

Public Document Pack
Policy, Governance & Finance
Committee Meeting of Witney Town Council



Monday, 22nd November, 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 **Gallery Room, The Corn Exchange, Witney** 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Democratic and Legal Services Officer (democracy@witney-tc.gov.uk) in advance to reserve a seat.

We will continue to observe social distancing and hand sanitiser will be available.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at democracy@witney-tc.gov.uk Tel: 01993 226071

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 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finar Committee meeting held on 27 September 2021;
- 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.

Policy

5. **20 MPH Speed Restrictions** (Pages 13 - 16)

To consider the report of the Deputy Town Clerk.

6. **Open Spaces Policies** (Pages 17 - 24)

To consider and approve policies relating to Memorial Benches and Trees as recommended by the Stronger Communities Committee.

Governance

7. **Payment of Accounts** (Pages 25 - 42)

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

8. **Bank Accounts & Mandate** (Pages 43 - 44)

To receive and consider the report of the Town Clerk regarding the level of service received by the Council's bank and consider whether to remain or review its provision. If it is the decision to stay with the current provider - consider the mandate and open credit facility.

9. **Annual Investment Strategy 2021-22** (Pages 45 - 48)

To consider the report of the Town Clerk.

10. **Financial Report & Associated Matters** (Pages 49 - 62)

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

Finance

11. **Annual Grant Requests** (Pages 63 - 64)

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

a) **Volunteer Link Up** (Pages 65 - 84)

To receive and consider an annual grant request from Volunteer Link Up.

b) **Citizens Advice West Oxfordshire** (Pages 85 - 118)

To receive and consider an annual grant request from Citizens Advice West Oxfordshire.

12. **Revenue Budget** (Pages 119 - 164)

To receive and consider the report of the Town Clerk and the Draft Revised Revenue Budget for 2021/22 and Draft Budget for 2022/23.

13. **Schedule of Proposed Fees & Charges 2022/23** (Pages 165 - 170)

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

Attached is the schedule of charges in respect of the assets and services which fall under the responsibility of this Committee.

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

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges
- iii. Recreation Fees & Charges

14. **Capital & Special Revenue Projects Programme** (Pages 171 - 176)

To receive and consider the report of the Responsible Financial Officer relating to an update on the Capital & Special Revenue Projects Programme for 2021/22.

15. **Exclusion of Press and Public**

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

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and 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

16. **Property & Legal Matters** (Pages 177 - 192)

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

a) **Town Hall Window Repairs & External Building Decoration** (Pages 193 - 204)

To consider the report of the Operations & Estates Advisor.

17. **Staffing Matters**

To receive the minutes of the Personnel Sub-Committee held on 28 October 2021 (circulated separately)

Members should note that the Town Clerk/CEO has assumed the role of Responsible Financial Officer (RFO) until the vacancy can be filled.



Town Clerk

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

Held on Monday, 27 September 2021

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	J Aitman	V Gwatkin
	H Eaglestone	M Jones
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
Others:	4 members of the public.	

F493 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs L Ashbourne, O Collins and D Harvey.

F494 **DECLARATIONS OF INTEREST**

There were no interests declared by members of officers.

F495 **MINUTES**

The Committee received the minutes of the meeting held on 26 July 2021.

A member asked on progress relating to minute number F398. The Deputy Town Clerk advised that Baby-bonding sessions could be referred through Home-Start Oxford and the organizer was hoping to be able to provide these during October.

Resolved:

That, the minutes of the meeting held on 26 July 2021 be approved as a correct record and signed by the Chair.

F496 **PUBLIC PARTICIPATION**

The committee adjourned for this item.

Rev'd Simon Kirby of St Mary's Church Cogges, Peter Claridge of Witney Mills Cricket Club and Graeme & Linda Young of Witney Day Centre addressed the committee regarding their respective discretionary grant applications.

The Committee reconvened following the representations.

F497 **GRANTS & SUBSIDISED LETTINGS**

The Committee received and considered the report of the Deputy Town Clerk and accompanying grant applications.

All the projects offered benefits to the community of Witney but the budget for awards would regrettably not stretch to provide the whole amount requested, with a second round of grants due later in the financial year. To stretch the budget, it was proposed and carried that, unused funds for Witney Carnival in 2021 totalling £2,600 be returned to this grant budget for the remainder of the year.

Members felt the request from Buttercross Theatre Productions could be sought from another source and likewise, St Mary's Church Cogges may be better placed to seek funding from alternative grant funders. Members were satisfied that the latter of these projects would be providing a community facility and if no other funding was available the Town Council would support it.

Following a recommendation from the Stronger Communities Committee, this Committee agreed the sum of £9,750, allocated from the discretionary grants budget towards Witney Music Festival 2021 should be allocated to increase the budget for the Youth Services Grant 2021.

The Deputy Town Clerk also raised a request from an applicant who would be holding a Circus on The Leys to have the cost of a day subsidised as funds were being raised on the given day towards the Charity, NHS Together.

Recommended:

1. That, the report be noted and,
2. That, £2,600 allocated towards the Witney Carnival 2021 be returned to the discretionary grants fund (4100/407) and,
3. That, Parkrun be awarded the sum of £385 and,
4. That, Witney Day Centre be awarded the sum of £2,310 and,
5. That, Witney Mills Cricket Club be awarded the sum of £2,079 and,
6. That, St Mary's Church Cogges be provisionally awarded the sum of £1,540 but that other funding opportunities be explored before this sum is released.
7. That, the request for a subsidised let for one day on the Leys be agreed for the sum of £162.50.
8. That, the above grants be made under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in their promotional literature.
9. That, Buttercross Theatre Productions be asked to seek an alternative source for the funds required for camera equipment.
10. That, £9,750 from the discretionary grants budget (4100/407), previously earmarked for Witney Music festival 2021 be re-allocated towards the Youth Services Grant budget for 2021.

F498 **ROTARY CLUB OF WITNEY - CHRISTMAS LIGHTS SWITCH-ON**

The Committee considered a request from the Rotary Club of Witney for funds towards a switch-on event for the Witney Christmas Lights in November 2021.

Members were supportive of the application and although the request was slightly over the anticipated budget, it could be covered from funds unused for the 2021 Witney Carnival, also run by the Rotary Club.

Resolved:

That, the request for £2,100 from the Rotary Club of Witney towards the Witney Christmas Lights Switch-on event be granted.

That the grant be awarded under the General Power of Competence and that the Council's financial contribution be acknowledged on any promotional literature accompanying the event.

F499 **COMMITTEE WORK PLAN**

The Committee received and considered the report of the Town Clerk concerning the Committee Work Plan.

The report outlined the current status of matters arising from the adopted Open Spaces Strategy and asked for any 2022/23 budget considerations. Members were pleased many of the items on the plan were underway, including rebranding, and the review of the Grounds Maintenance Contract. There were requests for the discretionary grants pot to be increased so more community groups could receive aid and that a budget for a water safety education programme could be included, the latter being funded in part from differing stakeholders.

Resolved:

1. That, the report and workplan be noted and,
2. That, the funds for Discretionary Grants be increased to £20,000 in the draft 2022/23 budget (the policy to include a scoring system for applications) and,
3. That, £10,000 be included in the draft 2022/23 budget for water safety education.

F500 **YOUTH SERVICES GRANT AWARDS**

The Committee received and considered the report of the Deputy Town Clerk outlining the recommendations on distribution of this fund by the Stronger Communities Committee.

Members agreed that the applicants were all worthy of the requested funds but given the financial confinement of the awards they were unable to provide the full amounts. The awards demonstrated a fair approach to all and constituted over 75% of the funds applied for.

Members were in agreement that the funds should be spent on projects relating to Witney and not wholly on administrative running costs.

Resolved:

1. That, the report be noted and,
2. That, the recommendations on distribution of the Youth Services Grant 2021 made by the Stronger Communities Committee be agreed, these being:
 - a) That, Got2B Community Interest Company be awarded the sum of £18,693
 - b) That, Home-Start Oxford be awarded the sum of £9,318
 - c) That, Oxfordshire Music & Arts Trust be awarded the sum of £7,668
 - d) That, Synolos be awarded the sum of £4,068
 - e) That, the above financial awards be made under the General Power of Competence and recipients be asked to acknowledge the Council's financial contribution in their promotional literature.

F501 PAYMENT OF ACCOUNTS

The Committee received the report of the 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.

The Town Clerk provided an update to members on the Council's bank mandate and advised members of the committee they would be contacted to attend the bank with ID in the near future.

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 July	£3,490.32	General CB 1
Cheques 33154 - 33194, DDs and Standing Orders July	£88,006.31	Imprest CB 2
DDs and Standing Orders August	£3,246.13	General CB 1
Cheques 33195 - 33221, DDs and Standing Orders August	£102,750.00	Imprest CB 2

F502 FINANCIAL REPORT & ASSOCIATED MATTERS

The Committee received the report of the Deputy Town Clerk. Members were presented detailed income and expenditure updates on the Council's budgets until 31 August 2021 and received the recommendations of the spending committees in this cycle of meetings.

The Deputy Town Clerk advised Officers were finding it increasingly difficult to procure raw materials directly, as were the Councils Contractors and Suppliers. Several national issues had led to this delay and associated increased costs.

Resolved:

1. That the report be noted, and;
2. That, the recommendations of the spending committees, as detailed, be agreed.

F503 BUDGET PARAMETERS 2022/23, CAPITAL & SPECIAL REVENUE PROJECTS 2022/23 AND BEYOND

The Committee received and considered the report of the Responsible Financial Officer concerning Budget parameters for 2022/23.

Members were mindful that the Covid-19 pandemic had affected the finances of residents and organisations but had to balance that consideration with the need to improve and potentially expand services. It was agreed that any increase for fees and charges should be linked to inflation and any Council Tax Levy increase should not be constrained at this point.

Resolved:

1. That, the report be noted, and;
2. That, the fees and charges of the Town Council for 2022/23 rise in line with inflation, and;
3. That, the percentage increase to the Band D equivalent Council Tax Levy be considered once a draft budget has been produced.

F504 REVIEW OF INTERNAL AUDIT SERVICES

The Committee received the report of the Responsible Financial Officer concerning the appointment of an Internal Auditor for the Council.

Members were encouraged to see the current auditors had initiated the review and considered each of the company's quotes and documentation in turn. It was felt that one offered more diligent checks through rotation of auditors and the time needed for the most thorough service.

Resolved:

That, Auditing Solutions be employed as the internal auditors for Witney Town Council.

F505 CHANGES TO THE GROUNDS CONTRACTS - ADDITIONAL COSTS

The Committee received and considered the report of the Operations and Estates Advisor concerning potential changes to the Grounds Maintenance Contract.

One change was for the inclusion of wildflower areas in the closed churchyards of Holy Trinity and St Mary's churches. The churches had approached the Town Council in the summer asking for wildflower planting in set areas to help reach eco church status. Although the Council had initially agreed to this request, unfortunately financial implications had since been forthcoming. Members, while still keen to support the scheme were advised no budget was in place for this scheme so it would have to be declined and further dialogue with the church should take place.

The second item concerned land adjacent to Burwell Car Park, Thorney Leys which, it had been established was in the Town Council's ownership. Members agreed that this piece of land was causing issues for the residents so would need to be cleared and added to the annual contract.

Resolved:

1. That, the report be noted and,
2. That, the additional wildflower planting at the closed churchyards in Witney be refused and,
3. That, the additional works on Council owned land at Burwell Car Park be carried out for the one-off supplementary estimate £1,400 from the general fund and added to the Grounds Maintenance Contract annually.

F506 **WINDRUSH CEMETERY - MARKING OF FUTURE BURIAL PLOTS**

The Committee received and considered the report of the Operations & Estates Advisor concerning the marking of new grave spaces at Windrush Cemetery.

Members agreed this was a necessity as part of a wider project in cemetery mapping and planning for the future development of the site.

Resolved:

That, datum markers be provided for newly marked grave spaces at Windrush Cemetery by Cemetery Design Services for the sum of £2,580 (exc. VAT), this being a supplementary estimate from the general fund.

F507 **OFFICE 365**

The Committee received and considered the report of the Deputy Town Clerk concerning the migration of the Council's IT software suite to Office 365.

Members were supportive of this action which would bring the Council in line with other organisations. It would have the added benefit of increasing internal communications through an extranet and allowing workflow to be accessed through Share Point. There was a question of cost with no budget set for this project, but officers advised there may be other options which could be investigated to ensure the best value for the Council.

Resolved:

1. That, the Council should migrate to Office 365 and,
2. That, this be delegated to the Deputy Town Clerk to progress at the best value.

F508 **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.

F509 **PROPERTY & LEGAL MATTERS**

The Committee received and considered the confidential report of the Town Clerk concerning property and legal matters.

Resolved:

1. That, the confidential report be noted and,
2. That, the revised terms for the lease from Cottsway Housing concerning the land at Park Road Play Area be agreed, subject to provision of an equivalent or better Play Area being provided should the land be requested back at each break point in the lease and,
3. That, the annual lease for the Play Area at Park Road be agreed to the sum of £125 per annum.
4. That, the Town Clerk's confidential verbal report on the legal advice on the lake incident be noted.

Cllr M Jones left the meeting at 7.57pm.

F510 SUSPENSION OF STANDING ORDER 48(A)

Resolved:

That, Standing Order 48 (a) be suspended to allow the meeting to continue as it had now passed two hours in length.

F511 TOWN HALL WINDOW REPAIRS

The Committee received and considered the report of the Operations & Estates Advisor concerning works to the windows at the Town Hall and 51 Market Square, Witney.

Members were unable to reach a conclusion on who to award the works to due to the disparity in the quotes received. Further information would be needed so that a fair comparison could be considered.

Resolved:

That, the decision on window repairs be deferred until the next meeting of this committee so further information can be sought from officers on the works and quotes received.

F512 STAFFING MATTERS

The Committee received and considered the confidential minutes of the Personnel Sub-Committee meeting held on 23 September 2021.

Resolved:

1. That, the confidential minutes of the Personnel Sub-committee held on 23 September 2021 be noted, and the recommendations contained therein approved.

The meeting closed at: 8.12 pm

Chair

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 November 2021
Title: 20mph Speed Restrictions
Contact Officer: Deputy Town Clerk – Adam Clapton

Purpose of the Report

To resolve how Witney Town Council should accommodate requests for 20mph speed restrictions in Witney.

Background

Oxfordshire County Council resolved to change its approach to requests for 20mph speed restrictions in October to make streets safer, encourage residents to walk or cycle and reduce noise & pollution.

Measures supported will be from a simple change of speed signs to more complex solutions in areas that can range from a whole village or a single street.

Any requests from residents for 20mph speed limits will need to be supported by the Town Council and by the local county councillor.

Current Situation

The text below shows which areas are eligible and the full criteria and assessment details can be found on the Oxfordshire County Council website at:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/traffic/requesting-20mph>

The area of the proposed restriction should not have a speed limit that is greater than 40mph. It can be a whole village or town or just one street within the area.

It should be in an area with features that justify a lower speed limit to drivers, for example, an area which has:

- *evidence of traffic incidents or potential dangers*
- *visible homes, shops and businesses*
- *a school or a school route*
- *a cycling route*
- *a quiet lane designation.*

Or it should be an area which would benefit from more active travel such as cycling and walking, better air quality

The County Council has indicated it would like to work collaboratively in establishing 20mph restrictions within Witney (where a series of criteria are met) as the first pilot town-area in Oxfordshire. This could be a blanket introduction of 20mph speed limits for the whole town, certain zones or for separate areas, although the first two options would be more cost-effective. The County Council will only be paying for any new speed limit signs and road markings.

Should the Town Council be agreeable to a pilot scheme, a feasibility study will be undertaken by the County Council which would include an audit on the number of roads, signs and markings required. Further discussion would be required, and the Town Council may be invited to join a steering group on the project. Once any proposals are in place (during 2022), a public consultation would take place.

Indication has been given that there would be scope to reduce faster limits i.e., from 40mph to 30mph and on acceleration zones/approaches to lower limit areas.

Policies

WTC Active Travel Infrastructure Plan 2020 – 20mph

'20 mph blanket from all urban approaches to the town i.e., Cogges Hill Road, Woodstock Road, Burford Road at West Witney Sports and Social Club, Deer Park Road, Curbridge, Ducklington entrances into the town, to encompass all routes between residential estates and the town centre. A blanket 20 mph limit is easy to understand, advertise and provide signs for.'

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 introduction of further 20mph speed restrictions would help reduce noise and air pollution and promote safer, active travel in Witney.

Risk

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

The Town Council needs to consider the benefits and pitfalls of 20mph zones across the town for all residents and businesses. There may be a financial risk should any proposed measures lead to further financial outlay.

Consideration should also be given on the enforcement of such schemes in Witney – the Town Council can only support implementation and is not responsible for policing the speed limit.

Financial implications

- The County Council is likely to fund a change of signs and lines only, where appropriate.
- The County Council has limited funding remaining in the current fiscal year but is hoping to receive further funding for the initiative in 2022/23.

- If additional measures are required this would need to be funded by either the Town Council (or other funding source). There is no budget in the current fiscal year.

Recommendations

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

1. How the Town Council approaches requests for 20mph speed restrictions to compliment Oxfordshire County Council's new approach. Should it deal with;
 - Individual requests on a case-by-case basis
 - Requests on a zonal basis
 - A blanket request for the whole town, and
2. That, requests or areas to be covered by the proposals are delegated to the Climate, Biodiversity & Planning Committee to progress, and if in agreement,
3. That, Officers from Oxfordshire County Council be invited to the meeting of the Climate, Biodiversity Committee meeting on 14th December to discuss the project further.

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Witney Town Council

Memorial Bench Policy

1. Introduction

- 1.1. Witney Town Council understands the wishes of anyone wishing to install a memorial bench. These benches also form part of Witney Town Councils Street furniture and benefit all the residents of Witney.
- 1.2. The policy does not cover the application for memorial benches in Tower Hill and Windrush Cemetery.

2. Purpose

- 2.1. The purpose of this policy is to address the below 3 principles.
 - 2.1.1. To be respectful of those seeking to install a memorial bench.
 - 2.1.2. To ensure benches are maintained and kept functional.
 - 2.1.3. To keep benches in keeping within the areas they have been installed and benefit the wider community.

3. Review

- 3.1. The document will be reviewed every 3 years from the date of creation.

4. Locations

- 4.1. Only suitable seating locations that benefit the wider community will be considered.
- 4.2. Only sites with space for additional benches will be considered. This is to avoid any site becoming overpopulated with street furniture including bike racks, bins and picnic benches.
- 4.3. No one area can become overly populated with memorial benches to ensure that area does not become a memorial area. This is to avoid compromising the areas enjoyment for recreation purposes.

