to be made	*Maintenance & Environment Officer* Maintenance & Environment Officer	30/06/2021	
	To minimise the risk of personal injury to persons using council facilities.	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. If this service is contracted out please ensure that you have evidence. Please obtain a copy of the Public Liability Insurance and keep on file.						

287	**Physical**	Headstones/kerbstones safety survey.	Medium High	6	5 Year Memorial testing scheduled to take place during 2021	*Cemeteries, Contracts & Compliance Offic*	31/05/2021	

To minimise risk of injury.

Ensure that a comprehensive survey is completed.
Arrange for completion of any necessary work.
Ensure that facility users are aware of danger.
Arrange for regular inspections to ensure that standards are maintained.
Maintain appropriate records.
Ensure adequate insurance cover is in place.

Cemeteries, Contracts & Compliance Officer

Submitted to council:

No of issues listed: **5**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Clocks								
252	**Financial**	Inadequate budget Provision.	Medium Medium	4	Review during 21/22 budget cycle - But tercross clock, St Marys church and the Corn Exchange - a while since works h ave been carried out on these.	*Responsible Finance Officer* Responsible Finance Officer	30/09/2021	
		To ensure adequate budget provision. Anticipated costs (such as annual maintenance) are adequately provided for in annual budget. Council approval for any for any unexpected expense to be met from reserve.						

Submitted to council:

No of issues listed: **1**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

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Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
	Code of Conduct							
30	**Administration/Legal**	Failure to maintain / update Register of Interests/Gifts	Medium High	6	To remind Councillors to report any changes in their register of interest - have 28 days to report these changes.	*Democratic & Legal Services Officer* Democratic & Legal Services Officer	30/04/2021	

To maintain records of members Declarations of Interest

All Council members are aware of their statutory responsibilities. Every Councillor is issued with information for new Councillors together with a copy of the Council's Standing Orders and Financial Regulations upon signing their Declaration of Acceptance of Office.
Register of Members' Interests maintained. Councillors are reminded on a six monthly basis of the need to review their Register of Members' Interests to ensure it is accurate and up to date.
Chairman asks for interests to be declared at each meeting. Councillors declaring an interest at

No of issues listed: 1

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

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Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Computing								
318	**Physical**	Loss/damage arising from unauthorised use.	Medium High	6	Remote Access - and working from home due to COVID - staff to be made aware of security/passwords etc and ensuring computers arent left logged on at home.	*Deputy Town Council* Deputy Town Council	13/04/2021	
	Maintain security of computer.	Access restricted through use of controlled passwords. Passwords are changed periodically. Maintain physical security of computer and site.						
325	**Physical**	Loss arising from theft/misappropriation.	Medium High	6	**Only flagged due to new staff due to be employed - to be given information/training on IT safety and security as part of induction**	*Deputy Town Council* Deputy Town Council	13/04/2021	
	Maintain adequate security of site and equipment.	Access to Council offices only available when Council staff are present. The building is alarmed and all equipment is security tagged. All computers are password protected. High security of site and equipment is maintained at all times.						

No of issues listed: **2**

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

How to complete (individual risk section):
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Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
		Council Property and Documents						
44	**Financial**	Legal Liability as a result of Asset Ownership.	Medium Medium	4	To be handed over to the new RFO and reviewed as part of induction	*Democratic & Legal Services Officer* Responsible Finance Officer	30/06/2021	
	Provision of adequate public liability insurance	Detailed asset register is maintained and reviewed annually. Adequate public liability insurance is in place. Separate legal liability and asset risk assessments are maintained by the Clerk.						
43	**Physical**	Loss of assets.	Medium Medium	4	To be reviewed during 2021 by new RFO when in post.	*Democratic & Legal Services Officer* Responsible Finance Officer	30/06/2021	
	To minimise the risk of loss through theft/misappropriation of assets.	Effective security of all assets maintained. Asset Register maintained and reviewed annually as a minimum. Ensure that adequate and appropriate insurance cover is held.						

Submitted to council:

No of issues listed: **2**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

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Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
	Data Protection							
29	**Administration/Legal**	Breach of confidentiality.	Medium / High	6	Breach of the code of conduct in 2021- complaint lodged with Monitoring Office r - this was not in control of Officers it w as a Councillor - so possible re-training of Councillors on CODE/Confidentiality . Officers all GDPR trained	*Democratic & Legal S ervices Officer* Democratic & Legal S ervices Officer	30/04/2021	

To ensure that statutory requirements are met.

That the Council is registered as a Data Controller with the Information Commissioners Office.
That the Council has a Data Protection Policy.
All Council Officers undertake training when they commence employment and and periodically afterwards.
All Councillors are aware of their obligation under Data Protection and undergo ad hoc training.

Submitted to council:

No of issues listed: **1**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

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Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
	Employment of Staff							
17	**Professional**	Inability to recruit.	High Medium	6	Recruitment policy being reviewed by P SC 18/03/21. Low unemployment/or lack of specialis ms in LG may result in vacancies not b eing filled - beyond control of Council	Town Clerk/CEO Town Clerk/CEO	31/03/2021	
	To improve recruitment.	Recruitment policy reviewed when the need arises to recruit staff.						
19	**Professional**	Loss of key staff.	Medium High	6	New structure need to review procedur es of key functions are documented an d new personnel made aware. Contingency plan for possible retireme nts in the next 2 years. To keep under review	Town Clerk/CEO Town Clerk/CEO	31/05/2021	
	To avoid problems arising from loss of key personnel.	Ensure procedures for key functions documented. Procedural manuals and necessary training are provided to ensure that all key tasks can be carried out in the event of a sudden loss of a k ey member of staff.						
2	**Professional**	Lack of Employee motivation/efficiency.	Medium High	6	Restructure completed February 2021. Change in culture- has resulted in incr ease in motivation so far. Keep under r eview - due to trial periods in new jobs	Town Clerk/CEO Town Clerk/CEO	31/05/2021	
	To meet commitment of council employment policy.	Each employee has job description. Staff appraisals carried out annually supported by one to ones when required. Appropriate staff records maintained. Training provided as and when requested or identified.						
22	**Professional**	Attacks on Personnel.	Medium Medium	4	To review during 2021 with new staff in place - ensure training in dealing with d ifficult people given. Insurance in place. New Offices = new office procedures n eeded	Town Clerk/CEO Deputy Town Council	13/04/2021	
	To protect staff.	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to take all relevant safe guides and precautions. Appropriate insurance is maintained.						

Submitted to council:

No of issues listed: **4**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

How to complete (individual risk section):

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Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
	Financial Management							
326	**Financial**	Failure to maintain an effective payments system.	Medium Medium	4	Flagged because Council needs to mo ver to internet banking when new RFO in place - new payment controls will the refore need to be put in place and revie w Financial Regulations accordingly.	*Responsible Finance Officer* Responsible Finance Officer	31/05/2021	

To minimize the risk of loss.

Determine responsibility for control of expenditure.
All payments supported by an invoice/voucher.
All details are checked and payment entered into a cash book or equivalent.
All payments are approved by Council and appendixed to minutes.
All cheques signed by at least two authorised members.
Signatories to endorse cheque counterfoils and check payments against invoices/payment vou

Submitted to council:

No of issues listed: **1**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

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(not recorded on LCRS .

Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
	GDPR							
856	**Administration/Legal**	Non compliance of Council members and contractors.	Medium High	6	Train new members of staff- and refresh Councillors/staff that need it	*Democratic & Legal Services Officer* Democratic & Legal Services Officer	31/05/2021	☐

That all employees, volunteers, councillors and contractors understand how to comply with GDPR regulations.

GDPR requires that everyone within the Council must understand the implications of GDPR and that roles and duties must be assigned. All employees, volunteers, councillors and contractors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Submitted to council:

No of issues listed: **1**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

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Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Gifts								
314	**Administration/Legal**	Failure to notify/record gifts.	Medium Medium	4	To remind Councillors of their obligations	*Democratic & Legal Services Officer* Democratic & Legal Services Officer	31/05/2021	

To protect interest of council and members.

Ensure that all staff/members are aware of responsibilities.
Maintain gift register.

Submitted to council:

No of issues listed: **1**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

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Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Land								
156	**Environmental**	Maintenance of land including grass cutting	Medium Medium	4	Being reviewed as part of the Open Spaces Strategy	*Cemeteries, Contracts & Compliance Offic* Communications & Community Engagement Officer	30/04/2021	

To ensure that council assets are properly maintained.

Define responsibility for maintenance and ensure that a planned programme is in place.
Ensure that any service contracts are properly signed and sealed.
Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded.
Work is inspected on a random and regular basis to ensure the contracts are being adequately fulfilled, with action taken to remedy any issues when and where identified.

