

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



**Monday, 6th June, 2022 at 6.00 pm**

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

You are hereby summonsed to the above meeting to be held in the **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](mailto:democracy@witney-tc.gov.uk) ) in advance to reserve a seat.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at [democracy@witney-tc.gov.uk](mailto: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](mailto: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. Election of Vice-Chair

To elect the Vice-Chair of the Committee for the 2022/2023 municipal year.

4. **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 28 March 2022.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on t progress of any item).

5. **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.

6. **Committee Terms of Reference** (Pages 13 - 14)

To review the Committee Terms of Reference (TOR). The current TOR's are attached.

7. **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year** (Pages 15 - 32)

To receive and consider the report of the Town Clerk & CEO.

8. **Internal Audit - Final Report 2021/2022** (Pages 33 - 42)

To receive and consider the final report of the Internal Auditor for 2021/22.

***[Due to the delay in the production of the AGAR & Financial Statement by the Council's Contract Accountants this item has only become available on 1 June 2022]***

9. **Accounts & Audit (England) Regulations 2015 - Annual Governance and Accountability Return (AGAR) 2021/22**

In line with The Accounts & Audit (England) Regulations 2015 - To receive and consider the Annual Governance & Accountability Return and the Unaudited Financial Statements for the year ending 31 March 2022.

The Committee is requested to complete Section 1 - The Annual Governance Statement 2021/22 - Town Clerk's report TO FOLLOW to evidence the accounting statements to provide assurance to the Committee to enable it to sign it off accordingly.

THE AGAR 2020/21 WILL BE FORMALLY ADOPTED BY FULL COUNCIL ON 20 JUNE 2022.

***[Please note: Due to the delay in the production of the AGAR & Financial Statements by the Council's Contract Accountants this item will be deferred to Full Council on 20<sup>th</sup> June 2022]***

10. **Payment of Accounts** (Pages 43 - 68)

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

11. **Financial Report & Associated Matters** (Pages 69 - 112)

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

Income & Expenditure accounts for the 12 month period ending 31 March 2022 enclosed.

12. **Grants and Subsidised Lettings** (Pages 113 - 172)

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

13. **Emergency Plan** (Pages 173 - 176)

To receive and consider the report of the Maintenance & Environmental Services Officer.

14. **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

15. **Major & Special Projects** (Pages 177 - 184)

To consider the confidential report of the Town Clerk/CEO.

16. **Property & Legal Matters** (Pages 185 - 196)

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

17. **Staffing Matters**

To receive the confidential minutes of the Personnel Sub-Committee meetings held on 9 & 25 May 2021, circulated under separate cover, and agree the recommendations contained therein.



Town Clerk

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

**Held on Monday, 28 March 2022**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

R Smith (Vice-Chair in the chair)

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

As there was no legislation in place for the Town Council to hold virtual meetings, and because of the ongoing Covid-19 Pandemic, the Policy, Governance & Finance Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work programme, budget or policy would require ratification at the Full Council meeting held on 11 April 2022.

The committee was advised that Councillor Smith, as Vice-Chair of the committee, would be chairing the meeting to ensure consistency with previous meetings when the Chair had been unavailable.

**F135 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Collins & Harvey

**F136 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

**F137 MINUTES**

The Committee received the minutes of the meeting held on 31 January 2022.

Minute F53 – The Deputy Town Clerk confirmed that the Annual Town Meeting was to be held on 25 April 2022. The Chairs of committees would be contacted about annual reports for the meeting.

Minute F55 – The Deputy Town Clerk advised that Microsoft 365 would be installed on 1 April. Members would be receiving new login details in due course.

Minute F60 – The committee noted that the proposed Town Hall works had been approved and the project was now progressing.

**Resolved:**

That, the minutes of the meeting held on 31 January 2022 be approved as a correct record and signed by the Chair.

**F138 PUBLIC PARTICIPATION**

The Committee adjourned for this item.

Katie Lewis representing Anchora addressed the committee in respect of a subsidised letting request for consideration under Agenda Item. 10.

*The Committee reconvened following public participation.*

**F139 PAYMENT OF ACCOUNTS**

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

**Recommended:**

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

<b>Cheque No's</b>	<b>In the sum of:</b>	<b>Account</b>
Cheques 101170-101173, DDs, and Standing Orders January 2022	£214,500.25	General CB 1
Cheques 33409-33427, DDs, and Standing Orders January 2022	£115,832.72	Imprest CB 2
Cheques 101174-101177, DDs, and Standing Orders February 2022	£41,902.52	General CB 1
Cheques 33428-33461, DDs, and Standing Orders February 2022	£106,588.11	Imprest CB 2

**F140 FINANCIAL REPORT & ASSOCIATED MATTERS**

The committee received and considered the report of the Deputy Town Clerk.

Members noted that the recommendations from other committees would be funded within the current fiscal year, apart from where stated.

In respect of a traffic calming scheme at The Leys it was reported that Oxfordshire County Council (OCC) had confirmed that funding of £20k was available for the scheme leaving a contribution of £5k from the Town Council. Members agreed to support the implementation of a scheme and that local residents be informally consulted ahead of any statutory consultation by OCC.

The committee noted the additional expenditure, of £3080, for retractable seating at the Corn Exchange as agreed by the Town Clerk under delegated powers.

The committee considered the annual contribution of £10k for CCTV provision in the town. The Town Clerk updated Members on the current situation and it was noted that new CCTV provision was being considered by the District Council. Members welcomed the opportunity to scrutinise the payment and raised concern regarding the lack of data available and the cessation of the CCTV management group.

After discussion it was agreed that a letter be sent to West Oxfordshire District Council (WODC) seeking further information about the current position with the scheme and requesting data on the use of the system with a further report being presented to members.

The committee noted the renewal of the gas & electricity contracts and insurance cover. In addition an update regarding the bank mandate and employment of an independent stock taker for the bar operations was received.

The committee considered a confidential report regarding a debt owed to the council. The committee received correspondence from the debtor and considered options outlined in the report. After discussion it was agreed the debtor be advised that the council does not accept the invoice submitted and requests full payment of outstanding monies as per the proposed repayment plan.

The Town Clerk provided a confidential verbal update regarding a request from a tenant of the council seeking a reduction in rent on a recently agreed contract. The committee considered the request and recommended that no change to the contract be agreed.

**Recommended:**

1. That, the recommendations of the spending committees as detailed in the report be approved;
2. That, the design for The Leys Traffic Calming scheme and associated costs, as presented by Oxfordshire County Council be approved;
3. That, the additional funding for the retractable seating at the Corn Exchange, as agreed by the Town Clerk under delegations be noted;
4. That, a letter be sent to West Oxfordshire District Council seeking further information about the current position with the CCTV scheme and requesting data on the use of the system with a further report being presented to members;
5. That, the Gas & Electricity Contracts renewal be noted;
6. That, the 2022 Insurance renewal premium be noted;
7. That, the information regarding the Town Council Bank Mandate be noted;
8. That, the employment of an independent stock-taker for the Council's Bar Operations be noted;
9. That, the debtor be advised that the council does not accept the invoice submitted and requests full payment of outstanding monies as per the proposed repayment plan; and
10. That, the request from a tenant for a reduction in rent be refused and the existing contract terms be retained.

F141 **INTERIM AUDIT REPORT**

The committee considered the Interim Audit Report 2021-22 from the Council's internal auditors.

Members welcomed the report and in response to a question it was confirmed that the insurance fidelity guarantee cover had been increased in line with the recommendation in the report as part of this year's annual renewal.

**Recommended:**

1. That, the Interim Audit Report 2021-2022 from the Council's internal auditors be received; and
2. That, the balance of the Council's petty cash float as £500, verified by the Deputy Town Clerk, in line with the Council's financial regulations be noted

F142 **EFFECTIVENESS OF INTERNAL CONTROL: CORPORATE & FINANCIAL RISK ASSESSMENT 2021/22**

Consideration was given to the report of the Town Clerk/C.E.O. regarding the Risk Management Policy and Corporate & Financial Risk Assessment for 2021-22.

**Recommended:**

That, the report be noted and the Risk Management Policy & Corporate Risk Assessment for the financial year 2021-22 be endorsed.

F143 **DISCRETIONARY GRANT POLICY REVIEW**

Consideration was given to the report of the Deputy Town Clerk seeking a review of the Discretionary Grant Policy following six months of operation.

It was noted that funding was currently considered at the March & September meetings which could cause some issues as the March meeting was close to end of the financial year. It was suggested and agreed that funding dates should be June and January instead. The committee supported the continuation of the scheme as currently operating subject to the change of dates.

**Recommended:**

That, the bi-annual discretionary grant process be continued on the current basis with funding dates be amended to June and January each year.

F144 **GRANTS AND SUBSIDISED LETTING APPLICATIONS**

The committee considered the report of the Deputy Town Clerk outlining applications and confidential financial information for Discretionary Grants, Subsidised Lettings and Additional Finance Requests.

### Discretionary Grant Applications

The Rotary Club of Witney – The committee supported the allocation of £500 towards the Witney Colour Run 2022. It was noted that a grant had already been given for this in the current fiscal year but this was because of a delay in last years event due to Covid-19.

Windrush Radio – Members, whilst supporting the work of Windrush Radio, considered that there was insufficient detail and financial information in the application for a decision to be made. It was suggested that officers liaise with the applicants in respect of a revised application in the future.

Anchora – It was noted that no specific application had been made but the applicant be encouraged to submit something in the future in line with the criteria. Members suggested other potential funding sources and other organisations that may be able to provide advice and support.

### Subsidised Letting Applications

Anchora – The committee supported the subsidised use of the Corn Exchange for a fundraising event to be held in July.

Witney Swifts Cricket Club – Members agreed a retrospective request for a subsidised letting at West Witney Sports Ground as the match was for a Special President's Cup match.

Witney Photo Group - A request of for subsidised letting at the Corn Exchange in June 2022 for a photographic exhibition of members' work was supported.

### Additional Financial Assistance Requests

Oxfordshire Play Association (OPA) – It was noted that OPA will be providing a Play Day in June 2022 to coincide with the Platinum Jubilee Commemorations and as the event would be going ahead officers would release the £1,000 budgeted towards this event.

Witney Carnival Committee – The committee considered a request for £1,000 towards the Witney Carnival 2022. This was in addition to the £1,100 already budgeted towards toilets and free use of the Leys.