5. Bench Styles

- 5.1. Witney Town Council will only install Eastgate benches for memorial applications.
 - 5.1.1. The only exception to this is if an Eastgate Bench is not seen as not innkeeping within the area. In this instance, a suitable style bench will be identified by a council officer for installation.
- 5.2. All Eastgate Benches are manufactured with timber slats treated with clear or dark varnish.
 - 5.2.1. The colour of the varnish selected will be based on the area of installation.
 - 5.2.2. Recycled plastic slats are available for purchase but will only be supplied at an additional cost to the applicant. They will also need to be in keeping with the area of installation and other street furniture.
 - 5.2.3. The council may adapt its standing on the purchase of recycled products, and this could include all-new benches to be installed with recycled plastic slats. In the case of this, the cost of recycled plastic slat's will be included on all invoices and the choice of wooden slats will not be offered.

5.3. The cast iron ends of an Eastgate bench can be supplied in different colours and applicants are asked on the application form to identify if they want a specific colour that is not the standard Jet Black. Witney Town council will advise applicants if the colour is suitable.

5.4. The colour must be in keeping with the area, closely situated street furniture, play equipment and buildings.

6. Bespoke designs

6.1. In exceptional cases, it will be decided by the council if a bespoke design bench will be installed.

6.2. A case would have to be made by an applicant that an officer will take to the council for approval.

6.3. All other areas of this policy would still be applicable. If a location isn't identified and agreed upon by an officer in line with this policy, then any application for a bespoke design will be rejected.

6.4. If it is agreed that a bespoke design bench is installed, then the council will not include this bench in its street furniture stock, and it will only receive basically maintenance typically limited to cleaning.

6.5. For all maintenance issues, the original applicant will be contacted to cover the cost of maintenance.

6.6. If a bespoke bench has significant health and safety risks and the applicant is unwilling to cover the cost it will then be removed.

7. Installation

7.1. Benches will be installed on a concrete pad or grassed, in areas of low wear. Typically, benches will be installed in the same process as all other benches in one area.

8. Maintenance

8.1. Once a bench has been installed it will be included in Witney Town Council Street furniture stock and be maintained by the council.

8.2. Periodic maintenance will fall in line with all other benches and extra maintenance won't be supplied for memorial benches.

8.3. Benches are periodically refurbished which includes repairing/replacing broken slats, weather treating and re-painting the cast iron ends.

8.4. While a memorial bench is being refurbished, no bench will be installed in its place.

8.5. If a bench end has been painted in anything other than jet black, then there is no guarantee that the same colour will be re-applied. Witney town council will endeavour to colour match the original colour as best as possible.

8.6. Plaques will be cleaned and polished when a bench is being refurbished.

8.7. If the bench has graffiti or excessive bird guano over it will be sanded or jet washed down in its current location.

9. Memorial Plaque

9.1. Plaques can be no larger than 20cm x 4cm, this fits onto one timber slat.

9.2. All plaques are installed on the second from the top slat in the centre.

9.3. All text has to be contained within one plaque

9.4. Memorial plaques can be supplied in different materials, listed below. The material can be selected on the application form.

9.4.1. Bronze

9.4.2. Aluminium

9.4.3. Stainless Steel

- 9.5. There may be the case when an applicant who purchases a bench wishes to install an additional plaque or replace the installed plaque with a new one.
 - 9.5.1. In the case of a replacement plaque, an officer would have to agree on any new wording and it will be ordered and installed. The applicant will be invoiced accordingly including all resources required.
 - 9.5.1.1. Only the original applicant or in the case of the applicant passing away a first-degree relative can make such a request.
 - 9.5.1.2. The old plaque can be returned or disposed of.
 - 9.5.2. Additional plaques are not permitted to avoid a memorial bench becoming too cluttered and too personal, affecting the enjoyment of the area by other users.

10. Removal and Future Ownership

- 10.1. If the case arises that a memorial bench has to be removed it will be stored complete with plaque until a new location can be identified for its reinstallation.
 - 10.1.1. This included the relocation based on a high level of complaints related to one bench. This could be that a bench location has brought anti-social behaviour to the area. Council officers will include this in the thought process of any bench location but it cannot be completely avoided.
- 10.2. All efforts will be made to work with the original applicant to find a suitable new location.
- 10.3. Applicants must understand that officers will identify a new location in line with this policy so it may be the case that only one new location can be offered of which an applicant can accept or reject.
 - 10.3.1. If rejected the bench will be installed in the new location without a memorial plaque.
- 10.4. If a plaque is lost, stolen or damaged the council will not cover the cost of a replacement.
 - 10.4.1. The original applicant will be contacted to arrange the replacement of the plaque.
 - 10.4.2. If no contact can be made in a period that is deemed sufficient then the bench will be returned into Witney Town Council standard street furniture stock.
 - 10.4.3. This could involve the future removal of the bench and a new memorial bench installed in the area.

11. Procedure for Application and Installation

- 11.1. Anyone wishing to make an application can source an application form online or at the Witney Town Council offices.
- 11.2. The application form must then be submitted via email to facilities@witney-tc.gov.uk or via post to Witney Town Council, 51B Market Square, Witney OX28 6AG address to Facilities.
- 11.3. An applicant will then be advised if their application has been accepted or rejected and on what grounds. If rejected this will normally be the location and/or the number of memorial items in one site.
- 11.4. Communication will then be held between an applicant on the final position of the memorial bench, colour, and memorial plaque detail.
- 11.5. The applicant is then invoiced for payment which includes the bench, plaque, work hours and materials required to install.
- 11.6. Once Witney Town Council received payment a bench along with a plaque will then be ordered.
- 11.7. During this time the concrete base will be installed for fixing if needed.
- 11.8. The applicant will then be made aware of the install date.

11.9. The location of memorial benches along with details will be stored on Witney Town Council Mapping Software.

Witney Town Council

Memorial Tree Policy

1. Introduction

- 1.1. Witney Town Council understands the wishes of anyone wishing to plant a memorial tree. The council will consider requests for trees to be planted on its land only. The application for a memorial tree must be seen as the donation of a tree to the town of Witney and not a personal memorial.
- 1.2. The policy is also intended to address the donation of trees not intended to be in memory of lost one.

2. Purpose

- 2.1. The purpose of this policy is to address the below points.
 - 2.1.1. To be respectful of those seeking to plant a memorial tree.
 - 2.1.2. To ensure trees are maintained, in keeping with the area and will not cause future problems once matured.
 - 2.1.3. Enhance the enjoyment of the area by all users.
 - 2.1.4. Support

3. Review

- 3.1. The document will be reviewed every 3 years from the date of creation.

4. Tree Species & Planting Locations

- 4.1. Witney Town Council officers will select an appropriate tree for an area it is to be planted. The below factors will all be considered when selected a species.
 - 4.1.1. Mature height and spread of the tree.
 - 4.1.2. Species of other trees in the area. It may be necessary to add trees with autumn colours or that provide berries or nuts for wildlife.
 - 4.1.3. Replacement of recently felled trees or trees that have been identified to be near the end of their lifespan.
 - 4.1.4. Sun level requirements of species.
 - 4.1.5. Witney Town council restrictions or management plans in any one area.
 - 4.1.5.1. Native British species in Windrush Cemetary.
 - 4.1.5.2. Creation of an arboretum at Tower Hill Cemetary.
 - 4.1.5.3. Lake and Country Park clearing of overgrowth from felled trees and coppicing.
 - 4.1.6. The below factors are all considered with planting locations.
 - 4.1.6.1. Proximity to properties.
 - 4.1.6.2. Nearby installations that could be affected by root growth.
 - 4.1.6.3. Underground services.
 - 4.1.6.4. Accessible to be watered.
 - 4.1.7. Tree locations on offer for each planting season may only be based on where trees have been felled or where planting projects locations have been identified.

5. Maintenance

5.1. Trees will be assessed every 5 years by an external surveyor.

5.1.1. Surveyors will recommend works to a tree that will be carried out in the timeframe recommended by the surveyor. These works would be seen as essential and the applicant of the tree will not be made aware of these works to avoid delay in maintenance and care for trees.

5.2. Outside of the 5 years assessments, it may be the case that an officer from Witney Town Council trained in tree surveying may also recommend necessary works.

6. Planting

6.1. All trees will be planted in line with Witney Town Council tree planting processes.

6.1.1. Three-times the volume of the rootball is excavated and loosened

6.1.2. A suitable soil conditioner is used to increase the survival rate in the first year of planting.

6.1.3. The tree is then planted and topped with a mulch layer to help aid soil moisture

6.1.4. All necessary tree planting accessories are then installed tree stakes and ties, irrigation accessories and tree guard.

6.1.5. Based on the area a tree is being planted and value or a tree a suitable tree guard will be installed. This would include one of the solutions below.

6.1.5.1. Full steel tree guard.

6.1.5.2. Staked galvanised mesh.

6.1.5.3. Biodegradable plastic-free tree shelter guard.

6.1.6. Irrigation accessories can include the following and will be installed based on the tree size requirements to give it the best chance of survival.

6.1.6.1. Irrigation bags

6.1.6.2. Tree irrigation rings

6.1.7. Tree stakes and ties are installed based on the size of the tree.

7. Tree Donation

7.1. It may be the case that a person or persons wish to donate a tree to Witney Town Council. In this event, all items in this policy that are relevant will be considered.

7.2. A tree donation can come in the form of payment for Witney Town Council to purchase a tree or a physical tree that has been grown by the donator.

8. Memorial Plaques

8.1. Memorial plaques will not be permitted on or near any memorial trees.

8.2. If an applicant chooses to install a plaque on or near a tree then it will be removed by Witney Town Council staff.

9. Removal

9.1. In the rare case, a tree has to be removed all efforts will be made to relocate it.

9.1.1. Relocation will only be possible when the tree is dormant (early spring and autumn) and if it is of a manageable size.

9.1.2. A location will be identified in line with this policy and the original applicant will be made aware of the new location.

9.2. If a tree has to be felled the applicant will be made aware of the process.

9.2.1. The tree will then be replaced at the cost of Witney Town Council. This is Witney Town Council process to maintain its tree stock

9.2.2. If an applicant wishes to assist in the purchase of a new tree purchase a more mature tree it is welcomed.

9.2.2.1. The difference in cost will be invoiced to the applicant.

10. Application Process

10.1. Anyone wishing to make an application can source an application form online or at the Witney Town Council offices.

10.2. The application form must then be submitted via email to facilities@witney-tc.gov.uk or via post to Witney Town Council, 51B Market Square, Witney OX28 6AG address to Facilities.

10.3. An applicant will then be advised if their application has been accepted or reject and on what grounds.

10.4. Communication will then be held with the applicant of location and tree species

10.5. The applicant is then invoiced for payment which includes the tree, irrigation equipment, stake and tie, tree guard and work hours to plant. Ongoing watering is not included but will not be charged.

10.6. The applicant can then be made aware of the planting date if they wish to attend. It is important this is not seen as a ceremonial event.

10.7. The location, species, planting date, memorial information are all then all stored in the tree donation book and on the councils mapping software. Contact information is additionally stored on the councils mapping software.

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: 22 November 2021
Title: Payment of Accounts
Contact Officer: Deputy Town Clerk – Adam Clapton

Background

Members should note from previous reports that the Council currently banks with Barclays Bank and runs three active accounts – the General Account, Imprest Account, and the Business Premium.

The payment schedules, bank statements and bank reconciliations are brought to the Policy, Governance & Finance committee as part of the Council’s due diligence.

Current Situation

1. Bank Reconciliation and Bank Statements

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

2. Payment of Accounts

Attached are the payment schedules for September 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 101164 - 101167, DDs and Standing Orders September	£177,637.05	General CB 1
Cheques 33222 - 33274, DDs and Standing Orders September	£95,881.18	Imprest CB 2

Report ends.

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WITNEY TOWN COUNCIL
BARCLAYS GENERAL A/C
List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/21	Wodc Ctax Ndr - 30421105	Std Ord	£85.00		WODC - Rates Burwell Hall
01/09/21	Wodc Ctax Ndr - 30623704	Std Ord	£338.00		WODC - Rates Tower Hill
01/09/21	Wodc Ctax Ndr - 30685600	Std Ord	£126.00		WODC - Rates Corn Exchange
01/09/21	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/09/21	Wodc Ctax Ndr - 90024629	Std Ord	£477.00		WODC - Rates Windrush Cemetery
06/09/21	Fuel Card Services Ltd	DD	£28.44		12730/OV09GNN diesel 260821
07/09/21	Continental Landscapes Ltd	101164	£75,972.56		12682/Grounds Maint July 21
07/09/21	Bloor Homes Western	101165	£27,439.60		12683/WindrushAllotment works
07/09/21	Persimmon Homes Wessex	101166	£37,541.73		12684/car park & shed base
07/09/21	Vistry Homes Ltd	101167	£29,896.87		12686/WW Allotments shed base
08/09/21	Peninsula	DD	£334.88		Purchase Ledger Payment
10/09/21	Barclaycard	DD1	£145.38		Purchase Ledger Payment
13/09/21	Fuel Card Services Ltd	DD2	£6.00		12731/Mileage count
14/09/21	Quadient Finance UK Limited	DD3	£150.00		Purchase Ledger Payment
15/09/21	Restore Datashred	DD1	£59.74		12833/confidential waste
16/09/21	SAGE (UK) LTD	DD2	£151.20		12810/ Sage payroll September
17/09/21	Peninsula	DD3	£548.16		12801/business safe
20/09/21	Fuel Card Services Ltd	DD4	£100.99		12804/fuel OY62 UXC
29/09/21	Witney Town Council	Std Ord	£3,437.50		Witney TC
Total Payments			£177,637.05		

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**Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021	1	2,738,238.77
			<u>2,738,238.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/09/2021 101167 Vistry Homes Ltd		29,896.87	
			<u>29,896.87</u>
			2,708,341.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,708,341.90
		Balance per Cash Book is :-	2,708,341.90
		Difference is :-	0.00

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 WITNEY TOWN COUNCIL
 TOWN HALL
 WITNEY
 OXFORDSHIRE
 OX28 6AG

Your Business Current Account

At a glance

29 Sep - 05 Oct 2021

Date	Description	Money out £	Money in £	Balance £
29 Sep	Start Balance			2,769,727.87
	STO Standing Order to Witney Town Council Ref:- Town Hall Rent	3,437.50		2,766,290.37
	STO Standing Order From Inclusive Care and Ref:- Rent		6,000.00	2,772,290.37
	Giro Direct Credit From BCard7888266280921		115.70	2,772,406.07
	Giro Direct Credit From Harrison Toogood Ref: Harrison Toogood		133.00	2,772,539.07
	Giro Direct Credit From The Midcounties Co Ref: Cemetery Lodge Ren		2,837.50	2,775,376.57
	Direct Credit From Thorp SJ Ref: Burwell 14th Nov		74.58	2,775,451.15
30 Sep	Cheque Issued Ref: 101166	37,541.73		2,737,909.42
	Giro Direct Credit From Samantha Hammond Ref: Deed Ref 5410		35.50	2,737,944.92
	Giro Direct Credit From BCard7888266290921		123.85	2,738,068.77
	Direct Credit From Greens F Ltd SW F Ref: 18342		170.00	2,738,238.77
1 Oct	DD Direct Debit to Wod Ndr DD Ref: 03 90170575 This Is A New Direct Debit Payment	1,971.39		2,736,267.38
	DD Direct Debit to Wod Ndr DD Ref: 30421105	85.00		2,736,182.38

Start balance	£2,769,727.87
Money out	£44,804.88
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£15,564.22
End balance	£2,740,487.21

