

Policy, Governance & Finance

Advisory Committee Meeting of Witney Town Council



Monday, 26th July, 2021 at 6.00 pm

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

As an Advisory Committee of the Council this meeting will take place virtually via Zoom. All decisions of this meeting will be recommendations to Full Council.

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

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Democratic & Legal Services Officer (democracy@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)**

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 14 June 2021 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Committee Work Plan (Pages 11 - 14)**

To discuss the Committee priorities following adoption of the Open Spaces Strategy at the Full Council meeting held on 28th June.

6. **Payment of Accounts (Pages 15 - 48)**

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

7. **Financial Report & Associated Matters (Pages 49 - 88)**

To receive and consider the joint report of the Responsible Financial Officer and Deputy Town Clerk.

8. **Grants and Subsidised Lettings (Pages 89 - 90)**

To consider the report of the Deputy Town Clerk.

a) **Grant Application - Rotary Colour Run (Pages 91 - 102)**

To consider a grant application received from the Rotary club of Witney.

b) **Baby Bonding Programme (Pages 103 - 112)**

To consider a grant application.

9. **Recording Equipment for Meetings (Pages 113 - 114)**

To consider the report of the Democratic & Legal Services Officer.

10. **Procurement Policy (Pages 115 - 134)**

To receive and consider the report of the Town Clerk

11. **Exclusion of Press and Public**

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

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

12. **Grounds Maintenance Service** (Pages 135 - 138)

To consider the confidential report of the Town Clerk.

13. **Property & Legal Matters** (Pages 139 - 152)

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

14. **Staffing Matters**

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



Town Clerk



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

Held on Monday, 14 June 2021

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor L Ashbourne (Chair)

Councillors:	J Aitman	V Gwatkin
	O Collins	M Jones
	H Eaglestone	R Smith
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	No members of the public.	

As there was no legislation in place for the Town Council to hold virtual meetings, and because of the ongoing Covid-19 Pandemic, the Policy, Governance & Finance Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work's programme, budget or policy would require ratification at the Full Council meeting held on 28th June 2021.

F293 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor David Harvey who was on Council business.

F294 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

F295 ELECTION OF VICE-CHAIR

It was proposed and seconded that Councillor Ruth Smith be elected Vice-Chair of the Committee.

There being no other nominations it was:

Resolved:

That Councillor Ruth Smith be elected Vice-Chair of the Committee for the 2021/2022 municipal year.

F296 MINUTES

The Committee received the minutes of the meeting held on 22 March 2021.

There were no matters arising.

Resolved:

That the minutes of the meeting held on 22 March 2021 be approved as a correct record and signed by the Chair.

F297 PUBLIC PARTICIPATION

There were no applications from members of the public to address the committee.

F298 PAYMENT OF ACCOUNTS

The Committee received the joint report of the Deputy Town Clerk and Responsible Financial Officer outlining payment schedules, bank statements and bank reconciliations which are brought to the Policy, Governance & Finance committee as part of the Council's due diligence.

Recommended:

Members noted the report, the bank reconciliations and agreed the following schedule of payments be approved:

Cheque No's	In the sum of:	Account
DDs and Standing Orders February	£3,359.52	General CB 1
Cheques 32975-33012, DDs and Standing Orders February	£119,014.66	Imprest CB 2
DDs and Standing Orders March	£52,577.40	General CB 1
Cheques 33013-33070, DDs and Standing Orders March	£122,367.01	Imprest CB 2
DDs and Standing Orders April	£2819.21	General CB 1
Cheques 33071-33095, DDs and Standing Orders April	£146,203.97	Imprest CB 2

F299 DISCRETIONARY GRANT AWARD POLICY

The Committee reviewed the current Council policy on discretionary grant awards.

It was suggested that section 5.1 of the policy that set a £500 limit should be removed to allow greater flexibility when considering applications. In addition members considered whether grant applications should be determined bi-annually.

A member suggested that sections 4.3 and 4.4 could be amended. With regard to 4.3 it was considered that building and equipment costs were an issue for organisations and the flexibility to award in such circumstances should be available. In respect of 4.4 it was agreed that this should just read hospitality so that applicants such as foodbanks were not precluded.

Recommended:

1. That, the Discretionary Grant Award Policy be amended by the deletion of sections 4.3 and 5.1 and 4.4 being amended to hospitality only;
2. That, consideration of grants be undertaken twice a year at the March and September meetings of the committee; and
3. The, revised process be reviewed after six months operation.

F300 **GRANTS AND SUBSIDISED LETTINGS**

The Committee received and considered the report of the Deputy Town Clerk concerning discretionary grant applications from 2120 (Witney) Squadron and Jewins Women2Women Ltd together with a subsidised lettings application from the Royal British Legion.

Members expressed support for the application from 2120 (Witney) Squadron subject to the recommendation regarding changes to the policy being approved at Council.

In respect of Jewins Women2Women members expressed their support for the work being undertaken but felt unable to support a grant based on the information submitted. The Committee suggested that the applicants, in being informed of the decision, be advised that the council would welcome a new application with more information about direct support to clients in Witney.

The Committee supported the subsidised letting request from the Royal British Legion.

Recommended:

1. That, an award of £949.31 to 2120 (Witney) Squadron be approved subject to the adoption of the revised Grants Policy;
2. That, no award be made to Jewins Women2Women at this time but the applicant be asked to provide further information and submit a future application if they wish;
3. That, a Subsidised Lettings Grant of £165 be awarded to the Royal British Legion (Witney Branch);
4. That these grants be awarded under the General Power of Competence; and
5. That, correspondence from Oxfordshire Association for the Blind and Life Education be noted.

F301 **INTERNAL AUDIT - FINAL REPORT 2020/2021**

The Committee received and considered the final Internal Audit report for 2020/2021. Members thanked officers for their hard work in respect of the audit and welcomed the positive assurances in each relevant area.

Recommended:

That, the final Internal Audit Report for 2020/2021 be received and noted

F302 **ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21**

The Committee received the report of the Town Clerk in respect of the Annual Governance and Accountability Return (AGAR) 2020/21.

It was noted that the document would be presented at the forthcoming Council meeting for ratification as required under the Accounts & Audit Regulations.

Recommended:

The Council is invited to note this report and

1. That, the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2021 where questions 1 to 9 were answered yes, be approved;
2. That, the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2021 be approved; and
3. That, the unaudited Financial Statements for the year ended 31 March 2021 be noted

F303 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.

F304 PROPERTY MATTERS

The Committee received a confidential verbal update from the Town Clerk in respect of a number of property matters.

During discussion it was noted that there was a large amount of furniture and other equipment in council buildings and this would need to be stored to allow conversion to additional office space. Members concurred that this should be done and that some items could be disposed of subject to valuation following a future report to this Committee.

Recommended:

That, the confidential update be noted and the Town Clerk be delegated to find a suitable storage facility for the excess furniture in the council facilities for a period of six months and that a valuation for some items is sought with a view to disposal.

F305 STAFFING MATTERS

The Committee received the minutes of the Personnel Sub-Committee meeting held on 7 June 2021.

Resolved:

That, the minutes of the Personnel Sub-Committee meeting held on 7 June 2021, and recommendations therein be agreed.

The meeting closed at: 7.03 pm

Chair

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PARKS & OPEN SPACES STRATEGY – ACTION PLAN

Key Themes:

PO	Modernising and upgrading our parks and open spaces
SP	Improving and investing in our sporting provision
LP	Improving and investing in our leisure provision
IS	Improving and investing in our infrastructure provision
EE	Working in the most effective and efficient manner

Committees:

CBP	Climate, Biodiversity & Planning
HC&A	Halls, Cemeteries & Allotments
P&R	Parks & Recreation
PGF/PSC	Policy, Governance & Finance
SC	Stronger Communities

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
<u>CLIMATE, BIODIVERSITY & PLANNING COMMITTEE</u>					
PO 3	Draw up and adopt a comprehensive arboriculture plan	CBP	WTC Staff, Tree Officer	Sep-21	Mar-22
PO 4	Identify and implement possible re-wilding areas	CBP	WTC Staff	Dec-21	Apr-22
LP 5	Prepare an improvement and upgrade plan for angling facilities at the Country Park and Lake	CBP	WTC Staff, Angling Club	Jan-22	Apr-22
LP 4	Prepare and adopt a comprehensive management and improvement plan for the Country Park and Lake area	CBP	WTC Staff, Tree Officer, Natural England, Specialist Advisors	Apr-22	Nov-22 (plan stage)
IS 8	Seek to work with partners to achieve a structured, integrated and fully connected footpath and cycle path network around the town.	CBP	WTC Staff, Partners	Apr-22	July 22 (Feasibility Stage)
<u>HALL, CEMETERIES & ALLOTMENTS COMMITTEE</u>					
IS 4	Seek out a possible solution report to the access and parking issues at the cemeteries (audit recently received)	HC&A	Appointed Consultants	Underway Now	Apr- 21 (report stage)
IS 3	Undertake a full options survey of the unused buildings at the cemeteries	HC&A	Appointed Consultants	Apr-22	Nov-22 (survey stage)
LP 1	Seek out options to increase allotment capacity issues should the additional new plots at Windrush not prove to be sufficient	HC&A	WTC Staff / Association/WODC/OC	Nov-22	Mar-23

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Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
PARKS & RECREATION COMMITTEE					
PO 6	Draw up long term management plans for each of the main Parks and Open Spaces (to be undertaken post other actions taking place at individual sites)	P&R	WTC Staff / Cllrs / Clubs	Dependent upon individual site decisions taken	On-going
SP 2	Enquire of landowners to try to seek out opportunities to provide additional pitches where required, including making enquiries to access existing third party owned facilities	P&R	WTC Staff / WODC / OCC / Clubs / Associations	On-going	On-going
SP 1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	P&R	WTC Staff / Clubs/ Associations	Jun-21	Oct-21
SP 5	Undertake a comprehensive condition survey of the WWSSC, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	P&R	Appointed Consultants	Jul-21	Oct-21
SP 7	Undertake a comprehensive condition survey of the The Leys pavilion, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	P&R	Appointed Consultants	Jul-21	Oct-21
IS 6	Undertake a condition survey of existing pavilions and toilet facilities and draw up an improvement and upgrade plan accordingly	P&R	Appointed Consultants	Sep-21	Jan-22 (survey stage)
IS 1	Undertake a condition survey of children's play areas, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Oct-21	Nov-25
IS 2	Undertake a condition survey of skateparks, MUGA's and other youth provision, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Oct-21	Mar-24
LP 2	Identify possible opportunities to provide more, and better fitness trails, cycle routes, park run routes etc, some in conjunction with WODC and OCC	P&R	WTC Staff / Cllrs / WODC/OCC	Nov-21	Mar-22
IS 7	Undertake a needs assessment and, where required, invest in pavilion and toilet provision where none are provided currently	P&R	Appointed Consultants	Nov-21	May-2022 (Plan Stage)
SP 6	Using KKP as project managers, undertake a long-term master plan exercise at the West Witney sports ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Dec-21	Oct-22 (Plan Stage)
SP 8	Undertake a long-term master plan exercise at the The Leys recreation ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Dec-21	Oct-22 (Plan Stage)
SP 3	Assess shortcomings in pitch maintenance and identify solutions	P&R	WTC Staff / Clubs	Jan-22	Aug-22
PO 2	Consider seeking to attain Green Flag status for relevant Parks and Open Space locations	P&R	WTC Staff / Cllrs	Sep-22	Mar-23
SP 9	Undertake a feasibility and cost analysis study into the provision of a further 3G pitch in the Town, subject to discussions with both WODC and OCC	P&R	TC Staff / Cllrs / OFA / WODC / OCC	Apr-23	Jul-23

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Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
<i>POLICY, GOVERNANCE & FINANCE COMMITTEE</i>					
PO 1	Draw up revised grounds maintenance specifications in order to raise standards within the Parks and Open Spaces (See EE 5, SP 3 Below also)	PGF	WTC Staff / Appointed Consultant	May-21	Jul-21
EE 5	Undertake an options review of the most efficient and effective manner to deliver grounds maintenance services	PGF	WTC Staff / Appointed Consultant	May-21	Jul-21
EE 11	Undertake a skills appraisal of the maintenance team, draw up a training and development plan based around grounds responsibilities	PGF/PSC	WTC Staff	May-21	Aug-21
EE 14	Identify options and a more structured approach to providing a more responsive out of hours service / call out service, as well as introducing possible work practices at weekends.	PGF/PSC	WTC Staff / Cllrs	May-21	Aug-21
SP 4	Update and negotiate new leases with the key sports providers in the Town, taking account of long term aims and aspirations for enhancing facilities	PGF	WTC Staff / Cllrs / Clubs	May-21	Nov-21
EE 1	Appoint a Park Ranger as already agreed with a clearly defined Job Description and Job Purpose	PGF/PSC	WTC Staff	Jun-21	Oct-21
EE 2	Seek to improve working relationships with key stakeholders, including WODC and OCC	PGF	WTC Staff	Jun-21	On-going
EE 9	Undertake a feasibility study into installing a professional mapping service for use by WTC	PGF	WTC Staff	Jun-21	Aug-21
EE 8	Seek to move to a grounds maintenance fleet of electric vehicles, machinery and kit	PGF	WTC Staff	Sep-21	On-going
IS 9	Seek to provide, possibly in partnership with a third party, a community hub building to include accessible community space (See SP 8?)	PGF	WTC Staff, Partners	Oct-21	Mar-22 (Feasibility Stage)
EE 4	Engage with WODC and OCC in order to consider devolution options in regards grounds maintenance within the town in light of the very high dissatisfaction levels of the confusing current position	PGF	WTC Staff / Cllrs / WODC / OCC	Nov-21	Jul-22
EE 12	Identify opportunities for volunteer schemes, friends schemes and other voluntary sector options and then enable their set-up and work arrangements	PGF	WTC Staff / Cllrs	Nov-21	Mar-22
EE 13	Undertake a comprehensive accessibility audit, draw up an improvement and implementation plan based around outcomes	PGF	Appointed Consultants	Apr-22	Sep-22
EE 10	Undertake a review of current sports and facility booking systems used and finesses to benefit all parties	PGF	WTC Staff	May-22	Sep-22
EE 6	Draw up and adopt a policy aimed at ensuring that all external and partnership funding opportunities, along with sponsorship options are optimised in all project and development works	PGF	WTC Staff / Appointed Consultant	Immediate effect	On-going

PARKS & OPEN SPACES STRATEGY – ACTION PLAN

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Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
<u>STRONGER COMMUNITIES COMMITTEE</u>					
EE 3	Draw up and adopt a communications plan with the aim of raising WTC's profile within the community	SC	WTC Staff	Jun-21	Nov-21
EE 7	Ensure that Community Engagement is enshrined into all work and projects undertaken by WTC	SC	WTC Staff	Jun-21	On-going
PO 5	Undertake a review of participating in the annual In Bloom competition	SC	WTC Staff / Cllrs / In Bloom Group	Sep-21	Mar-22
IS 5	Undertake an audit of current litter bins, dog waste bins, signage, seating, fencing, bus shelters and other associated infra-structure with a view to drawing up a corporate replacement and upgrade plan, to include policies relating to the installation and adoption of infra-structure on non-WTC land	SC	WTC Staff	Dec-21	June 2022 (Plan Stage)
LP 3	Adopt an annual programme of local events, building on the existing and identifying differing opportunities moving forwards	SC	WTC Staff / Cllrs	Nov-22	Mar-23

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: 26 July 2021

Title: Payment of Accounts

Contact Officer: Deputy Town Clerk – Adam Clapton
RFO – Tina Jardine

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 May 2021 and June 2021.