Submitted to council:

No of issues listed: **1**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

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4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Litter								
7	**Administration/Legal**	Inefficient service provision	Medium Medium	4	To be reviewed as part of the Open Spaces Strategy	*Cemeteries, Contracts & Compliance Offic*	30/04/2021	
	To employ trained/experienced personnel.	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues All staff have a written contract of employment. Protective clothing and personal safety equipment issued to all operational staff.				Cemeteries, Contracts & Compliance Officer		
3	**Environmental**	Inappropriate location of litter bins	Medium Medium	4	Policy to be determined through the Open Spaces Strategy	*Project Officer*	30/04/2021	
	To determine location for best use.	Define Council policy and plan for location of bins. Carry out periodical review.				Project Officer		
5	**Environmental**	Unauthorised Fly posting/nuisance.	Medium Medium	4	WTC not the enforcement agency for fly tipping - work with other agencies	*Cemeteries, Contracts & Compliance Offic*	13/04/2021	
		Define policy on fly posting Maintain liaison with enforcement agencies. Take action as appropriate against offenders.				Cemeteries, Contracts & Compliance Officer		

No of issues listed: **3**

Submitted to council:

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
Open spaces								
126	**Administration/Legal**	Absence of agreements with users, permits etc *To facilitate control of facilities.* Ensure that signed contracts/agreements/permits are in place where necessary. Maintain a register of users.	Medium Medium	4	pop up outdoor gyms an issue - genera lly if officers aware then they are able t o contct the users to discuss the legaliti es around the use and permissions - dif ficult to police though	*Cemeteries, Contract s & Compliance Offic* Cemeteries, Contracts & Compliance Officer	31/05/2021	
121	**Environmental**	Fly tipping *To minimise the impact of fly tipping and associated health/safety risk.* Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/bye-laws as appropriate.	Medium Medium	4	WODC enforcing agency - WTC can on ly report and take action where possibl e - keep under review	*Maintenance & Enviro nment Officer* Maintenance & Enviro nment Officer	31/05/2021	
1[illegible]	**Environmental**	Pollution *To minimize risk/complaint arising from pollution at council owned facilities.* Carry out regular site inspections. Record all complaints received and ensure that they are investigated and prompt action taken where appropriate. Liaise with local enforcement agencies.	Medium Medium	4	Lake and also sewerage an issue - to b e reviewed	*Maintenance & Enviro nment Officer* Maintenance & Enviro nment Officer	30/06/2021	
368	**Environmental**	Vandalism *To minimise the risk of loss/damage/injury arising from vandalism.* *To minimise risk arising from anti-social behaviour.* Take reasonable action to maintain security of sites. Arrange for regular site visits. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders.	Medium Medium	4	work with enforcement agencies - beyo nd the direct control of WTC - on going	*Maintenance & Enviro nment Officer* Maintenance & Enviro nment Officer	30/04/2021	

117	**Physical**	Personal injury.	Medium Medium	4	Review as part of Open Spaces Strategy	*Maintenance & Environment Officer* Cemeteries, Contracts & Compliance Officer	30/04/2021	

To minimize the risk of personal injury to persons using council facilities.

Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users.
Arrange regular site inspection to ensure that defined standards are being maintained.
Ensure that, where necessary, appropriate signage is in place and detailed records maintained.
Ensure that appropriate insurance cover is in place.

Submitted to council:

No of issues listed: **5**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

Assessment year: 2020

ID	Risk / Hazard	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
	Shelters & Seats							
372	**Administration/Legal**	Provision of inadequate standard of seating.	Medium Medium	4	Being reviewed as part of the Open Spaces Strategy	*Project Officer* Project Officer	13/04/2021	
	To minimise risk arising from provision.	Determine Council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers. All prospective donors are provided with a copy of the policy. Carry out inspection of all seating prior to acceptance. Arrange secure installation.						
361	**Technical**	Provision of inadequate public seating	Medium Medium	4	Being reviewed as part of the Open Spaces Strategy	*Maintenance & Environment Officer* Project Officer	13/04/2021	
	To ensure that standards as determined by council are met.	Ensure that all applicants wishing to provide public seating are provided with a copy of the Council policy. Inspect all seats prior to acceptance to ensure required standards are met.						

Submitted to council:

No of issues listed: **2**

Minute reference:

Date:

Signed by chairperson - Chairperson name: *Joy Aitman*

Signed by responsible Finance officer: *Sharon Groth*

How to complete (individual risk section):
1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 March 2021

Title: Banking Arrangements

Contact Officer: Town Clerk - Sharon Groth

Background

At the meeting held on 13 July 2020 the Committee agreed signatories in respect of the Council's bank mandates held with Barclays Bank Plc and CCLA – minute F197 refers. However due to COVID-19 these changes have not been progressed and having discussed the situation with the Relationship Manager at Barclays he has requested that the resolution be refreshed so that it reflects the current situation.

The resolutions made at the meeting were as follows:

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

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

2. that Members of the Policy, Governance and Finance Committee be authorised signatories on the CCLA Accounts and that in particular two are named to act on behalf of the Council – in the absence of the Town Clerk, should the need arise;

3. that the named signatories are Cllrs Gwatkin, Aitman and Harvey;

4. that the Town Clerk is also listed on the bank mandate for the Barclays Bank General and Business Premium Account as being able to deal with transfers between accounts as well as setting up direct debits;

5. that the Office Manager is set-up to be able to cash cheques up to £500 at the local Barclays Bank branch to replenish the Council's petty cash account;

6. the implementation of online banking with the Council's current banking provider, Barclays Bank PLC, be agreed subject to the amendments to the Council's Financial Regulations, which will be presented to the next meeting of this Committee.

Current Situation

The above should be amended to reflect the changes in personnel, especially with a new Finance Officer hopefully joining the team fairly soon, and the Officer Manager now designated as the Deputy Town Clerk.

Members may wish to also make the Deputy Town Clerk a cheque signatory/or give him authorisation rights in respect of operating the internet banking.

Financial Regulations

Whilst the locum Finance Officer began redrafting the Council's financial regulations to incorporate the new controls of internet banking, the Town Clerk is keen that the new Finance Officer is integral to setting up new systems and therefore will leave them to review and present the revised Financial Regulations in due course.

Environmental impact

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

Risk

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

With any financial transactions it is important to have the correct controls in place to mitigate any risk of fraud or misappropriation of funds. The Council operates under its own regulations agreed by Council, as well as statute and legislation. Having designated and limited cheque signatories and payment controls in place is paramount.

Financial implications

There are no direct financial implications arising from this report.

Recommendations

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

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

2. that Members of the Policy, Governance and Finance Committee be authorised signatories on the CCLA Accounts and that in particular two are named to act on behalf of the Council – in the absence of the Town Clerk, should the need arise;

3. that the Town Clerk is also listed on the bank mandate for the Barclays Bank General and Business Premium Account as being able to deal with transfers between accounts as well as setting up direct debits;

4. that the Deputy Town Clerk be listed as a cheque signatory on the Barclays Bank Imprest Account and being able to sign cheques upto £5,000;

5. that the Finance Officer and in their absence the Administrative Support Assistant: Policy, Governance & Finance, is set-up to be able to cash cheques up to £500 at the local Barclays Bank branch to replenish the Council's petty cash account;

6. the implementation of online banking with the Council's current banking provider, Barclays Bank PLC, be agreed subject to the amendments to the Council's Financial Regulations, which will be presented to a future meeting of this Committee.

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 March 2021

Title: Insurance Renewal 2021/22

Contact Officer: Town Clerk - Sharon Groth

Background

The Council is currently insured with Zurich Municipal, the renewal date is 1 April 2021.

Current Situation

Unfortunately, the Town Clerk has been unable to approach other local government insurance providers due to time constraints.

Attached is the information from the Council's current provider offering an option of an 1 year or 3 year renewal.

Whilst the situation isn't ideal – not testing the market – Zurich have offered the Council a good service over a number of years, and there is confidence in them within the sector as a good provider.

Terrorism Insurance

The Town Clerk would request that Members consider the necessity of the continuation of this particular cover. It was felt necessary by the previous administration particularly because of the Prime Minister being the local MP – as well as the location of the town in relation to RAF Brize Norton. Members may consider that this is no longer necessary under the current circumstances.

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.

It is important to have adequate insurance provision. The Town Clerk along with the Deputy Town Clerk has met with the Underwriter to go through the policy provisions. Annually the Internal Auditor also reviews levels of insurance to make sure there is adequate cover in some areas.

Financial implications

The premium payable in 2020/21 was £18,803. Members will note that the proposal for 2021/22 has come in less than this.

Recommendations

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

1. Whether to renew with Zurich Municipal for 1 or 3 years;
2. Whether Terrorism Insurance cover is still required.

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POLICY, GOVERNANCE AND FINANCE COMMITTEE

Date: 22nd March 2021

Title: Discretionary Grant Applications

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

The remaining budget for general grants (4100/407) for 2020-21 budget cycle is £13,950 (includes £500 pledged to Witney Buttercross Scouts).

The remaining budget for subsidised lettings (4110/407) for 2020-21 is £743 (some events have yet to take place due to the Covid-19 Pandemic).

Applications

The following applications for discretionary grants have been received: -

1. **Oxfordshire Association of Blind**

   A request for £500 towards information, advise and equipment project which includes helpline, leaflets, website, social media and Resource Centre which is the only one dedicated to visually impaired people.

2. **Life Education Wessex & Thames Valley**

   A request for £300 to deliver the Harold & Life Education Project – 3 days of health, wellbeing and drug prevention workshops for over 300 pupils into Madley Brook primary School on 20-22 April 2021.