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

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WITNEY TOWN COUNCIL
BARCLAYS IMPREST A/C
List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/21	Timberwise UK Ltd	Rtn Chq	-£4,764.66		Purchase Ledger Payment
06/09/21	Alder King LLP	33222	£3,105.00		12556/lease rent review
06/09/21	Amazon Payments UK Ltd	33223	£295.02		12567/certificate frames
06/09/21	BANBURY MEMORIALS	33224	£660.00		12570/headstone clean
06/09/21	Blueprint Imaging Limited	33225	£54.00		12529/cafe promo posters
06/09/21	Brewers Decorator Centres	33226	£241.78		12528/paint
06/09/21	GEORGE BROWNS LTD	33227	£898.27		12577/woodchipper service
06/09/21	BROXAP LIMITED	33228	£98.98		12527/Sheffield cycle racks
06/09/21	CLEANSING SERVICE GROUP	33229	£170.00		12573/windrush cemetery
06/09/21	GSWindow Cleaning	33230	£129.50		12588/window cleaning 5/8/21
06/09/21	KOMPAN LTD	33231	£236.61		12590/spacenet parts returned
06/09/21	M & M SKIP HIRE LTD	33232	£738.00		12593/Windrush allotment
06/09/21	Manifest Design Workshop Ltd	33233	£180.00		12594/St Mary's church inspect
06/09/21	OXFORDSHIRE ASSOC.OF	33234	£240.00		12596/planning - Claire
06/09/21	Office Furniture Online	33235	£176.40		12597/3 drawer pedestal
06/09/21	OMC Global Ltd	33236	£80.00		12598/minibus tour of Witney
06/09/21	Pear Technology Services Ltd	33237	£24.00		12599/update Land titles map
06/09/21	Playsafety Ltd	33238	£739.80		12606/annual inspection
06/09/21	PPL PRS Ltd	33239	£211.20		12607/PPL Licence
06/09/21	Rialtas Business Solutions Ltd	33240	£348.00		12604/Cemeteries software
06/09/21	Royal Society for the Preventi	33241	£672.00		12605/Risk assessment course
06/09/21	South East Workwear Limited	33242	£55.95		12614/poloshirts x 3
06/09/21	A.K.TIMMS & SONS LTD	33243	£131.30		12533/timber
06/09/21	Ubico Limited	33244	£76.22		12627/woodford Mill bins
06/09/21	WEST OXFORDSHIRE DISTRICT	33245	£55.10		12629/Newland dog bins
06/09/21	YOUNG ENGINEERING SUPPLIES	33246	£36.00		12517/roll pins & stud lock
06/09/21	Peter K Lune	33248	£165.00		12675/Burial rights trf
06/09/21	Mrs Janet T Lune	33247	£165.00		12676/Burial rights trf
06/09/21	Mr Steven Barker	33249	£86.00		12677/Relinquish burial deed
09/09/21	Timberwise BACS	BACS	£4,764.66		Timberwise
09/09/21	Timberwise UK Ltd	Correct CX	£4,764.66		Purchase Ledger Payment
10/09/21	PRINT DESIGN FOCUS LTD	33252	£330.00		12697/25 x PO pads
10/09/21	J Postlethwaite-Dixon	33250	£35.00		12698/Town crier membership
10/09/21	Mr Peter Fieldwick	33251	£190.20		12700/Burial rights trf x 2
10/09/21	PRINT DESIGN FOCUS LTD	Cx 33208	-£330.00		12696/Canx 2989
15/09/21	BOOKER LIMITED	DD1	£1,194.55		12899/brownie refund
15/09/21	Green Energy UK	DD2	£2,147.91		12791/ 1561422 August 21
16/09/21	BACS 160921	BACS	£29,725.04		BACS 160921
16/09/21	Drama by Design Ltd	33253	£2,520.00		12716/consultation fees
20/09/21	SOUTHERN ELECTRIC	DD3	£9.82		12813/951808973 August
23/09/21	CASH	33254	£431.74		12750/Petty Cash to 210921
23/09/21	Amazon Payments UK Ltd	33255	£296.95		12710/Dictaphone for John
23/09/21	BASICS	33256	£42.09		12711/napkins & milk jug
23/09/21	Brunel Engraving Company Limit	33257	£45.54		12743/Ashby memorial plaque
23/09/21	C & C TYRE & EXHAUST	33258	£185.88		12714/tyres
23/09/21	Tracey Davies	33259	£150.00		12749/damage deposit refund
23/09/21	GH Outsourcing Solutions Ltd	33260	£810.00		12717/visit to Duck Lake
23/09/21	Oxfordshire Play Association	33261	£83.00		12744/smoothie bike hire
23/09/21	Still on the Hill Ltd	33262	£29.63		12726/Oxford Rye Organic Gin
23/09/21	Pobi Bakery Limited	33263	£85.00		12746/cake & sausage rolls
23/09/21	POST OFFICE LTD	33264	£275.00		FL68TLU - 2021/22
23/09/21	POST OFFICE LTD	33265	£275.00		OY62UXC - 2021/22
23/09/21	Rumbl Ltd	33266	£504.00		12745/annual website hosting
23/09/21	Katie Seacole	33267	£100.00		12747/damage deposit refund
23/09/21	Seldram Supplies Oxford Ltd	33268	£148.72		12721/cleaning materials
23/09/21	South East Workwear Limited	33269	£31.96		12722/safety waistcoats
23/09/21	Shedrite	33270	£302.50		Purchase Ledger Payment
23/09/21	THAMES SECURITY	33271	£126.00		12723/monthly key holding
23/09/21	A.K.TIMMS & SONS LTD	33272	£27.00		12724/tarmac postmix
23/09/21	WEST OXFORDSHIRE DISTRICT	33273	£100.00		12748/Corn Exchange Pavement L
23/09/21	YOUNG ENGINEERING SUPPLIES	33274	£9.60		12725/bolts and plugs
24/09/21	Salaries September 2021	BACS	£39,736.13		Salaries September 2021
24/09/21	STL Business Communications So	DD4	£1,151.35		12897/August
27/09/21	Academy Leasing	Std Ord	£155.72		Academy Leasing-Coffee Machine
27/09/21	Epos Now Ltd	DD5	£16.80		Purchase Ledger Payment
27/09/21	Epos Now Ltd	DD6	£18.00		Purchase Ledger Payment
27/09/21	Epos Now Ltd	DD7	£30.00		Purchase Ledger Payment
28/09/21	Barclays Charges 7Jun-5Sep	DR	£57.26		Barclays Charges 7Jun-5Sep
Total Payments			£95,881.18		

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**Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021	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	
16/07/2021 33170 National Association of Local		77.27	
06/09/2021 33236 OMC Global Ltd		80.00	
10/09/2021 33251 Mr Peter Fieldwick		190.20	
23/09/2021 33256 BASICS		42.09	
23/09/2021 33257 Brunel Engraving Company Limit		45.54	
23/09/2021 33258 C & C TYRE & EXHAUST SERVICES		185.88	
23/09/2021 33259 Tracey Davies		150.00	
23/09/2021 33262 Still on the Hill Ltd		29.63	
23/09/2021 33263 Pobi Bakery Limited		85.00	
23/09/2021 33266 Rumbi Ltd		504.00	
23/09/2021 33268 Seldram Supplies Oxford Ltd		148.72	
23/09/2021 33270 Shedrite		302.50	
23/09/2021 33271 THAMES SECURITY MANAGEMENT LTD		126.00	
23/09/2021 33273 WEST OXFORDSHIRE DISTRICT COUN		100.00	
23/09/2021 33274 YOUNG ENGINEERING SUPPLIES LTD		9.60	
			<u>2,110.43</u>
			-1,110.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			-1,110.43
		Balance per Cash Book is :-	-1,110.43
		Difference is :-	0.00

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WITNEY TOWN COUNCIL
 TOWN HALL
 WITNEY
 OXFORDSHIRE
 OX28 6AG

Your Business Current Account

At a glance

29 Sep - 05 Oct 2021

Date	Description	Money out £	Money in £	Balance £
29 Sep	Start Balance			1,000.00
	 Cheque Issued Ref: 033261	83.00		917.00
	 Cheque Issued Ref: 033269	31.96		885.04
	Giro Transfer From Account 70974641		114.96	1,000.00
30 Sep	 Cheque Issued Ref: 033260	810.00		190.00
	 Cheque Issued Ref: 033264	275.00		-85.00
	 Cheque Issued Ref: 033265	275.00		-360.00
	 Cheque Issued Ref: 033272	27.00		-387.00
	 Cheque Cashed at Barclays 033254	431.74		-818.74
	Giro Transfer From Account 70974641		1,818.74	1,000.00
1 Oct	 Cheque Issued Ref: 033251	190.20		809.80
	 Cheque Issued Ref: 033258	185.88		623.92
	Giro Transfer From Account 70974641		376.08	1,000.00
4 Oct	 Cheque Issued Ref: 033259	150.00		850.00
	Giro Transfer From Account 70974641		150.00	1,000.00
5 Oct	DD Direct Debit to Payflow /Payl Ref: BACS	10,136.31		-9,136.31
	 Cheque Issued Ref: 033257	45.54		-9,181.85

Start balance	£1,000.00
Money out	£12,641.63
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£12,641.63
End balance	£1,000.00

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

Continued

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**Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021	1	119,765.65
			<u>119,765.65</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			119,765.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			119,765.65
		Balance per Cash Book is :-	119,765.65
		Difference is :-	0.00

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 WITNEY TOWN COUNCIL
 TOWN HALL
 WITNEY
 OXFORDSHIRE
 OX28 6AG


Your Business Premium Account

At a glance

29 Sep - 05 Oct 2021

Date	Description	Money out £	Money in £	Balance £
29 Sep	Start Balance			121,699.35
	Giro to 70974765 Automatic	114.96		121,584.39
30 Sep	Giro to 70974765 Automatic	1,818.74		119,765.65
1 Oct	Giro to 70974765 Automatic	376.08		119,389.57
4 Oct	Giro to 70974765 Automatic	150.00		119,239.57
5 Oct	Giro to 70974765 Automatic	10,181.85		109,057.72
5 Oct	Balance carried forward			109,057.72
	Total Payments/Receipts	12,641.63	0.00	

Start balance	£121,699.35
Money out	£12,641.63
Money in	£0.00
Gross interest earned	£0.00
End balance	£109,057.72

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 22 November 2021

Title: Bank Accounts & Mandate

Contact Officer: Town Clerk – Sharon Groth

Background

At the Annual Council meeting the Council delegated banking responsibilities to this Committee, and to be the signatories on the bank accounts accordingly. The purpose of this report is to formalise the Council's banking arrangements further and to document it accordingly formally in the minutes to present to the bank and a clear resolution from the Council.

Bank Mandate and Signing Arrangements

As previously reported, cheques over the value of £5,000 must be signed off by two Councillors in line with the Council's financial regulations, and the historic Bank Mandate. Whilst in the past it has been desirable that all Councillors were able to sign cheques – it was agreed at the Annual Council in May that at least eight Town Councillors were to be designated as signatories on the Council's bank accounts - this Committee Membership being those designated.

For information Members currently still designated signatories are the following: Cllrs Harvey, King, Eaglestone and Enright, due to previously being elected.

On the earlier instruction the Town Clerk had delegated the task of updating the bank mandate to the RFO, however it would appear that getting members of the Committee to verify their ID and sign the mandate has not taken place.

However, the Town Clerk is growing increasingly concerned by the level of service received by its current banking provider. As the only authorised personnel to be able to act on behalf of the Council, in order to verify the legitimacy of cheques she is the only person the bank will speak to. Often, she is unavailable, and the bank need swift answers in order to pay the cheques drawn by the Council to suppliers. This has recently resulted in several cheques being referred unpaid to what they have referred to as 'suspected fraudulent transaction'. It then requires a considerable amount of admin to reissue another cheque in the hope that it would be acceptable by the bank – this has sometimes then delayed the receipt of goods such as the replacement defibrillator for Burwell Recreation Ground.

Barclays Bank do recognise that we have a complex mandate and the Town Clerk has spoken to various bank personnel about the situation. It is likely that the above problem with

cheques would be resolved if internet banking was put in place – and the Council have already agreed this but the bank requires the mandate to be updated before this can be set up.

There are benefits of continuing with Barclays Bank – such as the fact that the Council doesn't currently pay bank charges – although if it were to go over to electronic banking then there would be charges associated with this service. But there would be greater control. The convenience of currently having the branch across the road for paying in cash as well as getting petty cash – where as some other banks such as the Co-operative and Unity require you to go to the post office – as Members may be aware this is located in WH Smiths and there is currently issues with opening times and queues.

Whilst the Town Clerk was minded to make a recommendation to change bankers, it is likely that no bank could provide an ideal service for the complexities of such a local authority. Banking is a problem in this sector and one that is recognised by NALC who are currently trying to work with the banks to educate them on the type of service and facility required.

Recommendations

Members are invited to note the report, consider the banking issues detailed above, and if appropriate reaffirm:

1. that the Members of the Policy, Governance and Finance Committee be authorised signatories on Barclays Bank mandates – and that those present sign the forms;
2. that the Town Clerk is also listed on the bank mandate for the Barclays Bank General and Business Premium Account as being able to deal with transfers between accounts as well as setting up direct debits;
3. that the Office Manager is set-up as a key contact, along with the RFO when appointed as well as the Policy, Governance & Finance Administrator and be able to cash cheques upto £500 at the local Barclays Bank branch to replenish the Council's petty cash account;
4. the implementation of online banking with the Council's current banking provider, Barclays Bank PLC, be set up as a matter of urgency.

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 22 November 2021

Title: Annual Investment Strategy

Contact Officer: Town Clerk – Sharon Groth

Background

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

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

Investment Strategy

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

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

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

Current Process for Investing Surplus Funds

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

Financial Implications

There are no direct financial implications arising from this report.

Recommendation

The Committee is invited to note this report and

1. confirm approval of the current investment in secure banks and the Town Clerk/RFO continues to monitor interest rates to ensure that the Council receives the most advantageous interest rates.
2. that the attached appendix being the Annual Investment Strategy 2021/22 is formally approved by the Committee, and subsequently full Council on 6 December 2021.

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Witney Town Council

Investment Strategy

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

Financial Policies

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

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

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

Investment Objectives

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

Specified Investments

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

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

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

Non Specified Investments

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

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

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

End of Year Investment Report

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

Review and Amendment of Regulations

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

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 November 2021

Title: Financial Report & Associated Matters

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

It is 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 fiscal management of the Council.

Current Situation

Parks & Recreation Committee – 1st November

There were no final implications arising from items in the current fiscal year. 2022/23 budget requests will be considered as part of the wider Council budget-setting process.

Halls Cemeteries & Allotments Committee- 8th November

There were no final implications arising from items in the current fiscal year. 2022/23 budget requests will be considered as part of the wider Council budget-setting process.

Stronger Communities Committee – 15th November

Communications & Community Engagement – The recommendation of the Committee was to agree to community/craft coffee mornings and Councillor drop-in sessions in 1863 from existing budgets.

Witney Twinning Association Annual Grant Request – The recommendation of the Committee was to release £500 to the Association for the 2021/22 fiscal year from the existing budget.

A request from the Rotary Club of Witney for an annual grant for the 2022 Carnival was considered but further information was requested to assist in making the decision.

There were no other final implications arising from items in the current fiscal year. 2022/23 budget requests will be considered as part of the wider Council budget-setting process.

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 conduct its checks and balances, and consideration is given to budgets and funding availability when agreeing expenditure.

Financial implications

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

Recommendations

Members are invited to note the report and;

1. Agree the recommendations of the spending committees as detailed above, and
2. Note the Confidential Debtor Appendix to this report any recommendations therein.

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 November 2021

Title: Annual Grant Requests

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

In addition to the Discretionary Grants distributed by the Town Council, budgets are also set annually for financial assistance towards local public service groups and organisations.

The Council has the General Power of Competence (GPC) which generally these grants are awarded under, as well as a specific power to support Citizens Advice Bureaux – Local Government Act 1972, s142(2a).

Current Situation

The following annual grant applications have been received and are annexed to this report for consideration with associated financial documents:

- | | |
|-------------------------------------|-----------|
| a) Volunteer Link-Up | £500.00 |
| b) Citizens Advice West Oxfordshire | £1,000.00 |

Environmental impact

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

Risk

There is no known risk emanating from the contents of this report.

Financial implications

- The budget set for Volunteer Link-Up for 2021/22 is £500 (Budget Line 4162/407).
- The budget set for Citizens Advice West Oxfordshire is £2,000 (Budget Line 4101/407). Members should note that historically £1,000 was provided by annual grant but this was increased to £2,000 for 2020/21 due to the Covid-19 Pandemic. The higher amount was ringfenced for 2021/22 in expectation that residents would require more help in the aftermath of the Pandemic.

Recommendations

1. Member are invited to consider the annual grant requests.

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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	VOLUNTEER LINK UP (WEST OXFORDSHIRE)		
Registered Address*	METHODIST CHURCH CENTRE, 10 WESLEY WALK, WITNEY		
Post Code	OX28 6ZJ	Tel No.	01993 776277
Contact Name	MARY BOULLIN		
Position in Organisation	MANAGER (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES	Registration No.	1133530
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>VOLUNTEER LINK UP IS THE VOLUNTEER CENTRE FOR WEST OXFORDSHIRE. WE HAVE THREE PROJECTS:</p> <ol style="list-style-type: none"> 1. WE RUN A GOOD NEIGHBOUR SCHEME COVERING WEST OXFORDSHIRE. WE SUPPORT VULNERABLE AND ELDERLY RESIDENTS TO LIVE AS INDEPENDENTLY AS POSSIBLE BY: <ul style="list-style-type: none"> TRANSPORTING PEOPLE TO ESSENTIAL APPOINTMENTS (INCLUDING HOSPITAL AND VACCINATIONS) WITH OUR VOLUNTEER DRIVERS. A BEFRIENDING SERVICE WHERE OUR VOLUNTEERS SPEND TIME WITH OUR CLIENTS AND RUN ERRANDS LIKE SHOPPING AND PICKING UP PRESCRIPTIONS. SUPPORT WITH PRACTICAL TASKS SUCH AS DIY AND GARDENING. 2. WE SUPPORT GOOD NEIGHBOUR SCHEMES IN OXFORDSHIRE. WE DO THIS IN PARTNERSHIP WITH AGE UK OXFORDSHIRE AS PART OF THE COMMUNITY INFORMATION NETWORK. WE SUPPORT EXISTING SCHEMES BY PROVIDING A WEEKLY EMAIL, QUARTERLY MEETINGS, ADVICE ON BEST PRACTICE AND TEMPLATE RISK ASSESSMENTS. WE ALSO SUPPORT MUTUAL AID AND COMMUNITY GROUPS TO BECOME GOOD NEIGHBOUR SCHEMES. 3. WE OFFER A VOLUNTEER BROKERAGE SERVICE IN WEST OXFORDSHIRE. WE HELP ORGANISATIONS BY PUBLICISING THEIR VOLUNTEERING OPPORTUNITIES AS WELL AS OFFER ADVICE, SUPPORT AND BEST PRACTICE. WE ALSO SUPPORT VOLUNTEERS BY HELPING THEM ENGAGE WITH VOLUNTEERING AND FIND LOCAL VOLUNTEERING OPPORTUNITIES. 			

(2) Membership

How many members do you have?	WE CURRENTLY HAVE 4 MEMBERS OF STAFF AND 200 VOLUNTEERS SERVING 950 CLIENTS
Approximately how many of your members live in Witney?	340 CLIENTS AND 66 VOLUNTEERS LIVE IN WITNEY
Is membership restricted in any way?	NO
What is your annual subscription, if any?	WE DON'T HAVE A SUBSCRIPTION
Are you affiliated to a national organisation? If so, which one?	NO. WE WORK IN PARTNERSHIP WITH SEVERAL ORGANISATIONS INCLUDING AGE UK OXFORDSHIRE, OCVA, OXFORDSHIRE COUNTY COUNCIL AND WEST OXFORDSHIRE DISTRICT COUNCIL
Local venue/meeting place	OUR OFFICE IS BASED IN THE METHODIST CHURCH CENTRE IN WITNEY

(3) Grants

Purpose for which the grant is required (please give as much information as possible):	
<p>THE GRANT WOULD GO TOWARDS OUR TELEPHONE COSTS. OUR PHONE LINE REMAINS OUR MAIN FORM OF COMMUNICATION FOR CLIENTS, VOLUNTEERS AND PEOPLE OR ORGANISATIONS MAKING REFFERALS TO VOLUNTEER LINK UP.</p> <p>CLIENTS CONTACT US BY PHONE ASKING FOR TRANSPORT, BEFRIENDING OR HELP WITH PRACTICAL TASKS. THESE PHONECALLS ARE ABOUT OBTAINING VITAL INFORMATION ABOUT CLIENTS TO PROVIDE THE BEST POSSIBLE SERVICE AND SO WE CAN PASS THIS ONTO OUR VOLUNTEERS. THESE CONVERSATIONS ARE ALSO ABOUT OUR TEAM BUILDING AN UNDERSTANDING OF THE CLIENT'S NEEDS AND ENSURING THAT CLIENTS BUILD A GOOD RELATIONSHIP WITH VOLUNTEER LINK UP AND KNOW THAT THEY ARE DEALING WITH A SUPPORTIVE AND UNDERSTANDING TEAM THAT CAN HELP THEM ACCESS THE SUPPORT THEY NEED.</p> <p>WE ALSO COMMUNICATE WITH OUR VOLUNTEERS BY PHONE IN ORDER TO PASS ON INFORMATION ABOUT CLIENTS, TO CHECK HOW THEIR VOLUNTEERING IS GOING, CHECK ON THEIR WELLBEING AND GAIN ANY FEEDBACK IN ORDER TO DEVELOP AND ADAPT OUR SERVICE.</p> <p>WE HAVE AN INFORMATIVE AND HELPFUL WEBSITE AND ALSO COMMUNICATE WITH CLIENTS AND VOLUNTEERS BY EMAIL BUT HAVE FOUND THAT OUR PHONE REMAINS THE MOST POPULAR FORM OF COMMUNICATION AND IS THEREFORE VITAL TO OUR CONTINUED SERVICE.</p> <p>OUR PHONE LINES COST APPROXIMATELY £2400 PER YEAR</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	2021 GRANTED £500 2020 GRANTED £500
Have you applied for a grant to any other body or organisation?	YES

If YES please give details	TO CONTRIBUTE TOWARDS OUR COSTS, WE HAVE APPLIED TO WEST OXFORDSHIRE DISTRICT AND OXFORDSHIRE COUNTY COUNCIL. WE VERY MUCH DEPEND ON THE SUPPORT OF TOWN AND DISTRICT PARISH COUNCILS TO ALLOW US TO CONTINUE TO PROVIDE OUR MUCH-NEEDED SERVICE.
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(4) Financial

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

(5) Fundraising

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

WE WILL CONTINUE TO APPLY TO TRUSTS AND FOUNDATIONS AND HAVE ADDED A DONATION FUNCTION TO OUR WEBSITE.