2. Payment of Accounts

Attached are the payment schedules for May 2021 and June 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
Cheques 101155-101158, DDs and Standing Orders May	£132,589.23	General CB 1
Cheques **33096-33112, DDs and Standing Orders May	£84,682.38	Imprest CB 2
Cheques 101159-101163, DDs and Standing Orders June	£608,252.17	General CB 1
Cheques 33113-33153, DDs and Standing Orders June	£102,814.69	Imprest CB 2

** Please note, the attached list of payments for the Barclays Imprest Account for May shows incorrect cheque numbers 33112-33128, this was an error made by the external book keeper and the cheques actually issued are as shown above 33096-33112.

Report ends.

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**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/06/2021	1	1,918,982.17
			<u>1,918,982.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,918,982.17
<u>Receipts not Banked/Cleared (Plus)</u>			
30/06/2021 Card		122.55	
30/06/2021 Card		83.35	
30/06/2021 101323		779.60	
			<u>985.50</u>
			1,919,967.67
		Balance per Cash Book is :-	1,919,967.67
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/05/2021	1	2,586,287.16
			<u>2,586,287.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
06/05/2021 101155 BARLOW AND SONS (HERMITAGE) LT		6,391.05	
06/05/2021 101158 Continental Landscapes Ltd		72,923.46	
			<u>79,314.51</u>
			2,506,972.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,506,972.65
		Balance per Cash Book is :-	2,506,972.65
		Difference is :-	0.00

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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

30 Jun - 06 Jul 2021

Date	Description	Money out £	Money in £	Balance £
30 Jun	Start Balance			1,995,254.84
	DD Direct Debit to Restore Datashred Ref: 4788117	59.74		1,995,195.10
	Cheque Issued Ref: 101163	79,046.81		1,916,148.29
	Giro Direct Credit From BCard7888266290621		73.30	1,916,221.59
	Giro Direct Credit From S Potts Ref: Savannahpottsparty		124.58	1,916,346.17
	Direct Credit From Peter Smih S Ltd F Ref: Smithp		2,636.00	1,918,982.17
1 Jul	DD Direct Debit to Wod Ndr DD Ref: 30421105	84.17		1,918,898.00
	DD Direct Debit to Wod Ndr DD Ref: 30623704	338.00		1,918,560.00
	DD Direct Debit to Wod Ndr DD Ref: 30685600	125.52		1,918,434.48
	DD Direct Debit to Wod Ndr DD Ref: 30903104	798.00		1,917,636.48
	DD Direct Debit to Wod Ndr DD Ref: 90024629	477.00		1,917,159.48
	Giro Direct Credit From BCard7888266300621		122.55	1,917,282.03
	Giro Direct Credit From - Nicola Walker T/ Ref: M-Musicb4201		206.00	1,917,488.03
	Deposit Re 45Witney 101323		779.60	1,918,267.63
2 Jul	STO Standing Order From Lily's Attic Ltd Ref:- Rent		800.00	1,919,067.63

Start balance	£1,995,254.84
Money out	£81,323.46
Commission charges	£0.00
Interest paid	£0.00
Money in	£8,152.69
End balance	£1,922,084.07

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

Continued

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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG
















Your Business Current Account

At a glance

26 May - 01 Jun 2021

Start balance	£2,586,515.93
Money out	£10,273.14
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£8,988.92
End balance	£2,585,231.71

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

Date	Description	Money out £	Money in £	Balance £
26 May	Start Balance			2,586,515.93
	 Direct Credit From BCard7888266250521		4.95	2,586,520.88
	 Direct Credit From Reeves Mem Co LT A Ref: Inv 18248		162.00	2,586,682.88
27 May	 Direct Credit From BCard7888266260521		67.40	2,586,750.28
	 Direct Credit From FC Mills Ref: FC Mills-Inv B4167		193.50	2,586,943.78
28 May	 Direct Debit to Restore Datashred Ref: 4788117	✓ 57.99		2,586,885.79
	 Cheque Issued Ref: 101156	8,520.00		2,578,365.79
	 Direct Credit From BCard7888266270521		134.25	2,578,500.04
	 Direct Credit From C Codd Ref: B4188		184.00	2,578,684.04
	 Direct Credit From West Witney Ref: West Witney Bowls		4,062.22	2,582,746.26
	 Deposit Re 45Witney 101322		1,683.40	2,584,429.66
	 Direct Credit From Peter Smih S Ref: Smithp		1,857.50	2,586,287.16
1 Jun	 Direct Debit to Fuel Card Services Ref: Shb303621	✓ 82.15		2,586,205.01
	 Direct Debit to Wod Ndr DD Ref: 30623704	338.00		2,585,867.01
	 Direct Debit to Wod Ndr DD Ref: 30903104	798.00		2,585,069.01
	 Direct Debit to Wod Ndr DD Ref: 90024629	477.00		2,584,592.01

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List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2021	Wodc Ctax Ndr - 30623704	Std Ord	338.00		WODC - Rates Tower Hill
01/06/2021	Wodc Ctax Ndr - 30903104	Std Ord	798.00		WODC - Rates Town Hall
01/06/2021	Wodc Ctax Ndr - 90024629	Std Ord	477.00		WODC - Rates Windrush Cemetery
01/06/2021	Fuel Card Services Ltd	DD1	82.15		12252/Works fuel 17May
07/06/2021	Fuel Card Services Ltd	DD2	66.32		12021/Fuel 27May
08/06/2021	BARCLAYS B P A	101159	500,000.00		Barclays Business Premium A/c
09/06/2021	Quadient	DD	200.00		Quadient -Franking Mach Reset
09/06/2021	Peninsula	DD3	334.88		12105/HR Services
10/06/2021	Barclaycard Charges May 2021	DD	68.69		Barclaycard Charges May 2021
14/06/2021	BNP Paribas Lease Group (Renta	DD4	796.46		12003/Copier rent 13Jun-12Sep
16/06/2021	SAGE (UK) LTD	DD5	151.20		12109/Sage Payroll Jun21
16/06/2021	Peninsula	DD6	548.16		12268/BusinessSafe services
16/06/2021	HMRC & OCC May 2021	BACS	26,687.40		HMRC & OCC May 2021
16/06/2021	HMRC & OCC May 2021 Reverse	BACS	-26,687.40		HMRC & OCC May 2021
21/06/2021	Fuel Card Services Ltd	DD7	202.51		12253/Works fuel 7Jun
22/06/2021	Executive Alarms Ltd	101160	7,009.20		12018/Instal fire alarm system
22/06/2021	Healthmatic Limited	101161	8,098.38		12103/Clean public WC Jul-Sep
22/06/2021	Knight, Kavanagh & Page	101162	6,453.00		12104/Feasibility study WWWSG
22/06/2021	Continental Landscapes Ltd	101163	79,046.81		12085/Cricket pitch prep May21
25/06/2021	Salaries June 2021	BACS	49,169.32		Salaries June 2021
25/06/2021	Salaries June 2021 Rev	BACS	-49,169.32		Salaries June 2021 Rev
28/06/2021	Fuel Card Services Ltd	DD8	84.17		12254/Works fuel 16Jun
29/06/2021	Witney Town Council	Std Ord	3,437.50		Witney TC
30/06/2021	Restore Datashred	DD9	59.74		12042/Confidential waste disp
Total Payments			608,252.17		

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List of Payments made between 01/05/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2021	Wodc Ctax Ndr - 30623704	Std Ord	338.00		WODC - Rates Tower Hill
01/05/2021	Wodc Ctax Ndr - 30903104	Std Ord	798.00		WODC - Rates Town Hall
01/05/2021	Wodc Ctax Ndr - 90024629	Std Ord	477.00		WODC - Rates Windrush Cemetery
04/05/2021	Fuel Card Services Ltd	DD1	155.81		11894/Vehicle Fuel 22-23Apr21
05/05/2021	Restore Datashred	DD2	83.94		11781/Confidential waste
06/05/2021	BARLOW AND SONS	101155	6,391.05		11822/Railway sleepers
06/05/2021	O.G. Stonemasonry Contractors	101156	8,520.00		11759/Piers & arch repairs
06/05/2021	TRIUMPH TECHNOLOGIES LTD	101157	5,971.18		11835/HP ProBook Laptops x3
06/05/2021	Continental Landscapes Ltd	101158	72,923.46		Purchase Ledger Payment
10/05/2021	Barclaycard Charges	DD	68.21		Barclaycard Charges
10/05/2021	Barclaycard Charges Apr2021	DD	68.21		Barclaycard Charges Apr2021
10/05/2021	Fuel Card Services Ltd	DD3	6.00		11895/Fuel card admin fee
10/05/2021	Peninsula	DD4	334.88		12037/HR Services
10/05/2021	Barclaycard Charges Apr2021	DD	-68.21		Barclaycard Charges Apr2021
11/05/2021	Quadient	DD	200.00		Quadient - Postage Reset
17/05/2021	Fuel Card Services Ltd	DD5	82.80		12020/Fuel 5May
17/05/2021	SAGE (UK) LTD	DD6	151.20		11921/Sage Payroll May2021
17/05/2021	Peninsula	DD7	548.16		12038/BusinessSafe services
18/05/2021	Castle Water Ltd TW2482548230	DD8	53.93		11915/Water 2407013 1Mar-31Aug
18/05/2021	Castle Water Ltd	DD9	288.26		11916/Water2418507 28Feb-31Aug
25/05/2021	BARCLAYS IMPREST A/C	Transfer	35,139.36		Barclays General Account
28/05/2021	Restore Datashred	DD10	57.99		11896/Confidential waste disp
Total Payments			132,589.23		

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**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	30/06/2021	1	1,000.00
			<hr/> 1,000.00
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
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 32914 Mrs Stevenson	16.00		
16/02/2021 32983 Blueprint Imaging Limited	90.00		
31/03/2021 33051 Blueprint Imaging Limited	21.60		
14/06/2021 33116 Azura Limited	396.00		
14/06/2021 33119 Brewers Decorator Centres	228.19		
14/06/2021 33127 MARGARET L. JOHNSON LTD.	165.60		
14/06/2021 33128 KJ's Motor Car Engineers Ltd	338.85		
14/06/2021 33130 Office Furniture Online	942.00		
14/06/2021 33137 The Royal Agricultural Univers	160.00		
14/06/2021 33138 Royal Mail Group Ltd	240.45		
14/06/2021 33139 Seldram Supplies Oxford Ltd	143.81		
14/06/2021 33142 South East Workwear Limited	173.59		
14/06/2021 33144 THAMES SECURITY MANAGEMENT LTD	270.00		
14/06/2021 33146 Ubico Limited	76.22		
14/06/2021 33148 WGS Power & Lighting Ltd	825.00		
24/06/2021 33152 Direct 365 Online Ltd	50.70		
29/06/2021 33153 PETER B LEDBURY LTD	349.99		
			<hr/> 4,506.00
			-3,506.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			-3,506.00
		Balance per Cash Book is :-	-3,506.00
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/05/2021	1	1,000.00
			<u>1,000.00</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
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 32914 Mrs Stevenson	16.00		
16/02/2021 32983 Blueprint Imaging Limited	90.00		
15/03/2021 33027 OXFORDSHIRE PLAYING FIELDS ASS	268.00		
15/03/2021 33042 THAMES SECURITY MANAGEMENT LTD	126.00		
31/03/2021 33051 Blueprint Imaging Limited	21.60		
30/04/2021 33072 Apex Mindset Ltd	60.00		
30/04/2021 33092 THAMES SECURITY MANAGEMENT LTD	126.00		
10/05/2021 33118 Evengreener	1,551.31		
10/05/2021 33123 South East Workwear Limited	341.61		
			<u>2,618.52</u>
			-1,618.52
<u>Receipts not Banked/Cleared (Plus)</u>			
	0.00		
			<u>0.00</u>
			-1,618.52
Balance per Cash Book is :-			-1,618.52
Difference is :-			0.00

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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

30 Jun - 06 Jul 2021

Date	Description	Money out £	Money in £	Balance £
30 Jun	Start Balance			1,000.00
	Cheque Issued Ref: 033118	79.30		920.70
	Cheque Issued Ref: 033126	278.20		642.50
	Cheque Issued Ref: 033135	1,079.60		-437.10
	Cheque Issued Ref: 033140	418.80		-855.90
	Cheque Issued Ref: 033149	207.55		-1,063.45
	Cheque Issued Ref: 033151	48.91		-1,112.36
	Giro Transfer From Account 70974641		2,112.36	1,000.00
1 Jul	Cheque Issued Ref: 033138	240.45		759.55
	Cheque Issued Ref: 033142	173.59		585.96
	Cheque Issued Ref: 033153	349.99		235.97
	Giro Transfer From Account 70974641		764.03	1,000.00
5 Jul	Cheque Issued Ref: 033119	228.19		771.81
	Giro Transfer From Account 70974641		228.19	1,000.00
6 Jul	Cheque Issued Ref: 033127	165.60		834.40

Start balance	£1,000.00
Money out	£3,270.18
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£3,270.18
End balance	£1,000.00

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

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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG

Your Business Current Account

At a glance

26 May - 01 Jun 2021

Date	Description	Money out £	Money in £	Balance £
26 May	Start Balance			1,000.00
	 Cheque Issued Ref: 033095	719.02		280.98
	 Cheque Issued Ref: 033112	72.00		208.98
	 Transfer From Account 70974641		791.02	1,000.00
27 May	 Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	16.80		983.20
	 Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	18.00		965.20
	 Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	30.00		935.20
	 Direct Debit to Academy Leasing Ref: 018826	155.72		779.48
	 Cheque Issued Ref: 033090	288.00		491.48
	 Cheque Issued Ref: 033108	288.00		203.48
	 Cheque Issued Ref: 033111	76.22		127.26
	 Transfer From Account 70974641		872.74	1,000.00
28 May	 Cheque Issued Ref: 033097	2,004.00		-1,004.00
	 Cheque Issued Ref: 033104	246.00		-1,250.00
	 Transfer From Account 70974641		2,250.00	1,000.00
1 Jun	Balance carried forward			1,000.00
	Total Payments/Receipts	3,913.76	3,913.76	

Start balance	£1,000.00
Money out	£3,913.76
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£3,913.76
End balance	£1,000.00

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

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

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List of Payments made between 01/06/2021 and 30/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
14/06/2021	SCREWFIX	33112	0.00		VOID CHEQUE
14/06/2021	Trade UK	33113	2,414.25		12115/Work boots
14/06/2021	Alder King LLP	33114	4,032.00		12131/Portfolio advice Feb-May
14/06/2021	Amazon Payments UK Ltd	33115	106.90		12088/Burlap ribbon
14/06/2021	Azura Limited	33116	396.00		12001/NICEIC inspection
14/06/2021	DCK Accounting Solutions Ltd	33117	515.22		12015/Contract accounts May21
14/06/2021	BARLOW AND SONS	33118	79.30		12002/Half round rails
14/06/2021	Brewers Decorator Centres	33119	228.19		12009/Hammerite
14/06/2021	C J Clarke (Timber Merchants)	33120	10.76		12010/Wood screws
14/06/2021	COPY RIGHT SYSTEMS LTD	33121	562.52		12091/Relocate copier
14/06/2021	Dab Lift & Electrical Services	33122	246.00		12014/Annual lift mntnce
14/06/2021	Drama by Design Ltd	33123	3,360.00		11984/C.Ex refurb consultancy
14/06/2021	Falcon Signs	33124	307.20		12019/Road signs & fixings
14/06/2021	GSWindow Cleaning	33125	119.50		12030/Window cleaning May21
14/06/2021	H & E Engineers (Maintenance)	33126	278.20		12031/Replace expansion vessel
14/06/2021	MARGARET L. JOHNSON LTD.	33127	165.60		12032/Copier paper
14/06/2021	KJ's Motor Car Engineers Ltd	33128	338.85		12033/MOT & service OV09GNN
14/06/2021	Newsquest Media Group	33129	238.80		12034/Recruitment advertising
14/06/2021	Office Furniture Online	33130	942.00		12036/Desktop high cupboards
14/06/2021	CASH	33131	493.57		12106/Cash Exp Jun21-
14/06/2021	POST OFFICE LTD	33132	275.00		12107/Road Tax EJ17YNK
14/06/2021	Push Start Marketing Ltd	33133	264.00		12041/Artwork of strategy doc
14/06/2021	AUDITING SOLUTIONS LTD	33134	534.00		12089/Internal audit 2020-21
14/06/2021	Rialtas Business Solutions Ltd	33135	1,079.60		12044/Purchase order s'ware
14/06/2021	Rotary Club of Witney	33136	2,100.00		12045/Rotary Club-F148(3) 22/3
14/06/2021	The Royal Agricultural Unvers	33137	160.00		11988/Tree survey course
14/06/2021	Royal Mail Group Ltd	33138	240.45		12108/Repsonse services May21
14/06/2021	Seldram Supplies Oxford Ltd	33139	143.81		12063/Cleaning supplies
14/06/2021	SOUTH EAST EMPLOYERS	33140	418.80		12062/SEE Membership 2021/22
14/06/2021	BRADY CORPORATION LTD	33141	324.61		12064/First aid equipment
14/06/2021	South East Workwear Limited	33142	173.59		12117/Hivis waterproof trouser
14/06/2021	Tech-Lec (Oxford) Services Ltd	33143	1,646.90		11990/Electrical&heating works
14/06/2021	THAMES SECURITY	33144	270.00		12069/Key holding Mar-May
14/06/2021	A.K.TIMMS & SONS LTD	33145	427.82		12071/Plumbing supplies
14/06/2021	Ubico Limited	33146	76.22		12076/Street cleansing May21
14/06/2021	VIKING DIRECT	33147	253.87		12129/Stationery
14/06/2021	WGS Power & Lighting Ltd	33148	825.00		12080/Replace flood lights
14/06/2021	WEST OXFORDSHIRE DISTRICT	33149	207.55		12130/Premises licence 2021-22
14/06/2021	YOUNG ENGINEERING SUPPLIES	33150	36.00		12081/Coachbolts & nuts
14/06/2021	ZURICH MUNICIPAL	33151	48.91		12082/Insurance 2021-22
14/06/2021	Rotary Club of Witney	33136	-2,100.00		12227/Rotary Club Grant Cancel
15/06/2021	BOOKER LIMITED	DD1	169.99		12004/Cafe supplies
15/06/2021	Green Energy UK	DD2	2,947.63		12102/Ref 1557826 1-31May21
16/06/2021	HMRC & OCC May 2021	BACS	26,687.40		HMRC & OCC May 2021
21/06/2021	SOUTHERN ELECTRIC	DD3	9.62		12119/Ac 951808973 5May-1Jun
24/06/2021	Direct 365 Online Ltd	33152	50.70		Purchase Ledger Payment
24/06/2021	STL Business Communications So	DD4	911.27		12287/Phone chgs May21

Continued on Page 2

List of Payments made between 01/06/2021 and 30/06/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/06/2021	Epos Now Ltd	DD5	16.80		12250/Epos Care Plan
25/06/2021	Epos Now Ltd	DD6	18.00		12249/Epos payment premium
25/06/2021	Epos Now Ltd	DD7	30.00		12251/Epos Support Licence
25/06/2021	Salaries June 2021	BACS	49,169.32		Salaries June 2021
27/06/2021	Academy Leasing	Std Ord	155.72		Academy Leasing-Coffee Machine
29/06/2021	Barclays Charges 8May-6Jun	DR	57.26		Barclays Charges 8May-6Jun
29/06/2021	PETER B LEDBURY LTD	33153	349.99		12226/Bosch Dishwasher
Total Payments			<u>102,814.69</u>		

List of Payments made between 01/05/2021 and 31/05/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/05/2021	ACTION HANDLING EQUIPMENT	33112	2,753.13		11898/Box Body Turntable Truck
10/05/2021	Alder King LLP	33113	2,004.00		11899/Project mngmnt Feb-Mar
10/05/2021	Amazon Payments UK Ltd	33114	132.84		11929/USB charging cable
10/05/2021	DCK Accounting Solutions Ltd	33115	1,432.92		11901/Contract accounts Apr21
10/05/2021	Cool Beans Coffee UK Limited	33116	66.10		11902/Cafe supplies
10/05/2021	Ecolamp Recycling Ltd	33117	199.20		11903/Lamp coffin
10/05/2021	Evengreener	33118	1,551.31		Purchase Ledger Payment
10/05/2021	Green Warehouse Ltd	33119	261.84		11904/Recycling bins
10/05/2021	M & M SKIP HIRE LTD	33120	246.00		11905/Yard skip exchange 13Apr
10/05/2021	Trade UK	33121	61.78		11907/Laminate worktop
10/05/2021	Seldram Supplies Oxford Ltd	33122	120.09		11908/Cleaning supplies
10/05/2021	South East Workwear Limited	33123	341.61		11910/Work trousers
10/05/2021	SLCC Enterprises Ltd	33124	288.00		11930/ILCA fees - CG
10/05/2021	Steel Stair Inspector Limited	33125	460.00		11912/Fire scape inspection
10/05/2021	TRIUMPH TECHNOLOGIES LTD	33126	1,053.48		11938/TOD Recovery svc Jun21
10/05/2021	Ubico Limited	33127	76.22		11913/Street cleansing 2021-22
10/05/2021	WITNEY PLANT HIRE LTD	33128	72.00		11914/Skiploading dumper hire
17/05/2021	CASH	DD1	832.75		11981/Cafe & bar supplies
17/05/2021	Green Energy UK	DD2	3,524.98		12029/Ref 1561422 1-30Apr21
17/05/2021	Bacs Payments	BACS	32,124.61		Bacs Payments
24/05/2021	STL Business Communications So	DD3	784.42		Purchase Ledger Payment
24/05/2021	SOUTHERN ELECTRIC	DD4	10.22		11923/Ac951808973 2Apr-4May
25/05/2021	Bacs Payments	BACS	36,064.36		Bacs Payments
27/05/2021	Academy Leasing	Std Ord	155.72		Academy Leasing-Coffee Machine
27/05/2021	Epos Now Ltd	DD5	16.80		Purchase Ledger Payment
27/05/2021	Epos Now Ltd	DD6	18.00		12016/Eposnow premium payment
27/05/2021	Epos Now Ltd	DD7	30.00		12017/Eposnow Support licence
Total Payments			84,682.38		

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**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 3 - BARCLAYS B P A**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	30/06/2021	1	408,789.95
			<hr/> 408,789.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			408,789.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			408,789.95
		Balance per Cash Book is :-	408,789.95
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 3 - BARCLAYS B P A**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	31/05/2021	1	9,713.55
			<u>9,713.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,713.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,713.55
		Balance per Cash Book is :-	9,713.55
		Difference is :-	0.00

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MG 012171 F1VI491A 709F305GG00064 39800 14178 A

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Premium Account

At a glance

30 Jun - 06 Jul 2021

Date	Description	Money out £	Money in £	Balance £
30 Jun	Start Balance			410,902.31
	Giro to 70974765 Automatic	2,112.36		408,789.95
1 Jul	Giro to 70974765 Automatic	764.03		408,025.92
5 Jul	Giro to 70974765 Automatic	228.19		407,797.73
6 Jul	Giro to 70974765 Automatic	165.60		407,632.13
6 Jul	Balance carried forward			407,632.13
	Total Payments/Receipts	3,270.18	0.00	

Start balance	£410,902.31
Money out	£3,270.18
Money in	£0.00
► Gross interest earned	£0.00
End balance	£407,632.13

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

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

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MG 012198 F1V1136A 709F304BF00062 39800 84612 A

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Premium Account

At a glance

26 May - 01 Jun 2021

Date	Description	Money out £	Money in £	Balance £
26 May	Start Balance			13,627.31
	Giro to 70974765 Automatic	791.02		12,836.29
27 May	Giro to 70974765 Automatic	872.74		11,963.55
28 May	Giro to 70974765 Automatic	2,250.00		9,713.55
1 Jun	Balance carried forward			9,713.55
	Total Payments/Receipts	3,913.76	0.00	

Start balance	£13,627.31
Money out	£3,913.76
Money in	£0.00
► Gross interest earned	£0.00
End balance	£9,713.55

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

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

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 26 July 2021

Title: Financial Report & Associated Matters

Contact Officer: RFO – Tina Jardine
Deputy Town Clerk – Adam Clapton

Background

Detailed income and expenditure statements for whole of the Councils approved budgets are attached for information. The period to which this report relates is from 1 April to 30 June 2021, being the 3-month position and the latest period for which accounts are available.

Members should note these reports do not show the current salary overheads, which are being processed by the external bookkeeper.

Financial Implications of Recommendations made by Spending Committees

As Advisory Committees in this cycle of meetings, recommendations falling outside of the Council's previously agreed policies, budgets and delegations in statute will require ratification at the Full Council meeting on 2nd August 2021.

It is, however, the Council's usual practice that all matters discussed, and recommendations made by spending committees which have financial implications, are reported to this committee. This committee is responsible for the overall financial management of the Council.

Parks & Recreation Committee – 5th July

Witney Town Bowls Club Gates – The recommendation of the Committee was to support the replacement of gates at the club, at a cost not exceeding £2,000.

Three quotes for the work, as delegated to officers are attached for consideration.

West Witney dog/litter bins/signage – The recommendation of the Committee was to install 2 x recycling litter bins (£758 installation & £330.40 annual emptying) and changes to signage (approx. £300) at West Witney Sports Ground.

Halls Cemeteries & Allotments Committee- 12th July

Tower Hill Cemetery Pedestrian Access – The recommendation of the Committee was to support new pedestrian access at Tower Hill Cemetery. Officers will be obtaining quotes for this work – a budget is already agreed up to £15,000.

Stronger Communities Committee

Christmas Lights – The recommendation of the committee was to agree alterations to the displays at Church Green and the Buttercross. The cost being an additional £2,264.93 per annum to the agreed contract and £754.72 above the agreed annual Christmas Lights budget of £35,000.

Bus Stop – Tower Hill – The recommendation of the committee was to agree to the purchase of a sedum-roofed shelter at a cost of £9,123.66 (From County Council S106 developer funds) and the installation of a litter/dog waste bin. There would be ongoing emptying costs per annum - £7.25 per collection, payable to West Oxfordshire District Council.

Communications & Community Engagement Update report- The recommendation of the committee was to agree to the purchase of additional, professional communications equipment as listed at a cost of £286.44. This coming from the newsletter/communications budget.

Youth Funding Grant – The recommendation of the committee was to launch the Council's Youth Funding Grant 2021 for applications on 1st August 2021 based on the previous years' criteria. The total for the fund is £30,000.

Windrush Cemetery Mapping

The Committee resolved to support the digitisation of the Council's burial and cemetery records and cemetery mapping at a meeting held on 13 July 2020 (minute no. F200 refers).

The first part of this project is underway, with plotting of current graves at both cemeteries underway.

As grave spaces at Windrush Cemetery are not plotted, Officers have sought a quote to undertake this work from a company previously used by the Council which works in conjunction with the mapping provider – the plots would be easily integrated with the current programmes and available digitally. Remaining grave spaces would be plotted on the appropriate land and would take into consideration potential new access roads, paths and entrance from the south of the site (Quote attached).

St Mary's Pillars Insurance Claim

The pillars at St Mary's Church were damaged in an accident in January 2020 but due to delays caused by Covid, the repairs were not completed until 2021. As this was the result of an insurance claim is still unresolved.

All invoices and papers have been sent for submission to the insurance agent, but they have disputed several contractor costs and requested further documentation. The Council's agent has advised that '... a dispute can happen if the pricing is incorrect or consistent' but are unable to offer any further advice on a third-party claim. Officers are currently requesting further information in reply to the queries raised. The outlay from the Council for the repairs totals £6,268.02 (exc. VAT) and the current offer stands at £3,758.78 (exc. VAT). A difference of £2,509.24.