Members noted that this was a reduced request and it had been indicated that additional funding was unlikely to be needed in the future as the Carnival Committee would be able to increase fundraising activity post covid. It was agreed to support the request.

Witney Music Festival – It was noted that the Stronger Communities Committee had received a request from the festival organisers to agree a future partnership with the Town Council to hold an annual event on the Leys. This would involve funding £10,000 so the event could run and then receiving the funds back (with a 10% return) after the event.

The committee considered the financial implications and the feasibility of partnership working in the future. It was confirmed that the festival received free use of The Leys and support from the Town Council with regard to other infrastructure. Members agreed it was not appropriate to provide a loan but a grant of £2500 could be provided this year.

**Recommended:**

1. That, in respect of Discretionary Grants The Rotary Club of Witney be awarded £500 towards the Witney Colour Run 2022;
2. That, the application by Windrush Radio for £2000 towards outside broadcasting equipment be not supported and the applicants be asked to resubmit with more details and financial information;
3. That, no award be made to Anchora but that they be encouraged submit an application in the future in line with the criteria;
4. That, subsidised lettings be approved for Anchora, Witney Swifts Cricket Club and Witney Photo Group as detailed in the report;
5. That these grants be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in their promotional literature.
6. That, the payment of £1,000 to Oxfordshire Play Association be noted;
7. That, £1000 be awarded to Witney Carnival Committee from an underspend in the grants budget; and
8. That, £2500 be awarded to Witney Music Festival from an underspend in the grants budget.

Councillor Ashbourne left the meeting at this juncture.

Suspension of Standing Orders - As the meeting had now reached over 2 hours in length, the Committee agreed to suspend standing order 48 in order to allow the meeting to continue for a further 25 minutes.

**F145 GRANT MONITORING 2021-22**

The committee considered the report of the Deputy Town Clerk updating on large grants distributed by the Town Council as part of the Council's due diligence.

**Recommended:**

That, the report and accompanying updates be noted.

**F146 MEMBERSHIP TO SUPPORTING/ADVISORY ORGANISATIONS**

Consideration was given to the report of the Town Clerk/C.E.O. regarding a review of subscriptions and memberships the Council currently has to supporting and advisory organisations.

Members supported continuation of membership fees to the Oxfordshire Association of Local Councils (NALC). It was agreed to cancel membership of the Rural Market Town Group and note the continued free membership of the Co-operative Council's Innovation Network for the forthcoming year. It was noted that advice had been received from South East Employers during the year.

**Recommended:**

1. That, the payment of the membership fees to Oxfordshire Association of Local Councils (NALC) be authorised;
2. That, membership to the Rural Market Town Group be cancelled; and
3. That, membership of the Co-operative Council's Innovation Network be continued for another year, as its free, but this be reviewed nearer the next renewal date

**F147 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.

**F148 PROPERTY & LEGAL MATTERS**

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

**Recommended:**

1. That, negotiations on the rent review of the Town Hall and Town House be progressed on the basis outlined in the report; and
2. That, the Council agrees in principle to forming a consortium as outlined in the report and making a contribution up to £25k – subject to identifying where this can be funded from and clarification on legal matters associated with this transaction in respect of the land identified in the report.

**F149 MAJOR/SPECIAL PROJECTS**

The committee received a confidential verbal report from the Town Clerk/C.E.O.

It was reported that discussions were ongoing with relevant officers at West Oxfordshire District Council regarding 3G pitch provision in Witney.

**Recommended:**

That, the confidential verbal update be noted.

Councillor Jones left the meeting at this juncture.

**F150 GROUNDS MAINTENANCE SERVICE**

A confidential verbal update was received from the Town Clerk/C.E.O.

**Recommended:**

That the confidential verbal update be noted.

**F151 STAFFING MATTERS**

The Committee received and considered the confidential minutes of the Personnel Sub Committee meeting held on 23 March and a verbal update on the meeting held prior to this committee.

**Recommended:**

That, the confidential minutes of the Personnel Sub-committee held on 23 March 2022 and confidential verbal update on the meeting earlier be noted, and the recommendations contained therein approved.

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The meeting closed at: 8.22 pm

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Chair



## **Terms of Reference for the Policy, Governance and Finance Committee**

*The overall purpose of this committee is to ensure that the council's finances, staffing, and its statutory obligations are conducted in accordance with good practice.*

- a) To advise on, and consider, matters of Council administration and policy;
- b) To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review.
- c) To consider and keep under review:
  - 1. the main objectives of the Council.
  - 2. all major issues of policy affecting the town council's area.
  - 3. the development of existing, and introduction of new, services.
  - 4. the order of priorities between services or projects, and to advise other committees accordingly.
  - 5. relationships with West Oxfordshire District and Oxfordshire County Councils, other public bodies and outside organisations.
- d) To consider the resources available to meet the Council's objectives in terms of land, property, finance and manpower and to advise other committees and the Council as required.
- e) To consider the financial implications of the Council's plans and to recommend to the Council levels of expenditure in connection therewith.
- f) To regulate and control the finance of the Council.
- g) To consider estimates of this committee and of other committees of income and expenditure on continuing services and payments on capital account for the next and future financial years.
- h) To review all charges and fees made or proposed by all committees.
- i) To submit to the Council estimates of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and make a recommendation as to the Council's Precept.
- j) To consider and approve as appropriate matters referred from other committees to incur expenditure greater than already approved by the Council, within the requirements of Standing Orders; and also to consider any such requirement in respect of its own expenditure.
- k) To have charge of the financial and accounting arrangements of the Council.
- l) To receive reports from the internal and external auditors.
- m) To approve the Financial Statements and Annual Governance & Accountability Return (AGAR).

- n) To consider and decide upon recommendations from service committees for variations in staffing – via the Personnel Sub-Committee.
- o) To hold overall responsibility for employment matters - via the Personnel Sub-Committee.
- p) To review Standing Orders, terms of reference of committees, terms of delegation to officers and Financial Regulations and recommend amendments to the Council.
- q) To review from time to time existing Council Policies as well as agree and implement new Policies accordingly when the need arises – or to enact new government legislation and recommend to the Council.
- r) To be responsible to the Council for and review the effectiveness and efficiency of all services.
- s) To consider all matters arising in relation to the boundaries of the town, the number of Town Councillors and elections of any kind within the town and make recommendations to the Council.
- t) To consider any matters affecting members, including members' allowances (if appropriate) and the Council's Calendar of Meetings.
- u) To be responsible for the Council's assets, records and archives.
- v) To be responsible for council's investment properties and other premises owned or leased to the council (save for council properties reserved to other committees according to their responsibilities).
- w) To consider applications for grants and to approve any such grants.
- x) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and Deputy Mayor ex officio;
- y) The quorum of the Committee shall be 4 Members.

(It should be noted that the Personnel Sub-Committees responsible to this Committee will have its own terms of reference.)

## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday 6th June 2022

**Title:** **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year**

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

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### BACKGROUND

The purpose of this report is to

- a. review the Open Spaces Strategy Action Plan for areas under the responsibility of this Committee and where necessary review the timescale if commencement of completion dates has slipped; and
- b. give consideration to this Committees objectives/priorities in order for the Town Clerk to come up with a manageable programme of works, so that she can deploy the necessary resources appropriately.

### OPEN SPACES STRATEGY ACTION PLAN

Appendix A provides an extract from the adopted OSS relating to this Committees responsibilities.

The Personnel Sub-Committee has referred OSS Objective EE14 to this Committee for consideration and it relates to the Council *identifying options and a more structured approach to providing a more responsive out of hours service/call out service, as well as introducing possible work practices at weekends*. So that the Town Clerk can draft new terms and conditions for employment she needs to know what the Council's expectations were around weekend working – in particular what services might be operating (PSC Minute S167 refers).

As the Committee who has an overview on the Council's Open Spaces Strategy, finance, and resources, all committee action plans and objectives are provided as follows:

Appendix B – Parks & Recreation Committee

Appendix C – Halls, Cemeteries & Allotments Committee

Appendix D – Stronger Communities Committee

Appendix E – Climate, Biodiversity & Planning Committee

## CAPITAL AND SPECIAL REVENUE PROJECTS 2022/23

The attached appendix (F) details the projects funded (or not) during the budget setting cycle for this Committee, along with a schedule for the other spending Committees at appendix G.

As well as the projects listed in these appendices – the Council does have funds held in its Earmarked Reserves for various other projects either not listed because it requires funds to be accumulated over a period of time or the project timeline has lapse past the original financial year.

The position on the EMRs as at 1 April 2022 is provided at appendix H (although the Town Clerk is currently waiting on contract Accountants updated data).

## ENVIRONMENTAL IMPACT

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

## RISK

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

When considering its priorities the committee should be mindful of all resources – financial as well as human resources – and the competing demands from other Committees. There needs to be a clear programme of works to ensure that the council is realistic in what it can achieve in the next 12 months. Failure to have a plan could result in wasted resources and undeliverable projects.

## FINANCIAL IMPLICATIONS

The financial implications are detailed in the attached appendices.