(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: 08/11/21
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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	Citizens Advice West Oxfordshire		
Registered Address*	Old Print House, Marlborough Lane, Witney		
Post Code	OX28 6DY	Tel No.	01993 771245
Contact Name	Teresa Archer		
Position in Organisation	Chief Officer <small>(i.e. Chairman, Treasurer, Secretary)</small>		
Registered Charity	YES	Registration No.	1092539
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>Citizens Advice West Oxfordshire is a local charity delivering free, confidential, impartial advice to those who need it, whoever they are and wherever they are. We primarily cover the rural district of West Oxfordshire, and in Witney we have two offices; our main advice centre where we deliver a drop in and appointment service, and our telephone/digital hub. We have a range of other services that are funded separately, which include Pension Wise, Energy advice, and helplines for Cottsway and Greensquare tenants, as well as advice surgeries for RAF Brize Norton personnel and their families. This service is funded by the RAF Benevolent Fund.</p> <p>We believe our advice and support empowers people to resolve some of the problems impacting on their lives, we help prevent homelessness, reduce debt, help to keep people in employment and improve the health and wellbeing of those that we support.</p> <p>2020-2021 is proving to be a most challenging year, and whilst our face to face services are largely suspended we continue to support the people of Witney through our telephone and web chat services, and some face to face appointments where necessary.</p>			
(2) Membership			
How many members do you have?	N/A In 2020/21 we support over 7,300 clients		
Approximately how many of your members live in Witney?	N/A 673 Witney citizens received a service, resulting in 785 cases being opened.		
Is membership restricted in any way?	N/A Our service is open to all that need it.		

What is your annual subscription, if any?	N/A
Are you affiliated to a national organisation? If so, which one?	National Association of Citizens Advice
Local venue/meeting place	Old Print House, Marlborough Lane, Witney

(3) Grants

Purpose for which the grant is required:

The grant will be used to help us maintain essential advice service to those who need us. We use the funding to help pay for recruitment, training and equipment for our volunteers.

Most of our funding comes from contracts and service agreements with a range of funders to deliver specific targeted projects. These all contribute to our central costs, enabling us to support our core service.

Approximately 26% of our funding was from West Oxfordshire District Council, part commissioned and part grant funded to support our core service. This included an additional £4,000 to deliver the Winter Grant Scheme and additional food and essential utilities support. During the pandemic of 2020/21 we were unable to open our offices to the public for much of the year, but we did transfer our volunteers and staff to home working and maintained telephone, email and web chat advice services. We assisted a similar number of people overall, but as a result of not having local face to face services we did see drop in the number of Witney citizens accessing our service. This shows how essential it is that we maintain a face to face presence in the town, and we are pleased that our offices are now open to the public again, albeit with some restrictions in place.

We have attached the last audited annual accounts for your information. Whilst these show substantial reserves, they are not greater than recommended by the Charity Commission. Please note that in 2017-18 and 2018-19 we used some of our reserves to preserve the level of support we provide to the local community. You will also note that we have a significant pension liability.

Amount of grant applied for	£ 1,000
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Has your organisation previously applied to the Town Council for a grant?	YES
---------------------------------------------------------------------------	-----

If YES please give details	In 2018/19 we received a grant of £1,000 In 2019/20 we received a grant of £500 In 2020/2021 we received a grant of £2,000
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Have you applied for a grant to any other body or organisation?	YES
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If YES please give details	We receive an annual grant from WODC to support our core services and we have two trusts that support our work annually. We usually receive some additional support from other Town and Parish Councils across West Oxfordshire.
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(4) Financial

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

(5) Fundraising

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


We continue to make applications for grants and bid for contracts. The Friends of West Oxfordshire Citizens Advice will also resume fundraising activity in the New 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: 15 November 2021

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

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

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 22 November 2021

Title: **Budget:** Financial Report: Revised Budget 2021/22 and Proposed Budget 2022/23

Contact Officer: Town Clerk/RFO – Sharon Groth

Background

Financial Regulation 3.2 requires *each committee through the actions of the Policy, Governance & Finance Committee, to review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposal for revising the forecast.*

The purpose of this report is to present to Members the revised budget for 2021/22 and the first draft revenue budget for 2022/23 – in the attached document.

From previous reports the Committee will be aware that, unfortunately, the RFO left the Council's employment on 21 October, following a period of absence, and therefore the Town Clerk has had to resume the role of RFO and begin the budget process as a matter of urgency. At this stage she has only been able to pull together some limited information regarding the revenue budget. The Town Clerk plans to do a full presentation in early December in order to make sure Members are fully abreast of the financial situation of the Council when she has had the opportunity to fully review and scrutinise the spending to date and accounted for new aspirations. She has therefore just covered a few key points below for information and a reminder.

Recharge from Works Department, Central Support and for the Grounds Maintenance

In order to get a true cost of its services, the Council recharges the total cost of its Works Department (Cost Centre 601) and Central Support (Cost Centre 602) across it. For the Works Department this is done based on the weekly time sheets, and for the Central Support is based on the apportionment of responsibilities of the Officers.

It should be noted when reviewing the accounts that the recharge from the Works Department and Central Support are yet to be made in this financial year and as the Town Clerk is using system generated reports it has not been possible to exclude these accounts from this summary. Only when the budget for both these departments have been agreed by this Committee will the Town Clerk be in the position to calculate the revised recharges and the estimates for 2022/23.

Similarly with regard to the Grounds Maintenance Contract in Cost Centre 503– [shown as 4891- Agency Services Recharge back to the services] – Members will note that the present contract has been extended to end on 30 September 2022 and a new specification is currently being drawn up to take account of the outcomes from the Open Spaces Strategy – in the reports to the other spending Committees the current years figures were retained with a 5% inflationary increase applied, in order to be able to make comparison on a like for like basis across the two years. However, the Town Clerk has been able to base the revised budget on actual figures and applied them across into 2022/3 but making no assumption to any increase a tender exercise may bring. It is hoped that the Council will be able to make a decision on the future of its Grounds Maintenance Service in December.

Members should also remember that with regard to patterns of income and expenditure, there will always be some variations over the course of the year and for that reason the Council works to annual budgets rather than monthly or quarterly.

Format of the Council’s Base Revenue Budget

With regard to the Policy, Governance & Finance budget, the Committee’s services are divided into 10 base revenue cost centres, responsibilities as follows:

<u>Cost Centre</u>	<u>Area</u>	<u>Description</u>
401	Civic Activities	This cost centre relates to the Council’s Civic Activities through the Office of the Mayor and the costs associated with this position of Office – maintaining the chain, civic functions such as the Annual Civic Reception which is a Town Council function hosted by the Mayor.
407	Grants & Donations	This includes the various grants the Council awards annually as well as the general grant budget.
502	Town Hall Maintenance	The Town Hall is leased from the Town Hall Charity – this cost centre therefore provides for the maintenance of the building and accounts for the income from the sublets of the retail units below it.
503	Agency Services	This cost centre relates to the Grounds Maintenance Contract which is then charged out across the various services and functions.
505	Precept	This relates to the annual Precept agreed. The Council no longer receives the Council Tax Reduction Grant this has been phased out now. The Precept is received into the Council’s bank account in two tranches- April and October.

506	Interest Received	Accounts for bank charges and also interest received from the Council's surplus balances held in CCLA and Barclays.
601	Works Department	This relates to the costs of the Council's direct work force – and as explained in the introduction is charged back over the various cost centres analysed from the workmen's time sheets, in order to show a true cost of each service and function.
602	Central Support	This relates to the costs of the Council's Central Admin Support – and as explained in the introduction will be charged back over the various cost centres.
700	Strategic Planning Initiatives	Many projects take time to come to fruition and therefore a lot of time is spent on strategic planning and this needs to be accounted for – this is done as a recharge from Central Support.
701	Corporate Management	This cost centre relates to the Council's Corporate Management covering things like the annual external audit fees.
702	Democratic Representation & Management	This cost centre relates to the Democratic part of the Council's business – which supports the Councillors and the running of meetings.

Budget Parameters – Draft Estimates 2021-22

Draft budgets are prepared on current activities and patterns of income and expenditure – in a normal year! Obviously COVID-19 has impacted on the generation of income from the Council's facilities significantly due to the lockdown earlier in the financial year and continues to be affected due to government guidelines operating within COVID-19 safe measures. In some areas additional expenditure has also been incurred.

Members will note from budget reports presented to the other spending Committees the significant loss of income from its Public Halls Service as well as the fees from Sports such as Football and Cricket for the year – hopefully users of the halls are returning as confidence builds, however this ongoing situation will inevitably continue to impact the Councils income for the remainder of the financial year.

The Town Clerk has revised the budget for the salary and on-costs based on actual known salary costs but the current years NJC Salary Cost of Living Increase is still under negotiation. In fact, the unions are balloting the membership for strike action because they have rejected the offer of 1.75% - as they want 10%. Prudently the Town Clerk has budgeted 3% for 2022/23, and applied the increase to the Real Living Wage where applicable.

The format of this report is quite straightforward; the first two columns relate to the original budget from 2019/20 against the actual figures for last year. The middle section of three columns relate to the current years original budget, actual expenditure year to date, the projected budget to 31st of March 2021. The remaining section of the report relates to the draft budget for 2022/23.

The revenue budget growth items for 2022/23, and capital/special revenue projects programme for 2022/23 and beyond will be dealt with via a separate report which will be tabled at the meeting due to time constraints, but will be based on current requests from the spending Committees and those in the preparation pool.

Revenue Budget Summary

Whilst the Base Revenue Budget is summarised in the attached schedules, it does require further scrutiny by the Town Clerk and a plan on how this budget can be achieved from reserves or increases to the Precept.

Members should note that the Precept is received into Cost Centre 505. Preliminary figures from WODC for the tax base have been applied and for the purpose of these reports a 2% increase to the council tax has been assumed for the time being – this raises the Band D equivalent council tax from £159.04 to £162.22 – but further work needs to be done on the budget to suggest what is affordable for the Council.

Here follows a brief narrative on some of the key headlines of the budgets under this committees responsibility:

Cost Centre 407 Grants & Donations

As the Council has the General Power of Competence most grants unless there is a specific power, are given under the GPC.

4100 – Grants General. Members will be aware that this budget line was increased last year upto £10,000 – and subsequently it has been recommended that for 2022/23 it is increased to £20,000.

4101 – Grants CAB. Members agreed to increase the grant to the Citizen Advice Bureau to £2000 – this will be paid over shortly per an earlier agenda item. It is assumed the Council considers the same level should be budgeted for in the next financial year.

4104 – Grant Carnival/Xmas Rotary Club; 4105 – Xmas Lights & Advent Fayre; 4107 – Witney Dementia Alliance; 4108 – Grant OPA; 4160/4161 – Town Twinning; 4167 – Bus Service; 4169 – Children & Youth Provision. All these budget lines fall under the responsibility of the Stronger Communities Committee and it considered these at its meeting on 15 November. With regard to the Grant towards the Children & Youth Provision in the town it was recommended to increase this from £30,000 to £40,000. The grant to Rotary for the Witney Carnival should have been decided at an earlier agenda item. Historically the Council gave a grant towards the provision of portaloos which was in the region of £1,100. However due to

COVID the Council was asked to grant £4,000 for 2021 because the usual sponsorship from local businesses wasn't available. The Council agreed a grant of £2,600 however the carnival didn't go ahead due to the pandemic. These funds got diverted back to the grants general budget line. Subsequently the Carnival Committee have requested £4,000 for 2022/23 – Stronger Communities Committee asked for further financial information which has been provided at the earlier agenda. The Committee are reminded that the Council also grants free use of the Leys Recreation Ground for the Carnival to take place – as well as loaning equipment.

Cost Centre 502 Town Hall Maintenance

This Cost Centre shows the base revenue budget relating to the Town Hall. From previous reports and a later agenda item, Members will be aware of the situation relating to the empty unit below the Town Hall Offices.

Obviously rental income at 1050 has been affected quite considerably. 4011 – Rates; 4013 – Rent Paid, 4036 – Property Maintenance and 4059 – Other Professional Fees make up the bulk of the costs – particularly as the vacant retail space has been utilised for the Council's admin team, therefore it needed significant expenditure to make it habitable as office space.

Cost Centre 503 Agency Services

This Cost Centre relates to the external grounds maintenance contract. These costs are recharged to the other cost centres on a costs basis. Explanation to how this has been budgeted has already been provided above.

Cost Centre 505 Precept

As explained above, the tax base figures have been provided by WODC and a 2% increase to the Band D Council Tax assumed for the time being.

The Council Tax Reduction Scheme Grant has now been withdrawn by WODC – last year the council received just over £30,000 – so this is quite significant.

Cost Centre 506 Interest Received

Income from the Council's investments with CCLA have been impacted by the rate of return due to COVID. The Town Clerk has increased bank charges as it is planned to move to internet banking as agreed by this Committee some time ago and there are bank charges related to the system identified. The Council has been in the fortunate position for many years to pay just minimal bank charges.

Cost Centre 601 Works Department

The costs of the works team are recharged to the various services as already explained. The biggest cost is obviously salaries and on costs – for the time being the actual known salary information has been retained and inflated by 2% in the current year and 3% in 2022/23.

Cost Centre 602 Central Support

As with the Works department the costs of Central Support are fully recharged back to the various services. Salary and on costs have been applied as per the Works.

Cost Centre 700 Strategic Planning Initiatives

This cost centre is subject to a recharge from Central Support for Officer time spent on strategic planning initiatives and projects before they come to fruition.

Cost Centre 701 Corporate Management

Nothing significant to report on this Cost Centre.

Cost Centre 702 Democratic Representation & Management

Nothing significant to report on this Cost Centre.

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.

As mentioned in the introduction the future of the grounds maintenance contract is hopefully due to be debated next month. By reviewing the grounds maintenance contract this will enable the Council to take into consideration greener measures in order to work towards its objective for carbon neutrality by 2028.

Risk

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

All the Council's Committees receive financial reports in order to carry out its checks and balances. The Town Clerk has approached the budget with prudence so as accurate budget as possible can be set. However at this stage of the budget setting cycle there are still many unknowns.

The Council Officers continue to keep under review the guidance and regulations relating to COVID-19 in order to safeguard staff and the public from contracting the virus – this may result in additional unplanned expenditure – for the time being the Town Clerk has tried to best account in the current year making contingencies.

Financial implications

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

Recommendations

Members are invited to note the report and agree in principal that the revised base revenue budget for 2021/22 and the estimated base revenue budgets for 2022/23, as detailed in the draft estimates so far, be approved – subject to any further adjustments necessary – particularly when unknown factors have been confirmed.

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Halls, Cemeteries & Allotments</u>										
<u>102</u>	<u>LANGDALE HALL</u>									
1050	RENT RECEIVED	20,000	20,000	20,000	15,227	20,302	0	20,302	0	0
1052	EXPENSES RECOVERED	0	304	0	0	0	0	0	0	0
1058	WATER RECOVERED	900	2,014	900	0	900	0	0	0	0
1059	ELECTRICITY RECOVER	0	7,512	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	600	598	630	575	575	0	605	0	0
	Total Income	21,500	30,429	21,530	15,801	21,777	0	20,907	0	0
4012	WATER RATES	900	900	900	394	900	0	0	0	0
4015	GAS	0	-381	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	160	142	160	0	0	0	0	0	0
4025	INSURANCE	600	598	630	555	555	0	605	0	0
4036	PROPERTY MAINTENANCE	1,000	1,230	1,000	232	1,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	370	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	429	450	0	450	0	450	0	0
4059	OTHER PROF FEES	3,000	3,003	1,000	0	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	600	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,500	-1,500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	4,250	1,231	888	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	781	234	160	0	0	0	0	0	0
4892	C/S STAFF RCHG	881	840	706	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	183	218	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	14,253	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	11,255	22,168	6,894	1,181	4,905	0	4,055	0	0
	Movement to/(from) Gen Reserve	10,245	8,261	14,636	14,621	16,872		16,852		
103	<u>BARS</u>									
1000	BAR SALES - DRINK	0	1,561	8,000	8,262	12,500	0	17,500	0	0
1001	BAR SALES - FOOD	0	38	2,000	3,091	4,000	0	7,500	0	0
1002	BAR HIRE CHARGE	0	0	0	167	167	0	504	0	0
1009	CAFE SALES - HOT DRINKS	0	0	6,000	12,388	18,000	0	22,500	0	0
	Total Income	0	1,599	16,000	23,907	34,667	0	48,004	0	0
3000	BAR PURCHASES - DRINK	0	1,262	4,000	3,068	7,500	0	8,750	0	0
3001	BAR PURCHASES - FOOD	0	117	1,000	1,726	2,500	0	3,500	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	0	171	1,000	1,962	6,000	0	10,000	0	0
	Direct Expenditure	0	1,549	6,000	6,756	16,000	0	22,250	0	0
4001	SALARIES	0	1,229	22,912	0	35,822	0	44,198	0	0
4002	ER'S NIC	0	251	1,673	0	1,567	0	2,786	0	0
4003	ER'S SUPERANN	0	551	4,972	0	4,453	0	5,347	0	0
4042	EQUIPMENT	0	1,710	2,750	1,668	2,750	0	6,450	0	0
4491	TFR TO EARMARKED RES	0	11,350	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	0	0	1,765	0	0	0	0	0	0
	Overhead Expenditure	0	15,091	34,072	1,668	44,592	0	58,781	0	0
	Movement to/(from) Gen Reserve	0	(15,041)	(24,072)	15,483	(25,925)		(33,027)		
104	<u>CORN EXCHANGE</u>									