Officers will continue to raise the final offer, but it is unlikely the full outlay will be met by the insurers.

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 regarding its facilities and services it operates.

Risk

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

All the Council's Committees receive financial reports to carry out its checks and balances, and consideration is generally given to budgets and funding availability when agreeing expenditure.

Financial implications

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

- There is no budget for the plotting of the cemetery graves so a supplementary one would be required.
- There is no additional budget to cover any shortfall in the settlement for the work at St Mary's pillars.

Recommendations

Members are invited to note the report and;

1. Agree the recommendations of the spending committees as detailed above;
2. In addition, consider the quotes for gates at Witney Town Bowls Club
3. Consider the quote for the plotting of grave spaces at Windrush Cemetery
4. Consider acceptance of the insurance offer relating to St Mary's Pillars at its lowest, subject to further negotiation.

Detailed Income & Expenditure by Budget Heading 30/06/21

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102 LANGDALE HALL								
1050 RENT RECEIVED	20,000	0	20,000	20,000			0.0%	
1052 EXPENSES RECOVERED	304	0	0	0			0.0%	
1058 WATER RECOVERED	2,014	0	900	900			0.0%	
1059 ELECTRICITY RECOVER	7,512	0	0	0			0.0%	
1060 INSURANCE RECOVERED	598	0	630	630			0.0%	
LANGDALE HALL :- Income	30,429	0	21,530	21,530				0
4012 WATER RATES	900	394	900	506		506	43.8%	
4015 GAS	(381)	0	0	0		0	0.0%	
4021 TELEPHONE/FAX	142	0	160	160		160	0.0%	
4025 INSURANCE	598	0	630	630		630	0.0%	
4036 PROPERTY MAINTENANCE	1,230	232	1,000	768		768	23.2%	
4038 OTHER MAINTENANCE	370	0	1,000	1,000		1,000	0.0%	
4048 ENG.INSPEC.(VATABLE)	429	0	450	450		450	0.0%	
4059 OTHER PROF FEES	3,003	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	600	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,500)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,231	0	888	888		888	0.0%	
4890 O/S O'HEAD RCHG	234	0	160	160		160	0.0%	
4892 C/S STAFF RCHG	840	0	706	706		706	0.0%	
4893 C/S O'HEAD RCHG	218	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	14,253	0	0	0		0	0.0%	
LANGDALE HALL :- Indirect Expenditure	22,168	626	6,894	6,268	0	6,268	9.1%	0
Net Income over Expenditure	8,261	(626)	14,636	15,262				
103 BARS								
1000 BAR SALES - DRINK	1,561	2,304	8,000	5,696			28.8%	
1001 BAR SALES - FOOD	38	975	2,000	1,025			48.7%	
1009 CAFE SALES - HOT DRINKS	0	2,241	6,000	3,759			37.4%	
BARS :- Income	1,599	5,520	16,000	10,480			34.5%	0
3000 BAR PURCHASES - DRINK	1,262	779	4,000	3,221		3,221	19.5%	
3001 BAR PURCHASES - FOOD	117	491	1,000	509		509	49.1%	
3009 CAFE PURCHASES - HOT BEVERAGES	171	665	1,000	335		335	66.5%	
BARS :- Direct Expenditure	1,549	1,935	6,000	4,065	0	4,065	32.2%	0
4001 SALARIES	1,229	0	22,912	22,912		22,912	0.0%	
4002 ER'S NIC	251	0	1,673	1,673		1,673	0.0%	
4003 ER'S SUPERANN	551	0	4,972	4,972		4,972	0.0%	
4042 EQUIPMENT	1,710	632	2,250	1,618		1,618	28.1%	

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4491 TFR TO EARMARKED RES	11,350	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	0	0	1,765	1,765		1,765	0.0%	
BARS :- Indirect Expenditure	15,091	632	33,572	32,940	0	32,940	1.9%	0
Net Income over Expenditure	(15,041)	2,954	(23,572)	(26,526)				
104 CORN EXCHANGE								
1007 CORN EXCHNGE LETTING	3,503	2,653	20,000	17,347			13.3%	
1014 EVENTS INCOME	(102)	327	1,000	673			32.7%	
1016 FUNCTION REFRESHMENT	0	13	500	488			2.5%	
CORN EXCHANGE :- Income	3,401	2,992	21,500	18,508			13.9%	0
4001 SALARIES	35,455	0	42,949	42,949		42,949	0.0%	
4002 ER'S NIC	2,117	0	2,629	2,629		2,629	0.0%	
4003 ER'S SUPERANN	5,407	0	6,264	6,264		6,264	0.0%	
4007 PROTECTIVE CLOTHING	175	0	300	300		300	0.0%	
4008 TRAINING	25	0	500	500		500	0.0%	
4011 RATES	0	0	4,665	4,665		4,665	0.0%	
4012 WATER RATES	435	0	500	500		500	0.0%	
4014 ELECTRICITY	4,219	683	5,200	4,517		4,517	13.1%	
4015 GAS	2,942	689	5,200	4,511		4,511	13.3%	
4016 CLEANING MATERIALS	839	289	2,310	2,021		2,021	12.5%	
4017 CONTRACT CLEAN/WASTE	2,481	801	5,500	4,699		4,699	14.6%	
4018 PHOTOCOPIER COSTS	123	74	150	76		76	49.0%	
4020 COPIER RENTAL	505	0	700	700		700	0.0%	
4021 TELEPHONE/FAX	544	99	600	501		501	16.5%	
4025 INSURANCE	702	0	650	650		650	0.0%	
4028 I.T.	1,142	317	1,400	1,083		1,083	22.6%	
4030 RECRUITMENT ADVT'G	0	0	1,000	1,000		1,000	0.0%	
4032 PUBLICITY	4,843	0	4,000	4,000		4,000	0.0%	
4036 PROPERTY MAINTENANCE	3,920	299	5,000	4,701		4,701	6.0%	
4038 OTHER MAINTENANCE	2,251	73	4,000	3,927		3,927	1.8%	
4042 EQUIPMENT	105	320	1,500	1,180		1,180	21.3%	
4043 SMALL TOOLS & EQUIPT	98	27	350	323		323	7.6%	
4045 LICENCES	3,069	180	2,300	2,120		2,120	7.8%	
4048 ENG.INSPEC.(VATABLE)	290	0	300	300		300	0.0%	
4141 EVENTS	(704)	717	2,000	1,283		1,283	35.9%	
4143 REFRESHMENT COSTS	7	0	300	300		300	0.0%	
4250 BAD DEBTS	(82)	0	0	0		0	0.0%	
4400 COVID-19 EXPENDITURE	298	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	42,595	0	10,000	10,000		10,000	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4495 TFR FROM EARMARKED R	(3,000)	(1,700)	(1,700)	0		0	100.0%	
4888 O/S STAFF RCHG	3,734	0	3,296	3,296		3,296	0.0%	
4890 O/S O'HEAD RCHG	616	0	595	595		595	0.0%	
4892 C/S STAFF RCHG	9,287	0	10,910	10,910		10,910	0.0%	
4893 C/S O'HEAD RCHG	3,906	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	31,343	0	0	0		0	0.0%	
CORN EXCHANGE :- Indirect Expenditure	159,688	2,867	123,368	120,501	0	120,501	2.3%	0
Net Income over Expenditure	(156,287)	125	(101,868)	(101,993)				
105 BURWELL HALL								
1005 BURWELL HALL LETTING	3,061	2,580	12,000	9,420			21.5%	
BURWELL HALL :- Income	3,061	2,580	12,000	9,420			21.5%	0
4001 SALARIES	30,142	0	28,632	28,632		28,632	0.0%	
4002 ER'S NIC	2,214	0	1,753	1,753		1,753	0.0%	
4003 ER'S SUPERANN	5,865	0	4,176	4,176		4,176	0.0%	
4007 PROTECTIVE CLOTHING	0	0	300	300		300	0.0%	
4008 TRAINING	25	0	250	250		250	0.0%	
4009 TRAVELLING	0	0	125	125		125	0.0%	
4011 RATES	0	0	3,150	3,150		3,150	0.0%	
4012 WATER RATES	628	288	1,000	712		712	28.8%	
4014 ELECTRICITY	1,622	153	2,700	2,547		2,547	5.7%	
4015 GAS	2,511	670	4,000	3,330		3,330	16.8%	
4016 CLEANING MATERIALS	610	0	2,000	2,000		2,000	0.0%	
4017 CONTRACT CLEAN/WASTE	1,399	66	3,000	2,934		2,934	2.2%	
4021 TELEPHONE/FAX	299	114	300	186		186	37.9%	
4025 INSURANCE	345	0	365	365		365	0.0%	
4028 I.T.	540	0	2,000	2,000		2,000	0.0%	
4030 RECRUITMENT ADVT'G	0	0	200	200		200	0.0%	
4032 PUBLICITY	48	0	1,850	1,850		1,850	0.0%	
4036 PROPERTY MAINTENANCE	1,069	0	3,000	3,000		3,000	0.0%	
4038 OTHER MAINTENANCE	1,493	71	2,100	2,029		2,029	3.4%	
4042 EQUIPMENT	48	0	1,500	1,500		1,500	0.0%	
4043 SMALL TOOLS & EQUIPT	78	0	100	100		100	0.0%	
4045 LICENCES	499	180	500	320		320	36.0%	
4048 ENG.INSPEC.(VATABLE)	143	0	160	160		160	0.0%	
4059 OTHER PROF FEES	0	0	150	150		150	0.0%	
4400 COVID-19 EXPENDITURE	21	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	14,800	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,450)	(900)	(900)	0		0	100.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4888 O/S STAFF RCHG	9,443	0	16,518	16,518		16,518	0.0%	
4890 O/S O'HEAD RCHG	1,473	0	2,982	2,982		2,982	0.0%	
4892 C/S STAFF RCHG	6,594	0	9,039	9,039		9,039	0.0%	
4893 C/S O'HEAD RCHG	2,786	0	0	0		0	0.0%	
5198 Deferred Grants Released	(280)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,058	0	0	0		0	0.0%	
BURWELL HALL :- Indirect Expenditure	87,023	642	90,950	90,308	0	90,308	0.7%	0
Net Income over Expenditure	(83,962)	1,938	(78,950)	(80,888)				
106 MADLEY PARK COMMUNITY CENTRE								
1060 INSURANCE RECOVERED	406	0	430	430			0.0%	
MADLEY PARK COMMUNITY CENTRE :- Income	406	0	430	430			0.0%	0
4025 INSURANCE	406	0	420	420		420	0.0%	
4036 PROPERTY MAINTENANCE	370	0	2,000	2,000		2,000	0.0%	
4038 OTHER MAINTENANCE	0	0	150	150		150	0.0%	
4048 ENG.INSPEC.(VATABLE)	654	0	700	700		700	0.0%	
4059 OTHER PROF FEES	0	0	1,300	1,300		1,300	0.0%	
4491 TFR TO EARMARKED RES	2,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(1,000)	(1,000)	0		0	100.0%	
4888 O/S STAFF RCHG	0	0	13	13		13	0.0%	
4890 O/S O'HEAD RCHG	0	0	2	2		2	0.0%	
5199 Depreciation Charge to Service	17,574	0	0	0		0	0.0%	
MADLEY PARK COMMUNITY CENTRE :- Indirect Expenditure	21,504	(1,000)	3,585	4,585	0	4,585	(27.9%)	0
Net Income over Expenditure	(21,098)	1,000	(3,155)	(4,155)				
201 SPLASHPARK								
4012 WATER RATES	2,599	820	12,000	11,180		11,180	6.8%	
4016 CLEANING MATERIALS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTENANCE	2,047	0	5,000	5,000		5,000	0.0%	
4047 PLAY EQUIP MAINTENANCE	7	0	2,500	2,500		2,500	0.0%	
4048 ENG.INSPEC.(VATABLE)	500	0	500	500		500	0.0%	
4491 TFR TO EARMARKED RES	42,500	0	25,000	25,000		25,000	0.0%	
4888 O/S STAFF RCHG	3,171	0	7,962	7,962		7,962	0.0%	
4890 O/S O'HEAD RCHG	1,117	0	1,437	1,437		1,437	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	13,274	13,274		13,274	0.0%	
5198 Deferred Grants Released	(19,286)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	66,802	0	0	0		0	0.0%	
SPLASHPARK :- Indirect Expenditure	99,457	820	67,973	67,153	0	67,153	1.2%	0
Net Expenditure	(99,457)	(820)	(67,973)	(67,153)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202 THE LEYS RECREATION GROUND								
1020 SPORTS - FOOTBALL	661	360	1,000	640			36.0%	
1021 SPORTS - CRICKET	57	0	500	500			0.0%	
1043 GREEN FEES - WTBC	4,420	0	4,485	4,485			0.0%	
1050 RENT RECEIVED	1,000	0	1,000	1,000			0.0%	
1051 GROUND HIRE	13	2,775	18,520	15,745			15.0%	
1052 EXPENSES RECOVERED	375	0	500	500			0.0%	
1058 WATER RECOVERED	175	0	175	175			0.0%	
THE LEYS RECREATION GROUND :- Income	6,701	3,135	26,180	23,045			12.0%	0
4001 SALARIES	4,669	0	0	0		0	0.0%	
4002 ER'S NIC	108	0	0	0		0	0.0%	
4003 ER'S SUPERANN	272	0	0	0		0	0.0%	
4012 WATER RATES	2,626	0	4,000	4,000		4,000	0.0%	
4016 CLEANING MATERIALS	0	0	150	150		150	0.0%	
4017 CONTRACT CLEAN/WASTE	5,971	4,876	16,500	11,624		11,624	29.5%	
4025 INSURANCE	224	0	250	250		250	0.0%	
4036 PROPERTY MAINTENANCE	1,756	949	10,000	9,051		9,051	9.5%	
4037 GROUNDS MAINTENANCE	98	144	5,000	4,856		4,856	2.9%	
4038 OTHER MAINTENANCE	0	0	2,500	2,500		2,500	0.0%	
4040 ARBORICULTURE	2,300	0	0	0		0	0.0%	
4046 SPORTS EQUIPMENT	481	0	2,000	2,000		2,000	0.0%	
4047 PLAY EQUIP MAINTENCE	118	0	6,500	6,500		6,500	0.0%	
4048 ENG.INSPEC.(VATABLE)	398	5,024	430	(4,594)		(4,594)	1168.3%	
4049 PLAY RISK ASSESSMENT	62	0	1,750	1,750		1,750	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	10,000	10,000		10,000	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	0	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	14,650	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(2,750)	(2,750)	0		0	100.0%	
4888 O/S STAFF RCHG	24,741	0	35,073	35,073		35,073	0.0%	
4890 O/S O'HEAD RCHG	4,884	0	6,332	6,332		6,332	0.0%	
4891 AGENCY SERVICES RECHARGE	67,061	25,761	44,046	18,285		18,285	58.5%	
4892 C/S STAFF RCHG	5,782	0	12,675	12,675		12,675	0.0%	
4893 C/S O'HEAD RCHG	3,906	0	0	0		0	0.0%	
THE LEYS RECREATION GROUND :- Indirect Expenditure	140,107	34,003	155,456	121,453	0	121,453	21.9%	0
Net Income over Expenditure	(133,406)	(30,868)	(129,276)	(98,408)				
203 WEST WITNEY SPORTS GROUND								
1020 SPORTS - FOOTBALL	2,890	777	3,000	2,223			25.9%	