## RECOMMENDATIONS

Members are invited to note the report and consider the Committees objectives/priorities for the coming municipal year, particularly regarding OSS Objective EE14 *identify options and a more structured approach to providing a more responsive out of hours service/call out service, as well as introducing possible work practices at weekends.*

PARKS & OPEN SPACES STRATEGY – ACTION PLAN						
Key Themes:			Committees:			
PO	Modernising and upgrading our parks and open spaces	CBP	Climate, Biodiversity & Planning			
SP	Improving and investing in our sporting provision	HC&A	Halls, Cemeteries & Allotments			
LP	Improving and investing in our leisure provision	P&R	Parks & Recreation			
IS	Improving and investing in our infrastructure provision	PGF/PSC	Policy, Governance & Finance			
EE	Working in the most effective and efficient manner	SC	Stronger Communities			
Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?	Notes/Comments
<b>POLICY, GOVERNANCE &amp; FINANCE COMMITTEE</b>						
PO 1	Draw up revised grounds maintenance specifications in order to raise standards within the Parks and Open Spaces (See EE 5, SP 3 Below also)	PGF	WTC Staff / Appointed Consultants	May-21	Jul-21	In progress - to be ready for when GM service is brought in house October 2022
EE 5	Undertake an options review of the most efficient and effective manner to deliver grounds maintenance services	PGF	WTC Staff / Appointed Consultants	May-21	Jul-21	Agreed to bring GM service in house - March 2022 Min 124 refers COMPLETED
EE 11	Undertake a skills appraisal of the maintenance team, draw up a training and development plan based around grounds responsibilities	PGF/PSC	WTC Staff	May-21	Aug-21	Ongoing/in progress
EE 14	Identify options and a more structured approach to providing a more responsive out of hours service / call out service, as well as introducing possible work practices at weekends.	PGF/PSC	WTC Staff / Cllrs	May-21	Aug-21	Bringing GM service in house - PSC Committee considering May 2022 - referred to PGF for consideration
SP 4	Update and negotiate new leases with the key sports providers in the Town, taking account of long term aims and aspirations for enhancing facilities	PGF	WTC Staff / Cllrs / Clubs	May-21	Nov-21	Waiting on KKP plan for WW5G, and recommendation for management model
EE 1	Appoint a Park Ranger as already agreed with a clearly defined Job Description and Job Purpose	PGF/PSC	WTC Staff	Jun-21	Oct-21	Advertised May 2022
EE 2	Seek to improve working relationships with key stakeholders, including WODC and OCC	PGF	WTC Staff	Jun-21	On-going	Ongoing/in progress
EE 9	Undertake a feasibility study into installing a professional mapping service for use by WTC	PGF	WTC Staff	Jun-21	Aug-21	Already use Pear Mapping. Currently mapping WTC areas - work ongoing
EE 8	Seek to move to a grounds maintenance fleet of electric vehicles, machinery and kit	PGF	WTC Staff	Sep-21	On-going	Bringing GM service in house - Procurement May - October 2022
IS 9	Seek to provide, possibly in partnership with a third party, a community hub building to include accessible community space (See SP 8?)	PGF	WTC Staff, Partners	Oct-21	Mar-22 (Feasibility Stage)	Considered a town centre location - agreed at HCA May 22 not to pursue. Possible option with Leys Recreation Ground Masterplan
EE 4	Engage with WODC and OCC in order to consider devolution options in regards grounds maintenance within the town in light of the very high dissatisfaction levels of the confusing current position	PGF	WTC Staff / Cllrs / WODC / OCC	Nov-21	Jul-22	
EE 12	Identify opportunities for volunteer schemes, friends schemes and other voluntary sector options and then enable their set-up and work arrangements	PGF	WTC Staff / Cllrs	Nov-21	Mar-22	
EE 13	Undertake a comprehensive accessibility audit, draw up an improvement and implementation plan based around outcomes	PGF	Appointed Consultants	Apr-22	Sep-22	
EE 10	Undertake a review of current sports and facility booking systems used and finesses to benefit all parties	PGF	WTC Staff	May-22	Sep-22	Officers looking into alternative software sports pitch bookings systems
EE 6	Draw up and adopt a policy aimed at ensuring that all external and partnership funding opportunities, along with sponsorship options are optimised in all project and development works	PGF	WTC Staff / Appointed Consultants	Immediate effect	On-going	

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## PARKS &amp; OPEN SPACES STRATEGY – ACTION PLAN

## Key Themes:

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

## Committees:

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

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?	Notes/Comments
<b><u>PARKS &amp; RECREATION COMMITTEE</u></b>						
PO 6	Draw up long term management plans for each of the main Parks and Open Spaces (to be undertaken post other actions taking place at individual sites)	P&R	WTC Staff / Cllrs / Clubs	Dependent upon individual site decisions taken	On-going	New GM spec/ regime expected 1 October 22
SP 2	Enquire of landowners to try to seek out opportunities to provide additional pitches where required, including making enquiries to access existing third party owned facilities	P&R	WTC Staff / WODC / OCC / Clubs / Associations	On-going	On-going	Awaiting Heads of Terms of lease for Madley Park Playing Fields 13/04/2022 Meeting with WODC Estates
SP 1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	P&R	WTC Staff / Clubs / Associations	Jun-21	Oct-21	Need to pull together various consultations
SP 5	Undertake a comprehensive condition survey of the WWSSC, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	P&R	Appointed Consultants	Jul-21	Oct-21	? Still necessary --> awaiting plans from KKP
SP 7	Undertake a comprehensive condition survey of the The Leys pavilion, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	P&R	Appointed Consultants	Jul-21	Oct-21	Linked to SP8 - Masterplan
IS 6	Undertake a condition survey of existing pavilions and toilet facilities and draw up an improvement and upgrade plan accordingly	P&R	Appointed Consultants	Sep-21	Jan-22 (survey stage)	
IS 1	Undertake a condition survey of children's play areas, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Oct-21	Nov-25	Project Officer currently working on a schedule from exisiting informaton
IS 2	Undertake a condition survey of skateparks, MUGA's and other youth provision, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Oct-21	Mar-24	
LP 2	Identify possible opportunities to provide more, and better fitness trails, cycle routes, park run routes etc, some in conjunction with WODC and OCC	P&R	WTC Staff / Cllrs / WODC/OCC	Nov-21	Mar-22	
IS 7	Undertake a needs assessment and, where required, invest in pavilion and toilet provision where none are provided currently	P&R	Appointed Consultants	Nov-21	May-2022 (Plan Stage)	
SP 6	Using KKP as project managers, undertake a long-term master plan exercise at the West Witney sports ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Dec-21	Oct-22 (Plan Stage)	KKP appointed Summer 2020 - meeting 18/05/22 for update
SP 8	Undertake a long-term master plan exercise at the The Leys recreation ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Dec-21	Oct-22 (Plan Stage)	P&R Meeting 16/05/22
SP 3	Assess shortcomings in pitch maintenance and identify solutions	P&R	WTC Staff / Clubs	Jan-22	Aug-22	New GM spec/ regime expected 1 October 22
PO 2	Consider seeking to attain Green Flag status for relevant Parks and Open Space locations	P&R	WTC Staff / Cllrs	Sep-22	Mar-23	New GM spec/ regime expected 1 October 22 & new Head of Operations
SP 9	Undertake a feasibility and cost analysis study into the provision of a further 3G pitch in the Town, subject to discussions with both WODC and OCC	P&R	WTC Staff / Cllrs / OFA / WODC / OCC	Apr-23	Jul-23	WODC identified need in PPS - Town Clerk has been in negotiations on location 16/05/22

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PARKS & OPEN SPACES STRATEGY – ACTION PLAN						
Key Themes:			Committees:			
PO	Modernising and upgrading our parks and open spaces	CBP	Climate, Biodiversity & Planning			
SP	Improving and investing in our sporting provision	HC&A	Halls, Cemeteries & Allotments			
LP	Improving and investing in our leisure provision	P&R	Parks & Recreation			
IS	Improving and investing in our infrastructure provision	PGF/PSC	Policy, Governance & Finance			
EE	Working in the most effective and efficient manner	SC	Stronger Communities			
Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?	Notes/Comments
<u>HALL, CEMETERIES &amp; ALLOTMENTS COMMITTEE</u>						
IS 4	Seek out a possible solution report to the access and parking issues at the cemeteries (audit recently received)	HC&A	Appointed Consultants	Underway Now	Apr- 21 (report stage)	On-going
IS 3	Undertake a full options survey of the unused buildings at the cemeteries	HC&A	Appointed Consultants	Apr-22	Nov-22 (survey stage)	
LP 1	Seek out options to increase allotment capacity issues should the additional new plots at Windrush not prove to be sufficient	HC&A	Staff / Association/WOD	Nov-22	Mar-23	

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PARKS & OPEN SPACES STRATEGY – ACTION PLAN						
Key Themes:			Committees:			
PO	Modernising and upgrading our parks and open spaces	CBP	Climate, Biodiversity & Planning			
SP	Improving and investing in our sporting provision	HC&A	Halls, Cemeteries & Allotments			
LP	Improving and investing in our leisure provision	P&R	Parks & Recreation			
IS	Improving and investing in our infrastructure provision	PGF/PSC	Policy, Governance & Finance			
EE	Working in the most effective and efficient manner	SC	Stronger Communities			
Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?	Notes/Comments
<u>STRONGER COMMUNITIES COMMITTEE</u>						
EE 3	Draw up and adopt a communications plan with the aim of raising WTC's profile within the community	SC	WTC Staff	Jun-21	Nov-21	Adopted August 2021 COMPLETE
EE 7	Ensure that Community Engagement is enshrined into all work and projects undertaken by WTC	SC	WTC Staff	Jun-21	On-going	On-going
PO 5	Undertake a review of participating in the annual In Bloom competition	SC	WTC Staff / Cllrs /In Bloom Group	Sep-21	Mar-22	COMPLETED REVIEW - ENTERING INDIVIDUAL AREAS MIN SC577/NOVEMBER 21
IS 5	Undertake an audit of current litter bins, dog waste bins, signage, seating, fencing, bus shelters and other associated infra-structure with a view to drawing up a corporate replacement and upgrade plan, to include policies relating to the installation and adoption of infra-structure on non-WTC land	SC	WTC Staff	Dec-21	June 2022 (Plan Stage)	Work underway - Min SC574
LP 3	Adopt an annual programme of local events, building on the existing and identifying differing opportunities moving forwards	SC	WTC Staff / Cllrs	Nov-22	Mar-23	Work underway for 2022

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## PARKS &amp; OPEN SPACES STRATEGY – ACTION PLAN

<div> <div>Key Themes:</div> <div> <div>PO</div> <div>Modernising and upgrading our parks and open spaces</div> </div> <div> <div>SP</div> <div>Improving and investing in our sporting provision</div> </div> <div> <div>LP</div> <div>Improving and investing in our leisure provision</div> </div> <div> <div>IS</div> <div>Improving and investing in our infrastructure provision</div> </div> <div> <div>EE</div> <div>Working in the most effective and efficient manner</div> </div> </div> <div> <div>Committees:</div> <div> <div>CBP</div> <div>Climate, Biodiversity &amp; Planning</div> </div> <div> <div>HC&amp;A</div> <div>Halls, Cemeteries &amp; Allotments</div> </div> <div> <div>P&amp;R</div> <div>Parks &amp; Recreation</div> </div> <div> <div>PGF/PSC</div> <div>Policy, Governance &amp; Finance</div> </div> <div> <div>SC</div> <div>Stronger Communities</div> </div> </div>						
Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?	Notes/Comments
<b><u>CLIMATE, BIODIVERSITY &amp; PLANNING COMMITTEE</u></b>						
PO 3	Draw up and adopt a comprehensive arboriculture plan	CBP	WTC Staff, Tree Officer	Sep-21	Mar-22	Waiting on appointment of Park Ranger - May 22
PO 4	Identify and implement possible re-wilding areas	CBP	WTC Staff	Dec-21	Apr-22	Area agreed and entering into agreement with Wild Witney May 22 - trial
LP 5	Prepare an improvement and upgrade plan for angling facilities at the Country Park and Lake	CBP	WTC Staff, Angling Club	Jan-22	Apr-22	Waiting on appointment of Park Ranger - May 22
LP 4	Prepare and adopt a comprehensive management and improvement plan for the Country Park and Lake area	CBP	WTC Staff, Tree Officer, Natural England, Specialist Advisors	Apr-22	Nov-22 (plan stage)	Waiting on appointment of Park Ranger - May 23
IS 8	Seek to work with partners to achieve a structured, integrated and fully connected footpath and cycle path network around the town.	CBP	WTC Staff, Partners	Apr-22	July 22 (Feasibility Stage)	Via LCWIP Steering Group