3. **Carterton Gymnastics Club**

   A request for £10,000 towards the cost of specialist gymnastic and safety equipment. In conversations with Officers, the club has advised that the creation of the premises will benefit the whole of West Oxfordshire, and Witney residents of which 24.5% of families are from.

The Council has also received correspondence from Witney Pride and Dance for Life concerning grants given in 2020 (included as appendices to this report).

Witney Educational Foundation has advised it has a new budget and is able to provide grants. They have requested that the Town Council provides a link from its website to promote this.

Environmental impact

There would be no environmental impact if these requests were granted.

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

As outlined in the report and grant applications

Recommendations

Members are invited to note this report and

1. Consider the requests for funding as detailed in this report and the attached grant applications,

2. Consider the request from the Witney Educational Foundation to promote it's grant funding initiative,

3. Note the correspondence from Witney Pride and Dance for Life.

WITNEY TOWN COUNCIL

Grant-aid to Local Organisations
APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	OXFORDSHIRE ASSOCIATION FOR THE BLIND		
Registered Address*	BRADBURY LODGE GORDON WOODWARD WAY OXFORD		
Post Code	OX1 4XL	Tel No.	(01865) 725595
Contact Name	LAURA FINNIS		
Position in Organisation	TRUSTS FUNDRAISER (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration No.	1140556

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

OXFORDSHIRE ASSOCIATION FOR THE BLIND HAS THE PRIVILEGE OF SERVING AND SUPPORTING THE BLIND AND PARTIALLY SIGHTED WITHIN THE COUNTY. OUR AIM IS TO ENABLE THOSE SUFFERING FROM SIGHT LOSS TO LIVE AS FULL AND INDEPENDENT LIVES AS POSSIBLE. OUR SERVICES ARE ALL FREE AND APPLY TO PEOPLE OF ALL AGES.

WE OFFER AN INFORMATION AND ADVICE HELPLINE AVAILABLE DAILY BETWEEN 10 AND 3. WE ALSO HAVE A WIDE RANGE OF USEFUL LEAFLETS ABOUT VARIOUS EYE ISSUES AND SERVICES FOR THE VISUALLY IMPAIRED. OUR SIGHT DESK AT THE HOSPITAL IS IN PRIME PLACE TO BE OF ASSISTANCE AND OUR QUARTERLY NEWSLETTER IS FULL OF HELPFUL LOCAL CONTACT DETAILS AND INTERESTING ARTICLES ABOUT EYE HEALTH DEVELOPMENTS AND LCOAL ACTIVITIES TO KEEP OUR CLIENTS INFORMED AND CONNECTED AS A COMMUNITY.

OUR RESOURCE CENTRE IS FULL OF SPCIALIST EQUIPMENT SUCH AS LIGHTING, TALKING WATCHES/CLOCKS AND GADGETS TO MAKE COOKING AND OTHER ACTIVITIES SAFER AND EASIER. CLIENTS CAN SPEND TIME EXPLORING WHAT MIGHT BEST ENHANCE THEIR LIVES. SOME EQUIPMENT IS LOANED OUT LONG-TERM BUT WE GENERALLY ORDER IT FOR CLIENTS AND DELIVER IT TO THEM. WE ALSO OFFER TRAINING IN THE USE FO THE EQUIPMENT AND TECHNOLOGY TRAINING IN USE OF COMPUTERS, LAPTOPS, TABLETS AND MOBILE PHONES.

OUR COUNSELLOR OFFERS ONE-TO-ONE EMOTIONAL SUPPORT AND OUR SOCIAL GROUPS PROVIDED MUCH NEEDED INTERACTION AND SOME PROVIDE PHYSICAL ACTIVITY SUCH AS CYCLING OR TENNIS. OUR CHIDLREN AND YOUNG PEOPLE'S SERVICE HAS ITS OWN PROGRAMME OF EVENTS TO SUPPORT FAMILIES.

THIS HAS ALL MOVED TO ONLINE OR THE TELEPHONE OVER THE PAST YEAR.

(2) Membership

How many members do you have?	3,883 CLIENTS
Approximately how many of your members live in Witney?	200
Is membership restricted in any way?	ALL CLIENTS CAN ACCESS OUR SERVICES BUT WE HAVE A £10 A YEAR MEMBERSHIP TO SUPPORT US.
What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	NO
Local venue/meeting place	OUR OFFICES AT BRADBURY LODGE

(3) Grants

Purpose for which the grant is required: INFORMATION, ADVICE AND EQUIPMENT PROJECT WHICH INCLUDES OUR HELPLINE, LEAFLETS, WEBSITE, SOCIAL MEDIA AND OUR RESOURCE CENTRE WHICH IS THE ONLY ONE IN THE COUNTY DEDICATED TO VISUALLY IMPAIRED PEOPLE.

Amount of grant applied for	£500
Has your organisation previously applied to the Town Council for a grant?	YES
If YES please give details	IN 2019, WE APPLIED FOR £1000 TO OUR INFO AND ADVICE PROJECT BUT RECEIVED NOTHING. IN 2018 WE RECEIVED £300.
Have you applied for a grant to any other body or organisation?	YES
If YES please give details	WE APPLY TO MANY PARISH AND TOWN COUNCILS IN OXFORDSHIRE AND OTHER TRUSTS AND FOUNDATIONS TO FUND 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.

(5) Fundraising

What fundraising events or activities will your organisation be holding this year? DEPENDING ON THE PANDEMIC, WE AIM TO HAVE A TANDEM CYCLING EVENT IN THE SPRING AND A SKY-DIVE IN THE AUTUMN.

(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: Laura Finnis	Date: 5th March 2021

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations
APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	**Life Education Wessex & Thames Valley**		
Registered Address*	**2 Barnes Croft Coles Lane Milborne St Andrew Blandford Forum DT11 0LG**		
Post Code	**DT11 0LG**	Tel No.	**07967 372 626 or the office on 01258 837417**
Contact Name	**Victoria Pattison**		
Position in Organisation	**Fundraiser** (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	**YES**/NO	Registration No.	1071094

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

LEW&TV is an independent charity and delivers the UK's leading health, well-being and drug prevention education programme 'Coram Life Education', to children (aged 3 – 11) attending schools in **Oxfordshire** (and in terms of this application specifically, **Madley Brook Primary School**), Berkshire, Buckinghamshire (Thames Valley) and Devon, Somerset, Dorset and Hampshire (Wessex). Last year we delivered our vital health messages to approx. 84,000 children.

We help schools and their staff prepare their pupils for the pressures facing them today as they transition into adulthood where they will face increasing pressure and temptation to damage their health, wellbeing and futures. Our work with young children, combined with our extended work with families helps strengthen both families and communities and encourages healthy choices, reducing the need for more drastic intervention later on. Early intervention is the key to raising the next generation to be healthy, safe and happy.

Our values of **Safety, Caring, Achievement, Resilience and Friendship (SCARF)** guide our work with the local community. By partnering with parents, carers and teachers at **Madley Brook Primary School,** we'll improve children's ability to make healthy choices and reduce harmful drinking, smoking and drug-taking.

Our work promotes a healthier family lifestyle for families of children who attend school in **Witney,** and the surrounding area, and helps build a stronger, safer community by reducing anti-social behaviour and youth crime. Children will be less dependant on public services including the police, and the NHS, reducing government funding.

Our Work
Research shows **that children who have better health and emotional wellbeing do better in Life.**

Our early intervention 'Life Education' programmes inspire and empower children to make healthy lifestyle choices and develop healthy habits for life. Our programmes are age appropriate, evidence based and designed by child development experts.

During the first lockdown teachers were able to access and use our online award winning SCARF resources FREE of charge, which consists of 360 lesson plans, including a staying safe online module, adapted for home learning packs, to support teachers, parents and children. Our work is particularly important during this time of uncertainty and anxiety, supporting children's emotional and physical wellbeing and PSHE (Personal, Social, Health and Economic education).

We also developed a FREE 6 week 'Return to School' toolkit for schools focusing specifically on mental health and wellbeing to help with any negative reaction to isolation and social distancing. This will help build resilience, self-esteem, kindness and confidence that they need at this time of uncertainty and anxiety.

Currently for schools, who are subscribed to our online resources (SCARF), which are all the schools we visit, we also offer Home Support, which are activities that children can do at home when self-isolating.

(2) Membership

How many members do you have?	We are not a membership charity
Approximately how many of your members live in Witney?	N/A
Is membership restricted in any way?	N/A
What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	No – Life Education Wessex & Thames Valley is independent and self-financing charity.
Local venue/meeting place	We deliver our work into primary schools in and around Witney.

(3) Grants

Purpose for which the grant is required:

The 'Harold' and Life Education project will deliver 3 days of health, wellbeing and drug prevention education workshops for over **300 pupils** into **Madley Brook Primary School** on **20- 22 April 2021**. We'll also provide staff training and a 1-year subscription to our online educational resources to support children's learning long after we have left the school.

We have been adapting our programmes due to the government guidelines following Covid to meet the needs of individual schools but still be able to offer them our programmes. We will therefore not be using our traditional 'Life Buses' until guidelines change, so we will instead be delivering our programmes with LifeBase, which is visiting the children in their own classrooms (adhering to social distancing) or by SCARF Life Online where we delivery the workshops virtually via zoom or teams.