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1021 SPORTS - CRICKET	514	758	525	(233)			144.3%	
1041 RENTAL - TENNIS CLUB	4,325	0	4,325	4,325			0.0%	
1042 RENTAL- PROJ.RANGE	2,530	0	2,530	2,530			0.0%	
1044 GREEN FEES - WMBC	2,650	0	2,650	2,650			0.0%	
1045 GREEN FEES - WWBC	2,650	0	2,650	2,650			0.0%	
1050 RENT RECEIVED	10,300	0	10,300	10,300			0.0%	
1054 EASEMENTS/WAYLEAVES	6	6	6	0			100.0%	
1058 WATER RECOVERED	481	0	500	500			0.0%	
1060 INSURANCE RECOVERED	358	0	375	375			0.0%	
WEST WITNEY SPORTS GROUND :- Income	26,703	1,541	26,861	25,320			5.7%	0
4012 WATER RATES	504	0	1,250	1,250		1,250	0.0%	
4017 CONTRACT CLEAN/WASTE	0	4,566	200	(4,366)		(4,366)	2283.0%	
4025 INSURANCE	582	0	610	610		610	0.0%	
4030 RECRUITMENT ADVT'G	(1)	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	959	788	500	(288)		(288)	157.7%	
4037 GROUNDS MAINTENANCE	448	1,663	1,500	(163)		(163)	110.8%	
4040 ARBORICULTURE	4,795	0	0	0		0	0.0%	
4046 SPORTS EQUIPMENT	80	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VATABLE)	159	0	175	175		175	0.0%	
4059 OTHER PROF FEES	445	0	5,000	5,000		5,000	0.0%	
4100 GRANTS GENERAL	12,091	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(3,995)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	10,692	0	10,666	10,666		10,666	0.0%	
4890 O/S O'HEAD RCHG	2,463	0	1,925	1,925		1,925	0.0%	
4891 AGENCY SERVICES RECHARGE	47,247	16,625	51,542	34,917		34,917	32.3%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	76,470	23,642	73,368	49,726	0	49,726	32.2%	0
Net Income over Expenditure	(49,768)	(22,102)	(46,507)	(24,405)				
204 BURWELL (QE2) SPORTS GROUND								
1020 SPORTS - FOOTBALL	875	1,796	1,500	(296)			119.7%	
BURWELL (QE2) SPORTS GROUND :- Income	875	1,796	1,500	(296)			119.7%	0
4001 SALARIES	190	0	0	0		0	0.0%	
4002 ER'S NIC	2	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	1,153	42	1,000	958		958	4.2%	
4037 GROUNDS MAINTENANCE	0	540	0	(540)		(540)	0.0%	
4046 SPORTS EQUIPMENT	80	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	1,534	0	2,000	2,000		2,000	0.0%	
4048 ENG.INSPEC.(VATABLE)	456	0	475	475		475	0.0%	

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4049 PLAY RISK ASSESSMENT	62	0	1,200	1,200		1,200	0.0%	
4491 TFR TO EARMARKED RES	1,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(880)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,882	0	2,703	2,703		2,703	0.0%	
4890 O/S O'HEAD RCHG	307	0	488	488		488	0.0%	
4891 AGENCY SERVICES RECHARGE	22,030	7,752	24,033	16,281		16,281	32.3%	
BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure	27,816	8,334	31,899	23,565	0	23,565	26.1%	0
Net Income over Expenditure	(26,941)	(6,538)	(30,399)	(23,861)				
<u>205 KING GEORGE V / NEWLAND</u>								
1020 SPORTS - FOOTBALL	212	430	250	(180)			172.0%	
KING GEORGE V / NEWLAND :- Income	212	430	250	(180)			172.0%	0
4001 SALARIES	190	0	0	0		0	0.0%	
4002 ER'S NIC	2	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	43	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	0	36	0	(36)		(36)	0.0%	
4046 SPORTS EQUIPMENT	80	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	376	0	400	400		400	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	1,000	1,000		1,000	0.0%	
4100 GRANTS GENERAL	500	0	500	500		500	0.0%	
4491 TFR TO EARMARKED RES	900	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	5,229	0	8,814	8,814		8,814	0.0%	
4890 O/S O'HEAD RCHG	585	0	1,591	1,591		1,591	0.0%	
4891 AGENCY SERVICES RECHARGE	10,571	3,720	11,532	7,812		7,812	32.3%	
KING GEORGE V / NEWLAND :- Indirect Expenditure	18,539	3,756	24,837	21,081	0	21,081	15.1%	0
Net Income over Expenditure	(18,327)	(3,326)	(24,587)	(21,261)				
<u>206 WITNEY COUNTRY PARK</u>								
1030 FISHING RIGHTS	723	0	1,400	1,400			0.0%	
WITNEY COUNTRY PARK :- Income	723	0	1,400	1,400			0.0%	0
4001 SALARIES	190	0	17,217	17,217		17,217	0.0%	
4002 ER'S NIC	2	0	1,185	1,185		1,185	0.0%	
4003 ER'S SUPERANN	0	0	3,736	3,736		3,736	0.0%	
4026 BOOKS/PUBLICATIONS	0	0	20	20		20	0.0%	
4036 PROPERTY MAINTENANCE	292	34	100	66		66	34.4%	

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4040 ARBORICULTURE	0	0	2,400	2,400		2,400	0.0%	
4042 EQUIPMENT	0	0	12,700	12,700		12,700	0.0%	
4491 TFR TO EARMARKED RES	14,650	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,150)	(1,600)	(1,600)	0		0	100.0%	
4888 O/S STAFF RCHG	9,594	0	19,481	19,481		19,481	0.0%	
4890 O/S O'HEAD RCHG	1,537	0	3,517	3,517		3,517	0.0%	
4891 AGENCY SERVICES RECHARGE	5,639	1,984	6,151	4,167		4,167	32.3%	
4892 C/S STAFF RCHG	788	0	1,448	1,448		1,448	0.0%	
4893 C/S O'HEAD RCHG	446	0	0	0		0	0.0%	
5198 Deferred Grants Released	(26,644)	0	0	0		0	0.0%	
WITNEY COUNTRY PARK :- Indirect Expenditure	5,344	419	66,355	65,936	0	65,936	0.6%	0
Net Income over Expenditure	(4,622)	(419)	(64,955)	(64,536)				
207 MOORLAND ROAD PLAY AREA								
4001 SALARIES	190	0	0	0		0	0.0%	
4002 ER'S NIC	2	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	122	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	218	0	250	250		250	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	900	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	919	0	2,333	2,333		2,333	0.0%	
4890 O/S O'HEAD RCHG	146	0	421	421		421	0.0%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	2,559	0	4,504	4,504	0	4,504	0.0%	0
Net Expenditure	(2,559)	0	(4,504)	(4,504)				
208 WOOD GREEN PLAY AREA								
4001 SALARIES	190	0	0	0		0	0.0%	
4002 ER'S NIC	2	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	28	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	238	0	260	260		260	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	900	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,093	0	2,777	2,777		2,777	0.0%	
4890 O/S O'HEAD RCHG	142	0	501	501		501	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	2,271	2,271		2,271	0.0%	
WOOD GREEN PLAY AREA :- Indirect Expenditure	2,655	0	7,309	7,309	0	7,309	0.0%	0
Net Expenditure	(2,655)	0	(7,309)	(7,309)				

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209 ETON CLOSE PLAY AREA								
4001 SALARIES	190	0	0	0		0	0.0%	
4002 ER'S NIC	2	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	28	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VATABLE)	159	0	175	175		175	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	1,000	1,000		1,000	0.0%	
4222 TINY FOREST EXPENSES	147	0	150	150		150	0.0%	
4491 TFR TO EARMARKED RES	900	0	0	0		0	0.0%	
ETON CLOSE PLAY AREA :- Indirect Expenditure	1,488	0	1,575	1,575	0	1,575	0.0%	0
Net Expenditure	(1,488)	0	(1,575)	(1,575)				
210 OXLEASE PLAY AREA								
4001 SALARIES	190	0	0	0		0	0.0%	
4002 ER'S NIC	2	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	28	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	436	0	450	450		450	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	900	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,729	0	4,148	4,148		4,148	0.0%	
4890 O/S O'HEAD RCHG	221	0	748	748		748	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	13,566	13,566		13,566	0.0%	
OXLEASE PLAY AREA :- Indirect Expenditure	3,568	0	20,412	20,412	0	20,412	0.0%	0
Net Expenditure	(3,568)	0	(20,412)	(20,412)				
211 FIELDMERE PLAY AREA								
4001 SALARIES	190	0	0	0		0	0.0%	
4002 ER'S NIC	2	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	28	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VATABLE)	258	0	275	275		275	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	900	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,614	0	4,111	4,111		4,111	0.0%	
4890 O/S O'HEAD RCHG	234	0	742	742		742	0.0%	
FIELDMERE PLAY AREA :- Indirect Expenditure	3,289	0	6,378	6,378	0	6,378	0.0%	0
Net Expenditure	(3,289)	0	(6,378)	(6,378)				

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212 QUARRY ROAD PLAY AREA								
4001 SALARIES	190	0	0	0		0	0.0%	
4002 ER'S NIC	2	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	28	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VATABLE)	198	0	225	225		225	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	900	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	66	0	185	185		185	0.0%	
4890 O/S O'HEAD RCHG	15	0	33	33		33	0.0%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	1,461	0	1,693	1,693	0	1,693	0.0%	0
Net Expenditure	(1,461)	0	(1,693)	(1,693)				
213 RALEIGH CRESCENT PLAY AREA								
4013 RENT PAID	5	0	5	5		5	0.0%	
4036 PROPERTY MAINTENANCE	361	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	141	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	1,000	1,000		1,000	0.0%	
4888 O/S STAFF RCHG	3,928	0	3,740	3,740		3,740	0.0%	
4890 O/S O'HEAD RCHG	645	0	675	675		675	0.0%	
RALEIGH CRESCENT PLAY AREA :- Indirect Expenditure	5,142	0	5,920	5,920	0	5,920	0.0%	0
Net Expenditure	(5,142)	0	(5,920)	(5,920)				
301 TOWER HILL CEMETERY								
1050 RENT RECEIVED	11,350	5,675	11,350	5,675			50.0%	
1060 INSURANCE RECOVERED	205	0	225	225			0.0%	
1100 BURIAL FEES	8,065	627	3,500	2,873			17.9%	
1101 GRANT OF RIGHTS	1,035	385	350	(35)			110.0%	
1102 INTERMENT OF ASHES	7,466	290	6,000	5,710			4.8%	
1105 MEMORIAL FEES	3,601	876	3,000	2,124			29.2%	
1106 MEMORIAL PLAQUES	389	0	500	500			0.0%	
1108 CHAPEL FEES	0	107	0	(107)			0.0%	
TOWER HILL CEMETERY :- Income	32,110	7,960	24,925	16,965			31.9%	0
4001 SALARIES	14,335	0	7,077	7,077		7,077	0.0%	
4002 ER'S NIC	1,373	0	580	580		580	0.0%	
4003 ER'S SUPERANN	3,111	0	1,536	1,536		1,536	0.0%	
4007 PROTECTIVE CLOTHING	0	0	100	100		100	0.0%	
4011 RATES	2,943	1,019	3,809	2,790		2,790	26.7%	

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4012 WATER RATES	70	54	100	46		46	53.9%	
4014 ELECTRICITY	380	35	450	415		415	7.8%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	1,360	350	2,560	2,210		2,210	13.7%	
4025 INSURANCE	205	0	250	250		250	0.0%	
4036 PROPERTY MAINTENANCE	385	214	6,000	5,786		5,786	3.6%	
4038 OTHER MAINTENANCE	1,259	0	0	0		0	0.0%	
4040 ARBORICULTURE	3,500	0	0	0		0	0.0%	
4041 EQUIPMENT HIRE	495	0	0	0		0	0.0%	
4042 EQUIPMENT	0	14	100	86		86	14.1%	
4059 OTHER PROF FEES	2,480	0	0	0		0	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	200	200		200	0.0%	
4350 PLAQUES PURCHASED	444	0	500	500		500	0.0%	
4355 MEMORIAL MAINTENANCE	430	0	2,500	2,500		2,500	0.0%	
4491 TFR TO EARMARKED RES	7,000	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	57,025	0	61,368	61,368		61,368	0.0%	
4890 O/S O'HEAD RCHG	9,512	0	11,080	11,080		11,080	0.0%	
4891 AGENCY SERVICES RECHARGE	32,623	11,479	35,588	24,109		24,109	32.3%	
4892 C/S STAFF RCHG	3,521	0	6,885	6,885		6,885	0.0%	
4893 C/S O'HEAD RCHG	2,122	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	3,305	0	0	0		0	0.0%	
TOWER HILL CEMETERY :- Indirect Expenditure	147,878	13,166	140,713	127,547	0	127,547	9.4%	0
Net Income over Expenditure	(115,768)	(5,206)	(115,788)	(110,582)				
302 WINDRUSH CEMETERY								
1100 BURIAL FEES	21,490	1,310	16,500	15,190			7.9%	
1101 GRANT OF RIGHTS	22,894	2,558	15,000	12,442			17.1%	
1102 INTERMENT OF ASHES	3,520	460	5,000	4,540			9.2%	
1105 MEMORIAL FEES	6,308	2,210	3,500	1,291			63.1%	
1106 MEMORIAL PLAQUES	(75)	0	100	100			0.0%	
WINDRUSH CEMETERY :- Income	54,136	6,538	40,100	33,563			16.3%	0
4001 SALARIES	14,335	0	7,077	7,077		7,077	0.0%	
4002 ER'S NIC	1,373	0	580	580		580	0.0%	
4003 ER'S SUPERANN	3,111	0	1,536	1,536		1,536	0.0%	
4007 PROTECTIVE CLOTHING	0	0	100	100		100	0.0%	
4011 RATES	4,151	1,434	3,136	1,702		1,702	45.7%	
4012 WATER RATES	80	130	274	144		144	47.3%	
4014 ELECTRICITY	2,283	369	1,750	1,381		1,381	21.1%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	