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**CAPITAL AND SPECIAL REVENUE PROJECTS 2022-23**

Project	OSS Ref	Capital	Revenue	EMR	Comments
		2022/23	2022/23	2022/23	
<b><u>Policy, Governance &amp; Finance</u></b> Storage Facility - Town Hall/Corn Exchange rental Increase in Grant General Electric Vehicles Works Depot - alternative premises			2000		Year on year Increase budget to £20k EMR + Renewals fund Re Masterplan for the Leys Recreation Ground and bringing GM Service in house october 2022
		15000	10000		
		15000	12000	0	

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## CAPITAL AND SPECIAL REVENUE PROJECTS 2022-23

Project	OSS Ref	Capital 2022/23	Revenue 2022/23	EMR 2022/23	Comments
<b><u>Parks &amp; Recreation</u></b>					
Woodgreen Pitches - take over from WODC	SP1/SP2/S P3		0		Officers WODC/OCC & WGS trying to amend legal agreement fund existing budgets
MUGAs - line marking			0	3000	EMR play area renewals
Leys Recreation Ground - Splashpark groundworks	IS1/PO6		0	9000	materials turf/bark fund from EMR
Leys Recreation Ground Masterplan - Professional Fees			10000		
King Georges Field - path behind MUGA + Toiles/Storage	LP2	0			Only if Grant Funding available from FA low priority
Lake - Improvements for Anglers		5000			
Leys Recreation- sewerage/redevelopment pavilion etc	SP7/SP8/I S6	25000			Part of OSS Action plan - Master Plan for the Leys Recreation Ground
Quarry Road Play Area = install a piece of play equipment	IS1/PO6	5000			Additional £5k Part of OSS Action plan to review the play areas and come up with management plan
Skate Park	IS2	50000			Additional? Hold £52K low priority
Splash Park Replacement Fund -		10000			Due to be replaced 2025 <b>Reduce cont to EMR 22/23</b>
Take over Bowls Irrigation System	PO1	0			Removed
West Witney Tennis Courts - colour coating/line marking		0			Terms of historic agreement £10k <b>Fund from S106</b>
		95000	10000	12000	
<b><u>Halls, Cemeteries &amp; Allotments</u></b>					
Childrens memorial garden - Windrush			1500		Agreed
Cemetery unused buildings - Full options survey	IS3			5000	Professional Fees 4059/302 <b>EMR (362) £18k</b>
St Mary's Church Boundary Wall Works -	N/A			10000	Rolling Prog of repairs <b>EMR 318 Memorial Maint divert</b>
Windrush Cemetery internal layout/roadway		25000			<b>Add into EMR 327</b>
Burwell Hall - Refurb toilets				12000	<b>EMR (328)</b>
Corn Exchange - Cinema Equipment	N/A	10000		10000	Part fund <b>EMR 328/S106</b>
Energy Efficiency		20000			
		57000	1500	37000	
<b><u>Stronger Communities</u></b>					
COVID-19 Memorial/Commemoration			1500		
Infrastructure Defibrillators Min C234 Ongoing					
Maint/Replacement Fund	IS5		1500		Increase budget for King Georges new installation
Queens Platinum Jubilee			3000		Task & Finish Group
Children & Young People Grant Funding			10000		Increase budget to £40k for 2022/23
Water Safety Education Programme			10000		
Roundabouts - refresh impact planting					To include in new GM Contract Oct 2022 fund from exisiting budgets
Welch Way Planters £2k for 5 years <b>to be installed in 2025</b>	IS5	2000			Move to EMR - £4k held Yr 2 of 5
		2000	26000	0	
<b><u>Climate, Biodiversity &amp; Planning</u></b>					
Infrastructure Active Travel		0			<b>Project removed = OCC paying for signage</b>
Infrastructure Community Speedwatch/20mph zones		0			<b>Project removed = OCC paying for signage</b>
Energy Efficiency - Council Owned Buildings		20000			May be used for shortfall Burwell Heating?
Lake improvements for Anglers	LP5	5000			Awaiting appointment Park Ranger
Arboriculture Plan - for Community Orchard	PO3		3000		Reduced down to cover professional report only (4067/402)
		25000	3000	0	

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Earmarked Reserves			Appendix H
310	GENERAL FUND	585211	
315	ROLLING CAPITAL FUND	510772	
	<b>ALLOTMENTS</b>	<b>191996</b>	<b>Cannot spend on anything else other than allotments</b>
<b>322</b>	<b>AMENITY LANDS</b>	<b>60469</b>	<b>Cant spend - historic commuted sum/meant to draw down interest to use for GM</b>
<b>324</b>	<b>ELECTION FUND</b>	<b>9291</b>	<b>For May 2023 elections</b>
<b>364</b>	<b>YOUTH COUNCIL</b>	<b>473</b>	<b>Water Fountain - YC fundraising so far</b>
Act			
318	MEMORIAL MAINTENANCE	34301	Divert £10k to St Mary's Church wall/£9k Memorial testing 21/22 & 22/23
319	SPORTS (WWSG CONTGCV)	148012	Could fund the colour coating Tennis Courts?/S106 £310,325 +£195k
320	RENEWALS FUND	135285	For Vans, Computers Equipment - within Fixed Asset Reg
321	TOWN HALL MAINTENANCE	71799	Lease obligations windows & exterior painting
323	BLDG REPAIR GEN	12997	To be re-purposed for Energy Efficiencies
325	BUTTERCROSS	75000	For Roof repairs/Re-roof £80k+
327	CEMETERY ACCESS ROAD	93853	Internal road layout - Cogges Triangle dev provide new access
328	PUBLIC HALLS	57459	Could use to fund Burwell toilets
329	MADLEY PARK	20980	Landlord obligations/contingency
361	SPLASHPARK	157000	Maybe consider not setting next years transfer
362	TOWERHILL CEMETERY CHAPEL	21500	Use £5k for full options survey on Unused Cemetery Buildings
363	C/Ex LIFT & DAMP WORKS	50000	Will need a new lift/damp works JH getting quotes
365	PLAY EQUIPMENT/RENEWALS	26800	For next refurb
366	CLIMATE/BIODIVERSITY	48050	Bank Erosion/Biodiversity works at Lake
367	LEYS PAVILION	32900	for Sewerage issues + new pavilion/masterplan
368	BURWELL CHANGING ROOMS	50000	+£25k S106
369	INFRASTRUCTURE	23330	Bins, Benches, Salt Bins, Bus Shelters, Defib, Welch Way Planters
370	ELECTRIC VEHICLES	14200	Planned expenditure
371	OSS CONTINGENCY	80865	GM contract contingency for 2022/23
372	BURWELL HALL HEATING/CURTAINS	33000	Agreed to Heating - report waited on solution
373	LEYS TRAFFIC CALMING	5000	Match funding OCC - is it still relevant?
374	SKATE PARK	40000	+ £12k S106
375	CCTV LEYS & BURWELL REC	10000	CCTV Camera installed on Leys by TVP/WODC To be re-purposed
376	ST MARYS CHURCH WALL	25000	H&S Works Broundary Wall
		1529560	

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## **Witney Town Council**

***Internal Audit Report 2021-22: Final***

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***Adrian Shepherd-Roberts***

***For and on behalf of  
Auditing Solutions Ltd***

## Background

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

This report sets out the work undertaken in relation to the 2021-22 financial year which was completed by 14th February and 31<sup>st</sup> May 2022. We have again undertaken our final review for the year remotely: we wish to thank the Clerk and the Deputy Town Clerk in assisting the process, providing all necessary documentation in electronic format to facilitate completion of our review for the year to date. We have, in the circumstances, reduced, in some areas, the volume of transactions examined, whilst still ensuring governance and financial controls remain effective.

## Internal Audit Approach

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

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

## Overall Conclusion

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

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

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

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

# Detailed Report

## Review of Accounting Arrangements & Bank Reconciliations

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

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

- Ensured that the ledger remains in balance at the current date;
- Verified the opening trial balance detail with that reported in the 2020-21 Accounts and Annual Return;
- Checked and agreed transactions in the three bank account cashbooks to the relevant bank statements for April and December 2021 and March 2022 noting that these records continue to be maintained in a timely and accurate manner;
- Checked and agreed all inter account “sweep” transactions between the Imprest and premium accounts, to retain a daily balance on the former of £1,000, for the same months; and
- Checked detail on bank reconciliations as at 30<sup>th</sup> April 2021 and 31<sup>st</sup> December 2021 and 31<sup>st</sup> March 2022 for each account to ensure that no long-standing uncleared cheques or other potentially anomalous balancing entries exist.

### Conclusions

*We are pleased to record that no issues have been identified from work completed in this area for the financial year.*

## Review of Corporate Governance

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

- Noted previously that the Financial Regulations were reviewed and formally approved at the Full Annual Council meeting in April 2021. The Standing Orders were approved in 2016 and should be reviewed and subsequently approved by Full Council;
- Noted previously that General Powers of Competence were adopted at the May 2019 Full Council meeting; and
- Have undertaken our review of the Council’s minutes and consideration of other governance issues for the year to identify whether or not any issues exist that may have

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

### **Conclusions**

*We are pleased to record that no issues have been identified from work currently undertaken in this area. We have, however, previously noted with the Clerk the requirement to review the Standing Orders in conjunction with the latest model documents issued by NALC.*

## **Review of Expenditure**

Our aim here is to ensure that: -

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

We have completed our testing in this area, examining a sample of payments.

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaim to March 2022 confirming that the detail correlates to that in the Omega VAT control account.