With either way of delivery specialist Educators facilitate fun, interactive sessions to whole classes from Nursery to Year 6 (aged 3-11). We use puppets including 'Harold' our famous giraffe puppet who is adored by the children, music and the latest digital technology to explore children's attitudes, stretch their thinking, role play real-life dilemmas and clarify values and emotions.

By visiting schools regularly (we have been visiting Madley Brook Primary for over 8 years), children reflect, review and build on knowledge in previous years, building skills and self-confidence to form positive attitudes, avoid risky behaviours and make healthy choices for themselves in life. Children learn and practice life skills in the Life Education programmes and we make every minute count.

Topics include:

- healthy eating, including the problems of obesity
- the importance of exercise, sleep, personal hygiene
- correcting the misperceptions and dangers about alcohol, tobacco and drugs
- dealing with feelings of sadness, loneliness, anger and conflict
- friendship skills and coping strategies- respect of themselves and others
- build confidence and self esteem
- build resilience to risk, assertiveness and decision-making skills
- tackling peer group pressure and bullying

In terms of funding, it costs **£630 per day** to deliver our service. The schools contribute approximately 50% of the actual cost, and we have to fundraise for the 'shortfall' of **£315 per day**. So in terms of our visit to Madley Brook we are needing to fundraise for the shortfall of **£945**. In addition, as a charity we are having to fundraise to adapt our programmes for delivery directly into schools, as well as digitally, including training of educators to deliver the programmes virtually, updated broadband, and purchasing the relevant equipment and resources needed such as faster laptops, back drops/banners and other resources at a cost of over **£18,000**. ***We receive no automatic funding or grants from any government, national, regional or local organisations***.

Amount of grant applied for	£300
Has your organisation previously applied to the Town Council for a grant?	**YES**/NO
If YES please give details	Grant awarded for £700 in 2007.
Have you applied for a grant to any other body or organisation?	**YES**/NO
If YES please give details	We are constantly applying for funding available in all our areas including relevant local Rotary Clubs, Waitrose and Tesco's Token schemes, and Grant Making Trusts. We don't currently have any funding for the Witney area specifically.

(4) Financial

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

Please find our accounts attached.

In terms of financial projection for 2020/2021 we anticipate our income (including confirmed grants, cost of our services and unconditional grants to be £443,600, and our expenditure, which includes salaries, teaching resources, staff recruitment, venue costs to be £417,300 with an anticipated surplus of £26,300.

(5) Fundraising

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

We apply to trusts, foundations and corporates for grants.

(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.

Attached a synopsis of our programmes and recent newsletter/flyer.

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

Signed:	Date: 4/3/2021

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

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

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WITNEY TOWN COUNCIL

Grant-aid to Local Organisations
APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	Carterton Gymnastic Club CIC		
Registered Address*	Moles End 81 Common Road North Leigh		
Post Code	OX29 6RE	Tel No.	01993 883300
Contact Name	Susan Marshman		
Position in Organisation	Committee member (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	~~YES~~/ NO	Registration No.	

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

Carterton Gymnastic Club has been a voluntary run club for 30 years, delivering high quality gymnastics coaching to local residents. Gymnasts have experienced local, national and international success in the sport through the club, which until now has run out of a school sports hall. Nearly 3 years ago, after years of having a waiting list that stretched over 500 children and adults, each having to wait at least 4 years before being offered a class, we committed to providing the residents of West Oxfordshire and beyond, with a multi-purpose facility to meet the residents demand. We embarked on a journey to raise funds and deliver not only the facilities, but high quality coaching with it, ensuring it's availability to each and every member of the community. It will deliver not only a diverse range of sports and exercise classes, but also act as a community hub and safe environment for those who require it.

It's been a hard journey, but we have almost there! We have transformed the club into a not-for-profit, community interest company. We have secured premises at West Oxfordshire Retail Business Park on a 15 year lease. We have secured funds and loans to convert the buildings and are raising funds to fit specialist sports equipment such as a full sized sprung floor, which benefits so many sports. We have developed both full-time and part-time employment positions for local residents and are working with British Gymnastics to become a coaching/judging training delivery center. Having engaged with local organisations such as primary and secondary schools, Springfield, ICE and Mulberry Bush School to truly understand local needs. We have used local companies for electrical, plumbing, and legal contracts. We have used local plumbing and building merchants to ensure we support the community throughout this project in every area we can. We have teamed with other local sports clubs to ensure their clients also can benefit from the facilities and that we are actively supporting them. We now are also mentoring other sports leaders in the area to develop their own clubs and members.

We are close to delivering the full project in April 2021, but still have work to do.

(2) Membership

How many members do you have?	392 families signed up within 2 weeks of bookings going live. The facility will cater for 1000+ members once open and operating.

Approximately how many of your members live in Witney?	89 families so far - 24.5% of our families are from Witney.
Is membership restricted in any way?	No
What is your annual subscription, if any?	Nil - we charge £8 per hour for sessions.
Are you affiliated to a national organisation? If so, which one?	British Gymnastics
Local venue/meeting place	Our new premises will be units 10 & 11 on the WORBP, Carterton. (West Oxfordshire retail business Park)

(3) Grants

Purpose for which the grant is required:

We are requesting a grant towards the cost of a specialist gymnastic and safety equipment. To equip this facility correctly with safety pits, competitive standard equipment and a sprung floor costs £145,800. West Oxfordshire district Council through it's Community Facilities Grant, has donated £36,000 specifically for this equipment. Their generosity has ensured we have been able to place the order and pay the deposit. We are now fundraising for the remaining amount.

Amount of grant applied for	£10,000
Has your organisation previously applied to the Town Council for a grant?	~~YES~~/NO
If YES please give details	
Have you applied for a grant to any other body or organisation?	YES/~~NO~~

If YES please give details	SportEngland £100,000 (towards the capital build costs) WODC Communities facilities grant £47,090 Carterton town council £12,500 (for Disability equipment and alterations, and for a competitive vault) Jim Cousins Trust £5,000 Lions - £1,000 And many others donated skills, time, materials, services, monetary donations. Please see the link to our supports page: https://www.cartertongym.co.uk/our-supporters

(4) Financial

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

(5) Fundraising

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

Due to the pandemic restrictions, planned fundraising events have been limited this year. We hope to hold our annual Club Championships or festival to raise funds in October 21, and are currently asking our members to volunteer their DIY skills and time to get the facility painted, and equipped for opening. We also have a committee who are seeking support with the premises fit-out through applying to local and national companies and organisations.

(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: Susan Marshman	Date: 8 March 2021

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.	

*Please note that if your address and telephone number are personal information and not that of the company or organisation, please complete the form below which will not be published on our website and will be held in accordance with GPDR regulations. By submitting this form, you are agreeing to the Town Council storing your personal information.

Address for correspondence:	
Telephone number:	
E mail address:	

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Witney Pride Community Interest Company

Email:chairs@witneypride.uk

Companies House reg.number 11896345

18h February 2021

We would like to thank the Witney Town Council for generously supporting Witney Pride CIC with a grant of £200 in October 2019.

Expenditure:

Film Licence	£99.60
Room hire	£37.50
Zoom licence	£62.90 partial payment towards total cost

Witney Pride held a film night in the Corn Exchange 1/12/19 to raise money for the Terrance Higgins Trust and to provide the community with an alternative source of entertainment. 10 people attended and £70 was raised.

Due to Covid and lockdown, Witney Pride was unable to host other physical events that had been planned and the remaining grant money was held in account.

After engaging with the LGBTQ+ Community online via Social Media throughout 2020, we wanted to expand our services and join with other local Pride groups. It was decided that a Zoom membership would be a valuable asset to host online events starting with a quiz for LGBTQ History Month 2021.
27 people took part from 3 local Prides and it will hopefully be a regular event. Everybody enjoyed themselves, it gave people the opportunity to catch up with familiar faces and meet new people.

As you can see the funding we received has been important to our group and the community as a whole. In the future we would like to host a combination of physical and online events so that we can reach as wide a community as possible. Having online events is especially important at the moment as so many people we have talked to feel isolated and alone.

Elizabeth Sherlock
Witney Pride Director

WITNEY T.C
- 2 MAR 2021
ACK
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Dance Creative

Changing Lives Through Dance

'DANCE FOR LIFE WITNEY'

Annual Report 2019-20

This year in numbers:

- **27** weekly sessions
- **316** total participants
- **12** - average number of participants per week
- **67-87**– age range of participants

'DANCE FOR LIFE WITNEY' is a creative health project for older people in Witney which aims to improve physical and mental health and well-being, and reduce social isolation amongst older people, by providing regular opportunities to socialise and dance together.

The project offers weekly sessions of 2 hours, incorporating a creative dance class followed by social time with refreshments. The project is much more than a regular exercise class, developing participants' confidence, social bonds, and emotional support.

. Our 2019-20 Highlights:

- **May**—we bought some parallel bars to help support participants to stand, thanks to a grant from Witney Lions Club
- **June**– The Witney Carnival –we ran taster sessions, collected donations, and met the Mayor
- **October**– we were chosen to be the monthly charitable cause for Waitrose, and raised £334
- **September**—we were awarded £500 from West Oxfordshire District Council to support the group for the Autumn term
- **September**—we ran a taster session for Witney Community Hospital as part of their Health and Wellbeing Festival
- **January**—we were awarded £500 from Witney Town Council to support the group for the Spring term

Participant Quotes:

"My health and happiness have improved. My arms and legs can move more [after a stroke]."