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4017 CONTRACT CLEAN/WASTE	1,134	340	1,000	660		660	34.0%	
4021 TELEPHONE/FAX	149	0	200	200		200	0.0%	
4025 INSURANCE	112	0	125	125		125	0.0%	
4036 PROPERTY MAINTENANCE	613	325	2,000	1,675		1,675	16.3%	
4037 GROUNDS MAINTENANCE	0	0	100	100		100	0.0%	
4038 OTHER MAINTENANCE	701	99	1,350	1,251		1,251	7.3%	
4041 EQUIPMENT HIRE	848	0	1,000	1,000		1,000	0.0%	
4042 EQUIPMENT	90	14	1,500	1,486		1,486	0.9%	
4059 OTHER PROF FEES	6,680	0	0	0		0	0.0%	
4350 PLAQUES PURCHASED	0	0	500	500		500	0.0%	
4355 MEMORIAL MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4400 COVID-19 EXPENDITURE	119	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(700)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	74,489	0	110,326	110,326		110,326	0.0%	
4890 O/S O'HEAD RCHG	13,971	0	19,920	19,920		19,920	0.0%	
4891 AGENCY SERVICES RECHARGE	11,516	4,052	12,563	8,511		8,511	32.3%	
4892 C/S STAFF RCHG	3,521	0	6,885	6,885		6,885	0.0%	
4893 C/S O'HEAD RCHG	2,122	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,988	0	0	0		0	0.0%	
WINDRUSH CEMETERY :- Indirect Expenditure	147,686	6,762	173,952	167,190	0	167,190	3.9%	0
Net Income over Expenditure	(93,550)	(225)	(133,852)	(133,627)				
303 CLOSED CH'YARDS ST MARYS/HOLY								
1085 INSURANCE CLAIMS RECEIVED	5,252	(5,252)	0	5,252			0.0%	
CLOSED CH'YARDS ST MARYS/HOLY :- Income	5,252	(5,252)	0	5,252				0
4036 PROPERTY MAINTENANCE	8,404	0	25,150	25,150		25,150	0.0%	
4040 ARBORICULTURE	7,000	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROF FEES	4,007	0	2,500	2,500		2,500	0.0%	
4491 TFR TO EARMARKED RES	16,150	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(10,000)	(16,150)	(16,150)	0		0	100.0%	
CLOSED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	25,561	(16,150)	12,500	28,650	0	28,650	(129.2%)	0
Net Income over Expenditure	(20,309)	10,898	(12,500)	(23,398)				
305 ALLOTMENTS								
4013 RENT PAID	5	0	5	5		5	0.0%	
4036 PROPERTY MAINTENANCE	0	1,290	500	(790)		(790)	258.0%	
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	

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4888 O/S STAFF RCHG	727	0	999	999		999	0.0%	
4890 O/S O'HEAD RCHG	91	0	180	180		180	0.0%	
4891 AGENCY SERVICES RECHARGE	2,650	933	2,891	1,958		1,958	32.3%	
4892 C/S STAFF RCHG	840	0	706	706		706	0.0%	
4893 C/S O'HEAD RCHG	218	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	3,525	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	8,056	2,223	5,781	3,558	0	3,558	38.4%	0
Net Expenditure	(8,056)	(2,223)	(5,781)	(3,558)				
401 CIVIC ACTIVITIES								
4000 MAYORS ALLOWANCE	(425)	0	3,000	3,000		3,000	0.0%	
4150 CIVIC FUNCTIONS	286	0	2,000	2,000		2,000	0.0%	
4152 MAYOR'S CHAIN	382	268	200	(68)		(68)	134.0%	
4153 ANNUAL CIVIC AWARDS	30	0	200	200		200	0.0%	
4495 TFR FROM EARMARKED R	(3,200)	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	20,616	0	28,069	28,069		28,069	0.0%	
4893 C/S O'HEAD RCHG	8,651	0	0	0		0	0.0%	
5198 Deferred Grants Released	(2,715)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	103	0	0	0		0	0.0%	
CIVIC ACTIVITIES :- Indirect Expenditure	23,727	268	33,469	33,201	0	33,201	0.8%	0
Net Expenditure	(23,727)	(268)	(33,469)	(33,201)				
402 COMMUNITY INFRASTRUCTURE								
1052 EXPENSES RECOVERED	621	0	0	0			0.0%	
1170 GRANTS RECEIVED	500	7,365	0	(7,365)			0.0%	
1171 DONATIONS RECEIVED	0	2,300	0	(2,300)			0.0%	
COMMUNITY INFRASTRUCTURE :- Income	1,121	9,665	0	(9,665)				0
4001 SALARIES	635	0	750	750		750	0.0%	
4002 ER'S NIC	5	0	0	0		0	0.0%	
4003 ER'S SUPERANN	15	0	0	0		0	0.0%	
4013 RENT PAID	0	0	5	5		5	0.0%	
4014 ELECTRICITY	925	234	800	566		566	29.3%	
4017 CONTRACT CLEAN/WASTE	3,676	259	4,000	3,741		3,741	6.5%	
4025 INSURANCE	112	0	125	125		125	0.0%	
4035 BUS SHELTER MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4036 PROPERTY MAINTENANCE	10	150	2,630	2,480		2,480	5.7%	
4037 GROUNDS MAINTENANCE	1,847	0	3,000	3,000		3,000	0.0%	
4039 HORTICULTURE	0	0	750	750		750	0.0%	

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4040 ARBORICULTURE	13,800	9,600	29,750	20,150		20,150	32.3%	
4066 TREE REPLACEMENT	2,090	0	8,000	8,000		8,000	0.0%	
4067 Tree Survey	3,750	0	6,250	6,250		6,250	0.0%	
4166 DEFIBRILLATOR EXPENDITURE	967	0	2,500	2,500		2,500	0.0%	
4200 STREET FURNITURE	1,713	0	0	0		0	0.0%	
4205 CLIMATE EMERGENCY	0	0	25,000	25,000		25,000	0.0%	
4210 CHURCH CLOCK	0	0	3,000	3,000		3,000	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	625	400	8,000	7,600		7,600	5.0%	
4491 TFR TO EARMARKED RES	39,100	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(18,150)	(29,500)	(29,500)	0		0	100.0%	
4888 O/S STAFF RCHG	46,493	0	73,887	73,887		73,887	0.0%	
4890 O/S O'HEAD RCHG	7,286	0	11,601	11,601		11,601	0.0%	
4891 AGENCY SERVICES RECHARGE	131,641	50,209	150,692	100,484		100,484	33.3%	
4892 C/S STAFF RCHG	12,293	0	12,675	12,675		12,675	0.0%	
4893 C/S O'HEAD RCHG	3,906	0	0	0		0	0.0%	
4990 CONTRN TO CCTV SCH.	10,000	0	10,000	10,000		10,000	0.0%	
5199 Depreciation Charge to Service	4,378	0	0	0		0	0.0%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	267,116	31,352	325,915	294,563	0	294,563	9.6%	0
Net Income over Expenditure	(265,995)	(21,687)	(325,915)	(304,228)				
403 PLANNING								
4892 C/S STAFF RCHG	13,918	0	19,948	19,948		19,948	0.0%	
4893 C/S O'HEAD RCHG	6,148	0	0	0		0	0.0%	
PLANNING :- Indirect Expenditure	20,066	0	19,948	19,948	0	19,948	0.0%	0
Net Expenditure	(20,066)	0	(19,948)	(19,948)				
407 GRANTS & DONATIONS (INC S137)								
1171 DONATIONS RECEIVED	750	0	0	0			0.0%	
GRANTS & DONATIONS (INC S137) :- Income	750	0	0	0				0
4099 MISCELLANEOUS	10,000	0	0	0		0	0.0%	
4100 GRANTS GENERAL	1,610	0	23,390	23,390		23,390	0.0%	
4101 GRANT CAB	2,000	0	2,000	2,000		2,000	0.0%	
4104 GRANT CARNIVAL/XMAS ROTARY CLB	0	0	3,100	3,100		3,100	0.0%	
4105 XMAS LIGHTS & ADVENT FAYRE	20,576	0	54,000	54,000		54,000	0.0%	
4107 Witney Dementia Alliance	0	0	1,000	1,000		1,000	0.0%	
4108 GRANT OPA	0	1,000	1,000	0		0	100.0%	
4110 SUBSIDIZED LETTINGS	213	0	1,800	1,800		1,800	0.0%	
4160 TOWN TWINNING	0	0	2,000	2,000		2,000	0.0%	

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4161 TOWN TWINNING ROOM HIRE	0	0	500	500		500	0.0%	
4162 GRANT VOLUNTEER LINK-UP	500	0	500	500		500	0.0%	
4167 BUS SERVICE	18,000	1,750	21,000	19,250		19,250	8.3%	
4169 CHILDREN & YOUTH PROVISION	29,510	949	30,500	29,551		29,551	3.1%	
4491 TFR TO EARMARKED RES	39,390	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(5,000)	(34,390)	(34,390)	0		0	100.0%	
GRANTS & DONATIONS (INC S137) :- Indirect Expenditure	116,798	(30,691)	106,400	137,091	0	137,091	(28.8%)	0
Net Income over Expenditure	(116,048)	30,691	(106,400)	(137,091)				
408 COMMUNITY ACTIVITIES								
4103 GRANT YOUTH COUNCIL	18	0	500	500		500	0.0%	
4109 BLUE PLAQUES	0	0	1,000	1,000		1,000	0.0%	
4141 EVENTS	646	0	11,000	11,000		11,000	0.0%	
4491 TFR TO EARMARKED RES	1,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,000)	(1,000)	(1,000)	0		0	100.0%	
4892 C/S STAFF RCHG	32,844	0	54,266	54,266		54,266	0.0%	
4893 C/S O'HEAD RCHG	16,725	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	98	0	0	0		0	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	50,331	(1,000)	65,766	66,766	0	66,766	(1.5%)	0
Net Expenditure	(50,331)	1,000	(65,766)	(66,766)				
502 TOWN HALL MAINTEN'CE								
1050 RENT RECEIVED	19,950	0	13,950	13,950			0.0%	
1052 EXPENSES RECOVERED	150	(150)	0	150			0.0%	
TOWN HALL MAINTEN'CE :- Income	20,100	(150)	13,950	14,100			(1.1%)	0
4001 SALARIES	3,239	0	2,500	2,500		2,500	0.0%	
4002 ER'S NIC	217	0	81	81		81	0.0%	
4003 ER'S SUPERANN	703	0	252	252		252	0.0%	
4013 RENT PAID	17,250	(63)	19,000	19,063		19,063	(0.3%)	
4014 ELECTRICITY	884	0	2,000	2,000		2,000	0.0%	
4017 CONTRACT CLEAN/WASTE	63	15	0	(15)		(15)	0.0%	
4025 INSURANCE	1,211	0	1,250	1,250		1,250	0.0%	
4030 RECRUITMENT ADVT'G	(0)	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	20,692	1,870	4,100	2,230		2,230	45.6%	
4038 OTHER MAINTENANCE	1,740	176	1,750	1,574		1,574	10.1%	
4059 OTHER PROF FEES	3,513	4,430	6,450	2,020		2,020	68.7%	
4400 COVID-19 EXPENDITURE	164	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	9,950	0	0	0		0	0.0%	

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4495 TFR FROM EARMARKED R	(5,000)	(9,950)	(9,950)	0		0	100.0%	
4888 O/S STAFF RCHG	22,904	0	1,074	1,074		1,074	0.0%	
4890 O/S O'HEAD RCHG	5,381	0	1,939	1,939		1,939	0.0%	
4892 C/S STAFF RCHG	2,294	0	3,248	3,248		3,248	0.0%	
4893 C/S O'HEAD RCHG	1,001	0	0	0		0	0.0%	
TOWN HALL MAINTEN'CE :- Indirect Expenditure	86,205	(3,522)	33,694	37,216	0	37,216	(10.5%)	0
Net Income over Expenditure	(66,105)	3,372	(19,744)	(23,116)				
503 AGENCY SERVICES								
4300 AGENCY MAINT'CE	330,978	122,515	362,951	240,436		240,436	33.8%	
4310 AGENCY MAINT'CE V O	0	0	5,000	5,000		5,000	0.0%	
4320 AGENCY SPECIAL ADVCE	795	0	200	200		200	0.0%	
4891 AGENCY SERVICES RECHARGE	(330,978)	(122,515)	(368,151)	(245,636)		(245,636)	33.3%	
AGENCY SERVICES :- Indirect Expenditure	795	0	0	0	0	0		0
Net Expenditure	(795)	0	0	0				
505 PRECEPT								
1176 PRECEPT	1,628,699	845,939	1,691,877	845,939			50.0%	
1177 PRECEPT SUPPORT GRANT	30,454	0	0	0			0.0%	
PRECEPT :- Income	1,659,153	845,939	1,691,877	845,939			50.0%	0
Net Income	1,659,153	845,939	1,691,877	845,939				
506 INTEREST RECEIVED								
1190 INTEREST RECEIVED	5,010	95	4,500	4,405			2.1%	
INTEREST RECEIVED :- Income	5,010	95	4,500	4,405			2.1%	0
4051 BANK CHARGES	789	215	2,000	1,785		1,785	10.7%	
INTEREST RECEIVED :- Indirect Expenditure	789	215	2,000	1,785	0	1,785	10.7%	0
Net Income over Expenditure	4,221	(120)	2,500	2,620				
601 WORKS DEPARTMENT GEN								
4001 SALARIES	214,704	0	275,987	275,987		275,987	0.0%	
4002 ER'S NIC	19,435	0	36,201	36,201		36,201	0.0%	
4003 ER'S SUPERANN	46,564	0	58,174	58,174		58,174	0.0%	
4007 PROTECTIVE CLOTHING	1,293	940	3,700	2,760		2,760	25.4%	
4008 TRAINING	5,465	992	5,900	4,908		4,908	16.8%	
4009 TRAVELLING	1,433	0	1,000	1,000		1,000	0.0%	