### **Conclusions**

*No matters arise in this area warranting formal comment or recommendation.*

## **Assessment and Management of Risk**

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

We note that the LCRS based risk assessment documentation was formally re-adopted by Council in 2021-22 financial year.



We have also examined the Council's insurance policy schedule for 2021-22, with cover again provided by Zurich Municipal, noting that Fidelity Guarantee cover is in place at £5 million (previously £2million), Public Liability at £15 million & Employer's Liability at £10 million.

### ***Conclusions***

***We have reviewed the insurance policy and note that Fidelity Guarantee cover has now been reviewed and increased to £5million for 2022-23***

## **Precept Determination and Budgetary Control**

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

We note from draft minutes that the precept of £1,829,398 for 2022-23 was approved by Full Council at its meeting on 5<sup>th</sup> January 2022.

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

### ***Conclusions***

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

## **Review of Income**

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

- Examined the controls in place over the identification and recovery of income due to the Council from the two cemeteries together with the invoicing, tracing detail from the source documents and the burial records to the subsequent receipt and banking of the fees.
- Examined the controls in place over the identification and recovery of income due to the Council from the Corn Exchange together with the invoicing, tracing detail from the Invoices to the subsequent receipt and banking of the fees.

Also reviewed the unpaid invoices relating to the sales ledgers and we are satisfied that a significant amount of work was undertaken to reduce this debtor position. Following discussions with the Town Clerk we have been advised that work has been undertaken, post the year end, to reduce the outstanding debt.

### ***Conclusions***

***There are no matters requiring recommendation in this area of our review process.***

## **Petty Cash Account**

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

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

We have also reviewed the fuel Card account and consider that the controls regarding its use are satisfactory.

### ***Conclusions***

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

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1<sup>st</sup> April 2018 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in December 2021, ensuring that: -

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

### ***Conclusions***

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

## Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register following the review by DCK Accounting Solutions Limited (DCK), noting that it is prepared using purchase cost values or where that value is unknown at the previous year's return level or uplifted or decreased to reflect the acquisition or disposal of assets or a proxy cost as detailed in the Governance and Accountability Manual (March 2022)

### *Conclusion*

*No issues require formal comment or recommendation.*

## Investments and Loans

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

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

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

### *Conclusions*

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

## Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

As part of our year-end review we have checked the March 2021 cash books and nominal ledgers.

We have also examined the Council's procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the accounts for the identification of year-end debtors and creditors with no issues arising.

### *Conclusions*

*No issues have arisen in this review area and, on the basis of work undertaken during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.*

## Annual Internal Audit Report 2021/22

Witney TOWN COUNCIL

ENTER PUBLICLY [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk) WEBSITE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/02/2022

31/05/2022

Name of person who carried out the internal audit

Adrian Shepherd-Roberts

Signature of person who carried out the internal audit



Date

31/05/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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## POLICY, GOVERNANCE & FINANCE COMMITTEE

---

**Date:** Monday, 6<sup>th</sup> June 2022

**Title:** Payment of Accounts

**Contact Officer:** Deputy Town Clerk, Adam Clapton

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### Background

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

The payment schedules, 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 March & April 2022.

#### 2. Payment of Accounts

Attached are the payment schedules for March & April 2022.

### 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 101178 & 101181*, DDs, and Standing Orders March 2022	£95,905.05	General CB 1
Cheques 33462-33518, DDs, and Standing Orders March 2022	£172,825.78	Imprest CB 2
Cheques 101182-101183, DDs, and Standing Orders April 2022	£73,910.56	General CB 1
Cheques 33519-33539, DDs, and Standing Orders April 2022	£118,918.95	Imprest CB 2

\*Cheques 101179-80 not yet released.

Report ends.

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**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL A/C**  
**List of Payments made between 01/03/2022 and 31/03/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/22	Wodc Ctax Ndr - 30421105	Std Ord	£85.00		WODC - Rates Burwell Hall
01/03/22	Wodc Ctax Ndr - 30685600	Std Ord	£126.00		WODC - Rates Corn Exchange
07/03/22	Fuel Card Services Ltd	DD1	£52.97		13809/ OV09GNN 28/02
07/03/22	G Hill & Sons Ltd	101178	£11,270.40		13762/footpath work done
09/03/22	Peninsula	DD2	£334.88		13873/employment services
09/03/22	Restore Datashred	DD3	£59.74		13726/Feb waste collect
10/03/22	Barclaycard Charges Feb2022	DD	£47.60		Barclaycard Charges Feb2022
10/03/22	Barclaycard Charges Feb2022	DD	£119.49		Barclaycard Charges Feb2022
14/03/22	Fuel Card Services Ltd	DD4	£101.09		13862/OY62UXC 01.03.22
16/03/22	Pitney Bowes	DD	£50.00		Pitney Bowes - Meter Reset
16/03/22	Sage UK	DD5	£151.20		13975/March payroll & HR
16/03/22	Peninsula	DD6	£548.16		13973/Business Safe
25/03/22	Information Commission Office	DD	£55.00		ICO Subscription 2022-23
28/03/22	Fuel Card Services Ltd	DD7	£163.32		13967/OY62UXC 17/03
29/03/22	Witney Town Council	Std Ord	£3,437.50		Witney TC
30/03/22	Continental Landscapes Ltd	101181	£79,302.70		13861/ground maint January 22
<b>Total Payments</b>			<b>£95,905.05</b>		

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance





### 30 Mar - 05 Apr 2022

Date	Description	Money out £	Money in £	Balance £
30 Mar	Start Balance			1,597,984.79
	Cheque Issued Ref: 101177	13,639.04		1,584,345.75
	Direct Credit From Adyen N.V. Ref: TX28461596211XT 27		100.69	1,584,446.44
	Direct Credit From Wit Lawn Ten Ref: Invoice 18361		1,000.00	1,585,446.44
	Direct Credit From A M Boodell Ref: April 23 Burwell		74.58	1,585,521.02
31 Mar	Standing Order From Peter Smith & Son Ref:- Smithp		3,516.50	1,589,037.52
	Direct Credit From Tas West Oxon Ref: Taswox		93.00	1,589,130.52
	Direct Credit From M Hornsby Ref: B4434 M-Hornsby		100.00	1,589,230.52
	Direct Credit From Adyen N.V. Ref: TX28519568711XT 27		123.68	1,589,354.20
	Direct Credit From Reeves Mem Co LT A Ref: Reeves/C21Byrom		162.00	1,589,516.20
	Direct Credit From The Little L Ref: Inv B4489		259.00	1,589,775.20
	Direct Credit From M Hornsby Ref: B4433 M-Hornsby		279.84	1,590,055.04
	Direct Credit From Blanch Chantelle Ref: Burwell Hall		433.80	1,590,488.84
	Direct Credit From Wit Lawn Ten Ref: Invoice 18361		1,000.00	1,591,488.84
	Deposit Re 45Witney 101337		1,340.05	1,592,828.89

Continued

Start balance	£1,597,984.79
Money out	£26,126.43
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£17,782.52
End balance	£1,589,640.88

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

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				1,592,828.89
31 Mar	 Direct Credit From Mynt Image Ltd F Ref: Invoice B4495 Mynt		393.50	1,593,222.39
	 Direct Credit From Business Fixe Ref: Wwssc 17741		855.85	1,594,078.24
1 Apr	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 03 90170575	1,047.00		1,593,031.24
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30421105	147.00		1,592,884.24
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30623704	391.27		1,592,492.97
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30685600	222.55		1,592,270.42
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30903104	802.00		1,591,468.42
	<b>DD</b> Direct Debit to Pitney Bowes Ref: 6335052400185413	50.00		1,591,418.42
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 90024629	548.07		1,590,870.35
	<b>Giro</b> Direct Credit From BCard1577926300322		20.00	1,590,890.35
	<b>Giro</b> Direct Credit From Tas West Oxon Ref: Taswox		47.33	1,590,937.68
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: TX28573321611XT 27		111.36	1,591,049.04
	<b>Giro</b> Direct Credit From C Codd Ref: B4503		186.00	1,591,235.04
	<b>Giro</b> Direct Credit From Tas West Oxon Ref: Taswox		236.67	1,591,471.71
	<b>Giro</b> Direct Credit From Wit Lawn Ten Ref: Invoice 18361		410.00	1,591,881.71
	 Direct Credit From Greens F Ltd SW F Ref: C20		1,188.00	1,593,069.71
4 Apr	<b>DD</b> Direct Debit to Fuel Card Services Ref: Shb303621	153.20		1,592,916.51
	 Cheque Issued Ref: 101174	9,126.30		1,583,790.21
	<b>STO</b> Standing Order From Lily's Attic Ltd Ref:- Rent		800.00	1,584,590.21
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: TX28624589511XT 27		118.44	1,584,708.65
	<b>Giro</b> Direct Credit From Nicola Walker T/A Ref: M-Musicb4491		232.50	1,584,941.15
	<b>Giro</b> Direct Credit From BCard7888266030422		1,282.30	1,586,223.45
5 Apr	<b>Giro</b> Direct Credit From BCard1577926010422		20.00	1,586,243.45
	<b>Giro</b> Direct Credit From Amanda Paton T/A D Ref: Dancemania B4485		476.60	1,586,720.05

Continued

**WITNEY TOWN COUNCIL**  
**BARCLAYS GENERAL A/C**  
**List of Payments made between 01/04/2022 and 30/04/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/22	Pitney Bowes	DD	£50.00		Pitney Bowes - Meter Reset
01/04/22	Wodc Ctax Ndr - 30421105	Std Ord	£147.00		WODC - Rates Burwell Hall
01/04/22	Wodc Ctax Ndr - 30623704	Std Ord	£391.27		WODC - Rates Tower Hill
01/04/22	Wodc Ctax Ndr - 30685600	Std Ord	£222.55		WODC - Rates Corn Exchange
01/04/22	Wodc Ctax Ndr - 30903104	Std Ord	£802.00		WODC - Rates Town Hall
01/04/22	Wodc Ctax Ndr - 90024629	Std Ord	£548.07		WODC - Rates Windrush Cemetery
01/04/22	Wodc Ctax Ndr - 90170575	Std Ord	£1,047.00		WODC Rates - 51 Market Square
04/04/22	Fuel Card Services Ltd	DD1	£153.20		13968/OY62UXC 21/03
06/04/22	Restore Datashred	DD2	£59.74		13974/conf waste 4/3/22
08/04/22	Peninsula	DD3	£334.88		14171/employment services
11/04/22	Barclaycard Charges March 2022	DD	£47.60		Barclaycard Charges March 2022
11/04/22	Barclaycard Charges March 2022	DD	£75.00		Barclaycard Charges March 2022
11/04/22	Hussey Seatway Ltd	101182	£29,262.66		14006/35% seating deposit
11/04/22	Fuel Card Services Ltd	DD4	£6.00		13969/mileage count fee
14/04/22	Continental Landscapes Ltd	101183	£39,651.35		13860/ground maint February 22
14/04/22	Pitney Bowes Finance Limited	DD5	£150.73		14173/rental & maintenance
19/04/22	Fuel Card Services Ltd	DD6	£99.76		14158/OV09GNN 08/04
20/04/22	Sage UK	DD7	£151.20		14177/payroll & HR
20/04/22	Peninsula	DD8	£548.16		14172/business safe
25/04/22	Fuel Card Services Ltd	DD9	£111.00		14159/OY10WBF 14/04
28/04/22	Pitney Bowes	DD	£51.39		Pitney Bowes
		<b>Total Payments</b>	<b>£73,910.56</b>		