"This is a lifeline."

"Six months ago, I could not walk or climb stairs properly after a fall. Now six months later, I am back to normal for an 84 year old. Such a good enterprise."

Photo: Witney Carnival, June 2019

'Dance for Life Witney'

Annual Accounts April 2019-March 2020

Expenditure		Income	
Dance Artist	£1470	Participant Fees	£1485
Dance Assistant	£1380	WODC Grant	£500
Venue Hire	£675	Witney TC Grant	£500
Equipment	£87	Participant Fundraising	£536
Total	£3612	Waitrose	£334
		South East Dance/Aesop	£260
		Witney Lions	£150
		Carry Forward 18/19	£495
		Total	£4260
		Carry Forward 19/20	£648

The Carry Forward from 2019/20 will enable us to fund a year's online classes through Zoom, to support our participants through lockdown and the pandemic.

With grateful thanks to:

Grant aided by

WEST OXFORDSHIRE DISTRICT COUNCIL

WITNEY TOWN COUNCIL

WITNEY CONGREGATIONAL CHURCH

Witney Lions Club
Chartered June 1969
District 105A

WAITROSE & PARTNERS

WITNEY TOWN COUNCIL

Grant-aid to Local Organisations
APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	Witney Music Festival		
Registered Address*	1 Lewis Court, 172 Corn Street, Witney		
Post Code	OX28 6BY	Tel No.	07788 414547
Contact Name	Eric Marshall		
Position in Organisation	Chairman (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO	Registration No.	

What are the activities and/or aims of the organisation:
To help inspire, motivate and provide opportunity for local people who wish to be involved with music and the performing arts, and through public performances, to strengthen the sense of community.

(2) Membership	
How many members do you have?	7 committee members
Approximately how many of your members live in Witney?	7
Is membership restricted in any way?	We only have committee members but participants are unlimited
What is your annual subscription, if any?	There is no subscription
Are you affiliated to a national organisation? If so, which one?	no
Local venue/meeting place	none

(3) Grants

Purpose for which the grant is required:

To put on a festival in the market square to bring the community together after the pandemic to celebrate our community with local bands.

Amount of grant applied for	£15,000
Has your organisation previously applied to the Town Council for a grant?	YES
If YES please give details	To have support for the cost of hiring the Leys in 2019
Have you applied for a grant to any other body or organisation?	NO
If YES please give details	

(4) Financial

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

(5) Fundraising

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

Due to the pandemic we have been unable to hold fundraising events. Also, due to how the pandemic has impacted businesses we have been unable to get sponsorship.

(6) General

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

We would want this to be seen as a collaboration with Witney Town Council for the benefit of the people of Witney, therefore, the Town Council would be highlighted as working in partnership with the Witney Music Festival for the benefit of the community.

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

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

Signed:	Date: 8/3/2021

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

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Youth Work Witney November and December 2020

Funding:

We received £18197.00 funding for 6 months youth provision for November 2020– April 2021

INCOME NOVEMBER 2020 £18,197.00
Witney Town Council £7,605.00
Youth Opportunities Fund £10,592.00

Where the work took place

We created mentoring and group work spaces in both Henry Box and Wood Green secondary school.

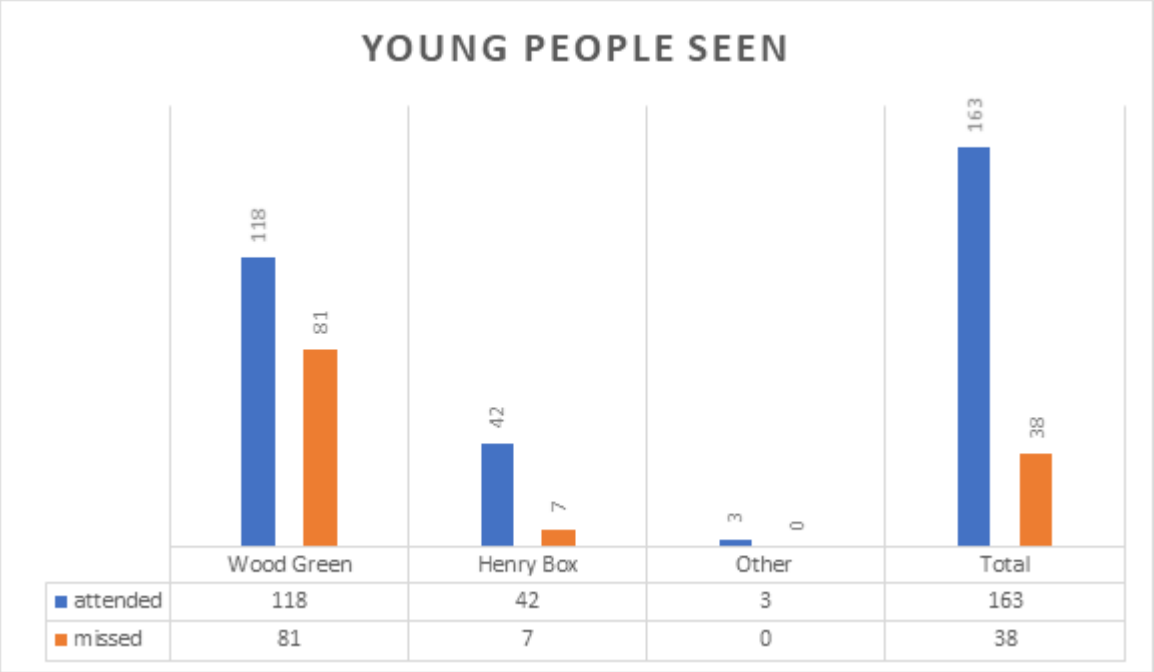
COVID-19 plans and adjustments

Due to the ongoing COVID-19 pandemic for November and December, our youth work took place in the two secondary schools in Witney, it was impossible to find a premises that would allow us to open a youth club, and because of the gap in our relationships with young people and the winter weather, we felt that detached youth work wouldn't be the best use of our time. Another factor that shaped our decision to change the provision to suit the need for young people was the publicity that there was an increase of young people experiencing mental health problems due to lock down.

We spoke to local school's town councillors and our advisory board and they helped us shape the provision. We decided that providing one to one mentoring and small group work sessions format was the best way to engage with the young people whilst keeping the risk of infection as low as possible. Schools at the time were considered safe and the environments were carefully managed.

All of the youth work was shaped by the government guidelines and the national youth agency advice for youth work. We created and introduced a COVID-19 risk assessment that was signed by all Got2b staff and volunteers working with the young people, as well as providing hand gel and maintaining social distancing.

How many young people did we see?