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4014 ELECTRICITY	6,679	1,366	6,500	5,134		5,134	21.0%	
4016 CLEANING MATERIALS	441	75	300	225		225	25.1%	
4017 CONTRACT CLEAN/WASTE	600	202	9,900	9,698		9,698	2.0%	
4021 TELEPHONE/FAX	1,253	292	2,000	1,708		1,708	14.6%	
4023 STATIONERY	0	31	150	119		119	20.9%	
4025 INSURANCE	119	0	125	125		125	0.0%	
4028 I.T.	624	208	650	442		442	32.0%	
4030 RECRUITMENT ADVT'G	0	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	2,008	451	1,000	549		549	45.1%	
4038 OTHER MAINTENANCE	824	45	1,500	1,455		1,455	3.0%	
4040 ARBORICULTURE	0	0	175	175		175	0.0%	
4041 EQUIPMENT HIRE	696	220	800	580		580	27.5%	
4042 EQUIPMENT	895	457	2,360	1,903		1,903	19.4%	
4043 SMALL TOOLS & EQUIPT	863	319	1,000	681		681	31.9%	
4044 FUEL	3,149	596	4,000	3,404		3,404	14.9%	
4045 LICENCES	1,491	0	1,500	1,500		1,500	0.0%	
4050 VEHICLE MAINTENANCE	2,243	1,086	5,000	3,914		3,914	21.7%	
4052 VEHICLE INSURANCE	3,133	0	3,400	3,400		3,400	0.0%	
4143 REFRESHMENT COSTS	85	35	100	65		65	35.5%	
4400 COVID-19 EXPENDITURE	1,043	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	37,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(27,375)	(9,800)	(9,800)	0		0	100.0%	
4888 O/S STAFF RCHG	(280,703)	0	(370,362)	(370,362)		(370,362)	0.0%	
4890 O/S O'HEAD RCHG	(50,861)	0	(66,869)	(66,869)		(66,869)	0.0%	
4892 C/S STAFF RCHG	8,940	0	24,609	24,609		24,609	0.0%	
4893 C/S O'HEAD RCHG	7,584	0	0	0		0	0.0%	
5198 Deferred Grants Released	(1,039)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	6,713	0	0	0		0	0.0%	
WORKS DEPARTMENT GEN :- Indirect Expenditure	15,299	(2,485)	0	2,485	0	2,485		0
Net Expenditure	(15,299)	2,485	0	(2,485)				
602 CENTRAL SUPPORT (Ex 501)								
4001 SALARIES	181,103	0	261,445	261,445		261,445	0.0%	
4002 ER'S NIC	18,866	100	34,888	34,788		34,788	0.3%	
4003 ER'S SUPERANN	39,071	0	56,734	56,734		56,734	0.0%	
4008 TRAINING	2,101	629	8,900	8,271	750	7,521	15.5%	
4009 TRAVELLING	1,255	0	3,500	3,500		3,500	0.0%	
4010 MISC STAFF COSTS	0	0	200	200		200	0.0%	
4011 RATES	7,984	2,398	8,237	5,839		5,839	29.1%	
4012 WATER RATES	272	76	450	374		374	17.0%	

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4014 ELECTRICITY	7,866	1,416	5,000	3,584		3,584	28.3%	
4016 CLEANING MATERIALS	151	0	1,000	1,000		1,000	0.0%	
4017 CONTRACT CLEAN/WASTE	858	503	4,000	3,497		3,497	12.6%	
4018 PHOTOCOPIER COSTS	634	785	1,000	215		215	78.5%	
4020 COPIER RENTAL	2,162	664	3,500	2,836		2,836	19.0%	
4021 TELEPHONE/FAX	4,334	874	4,000	3,126		3,126	21.8%	
4022 POSTAGE	6,802	(7,122)	7,000	14,122		14,122	(101.7%)	
4023 STATIONERY	2,472	393	2,500	2,107		2,107	15.7%	
4025 INSURANCE	3,243	11,964	3,350	(8,614)		(8,614)	357.1%	
4026 BOOKS/PUBLICATIONS	192	0	300	300		300	0.0%	
4028 I.T.	9,909	6,183	10,000	3,817	50	3,767	62.3%	
4030 RECRUITMENT ADVT'G	824	199	4,500	4,301		4,301	4.4%	
4038 OTHER MAINTENANCE	0	28	0	(28)		(28)	0.0%	
4042 EQUIPMENT	527	2,213	4,250	2,037		2,037	52.1%	
4045 LICENCES	220	0	250	250		250	0.0%	
4054 INTERNAL AUDIT	1,780	0	2,200	2,200		2,200	0.0%	
4055 ACCOUNTANCY FEES	6,965	479	6,000	5,521		5,521	8.0%	
4059 OTHER PROF FEES	47,754	8,752	20,000	11,248		11,248	43.8%	
4143 REFRESHMENT COSTS	31	0	300	300		300	0.0%	
4400 COVID-19 EXPENDITURE	478	0	0	0		0	0.0%	
4491 TFR TO EARMARKED RES	4,900	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(21,100)	(4,900)	(4,900)	0		0	100.0%	
4892 C/S STAFF RCHG	(239,040)	0	(353,067)	(353,067)		(353,067)	0.0%	
4893 C/S O'HEAD RCHG	(108,815)	0	(95,537)	(95,537)		(95,537)	0.0%	
5199 Depreciation Charge to Service	676	0	0	0		0	0.0%	
CENTRAL SUPPORT (Ex 501) :- Indirect Expenditure	(15,524)	25,633	0	(25,633)	800	(26,433)		0
Net Expenditure	15,524	(25,633)	0	25,633				
700 STRATEGIC PLANNING INITIATIVES								
4892 C/S STAFF RCHG	18,658	0	17,371	17,371		17,371	0.0%	
4893 C/S O'HEAD RCHG	5,354	0	0	0		0	0.0%	
STRATEGIC PLANNING INITIATIVES :- Indirect Expenditure	24,012	0	17,371	17,371	0	17,371		0
Net Expenditure	(24,012)	0	(17,371)	(17,371)				
701 CORPORATE MANAGEMENT								
4022 POSTAGE	0	0	200	200		200	0.0%	
4025 INSURANCE	1,979	0	2,050	2,050		2,050	0.0%	
4031 OTHER ADVERTISING	50	0	2,250	2,250		2,250	0.0%	

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4057 AUDIT FEES	2,000	(2,000)	2,500	4,500		4,500	(80.0%)	
4099 MISCELLANEOUS	0	0	150	150		150	0.0%	
4892 C/S STAFF RCHG	51,286	0	69,307	69,307		69,307	0.0%	
4893 C/S O'HEAD RCHG	21,360	0	0	0		0	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	76,675	(2,000)	76,457	78,457	0	78,457	(2.6%)	0
Net Expenditure	(76,675)	2,000	(76,457)	(78,457)				
702 DEMOCRATIC REP'N & MGMT								
4008 TRAINING	397	0	3,500	3,500		3,500	0.0%	
4009 TRAVELLING	0	0	100	100		100	0.0%	
4024 SUBSCRIPTIONS	4,987	4,744	6,000	1,256		1,256	79.1%	
4028 I.T.	2,179	883	2,750	1,868		1,868	32.1%	
4034 NEWSLETTER	3,120	0	3,000	3,000		3,000	0.0%	
4120 ROOM HIRE/MEETING EXPS	408	0	2,000	2,000		2,000	0.0%	
4155 MODERN GOV/MTNG DIGITALISATION	7,549	0	6,000	6,000		6,000	0.0%	
4180 ELECTION EXPENSES	0	0	3,000	3,000		3,000	0.0%	
4491 TFR TO EARMARKED RES	1,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(2,400)	(1,000)	(1,000)	0		0	100.0%	
4892 C/S STAFF RCHG	47,016	0	72,555	72,555		72,555	0.0%	
4893 C/S O'HEAD RCHG	22,362	0	0	0		0	0.0%	
DEMOCRATIC REP'N & MGMT :- Indirect Expenditure	86,618	4,627	97,905	93,278	0	93,278	4.7%	0
Net Expenditure	(86,618)	(4,627)	(97,905)	(93,278)				
800 CAPITAL PROJECTS								
1170 GRANTS RECEIVED	410	0	0	0			0.0%	
CAPITAL PROJECTS :- Income	410	0	0	0				0
4489 TFR TO ROLLING CAPITAL FUND	3,500	0	0	0		0	0.0%	
4490 CAP EXP FUNDED FROM RCP	(35,117)	0	0	0		0	0.0%	
4492 TFR TO RENEWALS FUND	7,171	0	14,292	14,292		14,292	0.0%	
4493 TFR FROM RENEWALS FD	(1,816)	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(33,835)	(5,378)	0	5,378		5,378	0.0%	
4498 TFR TO TOWN HALL RESERVE	0	0	5,000	5,000		5,000	0.0%	
4902 CAP: REFURB C/EXCHANGE	5,664	4,350	0	(4,350)		(4,350)	0.0%	
4911 CAP: PLAY AREA S/SURFACING	5,378	0	0	0		0	0.0%	
4914 CAP: TH CEM ACCESS ROAD	0	0	15,000	15,000		15,000	0.0%	
4922 CAP: LEYS - PAVILION WORKS	0	0	25,000	25,000		25,000	0.0%	
4928 CAP:FIELDMERE CL PLAYAREA	(0)	0	0	0		0	0.0%	
4929 CAP:PARK RD PLAY AREA	0	287	5,000	4,713		4,713	5.7%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4930 CAP:KING G SAFETY SURFACING	0	0	0	0		0	0.0%	
4931 CAP:STREET FURNITURE	0	0	3,500	3,500		3,500	0.0%	
4937 CAP: KING GEORGE PLAY EQMT	(0)	0	0	0		0	0.0%	
4938 CAP:QURY RD PLAY EQUI 6-12 YR	0	0	5,000	5,000		5,000	0.0%	
4960 CAP:WINDRUSH CEMETERY	0	0	25,000	25,000		25,000	0.0%	
4962 CAP:COMPUTER/OFFICE EQUIP	2,049	6,097	0	(6,097)		(6,097)	0.0%	
4971 CAP: NEW VEHICLES	0	0	5,000	5,000		5,000	0.0%	
4976 CAP: WAR MEMORIAL WORKS	225	0	0	0		0	0.0%	
4977 CAP: PLANTERS WELCH WAY	0	0	2,000	2,000		2,000	0.0%	
4978 CAP: BUTTERCROSS	0	0	12,500	12,500		12,500	0.0%	
4979 CAP:ALLOTMENTS	0	31,397	0	(31,397)		(31,397)	0.0%	
4991 CAP: WEST WITNEY SPORTS GROUND	6,500	11,219	0	(11,219)		(11,219)	0.0%	
4996 ASSETS FUNDED FROM GRANTS	(11,562)	0	0	0		0	0.0%	
4998 Assets Capitalised	75,830	0	0	0		0	0.0%	
CAPITAL PROJECTS :- Indirect Expenditure	23,987	47,973	117,292	69,319	0	69,319	40.9%	0
Net Income over Expenditure	(23,577)	(47,973)	(117,292)	(69,319)				
900 ASSET MGMT REVENUE ACCOUNT								
5199 Depreciation Charge to Service	(157,816)	0	0	0		0	0.0%	
ASSET MGMT REVENUE ACCOUNT :- Indirect Expenditure	(157,816)	0	0	0	0	0		0
Net Expenditure	157,816	0	0	0				
Grand Totals:- Income	1,852,151	882,789	1,903,003	1,020,214			46.4%	
Expenditure	1,643,177	153,047	1,961,211	1,808,164	800	1,807,364	7.8%	
Net Income over Expenditure	208,975	729,741	(58,208)	(787,949)				
Movement to/(from) Gen Reserve	208,975	729,741						

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 26 July 2021

Title: Grants

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

The Town Council's discretionary grant awards policy was amended at the previous meeting of this committee (minute no. F299 refers) with bi-annual dates set for applications.

Current Information

The next date for consideration of grants should be the meeting of 27th September 2021 but two applications have been received with tight timescales, ahead of the amended policy being published on the Council's outlets. It is therefore reasonable to consider them at this meeting.

Members should note that once this policy and application dates have been published, there should be no deviation from future dates.

Witney Carnival 2021 Update

Members should note that this event was cancelled by the organisers. Therefore, the allocated budget of £2,600 has been returned to the grants budget (4100/407).

The following applications have been received for consideration at this meeting:

Rotary Club of Witney

The request is for £500 to enable the Rotary Club to hold a successful Witney Colour Run community/charity event on Sunday 29th August. Several of the Club's usual sponsors have been unable to support due to the impact of COVID. Please see application for further details.

Baby-bonding Sessions

The request is for £300 to enable free baby-bonding sessions, usually offered at a charge by the applicant to 10 sets of newly expectant parents. Please see application for further details.

The Committee should note that if either applicant is successful, these should be noted at the next meeting when grants are considered – funds being allocated from the existing budgets shown below.

Members may also consider that the request for Baby-bonding sessions should be considered as a Youth Services opportunity – the Youth Funding Grant launching in August*

*Subject to ratification of the Stronger Communities decision on this item.

Environmental impact

There is no known environmental impact pertaining from the contents of this report.

Risk

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

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

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

Financial implications

- The budget for discretionary grants (4100/407) for the financial year currently stands at £11,605.69 (this includes £2,600 returned to the fund which was allocated to Witney Carnival).
- The budget for the Youth Funding Grant for 2021/22 is £30,000.