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

27 Apr - 03 May 2022




Date	Description	Money out £	Money in £	Balance £
27 Apr	Start Balance			2,514,471.74
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: TX29877698211XT 27		138.74	2,514,610.48
	<b>Deposit</b> Re 45Witney 101339		25,606.54	2,540,217.02
28 Apr	<b>DD</b> Direct Debit to Pitney Bowes Ref: 6335052400185413	51.39		2,540,165.63
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: TX29930161911XT 27		171.76	2,540,337.39
	<b>Giro</b> Direct Credit From Witney Vikings You Ref: B4504		647.37	2,540,984.76
	<b>Giro</b> Direct Credit From Buttercross Theatr Ref: Invoice No. B4484		1,887.50	2,542,872.26
29 Apr	<b>Giro</b> Direct Credit From FC Mills Ref: FC Mills-Inv B4517		64.50	2,542,936.76
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: TX29982403411XT 27		64.85	2,543,001.61
	<b>Giro</b> Direct Credit From The Little L Ref: Inv B4521		133.50	2,543,135.11
	<b>Giro</b> Direct Credit From Harrison Toogood Ref: Harrison Toogood		136.00	2,543,271.11
	<b>Giro</b> Direct Credit From C Codd Ref: B4536		144.00	2,543,415.11
	<b>Giro</b> Direct Credit From The Jill Stew Scho Ref: Jill Stew B4519		170.00	2,543,585.11
	<b>Giro</b> Direct Credit From J Timms Ref: K9Dreamers Apr 22		192.00	2,543,777.11

Continued

Start balance	£2,514,471.74
Money out	£3,258.69
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£39,491.24
End balance	£2,550,704.29

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



Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				2,543,777.11
29 Apr	<b>Giro</b> Direct Credit From Amanda Paton T/A D Ref: Dancemania B4515		216.00	2,543,993.11
	<b>Giro</b> Direct Credit From Lamit Property Fun Ref: 621000501		579.60	2,544,572.71
	 Direct Credit From E Taylor and SW F Ref: Inv C55 T/L Kenloc		964.00	2,545,536.71
	 Direct Credit From Mynt Image Ltd F Ref: Invoice B4528 Mynt		393.50	2,545,930.21
	 Direct Credit From Ligh Pari Wit Ref: Venue of Worship		257.92	2,546,188.13
3 May	<b>DD</b> Direct Debit to Fuel Card Services Ref: Shb303621	51.30		2,546,136.83
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 03 90170575	1,048.00		2,545,088.83
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30421105	150.00		2,544,938.83
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30623704	389.00		2,544,549.83
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30685600	222.00		2,544,327.83
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 30903104	798.00		2,543,529.83
	<b>DD</b> Direct Debit to Wod Ndr DD Ref: 90024629	549.00		2,542,980.83
	<b>STO</b> Standing Order From Lily's Attic Ltd Ref:- Rent		800.00	2,543,780.83
	<b>Giro</b> Direct Credit From Witney Speakers CL Ref: B4525		58.50	2,543,839.33
	<b>Giro</b> Direct Credit From Spartan Rangers Ref: Invoice B4532		64.50	2,543,903.83
	<b>Giro</b> Direct Credit From Adyen N.V. Ref: TX30030506011XT 27		91.01	2,543,994.84
	<b>Giro</b> Direct Credit From Witney Pride Commu Ref: 18461 Witney Pride		154.50	2,544,149.34
	<b>Giro</b> Direct Credit From Fulton K 09 Ref: Fulton Hall Hire		209.95	2,544,359.29
	<b>Giro</b> Direct Credit From Witney Pride Commu Ref: 18462 Witney Pride		500.00	2,544,859.29
	<b>Giro</b> Direct Credit From Peter Smith & Son Ref: Smithp		5,845.00	2,550,704.29
3 May	Balance carried forward			2,550,704.29
Total Payments/Receipts		3,258.69	39,491.24	

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



**WITNEY TOWN COUNCIL**  
**BARCLAYS IMPREST A/C**  
**List of Payments made between 01/03/2022 and 31/03/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/03/22	DCK Accounting Solutions Ltd	33462	£515.22		13760/Rachel visit 24.02.22
07/03/22	Richard Few	33463	£100.00		13761/damage deposit refund
07/03/22	Jackson Fencing Limited	33464	£395.35		13763/allotment access road
07/03/22	M & M Skip Hire Limited	33465	£210.00		13771/skip 28/02/22
07/03/22	Pear Technology Services Ltd	33466	£168.00		13764/mapper support Feb 23
07/03/22	Quadient UK Limited	33467	£90.00		13765/decommissioning charge
07/03/22	AUDITING SOLUTIONS LTD	33468	£1,656.00		13759/interim intl audit
07/03/22	Ridge	33469	£3,120.00		13766/stage 1 works fee
07/03/22	Society of Local Council Clerk	33470	£410.00		13768/qualification fee Simon
07/03/22	SLCC Enterprises Ltd	33471	£108.00		13767/themed summit Polly
07/03/22	ThamesSecurity Management Limi	33472	£210.00		13751/monthly key holding
07/03/22	Ubico Limited	33473	£76.22		13769/february 2022
07/03/22	Vale Training Services Ltd	33474	£1,030.00		13770/tractor driving Silv+Wig
11/03/22	5A's Tool & Plant Hire	33475	£14.49		13806/oil filler cap & file
11/03/22	BASICS	33476	£52.14		13786/various equipment
11/03/22	Brake Bros Limited	33477	£1,196.83		13789/bar supplies
11/03/22	Cool Beans Coffee UK Limited	33478	£719.34		13791/coffee bar supplies
11/03/22	Copy Right Systems Ltd	33479	£117.08		13807/5789348 mono
11/03/22	Falcon Signs	33480	£103.57		13823/private road sign
11/03/22	Green-Tech Limited	33481	£386.40		13821/tree irrigators & arbor
11/03/22	GS Window Cleaning	33482	£136.00		13828/window cleaning
11/03/22	KJ's Motor Car Engineers Ltd	33483	£178.74		13822/OV09GNN tow & battery
11/03/22	Monarch Hose & Hydraulics Ltd	33484	£106.75		13819/hose assembly
11/03/22	Newzlink	33485	£142.50		13794/newspapers 13/02-26/02
11/03/22	Rialtas Business Solutions Ltd	33486	£198.00		13829/annual planning software
11/03/22	Cotswold Security Systems Ltd	33487	£1,435.31		13827/fire alarm call out
11/03/22	Seldram Supplies Oxford Ltd	33488	£136.53		13798/cleaning supplies
11/03/22	Simply Foods 2 Go	33489	£472.50		13800/coffee bar supplies
11/03/22	SLCC Enterprises Ltd	33490	£36.00		13830/strategic vision Sharon
11/03/22	STRI LTD	33491	£1,164.00		13820/annual sports turf sub
15/03/22	BOOKER LIMITED	DD1	£691.27		13802/coffee bar supplies
15/03/22	Green Energy (UK) Plc	DD2	£3,824.63		13871/1561422 February
16/03/22	Push Start Marketing Ltd	33496	£3,510.00		13893/Annual Newsletter
16/03/22	POST OFFICE LTD	33495	£275.00		13896/Road Tax OY10 WBF
16/03/22	Agora Business Publications LL	33494	£94.83		13897/H & S Adv Sub
16/03/22	Cleansing Service Group Ltd	33493	£213.00		13895/Leys Waste Removal
16/03/22	OXFORD BROOKES UNIVERSITY	33492	£1,800.00		13894/Energy Audit Burwell
18/03/22	Bacs Payments	BACS	£39,742.26		Bacs Payments
21/03/22	CASH	33498	£452.09		13905/cash
21/03/22	Brunel Engraving Company Limit	33497	£83.28		13889/ Dorothy North plaque
21/03/22	Whitehill Direct Limited	33499	£178.80		13887/information board Langel
21/03/22	SOUTHERN ELECTRIC	DD3	£9.62		13876/951808973 February
24/03/22	STL Communications Limited	DD4	£958.46		13986/phone charges February
25/03/22	Epos Now Ltd	DD5	£16.80		13965/protect now care plan
25/03/22	Epos Now Ltd	DD6	£18.00		13966/payment premium
25/03/22	Epos Now Ltd	DD7	£30.00		13803/standard support license
25/03/22	BACS Payments	BACS	£94,599.80		Salaries March 2022
28/03/22	Time Vendor	Std Ord	£155.72		Academy Leasing-Coffee Machine
29/03/22	Barclays Charges 6Dec-6Mar	DR	£66.14		Barclays Charges 6Dec-6Mar
31/03/22	Alder King LLP	33500	£1,080.00		13913/consultancy 12/08-11/11
31/03/22	Azura Limited	33502	£1,320.00		13915/EICR check
31/03/22	Blueprint Imaging Limited	33503	£66.00		13918/Sea Shanty event
31/03/22	Brake Bros Limited	33504	£1,182.85		13917/bar supplies
31/03/22	Chew Valley Trees Ltd	33505	£3,206.87		13919/trees and plants
31/03/22	Dab Lift & Electrical Services	33506	£264.00		13920/annual contract 22-23
31/03/22	Drama by Design Ltd	33507	£840.00		13921/stage consultancy
31/03/22	Green-Tech Limited	33508	£696.00		13922/topsoil
31/03/22	Havwoods Accessories Ltd	33509	£213.42		13923/polishing brush discs
31/03/22	KJ's Motor Car Engineers Ltd	33511	£54.38		13924/ OY10 WBF Mot
31/03/22	M & M Skip Hire Limited	33512	£246.00		13925/skip exchange 07/03
31/03/22	Oxfordshire Playing Fields Ass	33513	£280.00		13926/membership 2022/23
31/03/22	Rural Services Partnership Lim	33514	£60.00		13927/ membership Dec - Mar 22
31/03/22	Ubico Limited	33515	£76.22		13928/woodford mill March
31/03/22	Vale Training Services Ltd	33516	£420.00		13929/tree felling John
31/03/22	Witney Plant Hire Limited	33517	£42.00		13932/breaker hire
31/03/22	WEST OXFORDSHIRE DISTRICT	33518	£725.53		13931/waste collection 22-23
31/03/22	Amazon Payments UK Ltd	33501	£97.50		13933/chlorine granules
31/03/22	H & E Engineers (Maintenance)	33510	£550.34		13934/regular servicing 25/11
<b>Total Payments</b>			<b>£172,825.78</b>		