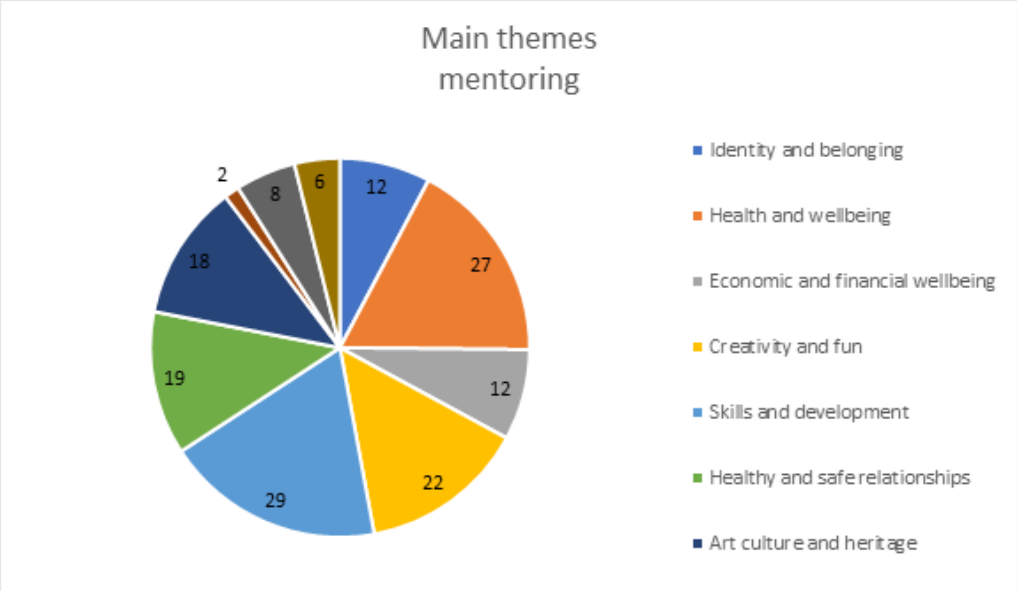


	Wood Green	Henry Box	Other	Total
attended	118	42	3	163
missed	81	7	0	38

Main themes of the intervention

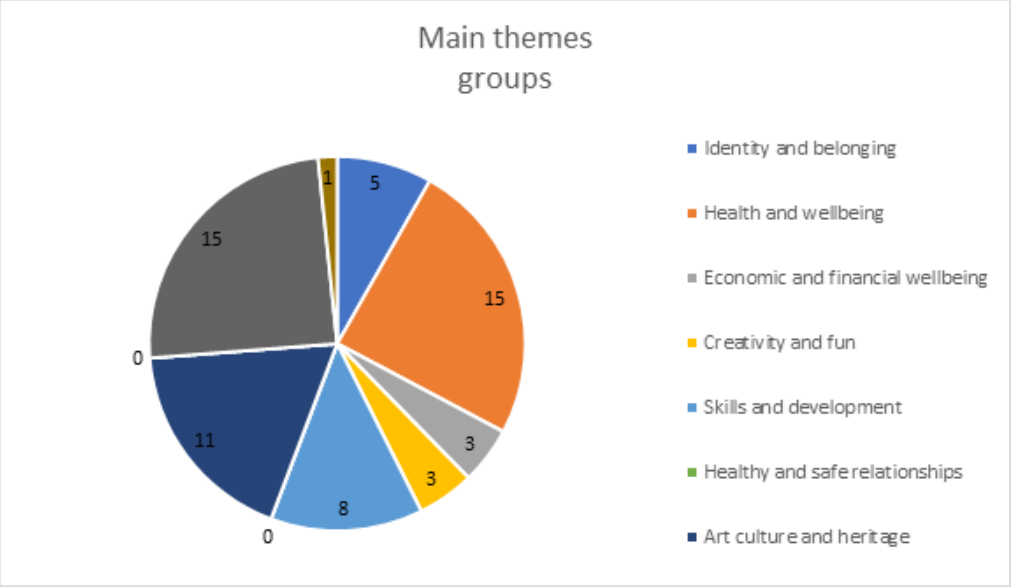
Mentoring-how many young people, the total number of sessions? List of things covered.

- 72 one to one mentoring session took place in November and December.



groups-how many young people, the total number of sessions? List of things covered.

- 23 young people were seen for group work sessions.
- 22 group work session took place in November and December.



How many safeguarding incidents or concerns

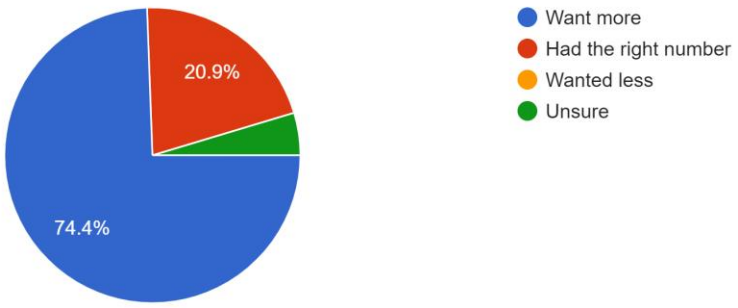
We had 4 safeguarding incidents in November and December. We have reported them to the school and kept a record of the disclosures and concerns.

1. YP phone kept buzzing all the mentoring session- he said it was some guy, and he appeared stressed by this.
2. YP said he was hit today by his brother who is in year 9, the brother also hit his mum
3. Talked with YP about anger and we discussed his behaviour when he gets angry- he said he smashed up lots of things and has in the past, broken his knuckles and his foot because he has hit of kicked things- on leaving YP was in the corridor with HOY because he was upset about something that happened in class and he had punched the wall- his knuckle was swollen so we went and got ice and reported it to first aid
4. YP said that there is a group who are bullying the YP and friendship group and others around school

Feedback from young people

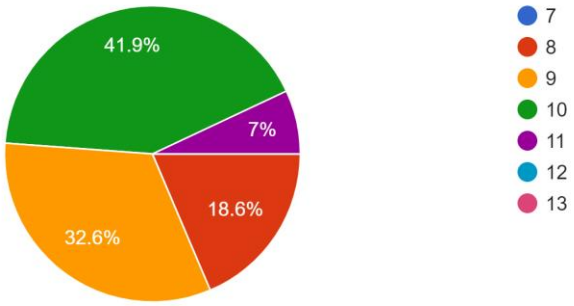
How was the number of sessions?

43 responses



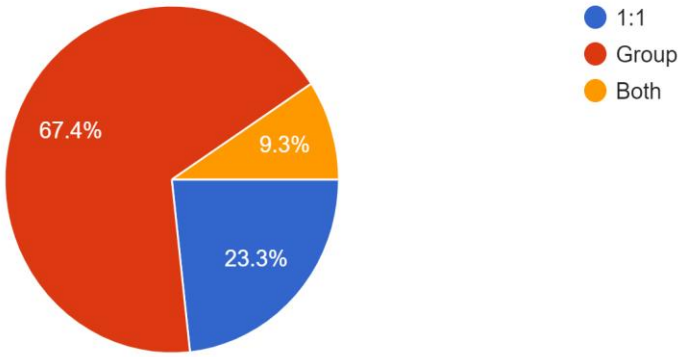
Which year are you in?

43 responses



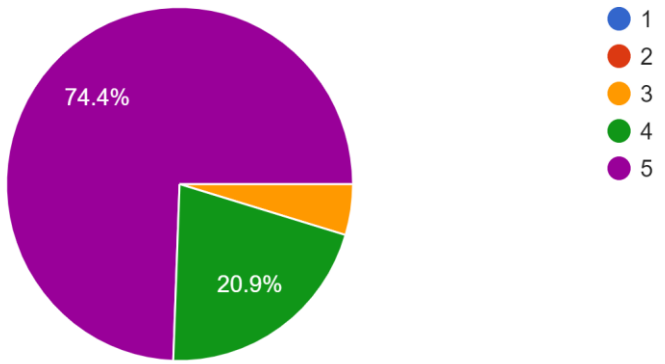
Where you part of a group or a 1:1 mentoring?

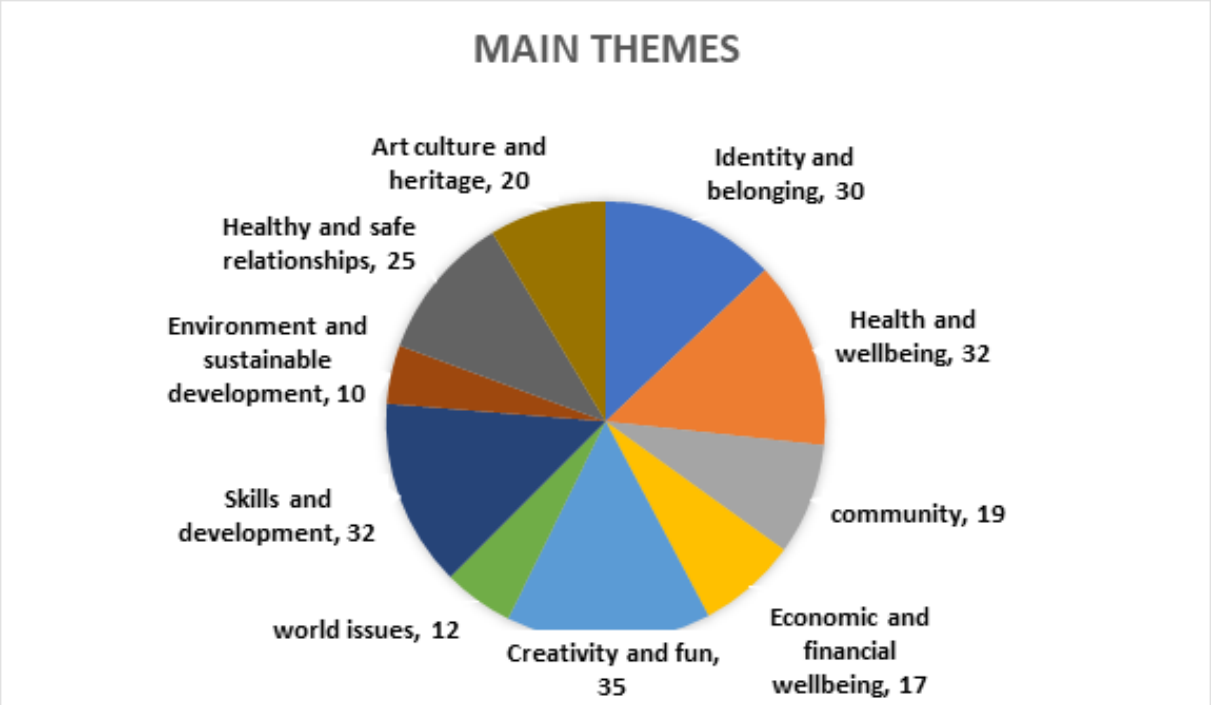
43 responses



Rating

43 responses





Some photos of things we did! Not many as most Teenagers are camera shy!