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1007	CORN EXCHNGE LETTING	40,000	3,503	20,000	11,467	18,000	0	35,000	0	0
1014	EVENTS INCOME	1,000	-102	1,000	801	1,000	0	2,000	0	0
1015	TEA DANCE INCOME	2,500	0	0	0	1,000	0	1,500	0	0
1016	FUNCTION REFRESHMENT	100	0	500	213	250	0	250	0	0
1049	FACILITY HIRE - EQUP	0	0	0	8	8	0	100	0	0
Total Income		43,600	3,401	21,500	12,489	20,258	0	38,850	0	0
4001	SALARIES	70,619	35,455	42,949	0	36,000	0	46,955	0	0
4002	ER'S NIC	4,484	2,117	2,629	0	1,912	0	3,320	0	0
4003	ER'S SUPERANN	15,325	5,407	6,264	0	4,637	0	6,887	0	0
4007	PROTECTIVE CLOTHING	300	175	300	73	300	0	300	0	0
4008	TRAINING	500	25	500	0	500	0	500	0	0
4009	TRAVELLING	125	0	0	0	0	0	0	0	0
4011	RATES	4,582	0	4,665	630	1,260	0	4,665	0	0
4012	WATER RATES	400	435	500	-63	500	0	500	0	0
4014	ELECTRICITY	5,000	4,219	5,200	1,913	5,200	0	5,200	0	0
4015	GAS	4,500	2,942	5,200	1,712	5,200	0	5,200	0	0
4016	CLEANING MATERIALS	2,310	839	2,310	842	2,310	0	2,310	0	0
4017	CONTRACT CLEAN/WASTE	5,500	2,481	5,500	1,613	5,500	0	5,500	0	0
4018	PHOTOCOPIER COSTS	150	123	150	76	74	0	0	0	0
4020	COPIER RENTAL	700	505	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	1,200	544	600	309	660	0	700	0	0
4025	INSURANCE	650	702	650	651	651	0	690	0	0
4028	I.T.	1,400	1,142	1,400	1,092	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	500	0	1,000	0	1,000	0	1,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4032	PUBLICITY	6,000	4,843	4,000	65	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	3,920	5,000	2,528	5,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,251	4,000	1,555	4,000	0	4,000	0	0
4042	EQUIPMENT	1,500	105	1,000	497	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	300	98	350	83	350	0	150	0	0
4044	FUEL	25	0	0	0	0	0	0	0	0
4045	LICENCES	1,500	3,069	2,300	1,977	2,300	0	4,000	0	0
4048	ENG.INSPEC.(VARIABLE)	0	290	300	0	300	0	300	0	0
4064	HEALTH & SAFETY	0	0	0	28	50	0	100	0	0
4141	EVENTS	2,500	-704	2,000	1,338	2,000	0	12,000	0	0
4142	TEA DANCE COSTS	5,850	0	0	0	1,500	0	6,000	0	0
4143	REFRESHMENT COSTS	300	7	300	0	300	0	300	0	0
4250	BAD DEBTS	0	-82	0	0	0	0	0	0	0
4400	COVID-19 EXPENDITURE	0	298	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	10,000	42,595	10,000	0	10,000	0	10,000	0	0
4495	TFR FROM EARMARKED R	-3,000	-3,000	-1,700	-1,700	-1,700	0	0	0	0
4888	O/S STAFF RCHG	11,358	3,734	3,296	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	2,086	616	595	0	0	0	0	0	0
4892	C/S STAFF RCHG	9,691	9,287	10,910	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	31,343	0	0	0	0	0	0	0
	Overhead Expenditure	181,645	159,688	122,168	15,218	95,704	0	134,477	0	0
	Movement to/(from) Gen Reserve	(138,045)	(156,287)	(100,668)	(2,730)	(75,446)		(95,627)		
105	BURWELL HALL									

Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1002	BAR HIRE CHARGE	0	0	0	50	50	0	150	0	0
1005	BURWELL HALL LETTING	27,000	3,061	12,000	8,305	12,000	0	18,000	0	0
Total Income		27,000	3,061	12,000	8,355	12,050	0	18,150	0	0
4001	SALARIES	47,667	30,142	28,632	0	24,000	0	31,303	0	0
4002	ER'S NIC	3,027	2,214	1,753	0	1,274	0	2,212	0	0
4003	ER'S SUPERANN	10,344	5,865	4,176	0	3,091	0	4,592	0	0
4007	PROTECTIVE CLOTHING	300	0	300	0	300	0	150	0	0
4008	TRAINING	250	25	250	0	250	0	250	0	0
4009	TRAVELLING	125	0	125	0	0	0	0	0	0
4011	RATES	3,100	0	3,150	424	850	0	3,500	0	0
4012	WATER RATES	1,400	628	1,000	317	1,000	0	1,500	0	0
4014	ELECTRICITY	2,700	1,622	2,700	608	2,000	0	2,500	0	0
4015	GAS	3,250	2,511	4,000	1,538	4,000	0	4,000	0	0
4016	CLEANING MATERIALS	2,000	610	2,000	78	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	1,399	3,000	725	3,000	0	3,000	0	0
4021	TELEPHONE/FAX	800	299	300	357	300	0	300	0	0
4025	INSURANCE	350	345	365	320	320	0	340	0	0
4028	I.T.	2,000	540	2,000	0	1,000	0	1,000	0	0
4030	RECRUITMENT ADVT'G	200	0	200	0	200	0	200	0	0
4032	PUBLICITY	950	48	1,850	0	1,850	0	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	1,069	3,000	446	3,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,493	2,100	965	2,100	0	2,100	0	0
4042	EQUIPMENT	2,000	48	1,500	0	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	100	78	100	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4045	LICENCES	500	499	500	539	539	0	750	0	0
4048	ENG.INSPEC.(VARIABLE)	100	143	160	0	160	0	160	0	0
4059	OTHER PROF FEES	150	0	150	6	150	0	150	0	0
4400	COVID-19 EXPENDITURE	0	21	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	14,800	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,450	-1,450	-900	-900	-900	0	0	0	0
4888	O/S STAFF RCHG	6,319	9,443	16,518	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	1,161	1,473	2,982	0	0	0	0	0	0
4892	C/S STAFF RCHG	6,872	6,594	9,039	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	2,346	2,786	0	0	0	0	0	0	0
5198	Deferred Grants Released	0	-280	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,058	0	0	0	0	0	0	0
Overhead Expenditure		106,661	87,023	90,950	5,423	51,984	0	67,507	0	0
Movement to/(from) Gen Reserve		(79,661)	(83,962)	(78,950)	2,932	(39,934)		(49,357)		
106	<u>MADLEY PARK COMMUNITY CENTRE</u>									
1060	INSURANCE RECOVERED	375	406	430	376	376	0	400	0	0
Total Income		375	406	430	376	376	0	400	0	0
4025	INSURANCE	375	406	420	376	376	0	400	0	0
4036	PROPERTY MAINTENANCE	2,000	370	2,000	0	2,000	0	2,000	0	0
4038	OTHER MAINTENANCE	150	0	150	0	150	0	150	0	0
4048	ENG.INSPEC.(VARIABLE)	0	654	700	0	700	0	700	0	0
4059	OTHER PROF FEES	1,000	0	1,300	0	1,300	0	1,500	0	0
4491	TFR TO EARMARKED RES	0	2,500	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4495	TFR FROM EARMARKED R	0	0	-1,000	-1,000	-1,000	0	0	0	0
4888	O/S STAFF RCHG	1,153	0	13	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	212	0	2	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	17,574	0	0	0	0	0	0	0
	Overhead Expenditure	4,890	21,504	3,585	-624	3,526	0	4,750	0	0
	Movement to/(from) Gen Reserve	(4,515)	(21,098)	(3,155)	1,000	(3,150)		(4,350)		
301	<u>TOWER HILL CEMETERY</u>									
1050	RENT RECEIVED	11,350	11,350	11,350	8,513	11,350	0	11,350	0	0
1060	INSURANCE RECOVERED	345	205	225	190	190	0	200	0	0
1100	BURIAL FEES	3,500	8,065	3,500	3,519	4,000	0	3,500	0	0
1101	GRANT OF RIGHTS	1,500	1,035	350	825	1,000	0	1,000	0	0
1102	INTERMENT OF ASHES	3,500	7,466	6,000	2,973	3,500	0	3,000	0	0
1105	MEMORIAL FEES	3,000	3,601	3,000	3,176	3,511	0	3,511	0	0
1106	MEMORIAL PLAQUES	250	389	500	0	0	0	500	0	0
1108	CHAPEL FEES	300	0	0	214	214	0	214	0	0
	Total Income	23,745	32,110	24,925	19,409	23,765	0	23,275	0	0
4001	SALARIES	14,231	14,335	7,077	0	9,905	0	11,970	0	0
4002	ER'S NIC	1,369	1,373	580	0	808	0	1,193	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	0	2,150	0	2,597	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	2,600	2,943	3,809	2,709	3,385	0	3,555	0	0
4012	WATER RATES	100	70	100	209	209	0	220	0	0
4014	ELECTRICITY	380	380	450	109	450	0	450	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	1,360	2,560	700	2,560	0	2,560	0	0
4025	INSURANCE	345	205	250	190	190	0	200	0	0
4036	PROPERTY MAINTENANCE	6,000	385	6,000	1,019	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	1,259	0	0	0	0	0	0	0
4040	ARBORICULTURE	3,500	3,500	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	0	495	0	0	0	0	0	0	0
4042	EQUIPMENT	100	0	100	0	100	0	100	0	0
4059	OTHER PROF FEES	0	2,480	0	0	0	0	0	0	0
4064	HEALTH & SAFETY	0	0	0	14	50	0	100	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	200	0	200	0	0
4350	PLAQUES PURCHASED	500	444	500	0	0	0	0	0	0
4355	MEMORIAL MAINTENANCE	2,500	430	2,500	550	2,500	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	7,000	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	80,811	57,025	61,368	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	14,845	9,512	11,080	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	37,882	32,623	35,588	14,317	40,628	0	39,671	0	0
4892	C/S STAFF RCHG	3,650	3,521	6,885	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	1,787	2,122	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	3,305	0	0	0	0	0	0	0
	Overhead Expenditure	176,578	147,878	140,713	19,817	69,265	0	71,446	0	0
	Movement to/(from) Gen Reserve	(152,833)	(115,768)	(115,788)	(408)	(45,500)		(48,171)		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	20,000	21,490	16,500	9,091	9,170	0	9,630	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1101	GRANT OF RIGHTS	20,000	22,894	15,000	13,203	15,000	0	15,450	0	0
1102	INTERMENT OF ASHES	5,000	3,520	5,000	2,273	5,108	0	5,250	0	0
1105	MEMORIAL FEES	5,000	6,308	3,500	3,948	5,200	0	5,500	0	0
1106	MEMORIAL PLAQUES	100	-75	100	0	100	0	100	0	0
Total Income		50,100	54,136	40,100	28,514	34,578	0	35,930	0	0
4001	SALARIES	14,232	14,335	7,077	0	9,905	0	11,970	0	0
4002	ER'S NIC	1,368	1,373	580	0	808	0	1,193	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	0	2,150	0	2,597	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	3,660	4,151	3,136	3,819	4,773	0	5,010	0	0
4012	WATER RATES	100	80	274	161	250	0	250	0	0
4014	ELECTRICITY	1,155	2,283	1,750	682	1,750	0	2,000	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	375	1,134	1,000	510	1,000	0	1,000	0	0
4021	TELEPHONE/FAX	200	149	200	0	200	0	250	0	0
4025	INSURANCE	120	112	125	112	112	0	120	0	0
4036	PROPERTY MAINTENANCE	2,700	613	2,000	325	2,000	0	2,000	0	0
4037	GROUNDS MAINTENANCE	100	0	100	0	100	0	100	0	0
4038	OTHER MAINTENANCE	770	701	1,350	276	1,350	0	1,350	0	0
4041	EQUIPMENT HIRE	0	848	1,000	0	1,000	0	1,000	0	0
4042	EQUIPMENT	1,500	90	1,500	665	1,500	0	1,500	0	0
4059	OTHER PROF FEES	0	6,680	0	0	16,055	0	10,000	0	0
4064	HEALTH & SAFETY	0	0	0	14	50	0	100	0	0
4350	PLAQUES PURCHASED	500	0	500	0	500	0	500	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	0	2,000	0	2,000	0	0
4400	COVID-19 EXPENDITURE	0	119	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-700	-700	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	60,641	74,489	110,326	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	11,140	13,971	19,920	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	13,372	11,516	12,563	5,054	14,968	0	14,616	0	0
4892	C/S STAFF RCHG	3,675	3,521	6,885	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	1,787	2,122	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,988	0	0	0	0	0	0	0
	Overhead Expenditure	121,913	147,686	173,952	11,619	60,601	0	57,686	0	0
	Movement to/(from) Gen Reserve	(71,813)	(93,550)	(133,852)	16,895	(26,023)		(21,756)		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
1060	INSURANCE RECOVERED	0	0	0	4,144	4,144	0	0	0	0
1085	INSURANCE CLAIMS RECEIVED	0	5,252	0	-5,252	-5,252	0	0	0	0
	Total Income	0	5,252	0	-1,108	-1,108	0	0	0	0
4036	PROPERTY MAINTENANCE	18,983	8,404	25,150	150	25,150	0	11,000	0	0
4040	ARBORICULTURE	8,000	7,000	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	2,017	4,007	2,500	0	2,500	0	2,500	0	0
4491	TFR TO EARMARKED RES	0	16,150	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-10,000	-10,000	-16,150	-16,150	-16,150	0	0	0	0
	Overhead Expenditure	19,000	25,561	12,500	-16,000	12,500	0	14,500	0	0
	Movement to/(from) Gen Reserve	(19,000)	(20,309)	(12,500)	14,892	(13,608)		(14,500)		

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
305	<u>ALLOTMENTS</u>									
1052	EXPENSES RECOVERED	0	0	0	142	142	0	0	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>142</u>	<u>142</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4013	RENT PAID	5	5	5	5	5	0	0	0	0
4036	PROPERTY MAINTENANCE	0	0	500	506	506	0	500	0	0
4037	GROUNDS MAINTENANCE	500	0	500	0	500	0	500	0	0
4888	O/S STAFF RCHG	4,624	727	999	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	849	91	180	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	3,077	2,650	2,891	1,163	4,277	0	4,176	0	0
4892	C/S STAFF RCHG	881	840	706	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	183	218	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	3,525	0	0	0	0	0	0	0
	Overhead Expenditure	<u>10,119</u>	<u>8,056</u>	<u>5,781</u>	<u>1,674</u>	<u>5,288</u>	<u>0</u>	<u>5,176</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(10,119)</u>	<u>(8,056)</u>	<u>(5,781)</u>	<u>(1,531)</u>	<u>(5,146)</u>		<u>(5,176)</u>		
	Halls, Cemeteries & Allotments - Income	<u>166,320</u>	<u>130,394</u>	<u>136,485</u>	<u>107,887</u>	<u>146,505</u>	<u>0</u>	<u>185,516</u>	<u>0</u>	<u>0</u>
	Expenditure	<u>632,061</u>	<u>636,204</u>	<u>596,615</u>	<u>46,732</u>	<u>364,365</u>	<u>0</u>	<u>440,628</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(465,741)</u>	<u>(505,810)</u>	<u>(460,130)</u>	<u>61,155</u>	<u>(217,860)</u>		<u>(255,112)</u>		