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**WITNEY TOWN COUNCIL**  
**BARCLAYS IMPREST A/C**  
**List of Payments made between 01/04/2022 and 30/04/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/04/22	Bacs Payments	BACS	£61,761.64		Bacs
19/04/22	Green Energy (UK) Plc	DD1	£5,040.20		14170/1561422 March 22
21/04/22	SOUTHERN ELECTRIC	DD2	£10.02		14179/March charges
25/04/22	Bacs Payments	BACS	£43,192.17		Bacs
27/04/22	Epos Now Ltd	DD3	£16.80		14155/protect now plan
27/04/22	Epos Now Ltd	DD4	£18.00		14156/payment premium
27/04/22	Epos Now Ltd	DD5	£22.80		14157/Epos now pay pro
27/04/22	Epos Now Ltd	DD6	£30.00		13964/support license
27/04/22	STL Communications Limited	DD7	£1,038.13		14180/telephone March
28/04/22	Time Vendor	Std Ord	£155.72		Academy Leasing-Coffee Machine
29/04/22	5A's Tool & Plant Hire	33519	£971.92		13993/blower service
29/04/22	Alder King LLP	33520	£540.00		13960/prof fees 12/11 - 28/02
29/04/22	Badgemaster Limited	33521	£117.83		13962/ID badges
29/04/22	DCK Accounting Solutions Ltd	33522	£513.06		13987/Rachel visit 16.03.22
29/04/22	Barlow and Sons (Hermitage) Li	33523	£493.43		13991/wire netting
29/04/22	Brake Bros Limited	33524	£1,279.82		14033/cafe supplies
29/04/22	Castle Water Ltd - Town Hall O	33525	£143.40		14020/01.02.2022 - 31.07.2022
29/04/22	Victoria Moore	33526	£30.00		14009/refund - rolling deposit
29/04/22	Copy Right Systems Ltd	33527	£136.85		13963/5789348 mono
29/04/22	Executive Safety Solutions Ltd	33528	£437.16		13994/service/supply extings
29/04/22	Anna Gatrell	33529	£150.00		14010/refund - rolling deposit
29/04/22	M & M Skip Hire Limited	33530	£246.00		13970/skip exchange
29/04/22	Kerry McNamara	33531	£50.00		14011/bar hire charge refund
29/04/22	Monarch Hose & Hydraulics Ltd	33532	£59.94		13971/hp assembly part
29/04/22	CASH	33533	£474.20		14034/April 2022
29/04/22	POST OFFICE LTD	33534	£275.00		14030/OV09 GNN - 2022-2023
29/04/22	Cotswold Security Systems Ltd	33535	£446.88		14007/replace remote keypad
29/04/22	South East Employers	33536	£427.20		13979/SEE membership 22/23
29/04/22	Simply Foods 2 Go	33537	£406.96		14031/cafe supplies
29/04/22	SOUTHERN ELECTRIC	33538	£323.61		13981/floodlights 24/12 - 28/3
29/04/22	Workwear Express Ltd	33539	£110.21		13980/uniform for staff
<b>Total Payments</b>			<b>£118,918.95</b>		

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WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



5/6

# Your Business Current Account

## At a glance

### 30 Mar - 05 Apr 2022

Date	Description	Money out £	Money in £	Balance £
30 Mar	Start Balance			1,000.00
	Cheque Issued Ref: 033470	410.00		590.00
	Cheque Issued Ref: 033471	108.00		482.00
	Cheque Issued Ref: 033489	472.50		9.50
	Cheque Issued Ref: 033490	36.00		-26.50
	Transfer From Account 70974641		1,026.50	1,000.00
31 Mar	Cheque Issued Ref: 033468	1,656.00		-656.00
	Cheque Issued Ref: 033499	178.80		-834.80
	Transfer From Account 70974641		1,834.80	1,000.00
1 Apr	Cheque Issued Ref: 033465	210.00		790.00
	Cheque Issued Ref: 033469	3,120.00		-2,330.00
	Transfer From Account 70974641		3,330.00	1,000.00
5 Apr	Cheque Issued Ref: 033501	97.50		902.50
	Cheque Issued Ref: 033517	42.00		860.50
	Transfer From Account 70974641		139.50	1,000.00
5 Apr	Balance carried forward			1,000.00
	Total Payments/Receipts	6,330.80	6,330.80	

Start balance	£1,000.00
Money out	£6,330.80
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£6,330.80
End balance	£1,000.00

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

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

MG 030296 F1VI555A 709F304FD00148 39800 A 26667

WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG


# Your Business Premium Account

## At a glance

### 30 Mar - 05 Apr 2022

Date	Description	Money out £	Money in £	Balance £
30 Mar	Start Balance			456,336.83
	<b>Giro</b> to 70974765 Automatic	1,026.50		455,310.33
31 Mar	<b>Giro</b> to 70974765 Automatic	1,834.80		453,475.53
1 Apr	<b>Giro</b> to 70974765 Automatic	3,330.00		450,145.53
5 Apr	<b>Giro</b> to 70974765 Automatic	139.50		450,006.03
5 Apr	Balance carried forward			450,006.03
	Total Payments/Receipts	6,330.80	0.00	

Start balance	£456,336.83
Money out	£6,330.80
Money in	£0.00
► Gross interest earned	£0.00
End balance	£450,006.03

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.

WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG



# Your Business Current Account

## At a glance

27 Apr - 03 May 2022

Date	Description	Money out £	Money in £	Balance £
27 Apr	Start Balance			1,000.00
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	16.80		983.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	18.00		965.20
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	22.80		942.40
	DD Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	30.00		912.40
	DD Direct Debit to Time Vendor Ref: 018826	155.72		756.68
	DD Direct Debit to Stl Communication Ref: 0319-383	1,038.13		-281.45
	Giro Transfer From Account 70974641		1,281.45	1,000.00
3 May	Balance carried forward			1,000.00
	Total Payments/Receipts	1,281.45	1,281.45	

Start balance	£1,000.00
Money out	£1,281.45
Commission charges	£0.00
Interest paid	£0.00
Money in	£1,281.45
End balance	£1,000.00

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

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



MG 029200 F1VI428A 709F303DM00146 39800 A 45416

WITNEY TOWN COUNCIL  
TOWN HALL  
WITNEY  
OXFORDSHIRE  
OX28 6AG


# Your Business Premium Account

## At a glance

**27 Apr - 03 May 2022**

Date	Description	Money out £	Money in £	Balance £
27 Apr	Start Balance			327,577.78
	<b>Giro</b> to 70974765 Automatic	1,281.45		326,296.33
3 May	Balance carried forward			326,296.33
	Total Payments/Receipts	1,281.45	0.00	

Start balance	£327,577.78
Money out	£1,281.45
Money in	£0.00
► Gross interest earned	£0.00
End balance	£326,296.33

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

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



**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/03/2022	1	1,594,078.24
			<u>1,594,078.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/02/2022 101174 Civica UK Limited		9,126.30	
21/02/2022 101175 WEST OXFORDSHIRE DISTRICT COUN		10,000.00	
21/02/2022 101176 Cotswold Security Systems Ltd		5,020.92	
07/03/2022 101178 G Hill & Sons Ltd		11,270.40	
30/03/2022 101181 Continental Landscapes Ltd		79,302.70	
			<u>114,720.32</u>
			1,479,357.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,479,357.92
		<b>Balance per Cash Book is :-</b>	<b>1,479,357.92</b>
		<b>Difference is :-</b>	<b>0.00</b>

Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 2 - BARCLAYS IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	31/03/2022	1	1,000.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
23/09/2021 33271 THAMES SECURITY MANAGEMENT LTD	126.00
14/10/2021 33287 COTTSWAY HOUSING ASSOCIATION	5.00
14/10/2021 33303 PPL PRS Ltd	1,726.89
14/10/2021 33307 Seldram Supplies Oxford Ltd	160.72
02/11/2021 33334 Pobi Bakery Limited	78.50
11/11/2021 33355 Oxfordshire County Council	35.00
11/11/2021 33360 ThamesSecurity Management Limi	210.00
14/01/2022 33419 SLCC Enterprises Ltd	210.00
18/02/2022 33442 Community First Oxfordshire	85.00
07/03/2022 33465 M & M Skip Hire Limited	210.00
07/03/2022 33467 Quadient UK Limited	90.00
07/03/2022 33469 Ridge	3,120.00
07/03/2022 33472 ThamesSecurity Management Limi	210.00
11/03/2022 33475 5A's Tool & Plant Hire	14.49
11/03/2022 33486 Rialtas Business Solutions Ltd	198.00
11/03/2022 33487 Cotswold Security Systems Ltd	1,435.31
11/03/2022 33488 Seldram Supplies Oxford Ltd	136.53
21/03/2022 33497 Brunel Engraving Company Limit	83.28
31/03/2022 33500 Alder King LLP	1,080.00
31/03/2022 33502 Azura Limited	1,320.00
31/03/2022 33503 Blueprint Imaging Limited	66.00
31/03/2022 33504 Brake Bros Limited	1,182.85
31/03/2022 33505 Chew Valley Trees Ltd	3,206.87
31/03/2022 33506 Dab Lift & Electrical Services	264.00
31/03/2022 33507 Drama by Design Ltd	840.00
31/03/2022 33508 Green-Tech Limited	696.00
31/03/2022 33509 Havwoods Accessories Ltd	213.42
31/03/2022 33511 KJ's Motor Car Engineers Ltd	54.38
31/03/2022 33512 M & M Skip Hire Limited	246.00
31/03/2022 33513 Oxfordshire Playing Fields Ass	280.00
31/03/2022 33514 Rural Services Partnership Lim	60.00
31/03/2022 33515 Ubico Limited	76.22
31/03/2022 33516 Vale Training Services Ltd	420.00
31/03/2022 33517 Witney Plant Hire Limited	42.00
31/03/2022 33518 WEST OXFORDSHIRE DISTRICT COUN	725.53
31/03/2022 33501 Amazon Payments UK Ltd	97.50
31/03/2022 33510 H & E Engineers (Maintenance)	550.34