Conversations

Links to:

newspaper articles

https://l.facebook.com/l.php?u=https%3A%2F%2Fwww.oxfordmail.co.uk%2Fnews%2F19002645.funding-got2b-youth-projects-witney-carterton%2F%3Fref%3Dfbshr%26fbclid%3DIwAR1ChM3af3wnAlc9UpDWI_UzzPAZztxgcCDEHEu4Z_QL8QWZ7P8nOaU-mRo&h=AT0iNeUAk7YZj5hGNkJOw0S59xbJKYWnjmM1iQDaY8DCyfsRuoK-z74KggwynDYwYLptqiHR6M3RC0z4TxkXqoKfwBv1Tcr5_uvYjTEjuuzFSsFwg6HMdlocg-hINNrynA&__tn__=-UK-R&c[0]=AT3dr0RZeNnv-3RM2b74oIV5IJ1kHMllWsu0OTXaO2-nR96ykpXW5N02YymSlYOJtWg0KQcA4Aem-s4dRd7rffwTxXYHiTRAtp3xxNhNUqjqlMKPca-hqA0uTu3mn1xRGYjSugTobpwbIy6o0d4VNNWmSgchcmusYbEmyFcbUIZCAyt3gPrHdTSdAHrDvcvgliBqtq6LeVHczgYe

radio interviews

https://l.facebook.com/l.php?u=https%3A%2F%2Fwww.mixcloud.com%2Fwitneyradio%2Fcommunity-matters-got-2-b%2F%3Ffbclid%3DIwAR3gwSW6xxnrNLDmFYNjgsOz6ABkliO3wrK2osRZ3DI9f8Ec7P_z6mgvQIY&h=AT22PJNoMI0l425CNER8rft2-EawIsw2TTINprfmTQ-zJoyPdYxtoL0E9s97dQswPjiZ-JBwe87Cn18IJC6jSjb15NLdnwZ24op60wi9oUe9VIKGySBQFJ1sG6zBFNmq4g&__tn__=-UK-R&c[0]=AT3NCb9RGeCpJKFzr4P72cS4-Q0ZLsf0HcyNLAwsq1Vr7rbomEz2uX6ofOCsNFGpMqw2dakL8DK3_l2KARZT7Uia1Ot6nRPKLFz2TKrPLWlVaX_j1c6faMiXWx5ghStMFWBHRGfNOKQdU4trbVhnK9uEI1N6A04Kj753Mgtdvu5Vu8U-elgEjug5W2vNfae9kA3L

Facebook: @got2bcic

Website: www.got2b.org.uk

3 films made by young people with us just before Christmas- make sure you have your sound on!

https://www.facebook.com/marion.harley/videos/10159315550849203

https://www.facebook.com/got2bcic/videos/1034569713714311

https://www.facebook.com/111081000803128/videos/3242010789238766/

Next 2 months plan- in lock down again

Just after the announcement of another lockdown we contacted the secondary schools again to see how we might be of some assistance, and to ask if we could continue working with the Young people we were already engaging with. It was agreed that schools were no longer the safe place they were back in November, so schools were shut to us, we then were faced with either furloughing ourselves again or seeing what else we could do to help. That was when we were contacted again by the schools who said they had a few young people they were worried about, not engaging in learning and no contact with family, and have asked us to work with them, some of these young people we had engaged with previously. We have been contacting families and young people through social media, email and mobile phones and arranging walking and talking. This has proven to be popular; we have had 9 sessions in the last 2 weeks, and we have 9 booked for this week alone. We have taken on 2 part time temporary staff for the next 8 weeks, walking and talking is great but it is quite heavy on staff resources, 2 members of staff out with 1 young person and then traveling between homes, takes up quite a lot of hours and funding. We have also tried to have an online youth club, but this hasn't been successful, we think this is because young people are saturated with online learning at the moment.

We are however attracting more young people to our Instagram page and this week we plan to devise a way of utilising this- we have drafted in some young tech savvy people (my 15 year old daughter) to help us understand this platform more.

Rough plan is to set competitions, quiz's and fun online things, alongside safe Saturday where we will promote and provide information on sexual health, relationships and drugs. Mental Mondays- where we will promote mental health and wellbeing with posts. Look out for 'where is Dave Wednesdays!'

Today we have received news that we have received funding for the next 2 months – February and March it must be spent by March, for sexual health work- Because our young people reach at the moment is quite limited, due to lock down, and government haven't made a decision about when the lock down will be lifted, we have decided to not run both projects concurrently and save the YOF and WTC money for bigger projects from April.

We feel this is a better use of the funding available and means we can continue to employ staff, and see more young people.

Home-Start Oxford
Blackbird Leys Community Centre
Blackbird Leys Road
OXFORD
OX4 6HW
Email: admin@homestart-oxford.org.uk
www.homestartoxford.org.uk
01865 779991

Report to Witney Town Council – Youth Grant Fund March 2021

Home-Start Oxford's COVID-adapted service continues to provide remote support to local families with children under 5 years by providing safe welcoming online spaces via Zoom, where parents can meet and join in activities appropriate for their young children. Groups are delivered by our Family Group Coordinator supported by two volunteers. Our Group Co-ordinator has recruited guest speakers based on discussion and requests from attendees of our Parent's Get Together group. The groups have helped to keep the local community strong and healthy at a time when young families have faced unprecedented strain.

Groups have been promoted through our social media channels where parents are able to request to attend. We collect basic demographics for the purposes of safeguarding and monitoring. All parents receive a welcoming telephone call with ongoing communication via WhatsApp and email.

Alongside the groups we have distributed Cook meals to local families, Baby bank items, Waitrose donations, children's wet weather clothing, and donated Christmas gifts and meals. Doorstep deliveries have enabled us to retain relationships with the most vulnerable families who find accessing support more difficult.

Since September 2020 we have delivered the following groups:

- ✓ LITTLE SPLASHERS – a warm and friendly space where parents and babies under one enjoy stories, singing and sharing experiences and tips. Currently 30 families are registered, attendance ranges between 16-32 parents and their babies.

- ✓ PARENT'S GET TOGETHER – a popular space for peer-to-peer support. We invite guest speakers identified by parents in the group. Guest speakers have included a Nursery Nurse from the health visiting team delivering sessions on sleep, weaning and winter illness; Community Dental service – children's teeth; Parenting with a local parenting specialist; Peeple - Getting outdoors; Breastfeeding support. Currently 22 families are registered to this group alone with attendance between 16 and 30 people (including parents from other groups)

- ✓ PEEP GROUPS (BY-INVITATION) – these groups ensure we reached the most vulnerable families by running 2 x 6 weekly groups of up to 6 families who needed more support to engage. These safe structured groups attended by referral, are aimed at parents who find attending groups daunting. The group includes singing, stories, free play ideas and a structured parents information session on their role as their child's first educator. Parents attending this group develop the confidence to attend other open access groups.
- ✓ BABY MASSAGE ONLINE – we have delivered 2 x 3-week taster sessions with a trained facilitator. Both groups were oversubscribed. More short courses are planned including Sing & Sign.

Charity registration no. 1108612
Home-Start Oxford is a company limited by guarantee
[England] registration no. 5375011

- ✓ NEW in March 2021, PUDDLE JUMPERS STORY TIME – this group is aimed at children aged over 1 years with a fun Storytime focus.

We continue to run the groups above, improving/adapting our online offer; our numbers continue to rise with new registrants coming forward every week. Online groups have also enabled us to reach new families, from Witney and the surrounding villages e.g., families in remoter villages or affected by a disability or anxiety making in person attendance difficult. We will continue to explore online delivery even after restrictions are lifted.
Currently we are planning our transition back to delivering 'in real life' groups when restrictions permit (in line with the Governments road map) including a new buggy-walk. We are consulting with parents to determine whether they are enthusiastic to return to in person groups or more hesitant. One parent has told us 'she is worried her baby will be overwhelmed and struggle with a large group of parents and children'.

Parents' Feedback:

Mum receiving doorstep delivery Cook meal - "It's been so good just not to have to think about a meal for the family for one night of the week".

Mums attending Little Splashers told us:

"I've found these classes absolutely invaluable during lockdown and am so grateful to have found them! They've given us some structure for the day and W has most certainly learnt some of the songs and rhymes which is lovely to see. Yours and vol R enthusiasm is so uplifting and I'm sure has helped so many Mums stuck at home feeling a bit lonely. Online classes are hard, but you've managed to keep them fun and engaging and they keep W's interest which is quite a task!.... I'd love to donate to Home-Start if I can to say thanks for helping me through a tough couple of months."

"Having the groups to access has made a big difference to us – particularly when Dylan was younger. Having groups online in spite of lockdown means you are able to maintain a kind of routine even when you are at home all day and shape your day around something – it helps to get through the long days together with a baby at home! The Little Splashers group in particular is brilliant – Roz is such an amazing presence even on Zoom and my son really enjoyed the songs (plus it was useful for me to learn them as he enjoys me singing to him at home!) Lisa is also an incredibly friendly and supportive person and merely getting the chance to see and speak to her at each group cheered me up a bit! I really appreciate the Home-Start emphasis on 'real life parenting' and I've found this has reassured me about the challenges of parenting which I hadn't anticipated and helped me to appreciate that these are all normal!"

"Having these online sessions has really helped me to feel less isolated as a new mum and being in lockdown. It brought routine to my day when I had no other plans. We loved seeing other faces on the screen and Rosie was really engaged and learnt a lot from the group.

We are so excited to go to face to face groups so R can interact with other babies, and I can interact with other mums, but we would still continue an online group alongside this if it was available. It's nice to have the option of both, especially the convenience of being in your own home."