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Parks & Recreation</u>										
<u>201</u>	<u>SPLASHPARK</u>									
4012	WATER RATES	15,000	2,599	12,000	820	3,000	0	12,000	0	0
4016	CLEANING MATERIALS	275	0	300	0	300	0	275	0	0
4036	PROPERTY MAINTENANCE	8,000	2,047	5,000	2,322	5,000	0	5,000	0	0
4037	GROUPS MAINTENANCE	9,000	0	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	2,500	7	2,500	0	2,500	0	2,500	0	0
4048	ENG.INSPEC.(VARIABLE)	500	500	500	0	500	0	500	0	0
4491	TFR TO EARMARKED RES	25,000	42,500	25,000	0	25,000	0	25,000	0	0
4888	O/S STAFF RCHG	14,122	3,171	7,962	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	2,594	1,117	1,437	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	14,130	0	13,274	0	17,106	0	16,704	0	0
5198	Deferred Grants Released	0	-19,286	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	66,802	0	0	0	0	0	0	0
	Overhead Expenditure	91,121	99,457	67,973	3,143	53,406	0	61,979	0	0
	Movement to/(from) Gen Reserve	(91,121)	(99,457)	(67,973)	(3,143)	(53,406)		(61,979)		
<u>202</u>	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	1,000	661	1,000	836	700	0	1,000	0	0
1021	SPORTS - CRICKET	1,500	57	500	0	0	0	0	0	0
1043	GREEN FEES - WTBC	4,420	4,420	4,485	4,485	4,485	0	4,620	0	0
1050	RENT RECEIVED	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	18,520	13	18,520	11,175	11,175	0	11,175	0	0
1052	EXPENSES RECOVERED	1,000	375	500	60	60	0	150	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1058	WATER RECOVERED	180	175	175	175	175	0	150	0	0
	Total Income	27,620	6,701	26,180	17,731	17,595	0	18,095	0	0
4001	SALARIES	0	4,669	0	0	0	0	0	0	0
4002	ER'S NIC	0	108	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	272	0	0	0	0	0	0	0
4012	WATER RATES	3,500	2,626	4,000	0	3,000	0	3,000	0	0
4014	ELECTRICITY	0	0	0	34	0	0	0	0	0
4016	CLEANING MATERIALS	150	0	150	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	3,750	5,971	16,500	4,936	16,500	0	16,500	0	0
4025	INSURANCE	300	224	250	224	224	0	240	0	0
4036	PROPERTY MAINTENANCE	10,000	1,756	10,000	2,443	10,000	0	10,000	0	0
4037	GROUNDS MAINTENANCE	5,000	98	5,000	144	1,000	0	5,000	0	0
4038	OTHER MAINTENANCE	0	0	2,500	0	2,500	0	2,500	0	0
4040	ARBORICULTURE	2,300	2,300	0	0	0	0	0	0	0
4046	SPORTS EQUIPMENT	2,000	481	2,000	73	2,000	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	6,500	118	6,500	0	6,500	0	6,500	0	0
4048	ENG.INSPEC.(VARIABLE)	5,000	398	430	5,024	430	0	430	0	0
4049	PLAY RISK ASSESSMENT	1,750	62	1,750	123	1,750	0	1,000	0	0
4099	MISCELLANEOUS	0	0	0	320	1,000	0	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	0	10,000	0	0	0	10,000	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	0	0	1,000	0	0	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	14,650	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-2,750	-2,750	-2,750	0	0	0	0
4888	O/S STAFF RCHG	37,826	24,741	35,073	0	0	0	0	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG	6,949	4,884	6,332	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	37,679	67,061	44,046	32,315	51,319	0	50,111	0	0
4892	C/S STAFF RCHG	5,940	5,782	12,675	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	0	0	0	0	0	0
	Overhead Expenditure	141,934	140,107	155,456	42,886	93,473	0	108,281	0	0
	Movement to/(from) Gen Reserve	(114,314)	(133,406)	(129,276)	(25,154)	(75,878)		(90,186)		
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	5,150	2,890	3,000	2,326	3,000	0	3,000	0	0
1021	SPORTS - CRICKET	1,500	514	525	1,681	1,681	0	1,751	0	0
1041	RENTAL - TENNIS CLUB	4,325	4,325	4,325	4,390	4,390	0	4,520	0	0
1042	RENTAL- PROJ.RANGE	2,530	2,530	2,530	2,570	2,570	0	2,650	0	0
1044	GREEN FEES - WMBC	2,650	2,650	2,650	2,690	2,690	0	2,770	0	0
1045	GREEN FEES - WWBC	2,650	2,650	2,650	2,690	2,690	0	2,770	0	0
1050	RENT RECEIVED	11,000	10,300	10,300	14,229	15,300	0	10,300	0	0
1052	EXPENSES RECOVERED	1,000	0	0	0	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	6	0	6	0	0
1058	WATER RECOVERED	1,000	481	500	0	500	0	500	0	0
1060	INSURANCE RECOVERED	600	358	375	331	331	0	350	0	0
	Total Income	32,411	26,703	26,861	30,913	33,158	0	28,617	0	0
4012	WATER RATES	1,250	504	1,250	0	750	0	750	0	0
4013	RENT PAID	5	0	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	200	0	200	4,566	10,000	0	10,000	0	0
4025	INSURANCE	600	582	610	555	555	0	590	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4030	RECRUITMENT ADVT'G	0	-1	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	500	959	500	781	1,500	0	1,500	0	0
4037	GROUNDS MAINTENANCE	1,500	448	1,500	2,439	2,500	0	2,500	0	0
4040	ARBORICULTURE	4,795	4,795	0	0	0	0	0	0	0
4046	SPORTS EQUIPMENT	0	80	0	73	100	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	0	159	175	0	175	0	175	0	0
4049	PLAY RISK ASSESSMENT	100	0	0	0	0	0	0	0	0
4059	OTHER PROF FEES	0	445	5,000	460	5,000	0	5,000	0	0
4100	GRANTS GENERAL	0	12,091	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-3,995	-3,995	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	12,073	10,692	10,666	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	2,218	2,463	1,925	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	54,865	47,247	51,542	20,736	59,872	0	58,463	0	0
	Overhead Expenditure	74,111	76,470	73,368	29,610	80,452	0	78,978	0	0
	Movement to/(from) Gen Reserve	(41,700)	(49,768)	(46,507)	1,303	(47,294)		(50,361)		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,000	875	1,500	2,790	3,000	0	3,500	0	0
	Total Income	3,000	875	1,500	2,790	3,000	0	3,500	0	0
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	1,130	1,153	1,000	762	1,000	0	1,000	0	0
4037	GROUNDS MAINTENANCE	2,000	0	0	540	540	0	1,000	0	0
4046	SPORTS EQUIPMENT	0	80	0	0	0	0	0	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	1,000	1,534	2,000	0	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	456	475	0	475	0	475	0	0
4049	PLAY RISK ASSESSMENT	1,200	62	1,200	62	100	0	100	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-880	-880	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	5,720	1,882	2,703	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	1,051	307	488	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	25,582	22,030	24,033	9,669	27,798	0	27,144	0	0
	Overhead Expenditure	36,803	27,816	31,899	11,032	31,913	0	31,719	0	0
	Movement to/(from) Gen Reserve	(33,803)	(26,941)	(30,399)	(8,242)	(28,913)		(28,219)		
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	1,000	212	250	941	1,000	0	1,600	0	0
	Total Income	1,000	212	250	941	1,000	0	1,600	0	0
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	0	43	500	6	500	0	500	0	0
4037	GROUNDS MAINTENANCE	0	0	0	36	2,000	0	2,000	0	0
4046	SPORTS EQUIPMENT	0	80	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	376	400	0	400	0	400	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4100	GRANTS GENERAL	500	500	500	0	500	0	500	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RCHG	2,797	5,229	8,814	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	514	585	1,591	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	12,275	10,571	11,532	4,639	12,830	0	12,528	0	0
	Overhead Expenditure	17,086	18,539	24,837	4,743	16,792	0	16,528	0	0
	Movement to/(from) Gen Reserve	(16,086)	(18,327)	(24,587)	(3,802)	(15,792)		(14,928)		
207	<u>MOORLAND ROAD PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	122	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	218	250	0	250	0	250	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	754	919	2,333	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	139	146	421	0	0	0	0	0	0
	Overhead Expenditure	2,393	2,559	4,504	62	812	0	850	0	0
	Movement to/(from) Gen Reserve	(2,393)	(2,559)	(4,504)	(62)	(812)		(850)		
208	<u>WOOD GREEN PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	28	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	238	260	0	260	0	260	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RCHG	1,175	1,093	2,777	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	216	142	501	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	2,418	0	2,271	0	2,138	0	2,088	0	0
	Overhead Expenditure	5,309	2,655	7,309	62	2,960	0	2,948	0	0
	Movement to/(from) Gen Reserve	(5,309)	(2,655)	(7,309)	(62)	(2,960)		(2,948)		
209	<u>ETON CLOSE PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	250	28	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	0	159	175	0	175	0	175	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4222	TINY FOREST EXPENSES	0	147	150	0	150	0	150	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
	Overhead Expenditure	1,250	1,488	1,575	62	637	0	675	0	0
	Movement to/(from) Gen Reserve	(1,250)	(1,488)	(1,575)	(62)	(637)		(675)		
210	<u>OXLEASE PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	28	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	436	450	0	450	0	450	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	3,905	1,729	4,148	0	0	0	0	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG	717	221	748	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	5,115	0	13,566	0	14,968	0	14,616	0	0
	Overhead Expenditure	11,237	3,568	20,412	62	15,980	0	15,666	0	0
	Movement to/(from) Gen Reserve	(11,237)	(3,568)	(20,412)	(62)	(15,980)		(15,666)		
211	<u>FIELDMERE PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	250	28	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	258	275	0	275	0	275	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	842	1,614	4,111	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	155	234	742	0	0	0	0	0	0
	Overhead Expenditure	2,247	3,289	6,378	62	587	0	625	0	0
	Movement to/(from) Gen Reserve	(2,247)	(3,289)	(6,378)	(62)	(587)		(625)		
212	<u>QUARRY ROAD PLAY AREA</u>									
4001	SALARIES	0	190	0	0	0	0	0	0	0
4002	ER'S NIC	0	2	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	250	28	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	198	225	0	225	0	225	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	62	62	0	100	0	0
4491	TFR TO EARMARKED RES	0	900	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	81	66	185	0	0	0	0	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG	15	15	33	0	0	0	0	0	0
	Overhead Expenditure	1,346	1,461	1,693	62	537	0	575	0	0
	Movement to/(from) Gen Reserve	(1,346)	(1,461)	(1,693)	(62)	(537)		(575)		
213	<u>RALEIGH CRESCENT PLAY AREA</u>									
4013	RENT PAID	5	5	5	5	5	0	5	0	0
4036	PROPERTY MAINTENANCE	0	361	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	141	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	1,000	0	100	0	100	0	0
4888	O/S STAFF RCHG	713	3,928	3,740	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	131	645	675	0	0	0	0	0	0
	Overhead Expenditure	2,349	5,142	5,920	5	605	0	605	0	0
	Movement to/(from) Gen Reserve	(2,349)	(5,142)	(5,920)	(5)	(605)		(605)		
214	<u>PARK ROAD PLAY AREA</u>									
4013	RENT PAID	0	0	0	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	0	0	0	250	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	500	0	100	0	0
	Overhead Expenditure	0	0	0	0	625	0	975	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	(625)		(975)		

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	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Parks & Recreation - Income	64,031	34,491	54,791	52,375	54,753	0	51,812	0	0
Expenditure	387,186	382,551	401,324	91,788	298,779	0	320,404	0	0
Movement to/(from) Gen Reserve	<u>(323,155)</u>	<u>(348,060)</u>	<u>(346,533)</u>	<u>(39,413)</u>	<u>(244,026)</u>		<u>(268,592)</u>		

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Stronger Communities</u>										
402	<u>COMMUNITY INFRASTRUCTURE</u>									
1052	EXPENSES RECOVERED	0	621	0	1,208	1,208	0	0	0	0
1170	GRANTS RECEIVED	0	500	0	9,355	9,355	0	0	0	0
1171	DONATIONS RECEIVED	0	0	0	2,768	2,768	0	0	0	0
	Total Income	0	1,121	0	13,331	13,331	0	0	0	0
4001	SALARIES	0	635	0	0	0	0	0	0	0
4002	ER'S NIC	0	5	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	15	0	0	0	0	0	0	0
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4014	ELECTRICITY	750	925	800	543	1,000	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	4,100	3,676	4,000	605	4,000	0	4,000	0	0
4025	INSURANCE	130	112	125	112	112	0	120	0	0
4035	BUS SHELTER MAINTENANCE	3,800	0	2,000	0	2,000	0	2,000	0	0
4036	PROPERTY MAINTENANCE	3,630	10	2,630	150	2,630	0	2,630	0	0
4037	GROUNDS MAINTENANCE	3,000	1,847	3,000	0	3,000	0	3,000	0	0
4039	HORTICULTURE	750	0	750	149	750	0	750	0	0
4040	ARBORICULTURE	24,550	13,800	29,750	10,040	29,750	0	19,000	0	0
4066	TREE REPLACEMENT	6,000	2,090	8,000	2,447	8,000	0	4,000	0	0
4067	Tree Survey	5,000	3,750	6,250	1,926	6,250	0	5,000	0	0
4135	ACTIVE TRAVEL	0	0	0	0	0	0	5,000	0	0
4137	COMMUNITY SPEEDWATCH/20 MPH ZO	0	0	0	0	0	0	2,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	2,200	967	2,500	1,019	2,500	0	2,500	0	0

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4200	STREET FURNITURE	0	1,713	0	3,128	3,128	0	0	0	0
4205	CLIMATE EMERGENCY	10,000	0	25,000	0	25,000	0	15,000	0	0
4210	CHURCH CLOCK	1,500	0	3,000	0	3,000	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	14,800	625	8,000	685	2,000	0	6,000	0	0
4491	TFR TO EARMARKED RES	0	39,100	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-18,150	-18,150	-29,500	-29,500	-29,500	0	0	0	0
4888	O/S STAFF RCHG	45,293	46,493	73,887	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	8,321	7,286	11,601	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	152,727	131,641	150,692	62,913	175,341	0	171,213	0	0
4892	C/S STAFF RCHG	8,508	12,293	12,675	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	0	0	0	0	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	10,000	0	10,000	0	10,000	0	0
5199	Depreciation Charge to Service	0	4,378	0	0	0	0	0	0	0
Overhead Expenditure		290,204	267,116	325,165	54,217	248,966	0	254,718	0	0
Movement to/(from) Gen Reserve		(290,204)	(265,995)	(325,165)	(40,886)	(235,635)		(254,718)		
408	<u>COMMUNITY ACTIVITIES</u>									
4103	GRANT YOUTH COUNCIL	500	18	500	0	500	0	500	0	0
4109	BLUE PLAQUES	1,000	0	1,000	0	1,000	0	1,000	0	0
4141	EVENTS	12,500	646	11,000	1,762	5,000	0	13,000	0	0
4145	QUEENS JUBILEE (2022)	0	0	0	0	0	0	2,000	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,000	-1,000	-1,000	-1,000	-1,000	0	0	0	0
4892	C/S STAFF RCHG	35,013	32,844	54,266	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	14,085	16,725	0	0	0	0	0	0	0

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	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5199 Depreciation Charge to Service	0	98	0	0	0	0	0	0	0
Overhead Expenditure	62,098	50,331	65,766	762	5,500	0	16,500	0	0
Movement to/(from) Gen Reserve	<u>(62,098)</u>	<u>(50,331)</u>	<u>(65,766)</u>	<u>(762)</u>	<u>(5,500)</u>		<u>(16,500)</u>		
Stronger Communities - Income	0	1,121	0	13,331	13,331	0	0	0	0
Expenditure	352,302	317,447	390,931	54,979	254,466	0	271,218	0	0
Movement to/(from) Gen Reserve	<u>(352,302)</u>	<u>(316,325)</u>	<u>(390,931)</u>	<u>(41,648)</u>	<u>(241,135)</u>		<u>(271,218)</u>		

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Policy, Governance & Finance</u>										
401	<u>CIVIC ACTIVITIES</u>									
4000	MAYORS ALLOWANCE	4,000	-425	3,000	70	3,000	0	3,000	0	0
4150	CIVIC FUNCTIONS	3,800	286	2,000	85	2,000	0	2,000	0	0
4152	MAYOR'S CHAIN	400	382	200	268	268	0	300	0	0
4153	ANNUAL CIVIC AWARDS	400	30	200	0	200	0	200	0	0
4495	TFR FROM EARMARKED R	-3,200	-3,200	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	22,201	20,616	28,069	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	7,286	8,651	0	0	0	0	0	0	0
5198	Deferred Grants Released	0	-2,715	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	103	0	0	0	0	0	0	0
	Overhead Expenditure	34,887	23,727	33,469	423	5,468	0	5,500	0	0
	Movement to/(from) Gen Reserve	(34,887)	(23,727)	(33,469)	(423)	(5,468)		(5,500)		
407	<u>GRANTS & DONATIONS (INC S137)</u>									
1171	DONATIONS RECEIVED	0	750	0	1,000	1,000	0	1,000	0	0
	Total Income	0	750	0	1,000	1,000	0	1,000	0	0
4099	MISCELLANEOUS	0	10,000	0	1,100	1,100	0	0	0	0
4100	GRANTS GENERAL	15,000	1,610	13,640	5,774	13,640	0	20,000	0	0
4101	GRANT CAB	2,000	2,000	2,000	0	2,000	0	2,000	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	3,100	0	3,100	2,100	2,100	0	3,100	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	40,000	20,576	54,000	16,404	54,000	0	35,120	0	0
4107	Witney Dementia Alliance	1,000	0	1,000	0	0	0	1,000	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4108	GRANT OPA	1,000	0	1,000	1,000	1,000	0	1,000	0	0
4110	SUBSIDIZED LETTINGS	1,800	213	1,800	138	1,800	0	1,800	0	0
4111	WATER SAFETY/EDUCATION	0	0	0	0	0	0	10,000	0	0
4160	TOWN TWINNING	1,500	0	2,000	0	2,000	0	500	0	0
4161	TOWN TWINNING ROOM HIRE	500	0	500	0	500	0	500	0	0
4162	GRANT VOLUNTEER LINK-UP	500	500	500	0	500	0	500	0	0
4164	MADLEY PARK TRUST GRANT	5,000	0	0	0	0	0	0	0	0
4167	BUS SERVICE	21,000	18,000	21,000	12,250	21,000	0	21,000	0	0
4169	CHILDREN & YOUTH PROVISION	30,000	29,510	40,250	949	40,250	0	40,000	0	0
4491	TFR TO EARMARKED RES	0	39,390	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-5,000	-5,000	-34,390	-34,390	-34,390	0	0	0	0
Overhead Expenditure		117,400	116,798	106,400	5,325	105,500	0	136,520	0	0
Movement to/(from) Gen Reserve		(117,400)	(116,048)	(106,400)	(4,325)	(104,500)		(135,520)		
502	TOWN HALL MAINTEN'CE									
1011	HALL LETTINGS	50	0	0	0	0	0	0	0	0
1050	RENT RECEIVED	19,950	19,950	13,950	0	13,950	0	13,950	0	0
1052	EXPENSES RECOVERED	0	150	0	-109	0	0	0	0	0
Total Income		20,000	20,100	13,950	-109	13,950	0	13,950	0	0
4001	SALARIES	0	3,239	0	0	0	0	0	0	0
4002	ER'S NIC	0	217	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	703	0	0	0	0	0	0	0
4011	RATES	10,000	0	0	0	0	0	0	0	0
4013	RENT PAID	13,750	17,250	19,000	7,750	19,000	0	15,500	0	0

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		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014	ELECTRICITY	0	884	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	0	63	0	0	0	0	0	0	0
4025	INSURANCE	1,130	1,211	1,250	872	872	0	925	0	0
4030	RECRUITMENT ADVT'G	0	0	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	4,100	20,692	4,100	20,373	22,000	0	8,000	0	0
4038	OTHER MAINTENANCE	1,750	1,740	1,750	433	1,750	0	2,000	0	0
4059	OTHER PROF FEES	10,000	3,513	6,450	5,430	6,450	0	5,000	0	0
4400	COVID-19 EXPENDITURE	0	164	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	9,950	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-5,000	-5,000	-9,950	-9,950	-9,950	0	0	0	0
4888	O/S STAFF RCHG	293	22,904	1,074	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	54	5,381	1,939	0	0	0	0	0	0
4892	C/S STAFF RCHG	2,416	2,294	3,248	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	843	1,001	0	0	0	0	0	0	0
	Overhead Expenditure	39,336	86,205	28,861	24,907	40,122	0	31,425	0	0
	Movement to/(from) Gen Reserve	(19,336)	(66,105)	(14,911)	(25,016)	(26,172)		(17,475)		
503	<u>AGENCY SERVICES</u>									
4300	AGENCY MAINT'CE	355,470	330,978	362,951	153,280	427,660	0	417,593	0	0
4310	AGENCY MAINT'CE V O	10,000	0	5,000	0	5,000	0	5,000	0	0
4320	AGENCY SPECIAL ADVCE	200	795	200	51	0	0	200	0	0
4891	AGENCY SERVICES RECHARGE	-365,670	-330,978	-368,151	-153,280	-427,660	0	-417,593	0	0
	Overhead Expenditure	0	795	0	51	5,000	0	5,200	0	0
	Movement to/(from) Gen Reserve	0	(795)	0	(50)	(5,000)		(5,200)		