Recommendations

Members are invited to note the report and;

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



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation		Rotary Club of Witney	
Registered Address*		[REDACTED]	
Post Code	[REDACTED]	Tel No.	[REDACTED]
Contact Name		Janet Eustace	
Position in Organisation		Immediate Past President (i.e. Chairman, Treasurer, Secretary)	
Registered Charity	YES	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>Rotary is a Service Club. Our members are residents of Witney and surrounding areas. We support the disadvantage members of the community and organise community events.</p>			
(2) Membership			
How many members do you have?		40	
Approximately how many of your members live in Witney?		75%	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		NA	

Are you affiliated to a national organisation? If so, which one?	Rotary International	
Local venue/meeting place	Currently meeting via Zoom. Otherwise various locations around town.	
(3) Grants		
<p>Purpose for which the grant is required: In 2019 we ran the first Witney Colour Run. We were forced to cancel last year due to COVID. Following the recent announcement to lift restrictions we have decided to hold the event again as an opportunity for the community to come together to celebrate the end of a hard year. The Run is at Witney Rugby Club on Sunday 29 August. The Mayor has been invited as guest of honour to start the race.</p> <p>A number of the Club's usual sponsors have been unable to support us because of the impact of COVID and we would greatly appreciate a small grant from the Council which would enable us to hold a successful event.</p>		
Amount of grant applied for	£500	
Has your organisation previously applied to the Town Council for a grant?		YES
If YES please give details	Carnival and Switch On of the Christmas Lights.	
Have you applied for a grant to any other body or organisation?		NO
If YES please give details		
(4) Financial		
<p><i>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.</i></p>		
(5) Fundraising		
<p>What fundraising events or activities will your organisation be holding this year? COVID restrictions have meant that we have not been able to hold our usual fund raising events. Rotarians have donated some £12,000 from their own pockets over the last 12 months to support the food banks and other local charities.</p>		
(6) General		
<p>Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.</p> <p>Please provide or attach any additional information which may assist the Council in reaching its decision.</p>		

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: Janet Eustace

Date: 7 July 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 GDPR regulations. By submitting this form, you are agreeing to the Town Council storing your personal information.

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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		Josie Barrass- Baby bonding classes, Witney	
Registered Address*			
Post Code	OX285DL	Tel No.	
Contact Name	Josie Barrass		
Position in Organisation	Running the group sessions (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>**New community based sessions coming soon**</p> <p>We are so pleased to announce the start of our Babybonding sessions at Madley Park Hall, Witney.</p> <p>The 6 session course will be held weekly with two time options.</p> <p>Introductory price of £30 for all six sessions to empower all parents and carers to form safe, secure attachments with their new baby using gentle, fun and evidence based activities.</p> <p>If you are pregnant or will have a new baby in September please be get in touch (info below).</p> <p>If you are interested but not sure if you can afford the course please get in touch as there are ways we can try and get funding... we want the best the best possible start for all babies</p> <p>Any questions please contact us <input type="checkbox"/></p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>Share with love</p> <p>#bigchangestartssmall</p> <p>Instagram: babybonding_witney</p>			

Following the announcement of HRH Duchess of Cambridge and her royal foundation centre for clearly childhood WE ARE A NEW PARENT BABY GROUP TO HELP PARENTS FORM ATTACHMENTS WITH THEIR BABIES. THIS IS A NEW GROUP BUT MY PASSION IS IN THIS PROACTIVE STRATEGY AND I WOULD LIKE EVERY BABY TO HAVE THIS OPPORTUNITY REGARDLESS OF THEIR FINANCIAL BACKGROUND.

I AM ASKING FOR £300 TO FUND 10 PARENTS TO ATTEND THIS 6 WEEK INCLUSIVE COURSE.

DUNCAN ENRIGHT HAS PASSED RECOMMENDED THIS WEBSITE AS A POSSIBILITY TO HELP ME FUNDRAISE.

(2) Membership

How many members do you have?	0 THE SESSIONS COMMENCE AT MADLEY PARK IN SEPTEMBER
Approximately how many of your members live in Witney?	HOPEFULLY ALL OF THEM.
Is membership restricted in any way?	
What is your annual subscription, if any?	
Are you affiliated to a national organisation? If so, which one?	
Local venue/meeting place	MADLEY PARK HALL, THEY ARE KINDLY OFFERING ME A REDUCTION IN HIRING THE HALL

(3) Grants

Purpose for which the grant is required: TO ALLOW PARENTS WHO CANNOT AFFORD TO ATTEND THE COURSE A CHANCE FOR THEM TO HAVE THE BEST OUTCOMES FOR THEIR BABY FORMING SAFE SECURE ATTACHMENTS.

Amount of grant applied for	£300
Has your organisation previously applied to the Town Council for a grant?	NO
If YES please give details	
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. WE ARE STILL IN THE PROCESS OF BUILDING A BUSINESS PLAN AS I NEED TO KNOW HOW MANY SPACES I CAN ALLOCATE TO PAYING PARENTS.

(5) Fundraising

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

(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.

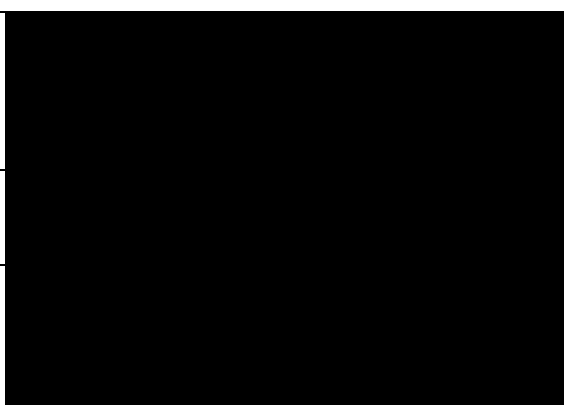
Signed: 

Date: 5.07.2021

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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Lovely local sessions getting you and your baby off to the best start possible

For parents and babies from 28+ weeks of pregnancy to around 6 months

Enjoy simple, gentle and playful activities to help build a strong relationship with your little one

Learn about how babies develop and how you play the most important part of all

Date(s): Mondays from 6th September (Term Time Only)

Time: 09.30am-10.30am OR 11am-12pm

Venue: Madley Park Hall, Witney

Cost: £30 for six weekly sessions

Contact: Email: babybonding.witney@hotmail.com
Tel: 07742440553

Follow us on Instagram [babybonding_witney](https://www.instagram.com/babybonding_witney)



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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 26 July 2021

Title: Recording Equipment for Meetings

Contact Officer: Democratic & Legal Services Officer - Simon Wright

Background

During the Covid pandemic meetings of the Council have been held virtually however the legislation allowing such meetings has been revoked.

As part of the evaluation of how well such meetings worked the government has undertaken a consultation seeking the views of public bodies. Witney Town Council responded and indicated that the Council would support the option to have virtual or hybrid meetings for some or all meetings in the future.

Once the consultation has been assessed then any proposed changes to legislation or guidance will be published.

In the meantime officers have been tasked with looking at options for broadcasting meetings and/or allowing input to meetings virtually if that is allowed in the future.

Current Situation

At present meetings are advisory committees being held virtually through the Zoom platform that allows all panellists and attendees to participate. The Council will return to in person meetings from August 2021.

Officers have contacted other Town Councils who broadcast their meetings live and a meeting was held with one authority to ascertain likely equipment requirements and any issues that need to be considered. It must be emphasised that this related to live broadcast and if, in the future, hybrid meetings are permitted then that will need more detailed investigation.

In respect of broadcasting meetings this would be relatively simple and could be facilitated through the Zoom platform and broadcast live on the Council's Facebook page. A camera would be required, together with a microphone system and software to tie it all together.

A list of likely hardware and software requirements are as follows:

- Microphones – Number would need to be finalised but two would most likely be needed as a minimum.
- Microphone stand(s)
- Small Mixer

- Audio interface – May not be required if included in mixer above.
- Audio cables
- Laptop – May be able to use an existing laptop.
- Camera – A small video camera would be required to film meetings.
- Capture card – For use with the camera.
- Software – Recording software and a programme to link the recording with the broadcasting platform would be needed.

As mentioned above if hybrid meetings are permitted in the future then there will be a need to look at how participants can dial in to and participate in meetings.

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

Indicative costs for the equipment are as follows:

Microphones - £155 each

Microphone stands - £20 each

Small Mixer - £129 each

Audio Interface - £72

Audio Cables - £40 a pair

Camera – Dependent on final requirements but approximately £300 – 350

Capture Cards - £20-40

Councillors should also be aware that there will be resource implications as an officer will be required at meetings to operate the equipment.

Recommendations

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

1. Whether to support the principle of broadcasting meetings of the Council;
2. If Recommendation 1 above is supported allocating a budget of £1000; and
3. That, a further report be presented at the next meeting if further government guidance/legislation regarding meeting arrangements is produced following the consultation.

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 26 July 2021

Title: Procurement Policy

Contact Officer: Town Clerk - Sharon Groth

Background

The purpose of this report is to provide the background for a new Procurement Policy.

For information NALC Legal Topic Note 87 – Procurement is attached in order for Members to understand the relevant legislation as amended following Brexit [please note this is restricted due to membership privilege and copyright].

Current Situation

Currently the Council's procurement process and rules is included within its Standing Orders and Financial Regulations, it does not have a stand-alone policy which sets out clear guidance for Officers and Members of the principles the Council intends to follow.

It is important when purchasing goods or services that the Officer applies Best Value principles and obtains value for money, whilst ensuring it is fair to all suppliers both local and national.

The Procurement Policy should therefore compliment the Council's Standing Orders, Financial Regulations and NALC/Government guidance.

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.

The Procurement Policy has due regard to the Council's aspiration to achieve carbon neutrality by 2028 with environmental aspects highlighted.

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.

Having a clear Procurement Policy for Officers and Members will reduce the risk of breaches in not adhering to Financial Regulations relating to supplies, orders, contracts and tenders, as

well as ensuring compliance to legislation. This policy is part of the Council's financial controls and its due diligence for ensuring that public funds are not wasted.

Financial implications

There are no direct financial implications arising from this report, however Members may wish to consider and review the various financial limits for quotes, tenders, and delegations, although these were set by Council when adopting the financial regulations on 12 April 2021, it might be appropriate for the limit on tendering be reduced to £25,000 based on the requirement to publish such contracts on the Find a Tender/Contracts Finder government portal.

Recommendations

Members are invited to note the report and recommend to full Council that the attached Procurement Policy be adopted.

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Witney Town Council – Draft Procurement Policy

Background to Procurement Policy

Procurement is a complex function guided by numerous policies and statutes. A comprehensive Procurement Policy is critical to ensuring that all stakeholders involved in procurement follow the proper procedures and rules, and that there is a clear and consistent understanding of the regulations and organisational approach in relation to procurement.

The Council strive to attain best value for the goods, materials and services that it purchases. Best Value is defined as a balance of price, quality of product and supplier services.

The Council operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders, which cover, amongst other things the number of quotations required and tender rules – and is appended to this policy.

The purpose of this policy is to provide additional guidance on the factors that will be considered when purchasing goods and services.

Related policies

Every contract made by or on behalf of the Council shall comply with:

- This policy
- The Council's Financial Regulations, in particular Chapter 10 “Orders for work, goods and services” and Chapter 11 “Contracts”
- The Council’s Climate Emergency declaration to be carbon neutral by 2028 as declared on 26 June 2019
- All relevant statutory provisions including in particular the Local Government Act 1988 Part II, Local Government Act 1999, Local Government Act 2000, the Public Contracts Regulations 2015 and the Local Government (Contracts) Act 1997

Sustainable procurement

- 1) The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
- 2) The Council recognises that this is good practice to consider social value for all contracts.
- 3) The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.
- 4) The Council will, wherever possible, purchase goods that meet Fairtrade standards (or similar).

Local procurement

- 5) The Council recognises the benefits to the economy of using local and SME businesses and, where appropriate, the voluntary sector. The Council will seek out local contractors and suppliers wherever possible.
- 6) The Council pays a real living wage to its employees and will encourage its suppliers to do the same.
- 7) All procurement will be in accordance with the Council's Equal Opportunities Policy.
- 8) The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement.

Health and safety and insurance

- 9) All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation.
- 10) Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.
- 11) The Council requires all contractors working on Council sites and properties to maintain adequate insurance, including but not limited to: Public Liability insurance for £10 million and, where relevant, Professional Indemnity insurance at a level commensurate with the value of the contract.

Community engagement

- 12) Where relevant the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure. Examples of when this may apply include provision of new play equipment, bus shelters, benches and possibly bins.

Selection criteria

- 13) The following factors may be taken into account in the Council's selection process:
 - Health and safety record
 - Health and safety procedures
 - Financial accounts
 - References
 - Location of supplier
 - Organisational structure and staffing levels
 - Organisations environmental policy

Procurement procedures and guidance

- 14) All contracts over £25,000 will be advertised on the Council's website and the Contracts Finder website (or equivalent).
- 15) In accordance with Standing Orders the Council is not obliged to accept the lowest of any tender, quotation or estimate.
- 16) The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must either provide a purchase order or be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised by the Town Clerk in advance.
- 17) Where additional guidance is needed the following documents will be taken into account:
- Governance and Accountability for Local Councils A Practitioners' Guide (England)
 - NALC (2015), A Guide to Understanding Procurement

ESTIMATED VALUE OF CONTRACT (Net of Vat)	CONTRACT REQUIREMENTS
Between £500 and £3,000	3 estimates required. A purchase order is required.
Between £3,001 and £24,999	3 quotations required. A purchase order is required.
Between £25,000 and Procurement threshold	Tender advertised on the Town Council, Contract Finder and Find a Tender websites, and specialist website if appropriate. A contract is required.
Above Procurement threshold	Legal advice shall be obtained on the most appropriate processes. A contract is required.

Review

This policy will be monitored and reviewed by the Council's Policy, Governance & Finance Committee every 2 years, or in response to changes in legislation.

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Extract of Financial Regulations relating to Procurement

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained by the Officer and a copy passed to the RFO at the time the order is placed.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:
 - a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £2000 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where it is intended to enter into a contract exceeding £25,000 as specified by the Public Contract Regulations 2015, the council must comply with the requirements of those regulations and must advertise the tender on the appropriate platforms.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Policy, Governance & Finance Committee.

e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of council.

g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Policy, Governance & Finance Committee may make such arrangements as it thinks fit for procuring the goods or materials or executing works.

Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.

(h) A notice issued under the regulations shall contain a statement of the effect of the following.

- If a supplier/tenderer of any goods/services is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Town Clerk. A person who fails so to do shall be disqualified for such contract and, if engaged, the contract may

be withdrawn without further notice. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure.

- Canvassing of members or of any Committee, directly or indirectly, for any work/service under the Council shall disqualify the supplier/tenderer. The Town Clerk shall make known the purport of this sub-paragraph to every supplier/tenderer.
- A member of the Council shall not solicit for any person any work under the Council or recommend any person for such work; but, nevertheless, a member may give a written testimonial of a supplier's ability, experience or character for submission to the Council.

i) When it is to enter into a contract of less than £65,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 the Town Clerk or duly authorised officer shall have executive power, and shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

j) The council shall not be obliged to accept the lowest or any tender, quote or estimate.; however satisfactory justification shall be required and recorded in the minutes of the Council having disregarded the financial regulations relating to contracts.

k) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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