"When lockdown started again in November, I saw on Facebook late at night that there was a sing and sign baby group and asked to join. I was fed up of zoom, but hoped something

involved like singing might be a bit more fun. I loved it from the very beginning, and so did S. You've both been enthusiastic and welcoming every week. We've got some new favourite songs (the bicycle song!), and we've carried on some of the signs (milk milk milk!) The weekly catch ups have been invaluable, they give structure to our Tuesdays, I have loved seeing the other babies grow, and I can honestly say the sessions cheer me up even on the gloomiest days. I would continue to attend virtual sessions, as they are easy to join, and often we're still in our pyjamas at 10am! Thanks so much…"

Financial update

We are on course to fully spend the grant, which is paying for our Family Group Coordinator's salary plus her support and supervision, volunteer training, guest speaker costs, and Zoom license.

We anticipate spending on the same budget lines to the end of August, with the reinstatement of room hire costs at Witney Methodist Church, guidelines and risk assessment permitting.

Thank you for this valuable funding which is helping us provide the stimulation, development opportunities and parental support that will help the youngest children in Witney to thrive.

Your help to promote our work in the town, and connect vulnerable families to our support, is always welcome. Lisa West is our Family Group Coordinator and can be reached on 07590 863 095 or families connected via Facebook – Home Start Oxford in Witney & West Oxfordshire

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Wood Green junior parkrun (Witney)
Witney Town Council update – March 2021

Venue – Wood Green School, Witney
We have identified a 2-lap course in the grounds of Wood Green School and have received written permission from the school. Terms & Conditions are also ready to be signed and returned as soon as we have an agreed start date for the event.

Event Name
parkrun HQ has a detailed naming convention (defined since the launch of Witney parkrun in 2018) to help parkrunners easily identify their event's location. Our event will therefore be named Wood Green junior parkrun.

Core Team
The Wood Green junior parkrun Core Team will be led by two Event Directors: John Gwatkin and Tamsyn Wymer. John and Tamsyn will be supported by Punam Owens in her voluntary role as parkrun Event Ambassador. The Core Team also consists of five other members who will act as each Sunday's Run Director on a rota basis. All Core Team members have completed their DBS certification. John and Tamsyn will also complete an NSPCC Child Safeguarding online course before the event starts.

Funding
In addition to the £3,120 kindly awarded as a grant by Witney Town Council to facilitate the start-up of a junior parkrun event in Witney, the remaining £880 has now also been received from the Bartlett Taylor Charitable Trust. All start-up funding has therefore been secured.

Resumption of junior parkrun events
All parkrun events have been suspended in the UK since 21st March 2020 in light of Coronavirus restrictions. On Friday 26th February – following publication of the Government roadmap – parkrun UK announced its intention for junior events to return for 4-10 year olds on 11th April 2021 in accordance with its DCMS-approved Covid-19 Framework. Assuming there are no delays in the roadmap's roll-out, the intention is for 5km (Saturday) parkruns to return from 5th June, when 11-14 year olds will also be able to return junior parkrun events.

Wood Green junior parkrun – next steps
1) Mentoring: Prior to launch, we still need to arrange two official mentoring sessions for our volunteer teams at an existing junior parkrun. Upon their relaunch, we expect existing teams may want a week or two to re-find their feet so we hope to schedule these mentoring sessions in late April/early May. We will shortly begin discussions with Harcourt Hill junior parkrun to schedule these in.
2) Week 0: We will hold a test event for a limited number of invited paritcipants the week before Wood Green junior parkrun's official launch. We expect this might take place in mid-May.
3) Launch: Our launch date will be agreed with parkrun HQ at the earliest opportunity. Given the news of the planned relaunch, we hope Wood Green junior parkrun might be able to launch towards the end of May 2021.

   All dates are subject to confirmation and are based on the assumption there are no set-backs with the roll-out of the Government roadmap.

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From: info@oalc.org.uk <info@oalc.org.uk>
Sent: 11 March 2021 13:50
To: Sharon Groth <sharon.groth@witney-tc.gov.uk>
Subject: Council Meetings post 7th May

Dear Sharon Groth,

We know you are probably increasingly concerned about the lack of clarity about how to hold meetings after 7th May when the Regulations https://www.legislation.gov.uk/uksi/2020/392/pdfs/uksi_20200392_en.pdf allowing virtual meetings come to an end.

We share that concern and uncertainty and have lobbied all the Oxfordshire MP's to allow virtual meetings to continue. We would prefer them to continue for at least for one more year until life is more certain, a greater percentage of the population is vaccinated and confidence in gathering in an enclosed space with strangers returns.

The lobbying continues, please see attached a letter from the LGA to Rt Hon Robert Jenrick, Secretary of State, MHCLG which NALC partnered with. In addition Lawyers in Local Government have joined with the Association of Democratic Services Officers to seek a court declaration that virtual meetings be allowed to continue under existing legislation. https://www.lawyersinlocalgovernment.org.uk/news_articles/llg-adso-serve-pre-action-letter-on-secretary-of-state

The government's case being that there wasn't sufficient parliamentary time to introduce new primary legislation.

In the continuing absence of a solid statement from central government it would seem sensible to start planning for a possible return to physical meetings but in the hope that it won't be necessary. Hold the Annual Meeting of the Parish Council and the Annual Parish Meeting virtually (if you don't have elections this year) by the 6th May. It is difficult to try and bring items or projects forward such is the reactive nature of much of the work of parish councils. We suggest you have one eye on the horizon and try to be prepared but hope that your planning won't be needed.

NALC has general advice on its website here https://www.nalc.gov.uk/coronavirus#preparing-for-the-possible-return-of-face-to-face-meetings but you know your village hall or usual meeting place better than NALC. Whether the 2m rule will still apply after 7th May is uncertain but natural caution would suggest if a return to physical meetings is necessary you will need to apply sensible covid safety measures:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers
- Arranging seating so people are not facing each other directly

- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a **test and trace procedure**
- Venues must conform with the government guidance for **multi-purpose community facilities** and for **council buildings**. If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance
- The council must understand and ensure it is acting in compliance with the latest government **safer workplaces guidance**

Kind regards

Christine

County Officer
Oxfordshire Association of Local Councils
Town Hall, Market Place, Wallingford, OX10 0EG
Email – info@oalc.org.uk
Your query may be answered by looking at our website www.oalc.org.uk

OALC

From the Chairman of the Association
Cllr James Jamieson

Partners to this letter:
The Centre for Governance and Scrutiny
The National Association of Local Councils
The Society for Innovation, Technology and Modernisation

Rt Hon Robert Jenrick MP
Secretary of State for Housing, Communities and Local Government
4th floor, Fry Building
2 Marsham Street
London
SW1P 4DF

4 March 2021

Dear Robert

Extending the ability for councils to hold meetings remotely

We are writing further to our letter of 12 October 2020 to reiterate the clear case for extending the ability for councils to hold meetings flexibly beyond May 2021 while we continue to manage the COVID-19 pandemic and to make this a permanent power open to councils to utilise.

This letter is also written in support of the 'letter before claim' jointly penned by Hertfordshire County Council, Lawyers in Local Government and the Association of Democratic Services Officers advising you of their intention of issuing a claim for declarations that local authorities already have the power to hold member meetings remotely, either wholly or partly. The declaration would be a way of addressing this issue without the need for legislative change. Without this primary or secondary legislation will be needed and this is time critical as the temporary powers lapse on 7 May.

Councils have used the vital powers granted by the Remote Meetings Regulations made under the Coronavirus Act 2020 to continue to do business while Covid lockdown restrictions have been in place. As restrictions on meeting indoors are likely to continue in some form beyond May 7 it is imperative that the powers are extended, particularly as full council meetings will need to be held following the May local elections.

However, in using the flexibility to hold meetings remotely to continue to operate at a time of national crisis, many councils report considerable advantages in retaining the option for councillors to hold or join meetings remotely in the long term to:

- Allow access to the role of councillor for a wider range of people, for example those with childcare or caring responsibilities and those with mobility issues and disabilities;
- Promote attendance and access to meetings in predominantly rural areas where public transport may be poor or difficult, where time taken travelling to a meeting is a big overhead on councillors and members of the public;
- Reduce the environmental impact of travel to meetings;
- Allow for more effective decision making for urgent matters;
- Retain the flexibility to continue to transact business in times of emergency in the future such as adverse weather, flooding transport disruption; and

- Retain the benefits that many councils have experienced of significantly more participation by the public in virtual meetings. The ability to record, archive and post meetings online is considered by many councils to increase transparency and openness of council decision making for the public.

While not all councils will wish to continue to hold remote meetings once COVID restrictions are removed, we support the continuance of flexibility for councils to hold remote meetings in the future. This should include the option of hybrid, in-person and remote meetings to encourage participation by a wider number of councillors and members of the public in council business and allow council business to continue in times of emergency.

We hope the government will support the application as it provides an option to allow for the continuation of remote meeting without the need for further legislation. However, if primary or secondary legislation is needed, we would ask that it should be brought forward in time to extend the power to meet remotely beyond 7 May. If you think it would be helpful to meet to discuss the way forward please contact Cheryll Gardiner (cheryll.gardiner@local.gov.uk/07789 512173) to arrange a convenient time and date.

Yours sincerely,

Cllr James Jamieson
Chairman

cc: Chloe Smith MP, Minister of State for the Constitution and Devolution, Cabinet Office

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