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
505	<u>PRECEPT</u>									
1176	PRECEPT	1,628,699	1,628,699	1,691,877	1,691,877	1,691,877	0	1,778,846	0	0
1177	PRECEPT SUPPORT GRANT	30,454	30,454	0	0	0	0	0	0	0
	Total Income	<u>1,659,153</u>	<u>1,659,153</u>	<u>1,691,877</u>	<u>1,691,877</u>	<u>1,691,877</u>	<u>0</u>	<u>1,778,846</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>1,659,153</u>	<u>1,659,153</u>	<u>1,691,877</u>	<u>1,691,877</u>	<u>1,691,877</u>		<u>1,778,846</u>		
506	<u>INTEREST RECEIVED</u>									
1190	INTEREST RECEIVED	8,000	5,010	4,500	1,347	2,500	0	2,500	0	0
	Total Income	<u>8,000</u>	<u>5,010</u>	<u>4,500</u>	<u>1,347</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
4051	BANK CHARGES	1,200	789	2,000	639	2,000	0	2,000	0	0
	Overhead Expenditure	<u>1,200</u>	<u>789</u>	<u>2,000</u>	<u>639</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>6,800</u>	<u>4,221</u>	<u>2,500</u>	<u>708</u>	<u>500</u>		<u>500</u>		
601	<u>WORKS DEPARTMENT GEN</u>									
1175	ASSET DISPOSALS	0	0	0	195	195	0	0	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>195</u>	<u>195</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4001	SALARIES	264,341	214,704	276,737	0	279,667	0	299,350	0	0
4002	ER'S NIC	21,807	19,435	36,201	0	25,783	0	30,745	0	0
4003	ER'S SUPERANN	53,023	46,564	58,174	0	60,523	0	64,959	0	0
4007	PROTECTIVE CLOTHING	2,500	1,293	3,700	1,980	3,700	0	4,000	0	0
4008	TRAINING	6,400	5,465	5,900	2,958	5,900	0	6,000	0	0
4009	TRAVELLING	1,000	1,433	1,000	0	1,000	0	1,000	0	0
4014	ELECTRICITY	6,500	6,679	6,500	5,092	7,000	0	7,500	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4016	CLEANING MATERIALS	750	441	300	174	600	0	300	0	0
4017	CONTRACT CLEAN/WASTE	6,500	600	9,900	1,472	9,900	0	4,000	0	0
4021	TELEPHONE/FAX	2,375	1,253	2,000	1,042	2,000	0	2,000	0	0
4023	STATIONERY	150	0	150	182	150	0	150	0	0
4025	INSURANCE	200	119	125	112	112	0	120	0	0
4028	I.T.	1,000	624	650	484	650	0	750	0	0
4030	RECRUITMENT ADVT'G	500	0	1,000	0	1,000	0	500	0	0
4036	PROPERTY MAINTENANCE	1,700	2,008	1,000	1,059	1,500	0	1,500	0	0
4038	OTHER MAINTENANCE	1,500	824	1,500	100	1,500	0	1,500	0	0
4040	ARBORICULTURE	350	0	175	0	175	0	175	0	0
4041	EQUIPMENT HIRE	1,000	696	800	370	800	0	1,000	0	0
4042	EQUIPMENT	1,960	895	2,360	1,083	2,360	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	1,000	863	1,000	774	1,000	0	1,000	0	0
4044	FUEL	4,000	3,149	4,000	1,423	3,250	0	3,250	0	0
4045	LICENCES	1,500	1,491	1,500	1,276	1,500	0	1,500	0	0
4050	VEHICLE MAINTENANCE	6,500	2,243	5,000	3,584	5,000	0	5,000	0	0
4052	VEHICLE INSURANCE	3,550	3,133	3,400	2,595	2,595	0	3,000	0	0
4064	HEALTH & SAFETY	0	0	0	105	200	0	250	0	0
4143	REFRESHMENT COSTS	100	85	100	97	150	0	150	0	0
4400	COVID-19 EXPENDITURE	0	1,043	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	37,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-27,375	-27,375	-9,800	-9,800	-9,800	0	0	0	0
4888	O/S STAFF RCHG	-319,171	-280,703	-370,362	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	-58,634	-50,861	-66,869	0	0	0	0	0	0
4892	C/S STAFF RCHG	9,036	8,940	24,609	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	6,387	7,584	0	0	0	0	0	0	0
5198	Deferred Grants Released	0	-1,039	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	6,713	0	0	0	0	0	0	0
Overhead Expenditure		449	15,299	750	16,161	408,215	0	441,199	0	0
Movement to/(from) Gen Reserve		(449)	(15,299)	(750)	(15,966)	(408,020)		(441,199)		
602	<u>CENTRAL SUPPORT (Ex 501)</u>									
1099	MISCELLANEOUS INCOME	0	0	0	12	12	0	0	0	0
Total Income		0	0	0	12	12	0	0	0	0
4001	SALARIES	181,853	181,103	263,945	0	263,945	0	275,184	0	0
4002	ER'S NIC	20,285	18,866	34,969	0	24,485	0	28,996	0	0
4003	ER'S SUPERANN	41,266	39,071	56,986	0	56,637	0	59,714	0	0
4008	TRAINING	9,000	2,101	8,900	4,912	8,900	0	6,000	0	0
4009	TRAVELLING	7,500	1,255	3,500	0	3,500	0	3,500	0	0
4010	MISC STAFF COSTS	200	0	200	0	200	0	200	0	0
4011	RATES	8,092	7,984	8,237	10,328	15,862	0	21,530	0	0
4012	WATER RATES	400	272	450	277	450	0	450	0	0
4014	ELECTRICITY	4,000	7,866	7,000	3,203	8,000	0	8,000	0	0
4016	CLEANING MATERIALS	550	151	1,000	0	1,000	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	1,500	858	3,950	931	3,950	0	3,950	0	0
4018	PHOTOCOPIER COSTS	2,000	634	1,000	623	1,500	0	1,500	0	0
4020	COPIER RENTAL	3,100	2,162	4,200	1,452	4,200	0	4,200	0	0
4021	TELEPHONE/FAX	5,750	4,334	4,000	2,584	5,000	0	5,500	0	0
4022	POSTAGE	7,000	6,802	7,000	-6,388	7,000	0	7,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4023	STATIONERY	2,500	2,472	2,500	1,504	2,500	0	2,500	0	0
4025	INSURANCE	3,800	3,243	3,350	3,266	2,718	0	2,885	0	0
4026	BOOKS/PUBLICATIONS	300	192	300	25	300	0	300	0	0
4028	I.T.	9,000	9,909	10,000	9,707	12,750	0	12,750	0	0
4030	RECRUITMENT ADVT'G	4,500	824	4,500	199	4,500	0	2,500	0	0
4042	EQUIPMENT	2,250	527	4,250	3,407	4,250	0	4,250	0	0
4045	LICENCES	250	220	250	100	100	0	250	0	0
4054	INTERNAL AUDIT	2,200	1,780	2,200	0	2,300	0	2,300	0	0
4055	ACCOUNTANCY FEES	6,000	6,965	6,000	3,000	6,000	0	7,000	0	0
4059	OTHER PROF FEES	40,407	47,754	20,000	13,787	20,000	0	20,000	0	0
4064	HEALTH & SAFETY	0	0	0	172	200	0	250	0	0
4099	MISCELLANEOUS	0	0	0	30	15	0	0	0	0
4143	REFRESHMENT COSTS	300	31	300	21	300	0	300	0	0
4400	COVID-19 EXPENDITURE	0	478	50	63	50	0	50	0	0
4491	TFR TO EARMARKED RES	0	4,900	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-21,100	-21,100	-4,900	-4,900	-4,900	0	0	0	0
4892	C/S STAFF RCHG	-251,711	-239,040	-353,067	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	-91,642	-108,815	-95,537	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	676	0	0	0	0	0	0	0
	Overhead Expenditure	-450	-15,524	5,533	48,304	455,712	0	482,059	0	0
	Movement to/(from) Gen Reserve	450	15,524	(5,533)	(48,291)	(455,700)		(482,059)		
700	<u>STRATEGIC PLANNING INITIATIVES</u>									
4892	C/S STAFF RCHG	19,936	18,658	17,371	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	4,509	5,354	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		24,445	24,012	17,371	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(24,445)	(24,012)	(17,371)	0	0		0		
701	<u>CORPORATE MANAGEMENT</u>									
4022	POSTAGE	200	0	200	228	300	0	300	0	0
4025	INSURANCE	1,820	1,979	2,050	1,984	1,984	0	2,105	0	0
4031	OTHER ADVERTISING	250	50	2,250	78	2,250	0	250	0	0
4057	AUDIT FEES	2,250	2,000	2,500	0	2,000	0	2,500	0	0
4099	MISCELLANEOUS	150	0	150	0	0	0	0	0	0
4892	C/S STAFF RCHG	52,759	51,286	69,307	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	17,989	21,360	0	0	0	0	0	0	0
Overhead Expenditure		75,418	76,675	76,457	2,291	6,534	0	5,155	0	0
Movement to/(from) Gen Reserve		(75,418)	(76,675)	(76,457)	(2,291)	(6,534)		(5,155)		
702	<u>DEMOCRATIC REP'N & MGMT</u>									
4008	TRAINING	3,900	397	3,500	0	4,500	0	2,500	0	0
4009	TRAVELLING	100	0	100	0	100	0	100	0	0
4024	SUBSCRIPTIONS	6,000	4,987	6,000	5,128	6,000	0	6,000	0	0
4028	I.T.	1,855	2,179	2,750	1,794	3,250	0	3,250	0	0
4034	NEWSLETTER	4,000	3,120	3,000	0	3,000	0	3,000	0	0
4120	ROOM HIRE/MEETING EXPS	2,000	408	2,000	365	2,000	0	2,000	0	0
4155	MODERN GOV/MTNG DIGITALISATION	6,000	7,549	6,000	0	7,250	0	7,605	0	0
4180	ELECTION EXPENSES	3,000	0	3,000	4,500	4,500	0	4,500	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-2,400	-2,400	-1,000	-1,000	-1,000	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4892	C/S STAFF RCHG	54,621	47,016	72,555	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	18,833	22,362	0	0	0	0	0	0	0
Overhead Expenditure		97,909	86,618	97,905	10,788	29,600	0	28,955	0	0
Movement to/(from) Gen Reserve		<u>(97,909)</u>	<u>(86,618)</u>	<u>(97,905)</u>	<u>(10,788)</u>	<u>(29,600)</u>		<u>(28,955)</u>		
Policy, Governance & Finance - Income		1,687,153	1,685,013	1,710,327	1,694,322	1,709,534	0	1,796,296	0	0
Expenditure		390,594	415,394	368,746	108,887	1,058,151	0	1,138,013	0	0
Movement to/(from) Gen Reserve		<u>1,296,559</u>	<u>1,269,618</u>	<u>1,341,581</u>	<u>1,585,434</u>	<u>651,383</u>		<u>658,283</u>		

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Annual Budget - By Committee (Actual YTD Month 8)

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Climate, Biodiversity & Planni</u>										
<u>206</u>	<u>WITNEY COUNTRY PARK</u>									
1030	FISHING RIGHTS	1,380	723	1,400	0	1,400	0	1,450	0	0
	Total Income	1,380	723	1,400	0	1,400	0	1,450	0	0
4001	SALARIES	0	190	17,217	0	17,217	0	27,852	0	0
4002	ER'S NIC	0	2	1,185	0	1,185	0	2,861	0	0
4003	ER'S SUPERANN	0	0	3,736	0	3,736	0	6,044	0	0
4026	BOOKS/PUBLICATIONS	20	0	20	0	20	0	20	0	0
4036	PROPERTY MAINTENANCE	100	292	100	34	100	0	100	0	0
4040	ARBORICULTURE	1,600	0	2,400	0	2,400	0	800	0	0
4042	EQUIPMENT	13,050	0	12,700	620	12,700	0	13,000	0	0
4059	OTHER PROF FEES	0	0	0	750	750	0	1,000	0	0
4064	HEALTH & SAFETY	0	0	0	558	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	14,650	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,150	-1,150	-1,600	-1,600	-1,600	0	0	0	0
4888	O/S STAFF RCHG	24,421	9,594	19,481	0	0	0	0	0	0
4890	O/S O'HEAD RCHG	4,486	1,537	3,517	0	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	6,548	5,639	6,151	2,475	6,415	0	6,264	0	0
4892	C/S STAFF RCHG	805	788	1,448	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	376	446	0	0	0	0	0	0	0
5198	Deferred Grants Released	0	-26,644	0	0	0	0	0	0	0
	Overhead Expenditure	50,256	5,344	66,355	2,837	43,923	0	58,941	0	0
	Movement to/(from) Gen Reserve	(48,876)	(4,622)	(64,955)	(2,837)	(42,523)		(57,491)		

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Annual Budget - By Committee (Actual YTD Month 8)

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	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
403 PLANNING									
4892 C/S STAFF RCHG	14,826	13,918	19,948	0	0	0	0	0	0
4893 C/S O'HEAD RCHG	5,178	6,148	0	0	0	0	0	0	0
Overhead Expenditure	<u>20,004</u>	<u>20,066</u>	<u>19,948</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(20,004)</u>	<u>(20,066)</u>	<u>(19,948)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
Climate, Biodiversity & Planni - Income	1,380	723	1,400	0	1,400	0	1,450	0	0
Expenditure	70,260	25,410	86,303	2,837	43,923	0	58,941	0	0
Movement to/(from) Gen Reserve	<u>(68,880)</u>	<u>(24,688)</u>	<u>(84,903)</u>	<u>(2,837)</u>	<u>(42,523)</u>		<u>(57,491)</u>		

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		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Capital & Assets										
800	CAPITAL PROJECTS									
1170	GRANTS RECEIVED	0	410	0	0	0	0	0	0	0
	Total Income	0	410	0	0	0	0	0	0	0
4489	TFR TO ROLLING CAPITAL FUND	0	3,500	0	0	0	0	0	0	0
4490	CAP EXP FUNDED FROM RCP	0	-35,117	0	0	0	0	0	0	0
4492	TFR TO RENEWALS FUND	10,000	7,171	14,292	0	14,292	0	14,292	0	0
4493	TFR FROM RENEWALS FD	0	-1,816	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	-33,835	0	-5,378	-5,378	0	0	0	0
4498	TFR TO TOWN HALL RESERVE	5,000	0	5,000	0	5,000	0	0	0	0
4902	CAP: REFURB C/EXCHANGE	0	5,664	0	11,350	0	0	0	0	0
4903	CAP: BURWELL HALL	28,000	0	0	0	0	0	0	0	0
4911	CAP: PLAY AREA S/SURFACING	0	5,378	0	0	0	0	0	0	0
4914	CAP: TH CEM ACCESS ROAD	0	0	15,000	0	15,000	0	0	0	0
4920	CAP: M/LAND RD - PLAY AREA	0	0	0	0	0	0	5,000	0	0
4922	CAP: LEYS - PAVILION WORKS	0	0	25,000	0	0	0	25,000	0	0
4923	CAP: LEYS TRAFFIC CALMING	5,000	0	0	0	0	0	0	0	0
4924	CAP: SKATE PARK REFURB	0	0	0	0	0	0	50,000	0	0
4928	CAP:FIELDMERE CL PLAYAREA	0	0	0	0	0	0	0	0	0
4929	CAP:PARK RD PLAY AREA	5,000	0	5,000	28,850	30,000	0	0	0	0
4930	CAP:KING G SAFETY SURFACING	0	0	0	0	0	0	0	0	0
4931	CAP:STREET FURNITURE	3,500	0	3,500	0	0	0	2,500	0	0
4933	CAP: BUS SHELTERS	6,000	0	0	5,470	5,470	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4935	CAP: DIGITAL SIGNS	6,000	0	0	0	0	0	0	0	0
4937	CAP: KING GEORGE PLAY EQMT	0	0	0	0	0	0	0	0	0
4938	CAP:QURY RD PLAY EQUI 6-12 YR	0	0	5,000	0	5,000	0	0	0	0
4943	CAP: BURWELL CHANGING ROOMS	25,000	0	0	0	0	0	0	0	0
4960	CAP:WINDRUSH CEMETERY	0	0	25,000	850	25,000	0	25,000	0	0
4962	CAP:COMPUTER/OFFICE EQUIP	0	2,049	0	6,097	11,097	0	10,000	0	0
4971	CAP: NEW VEHICLES	5,000	0	5,000	0	5,000	0	5,000	0	0
4975	CAP:TOWN HALL WORKS	30,000	0	0	0	0	0	0	0	0
4976	CAP: WAR MEMORIAL WORKS	4,000	225	0	0	0	0	0	0	0
4977	CAP: PLANTERS WELCH WAY	2,000	0	2,000	0	2,000	0	2,000	0	0
4978	CAP: BUTTERCROSS	12,500	0	12,500	0	12,500	0	12,500	0	0
4979	CAP:ALLOTMENTS	0	0	0	130,912	0	0	0	0	0
4991	CAP: WEST WITNEY SPORTS GROUND	0	6,500	0	11,219	0	0	0	0	0
4996	ASSETS FUNDED FROM GRANTS	0	-11,562	0	0	0	0	0	0	0
4998	Assets Capitalised	0	75,830	0	0	0	0	0	0	0
	Overhead Expenditure	147,000	23,987	117,292	189,370	124,981	0	151,292	0	0
	Movement to/(from) Gen Reserve	(147,000)	(23,577)	(117,292)	(189,370)	(124,981)		(151,292)		
900	<u>ASSET MGMT REVENUE ACCOUNT</u>									
5199	Depreciation Charge to Service	0	-157,816	0	0	0	0	0	0	0
	Overhead Expenditure	0	-157,816	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	157,816	0	0	0		0		

Continued on next page

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Witney Town Council - Policy, Governance & Finance Committee - DRAFT ~ REV 21/22 & EST 22/23

	<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Capital & Assets - Income	0	410	0	0	0	0	0	0	0
Expenditure	147,000	-133,829	117,292	189,370	124,981	0	151,292	0	0
Movement to/(from) Gen Reserve	<u>(147,000)</u>	<u>134,239</u>	<u>(117,292)</u>	<u>(189,370)</u>	<u>(124,981)</u>		<u>(151,292)</u>		
Total Budget Income	1,918,884	1,852,151	1,903,003	1,867,914	1,925,523	0	2,035,074	0	0
Expenditure	1,979,403	1,643,177	1,961,211	494,594	2,144,665	0	2,380,496	0	0
Movement to/(from) Gen Reserve	<u>(60,519)</u>	<u>208,975</u>	<u>(58,208)</u>	<u>1,373,321</u>	<u>(219,142)</u>		<u>(345,422)</u>		

WITNEY TOWN COUNCIL

SCHEDULE OF BURIAL CHARGES

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

1. Internments

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

2. Purchase of Exclusive Right of Burial

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

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

3. Use of Tower Hill Chapel (Includes VAT)

4. Memorials and Memorial Inscriptions

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

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

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

6. Transfer of Exclusive Right of Burial Deed

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

8. Administration Charge for Burial Searches

	2021-22	2022-23 3% rounded
	no charge	no charge
	£ 223.00	£ 229.50
	£ 330.00	£ 340.00
	£ 208.00	£ 214.00
	£ 655.00	£ 674.50
	£ 416.00	£ 428.50
	£ 145.00	£ 149.50
	£ 482.00	£ 496.50
	£ 181.00	£ 186.50
	£ 266.00	£ 274.00
	£ 533.00	£ 549.00
	£ 350.00	£ 360.50
	£ 193.00	£ 199.00
	£ 107.00	£ 110.00
	£ 56.00	£ 57.50
	£ 162.00	£ 167.00
	£ 140.00	£ 144.00
	£ 67.00	£ 69.00
	no charge	no charge
	£ 25.00	£ 26.00
	£ 35.50	£ 36.50
	£ 107.00	£ 110.00
	£ 25.00	£ 26.00

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WITNEY TOWN COUNCIL

SCHEDULE OF PUBLIC HALL CHARGES

Corn Exchange (Vatable)

The Main Hall - Weekday

Group 1 - Charity or local Organisation	£ 129.50	£ 133.50
Group 2 - Non-Charitable Events	£ 191.50	£ 197.00
Group 3 - Commercial and Sales	£ 304.50	£ 313.50

The Main Hall - Weekend

Group 1 - Charity or local Organisation	£ 165.00	£ 170.00
Group 2 - Non-Charitable Events	£ 248.50	£ 256.00
Group 3 - Commercial and Sales	£ 393.50	£ 405.50

The Gallery Room - Weekday

Group 1 - Charity or local Organisation	£ 57.00	£ 58.50
Group 2 - Non-Charitable Events	£ 83.50	£ 86.00
Group 3 - Commercial and Sales	£ 127.00	£ 131.00

The Gallery Room - Weekend

Group 1 - Charity or local Organisation	£ 78.50	£ 81.00
Group 2 - Non-Charitable Events	£ 109.00	£ 112.50
Group 3 - Commercial and Sales	£ 144.50	£ 149.00

Refundable Damage Deposit from £50 to £300

Burwell Hall (Not Vatable)

The Main Hall - Weekday

Group 1 - Charity or local Organisation	£ 46.50	£ 48.00
Group 2 - Non-Charitable Events	£ 73.50	£ 75.50
Group 3 - Commercial and Sales	£ 94.00	£ 97.00

The Main Hall - Weekend

Group 1 - Charity or local Organisation	£ 67.50	£ 69.50
Group 2 - Non-Charitable Events	£ 104.00	£ 107.00
Group 3 - Commercial and Sales	£ 134.50	£ 138.50

The Meeting Room - Weekday

Group 1 - Charity or local Organisation	£ 31.00	£ 32.00
Group 2 - Non-Charitable Events	£ 41.50	£ 43.00
Group 3 - Commercial and Sales	£ 52.00	£ 53.50

The Meeting Room - Weekend

Group 1 - Charity or local Organisation	£ 41.50	£ 43.00
Group 2 - Non-Charitable Events	£ 57.00	£ 59.00
Group 3 - Commercial and Sales	£ 77.50	£ 80.00

Refundable Damage Deposit from £50 to £250

Wedding Charges - Corn Exchange Only

The Gallery Room (Ceremony - 2 hours)	£ 238.50	£ 245.50
The Main Hall (Ceremony - 2 hours)	£ 326.00	£ 336.50

The Gallery Room (Exclusive Use of building - 2 hours)	£ 409.00	£ 421.50
The Main Hall (Exclusive Use of building - 2 hours)	£ 409.00	£ 421.50

All day (Exclusive Use of building)	£ 1,015.00	£ 1,045.50
-------------------------------------	------------	------------

Equipment Hire (Per Session)

Projector & Screen	£ 10.00	£ 10.50
Flipchart	£ 5.00	£ 5.00
Moving/Extending Stage	£ 30.00	£ 31.00
Kitchen Use	£ 10.00	£ 10.50
Additional hire for running over session time (per hour) (if over 2 hours a full 4 hour session charge will be applied)	£ 25.00	£ 26.00

	2021-22	2022-23 3% rounded
Corn Exchange (Vatable)		
The Main Hall - Weekday		
Group 1 - Charity or local Organisation	£ 129.50	£ 133.50
Group 2 - Non-Charitable Events	£ 191.50	£ 197.00
Group 3 - Commercial and Sales	£ 304.50	£ 313.50
The Main Hall - Weekend		
Group 1 - Charity or local Organisation	£ 165.00	£ 170.00
Group 2 - Non-Charitable Events	£ 248.50	£ 256.00
Group 3 - Commercial and Sales	£ 393.50	£ 405.50
The Gallery Room - Weekday		
Group 1 - Charity or local Organisation	£ 57.00	£ 58.50
Group 2 - Non-Charitable Events	£ 83.50	£ 86.00
Group 3 - Commercial and Sales	£ 127.00	£ 131.00
The Gallery Room - Weekend		
Group 1 - Charity or local Organisation	£ 78.50	£ 81.00
Group 2 - Non-Charitable Events	£ 109.00	£ 112.50
Group 3 - Commercial and Sales	£ 144.50	£ 149.00
Refundable Damage Deposit from £50 to £300		
Burwell Hall (Not Vatable)		
The Main Hall - Weekday		
Group 1 - Charity or local Organisation	£ 46.50	£ 48.00
Group 2 - Non-Charitable Events	£ 73.50	£ 75.50
Group 3 - Commercial and Sales	£ 94.00	£ 97.00
The Main Hall - Weekend		
Group 1 - Charity or local Organisation	£ 67.50	£ 69.50
Group 2 - Non-Charitable Events	£ 104.00	£ 107.00
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The Meeting Room - Weekday		
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The Meeting Room - Weekend		
Group 1 - Charity or local Organisation	£ 41.50	£ 43.00
Group 2 - Non-Charitable Events	£ 57.00	£ 59.00
Group 3 - Commercial and Sales	£ 77.50	£ 80.00
Refundable Damage Deposit from £50 to £250		
Wedding Charges - Corn Exchange Only		
The Gallery Room (Ceremony - 2 hours)	£ 238.50	£ 245.50
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All day (Exclusive Use of building)	£ 1,015.00	£ 1,045.50
Equipment Hire (Per Session)		
Projector & Screen	£ 10.00	£ 10.50
Flipchart	£ 5.00	£ 5.00
Moving/Extending Stage	£ 30.00	£ 31.00
Kitchen Use	£ 10.00	£ 10.50
Additional hire for running over session time (per hour) (if over 2 hours a full 4 hour session charge will be applied)	£ 25.00	£ 26.00

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WITNEY TOWN COUNCIL

SCHEDULE OF RECREATIONAL CHARGES

EFFECTIVE FROM 1ST APRIL 2022

	2021-22 INC VAT	2022-23 3% rounded
CRICKET		
ADULTS	£ 69.50	£ 71.50
JUNIOR TEAMS (UNDER 16)	£ 35.50	£ 36.50
BOWLS		
GREEN FEES PER HOUR PER PERSON	£ 5.50	£ 5.50
WOODS - HIRE OF PAIR PER HOUR	£ 3.00	£ 3.00
SEASON TICKETS	£ 90.50	£ 93.00
TENNIS - Premier Tennis		
MINI GOLF - Premier Tennis		
PAVILLION HIRE - Premier Tennis		
CHANGING ROOMS - The Leys	£ 37.50	£ 38.50
FOOTBALL		
ADULTS/OVER 16'S	£ 64.50	£ 66.50
JUNIOR TEAMS (UNDER 16)	£ 32.25	£ 33.00
MINI TEAMS (UNDER 10) SMALL PITCHES ONLY	£ 21.80	£ 22.50
HARDCOURT PLAY AREA - BURWELL - LIGHTING CHANGE	£ 26.90	£ 27.50
DEPOSIT FOR HIRE OF EQUIPMENT	£ 10.15	£ 10.50

THESE CHARGES WILL BE REVIEWED FOR THE 2022/23 SEASON

WITNEY TOWN COUNCIL

SCHEDULE OF RECREATIONAL CHARGES

EFFECTIVE FROM 1ST APRIL 2022

	2021-22 INC VAT	2022-23 3% rounded
CLUBS AND COMMERCIAL USE		
WEST WITNEY TENNIS CLUB	£ 4,390.00	£ 4,520.00
WEST WITNEY BOWLS CLUB (3 RINKS)	£ 2,690.00	£ 2,770.00
WITNEY MILLS BOWLS CLUB (3 RINKS)	£ 2,690.00	£ 2,770.00
PROJECTILE RANGE CONSORTIUM	£ 2,570.00	£ 2,650.00
WITNEY TOWN BOWLS CLUB (5 RINKS)	£ 4,485.00	£ 4,620.00
MINOR FAIRS CIRCUS AND SIMILAR PERFORMANCES HORSE SHOWS AND GYMKHANAS WITNEY FEAST	by negotiation	by negotiation
PARK HIRE - PER ACRE (FOOTBALL PITCH SIZE) FOR COMMUNITY AND REGISTERED CHARITY		
The Leys -EVENTS - SMALLER AREAS PRO RATA	£ 162.50	£ 167.50
All other areas - EVENTS - SMALLER AREAS PRO RATA	£ 72.50	£ 74.50

WITNEY LAKE - FISHING RIGHTS (WITNEY ANGLING SOCIETY)	£	800.00	£	824.00
WINDRUSH RIVER - FISHING RIGHTS (NEWLAND ANGLING CLUB)	£	600.00	£	618.00
ALLOTMENTS (EXCLUDING WATER AND VAT) - PARK ROAD	£	15.50	£	16.00

Agenda Item 14

Capital & Special Revenue Projects 2021/22 & 2022/23

Project	OSS Ref	£	2021/22	2022/23
<u>Climate, Biodiversity & Planning</u>				
Biodiversity - childrens books for schools				
Infrastructure Active Travel		20000		20000
Infrastructure Community Speedwatch/20mph zones				2000
Re-wilding Areas				
Trees (Subject to Arboriculture Plan)				
<u>Halls, Cemeteries & Allotments</u>				
Burwell Hall - Refurb toilets				12000
Burwell Hall Boiler - with green credentials	N/A	30000	30000	
Burwell Hall Curtains	Abandon	3000		
Burwell Hall Patio	Abandon	0		
Cemetery unused buildings - Full options survey - Professional Fees	IS3			
Corn Exchange - budget for Lift replacement	N/A			
Corn Exchange - Cinema Equipment	N/A			
Corn Exchange - Dampworks	N/A			
Corn Exchange Phase 2 Refurb	N/A	145000		
Corn Exchange Sound & Lighting				
Corn Exchange Tiered Seating				
Corn Exchange Theatre Projection Equipment		20000		
Energy Efficiency - Burwell Hall		30000		
Energy Efficiency - Corn Exchange		50000		
Energy Efficiency - Langdale Hall		50000		
Energy Efficiency - Madley Hall		20000		
Energy Efficiency - Towerhill Cemetery Lodge & Chapel		50000		
Infrastructure Digital Signage - Corn Exchange, Burwell Hall & Leys	Abandon	6000		
St Mary's Church Boundary Wall Works - Rolling Prog of repairs	N/A	10000	10000	10000
Tower Hill Cemetery - Pedestrian Gate Access from Smith Estate	IS4	15000	15000	
Tower Hill Cemetery Accessibility Works & Parking	IS4			
Tower Hill Chapels - refurb				
<u>Parks & Recreation</u>				
Burwell Recreation Ground Changing Rooms	PO6/SP1/ SP3/IS6	25000		
King Georges Field - path behind MUGA	LP2			
King Georges Field - Toilets & Storage				
Lake - Improvements for Anglers				

Leys Recreation Ground - Grounds maintenance on Events Field	PO1/LP3	4000		
Leys Recreation Ground - Sewer Issue				
Leys Recreation Ground - sewerage/redevelopment of Pavilion/Changing Rooms	SP7/SP8/IS6			
Leys Recreation Ground - Splashpark groundworks materials turf/bark	IS1/PO6	9000		
Leys Recreation Ground Grey Water System Cricket Square/Drains/Bowls/Pavilion	SP7/SP8			
Leys Recreation Ground Masterplan - Professional Fees Lido/ or safe swimming MUGAs - line marking				
Quarry Road Play Area = install a piece of play equipment	IS1/PO6	5000		
Skate Park	IS2	150000		50000
Splash Park Replacement Fund - Due to be replaced 2025			25000	25000
Take over Bowls Irrigation System	PO1			
West Witney Sports Ground - Changing Rooms/Toilets/ Social Space/Pitch Improvements	SP5/SP6/PO6	463415		
West Witney Tennis Courts - colour coating/line marking				
Woodgreen Pitches - taking over from WODC bring-up to spec and maintain inc goal posts	SP1/SP2/SP3	2500		
<u>Policy, Governance & Finance</u>				
Art Centre + Community Hub				
Electric Vehicles				15000
Energy Efficiency - T/Hall		50000		
Energy Efficiency - Works Leys & Windrush Depot		50000		
Ground Maintenance Contract				
Roundabouts - refresh impact planting	Abandon	?		
Storage Facility - Town Hall/Corn Exchange rental		2000	2000	2000
Works Depot - alternative premises				
<u>Stronger Communities</u>				
Children & Young People Grant Funding		40000	30000	40000
COVID-19 Memorial/Commemoration				
Infrastructure - Bus Shelter - Additional T/Ctr	Abandon	6000		
Infrastructure Bins & Benches	IS5	3500		
Infrastructure Bus Shelter - Additional to be identified	Abandon	6000		
Infrastructure Bus Shelter - Burwell by Shops replacement	IS5	3000		
Infrastructure Defibrilators Min C234 Ongoing Maint/Replacement Fund	IS5	2500		
Infrastructure King Georges Field - Defib		1500		
Infrastructure Infrastructure Salt/Grit Bins	IS5	1000	1000	1000
Leys Recreation Ground - Speedhumps - match funding OCC		5000		h

Queens Platinum Jubilee		2000		2000
Twinning Anniversary April 2020		1000		
Water Safety Education Programme		1000		10000
Welch Way Planters £2k for 5 years to be installed in 2025	IS5	2000	2000	2000
Witney & District Twinning Association - Running Costs		500	500	500
WOCT Bus		21000	21000	21000
Xmas Lights Contract/Timers & LED ref Climate Emergency		40000	40000	37000

Comments

Part of the GM Contract

Original toilets - problems with cubicles

Project Officer - feasibility report needed for options/grant funding possible

Abandon/defer to future year not high priority?

Abandon/defer to future year not high priority - diverted £10k to boiler - **carried out in house using works team**

Earmarked reserve stands at £50k for damp works & lift - would suggest sufficient for 2020/21

Not currently budgeted for - project in preparation pool

Earmarked reserve stands at £50k for damp works & lift - would suggest sufficient for 2020/21

Grant for Seating/Lighting £32k - 25% of project cost. S106 Funding/EMR

Recommendation from Climate, Biodiversity & Planning

Recommendation from Climate, Biodiversity & Planning

Recommendation from Climate, Biodiversity & Planning

Recommendation from Climate, Biodiversity & Planning

Recommendation from Climate, Biodiversity & Planning

Abandon/defer to future year not high priority?

Initial spend on structural survey £2,017 - rolling programme/earmarked reserve total £18,983 left

Operations & Estates Officer getting quotes for revised access as agreed in July 2021.

£25k budget EMR £25k + £25k S106 TOTAL AVAILABLE £75K - In preparation pool

OCC/Active Travel?

Revenue Growth Item - pitch maintenance/Events field annual maint

Part of OSS Action plan - Master Plan for the Leys Recreation Ground

Part of OSS Action plan - Master Plan for the Leys Recreation Ground

Part of OSS Action plan to review the play areas and come up with management plan

Set up replacement fund/maintenance

OSS Action Plan - KKP currently carrying out feasibility study to come up with plan

Part of OSS Action plan - Officers working with WODC/OCC & WGS on trying to amend legal agreement

Confidential report to PGF 22/11/21

EMR + Renewals fund

Recommendation from Climate, Biodiversity & Planning

Recommendation from Climate, Biodiversity & Planning

Contract ends 30 Sept 2022

To include in new GM Contract Oct 2022

Year on year

Re Masterplan for the Leys Recreation Ground

Increase budget for 2022/23

Defer/? Not now needed

Rolling Programme

Include bins/cycle rack

INSTALLED SEPTEMBER 2021

Revenue Growth Item - year on year

FA Grant?

Rolling Programme

Officers speaking to OCC on status of project - in preparation pool

Task & Finish Group

Due to COVID R/OVER TO 2021 - TC seeking update from Twinning
Assoc

Move to EMR - £4k held Yr 2 of 5

Annual Running Costs grant

Due to COVID reduced support in 20/21 increase to £21k 21/22- 3 Yr
Agreement

TENDER LET JUNE 2021

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date:	Monday, 22 November 2021
Title:	Town Hall Window Repairs & External Building Decoration
Contact Officer:	Operations & Estates Advisor - John Hickman

Background

At the meeting of this Committee on 27th September 2021, a resolution was passed asking the Operations and Estates Advisor to provide further information on the quotes received for works to the Town Hall windows to allow councillors to make a fair comparison.

Current Situation

The Operations and Estates Advisor has produced a clearer cost comparison for these works. However, the Operations and Estates Advisor met with the Conservation Officer from West Oxfordshire District Council on 4th October to discuss the works being recommended by the contractors. The Conservation Officer is not willing to accept any new sashes and requested that all repairs would need to conserve as much of the original timber as possible.

The Operations and Estates Advisor has therefore drawn up a specification of how the windows must be repaired and circulated this to all contractors and requested they requote, talking into account the Conservation Officer's recommendations. Two further contractors have also been requested to quote for the repairs.

The Operations and Estates Advisor is also contacting separate contractors for quotes to carry out the external decoration of the building.

Many of the recognised sash window companies do not carry out repairs to shop fronts, doors, or other types of windows, therefore the Operations and Estates Advisor will be approaching local tradesmen to carry out the required works in these areas. Separate quotes will be available for these when they are returned.

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.

By repairing existing windows, the Council will lessen its carbon footprint in comparison to commissioning new windows. Once the windows are repaired this will reduce energy loss from the building in terms of heat.

Risk

If repairs are carried out, it will prevent the windows from becoming increasingly unsafe.

Financial implications

Financial implications are as attached in the appendix to this report.

Recommendations

That the report be noted and that final consideration on this matter be deferred until the next Committee meeting on 31 January 2022 when all quotations should be available.

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