19,555.83

-18,555.83Receipts not Banked/Cleared (Plus)

0.00

**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Amount</u>	<u>Balances</u>
	0.00
	-18,555.83
Balance per Cash Book is :-	-18,555.83
Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	31/03/2022	1	453,475.53
			<u>453,475.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			453,475.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			453,475.53
		Balance per Cash Book is :-	453,475.53
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022	1	2,546,188.13
			<u>2,546,188.13</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
21/02/2022 101175 WEST OXFORDSHIRE DISTRICT COUN	10,000.00		
07/03/2022 101178 G Hill & Sons Ltd	11,270.40		
30/03/2022 101181 Continental Landscapes Ltd	79,302.70		
11/04/2022 101182 Hussey Seatway Ltd	29,262.66		
14/04/2022 101183 Continental Landscapes Ltd	39,651.35		
			<u>169,487.11</u>
			2,376,701.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,376,701.02
		Balance per Cash Book is :-	2,376,701.02
		Difference is :-	0.00



**Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022	1	1,000.00
			<u>1,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/09/2021 33271	THAMES SECURITY MANAGEMENT LTD	126.00	
14/10/2021 33287	COTTSWAY HOUSING ASSOCIATION	5.00	
14/10/2021 33303	PPL PRS Ltd	1,726.89	
14/10/2021 33307	Seldram Supplies Oxford Ltd	160.72	
02/11/2021 33334	Pobi Bakery Limited	78.50	
11/11/2021 33360	ThamesSecurity Management Limi	210.00	
14/01/2022 33419	SLCC Enterprises Ltd	210.00	
07/03/2022 33472	ThamesSecurity Management Limi	210.00	
31/03/2022 33507	Drama by Design Ltd	840.00	
29/04/2022 33519	5A's Tool & Plant Hire	971.92	
29/04/2022 33520	Alder King LLP	540.00	
29/04/2022 33521	Badgemaster Limited	117.83	
29/04/2022 33522	DCK Accounting Solutions Ltd	513.06	
29/04/2022 33523	Barlow and Sons (Hermitage) Li	493.43	
29/04/2022 33524	Brake Bros Limited	1,279.82	
29/04/2022 33525	Castle Water Ltd - Town Hall O	143.40	
29/04/2022 33526	Victoria Moore	30.00	
29/04/2022 33527	Copy Right Systems Ltd	136.85	
29/04/2022 33528	Executive Safety Solutions Ltd	437.16	
29/04/2022 33529	Anna Gatrell	150.00	
29/04/2022 33530	M & M Skip Hire Limited	246.00	
29/04/2022 33531	Kerry McNamara	50.00	
29/04/2022 33532	Monarch Hose & Hydraulics Ltd	59.94	
29/04/2022 33533	CASH	474.20	
29/04/2022 33534	POST OFFICE LTD	275.00	
29/04/2022 33535	Cotswold Security Systems Ltd	446.88	
29/04/2022 33536	South East Employers	427.20	
29/04/2022 33537	Simply Foods 2 Go	406.96	
29/04/2022 33538	SOUTHERN ELECTRIC	323.61	
29/04/2022 33539	Workwear Express Ltd	110.21	
			<u>11,200.58</u>
			-10,200.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			-10,200.58
	<b>Balance per Cash Book is :-</b>		<b>-10,200.58</b>
	<b>Difference is :-</b>		<b>0.00</b>



Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022	1	326,296.33
			<u>326,296.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			326,296.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			326,296.33
		Balance per Cash Book is :-	326,296.33
		Difference is :-	0.00

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## POLICY, GOVERNANCE & FINANCE COMMITTEE

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**Date:** Monday, 6<sup>th</sup> June 2022

**Title:** Financial Report & Associated Matters

**Contact Officer:** Town Clerk/C.E.O, Sharon Groth  
Deputy Town Clerk, Adam Clapton

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### BACKGROUND

Detailed income and expenditure statements for the whole of the Council's approved budgets have been circulated under separate cover. The period to which this report relates is Period 12, 1 April 2021 to 31 March 2022. Due to time constraints the Town Clerk has not had the opportunity to write a detail report but will provide an overview at the meeting.

### CURRENT SITUATION

Most, if not all, the year-end adjustments have now been completed, along with the recharges from Central Support for the administration, Works Department for all the maintenance tasks and service delivery, and Grounds Maintenance costs, applied.

A lot of the variances between the actual income/expenditure against original and revised budget are due to the uncertainties around COVID.

Where possible some of the budget underspends have been rolled over into earmarked reserves for committed expenditure or to provide for a contingency towards bringing the grounds maintenance service in house.

**If Members have any specific questions please email the Town Clerk before the meeting so that she will be able to respond and provide an answer at the meeting.**

### FINANCIAL IMPLICATIONS OF RECOMMENDATIONS MADE BY SPENDING COMMITTEES

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.

Additional financial matters and updates are also included in this report for transparency.

Parks & Recreation Committee – 16<sup>th</sup> May 2022

**PR226** – Quarry Road Play Area. The committee agreed to spend £3,321.24 (option 1a) towards new pieces of equipment at the Play Area from 4938/800 (£5,000).

**PR228** – Major Projects Report. The committee agreed to spend £4,170 towards professional fees in progressing the redevelopment of Burwell Hall Changing Rooms from a budget of £75,000 (EMR 368/Section 106).

#### Halls Cemeteries & Allotments Committee- 23<sup>rd</sup> May 2022

**H238** – Burwell Heating System. The committee agreed in principle, to spend £18,100 towards a Fuel Cell CHP Boiler at Burwell Hall, subject to satisfactory case studies. This project being progressed jointly with an extension to the hall's changing rooms.

**H240** – Corn Exchange Working Party. The committee ratified the decision, taken under delegation by the Town Clerk on health and safety, to spend up to £1,200 on a structural survey recommended by the Working Party.

An additional £2,895.00 to ensure the retractable seating meets British Standard BS8300 on Accessibility was also agreed. These amounts to be funded from EMR 328 (Public Halls).

**H242** – St Mary's Boundary Wall. The committee agreed to carry out the urgent, priority one works on the wall and delegated the decision on the contract to officers, in consultation with Cllrs Gwatkin & Jones. A verbal update will be given at the meeting on the contractor selected in light of a site meeting held recently by the Maintenance & Environment Officer.

**H244** – Wishing Tree Plaque. The committee agreed to purchase a plaque to mark the tree in Tower Hill Cemetery. Unknown cost to be covered from existing property maintenance budget 4036/301.

#### Stronger Communities Committee- 30<sup>th</sup> May 2022

**SC** – Tree re-inspection all trees at Tower Hill Cemetery, £785 and two static load tests £2,523 – both agreed to be funded out of the arboriculture budget rolled over from the last financial year.

**SC** – CCTV Town Centre Scheme. During the last cycle of meetings, the Policy, Governance & Finance Committee requested that the Officers write to WODC to seek further information about the current position and request data on the use of the system (minute F140 refers). The resultant data was considered by the Stronger Communities Committee who have recommended that the payment be released for the last financial year as budgeted, but that further scrutiny is made during the next budget cycle.

## 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,

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b><u>Halls, Cemeteries &amp; Allotments</u></b>										
<b><u>102</u></b>	<b><u>LANGDALE HALL</u></b>									
1050	RENT RECEIVED	20,000	20,000	20,000	20,302	20,302	0	20,302	0	0
1052	EXPENSES RECOVERED	0	304	0	217	0	0	0	0	0
1058	WATER RECOVERED	900	2,014	900	795	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
<b>Total Income</b>		<b>21,500</b>	<b>30,429</b>	<b>21,530</b>	<b>21,889</b>	<b>21,777</b>	<b>0</b>	<b>20,907</b>	<b>0</b>	<b>0</b>
4012	WATER RATES	900	900	900	296	900	0	0	0	0
4015	GAS	0	-381	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	160	142	160	179	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	690	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	429	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	2,000	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	234	721	0	853	0	0
4890	O/S O'HEAD RCHG	781	234	160	55	139	0	174	0	0
4892	C/S STAFF RCHG	881	840	706	3,526	3,554	0	4,136	0	0
4893	C/S O'HEAD RCHG	183	218	0	1,018	1,047	0	1,148	0	0
5199	Depreciation Charge to Service	0	14,253	0	13,131	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b>Overhead Expenditure</b>		11,255	22,168	6,894	22,112	10,366	0	10,366	0	0
<b>Movement to/(from) Gen Reserve</b>		10,245	8,261	14,636	(222)	11,411		10,541		
<b>103</b>	<b><u>BARS</u></b>									
1000	BAR SALES - DRINK	0	1,561	8,000	15,698	12,500	0	22,500	0	0
1001	BAR SALES - FOOD	0	38	2,000	5,233	4,000	0	25,050	0	0
1002	BAR HIRE CHARGE	0	0	0	392	167	0	504	0	0
1009	CAFE SALES - HOT DRINKS	0	0	6,000	22,866	18,000	0	27,300	0	0
<b>Total Income</b>		0	1,599	16,000	44,189	34,667	0	75,354	0	0
3000	BAR PURCHASES - DRINK	0	1,262	4,000	7,695	7,500	0	11,500	0	0
3001	BAR PURCHASES - FOOD	0	117	1,000	3,464	2,500	0	12,525	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	0	171	1,000	4,529	6,000	0	13,650	0	0
<b>Direct Expenditure</b>		0	1,549	6,000	15,688	16,000	0	37,675	0	0
4001	SALARIES	0	1,229	22,912	31,328	33,400	0	62,227	0	0
4002	ER'S NIC	0	251	1,673	1,892	2,500	0	5,050	0	0
4003	ER'S SUPERANN	0	551	4,972	1,681	2,000	0	6,155	0	0
4007	PROTECTIVE CLOTHING	0	0	100	92	100	0	0	0	0
4042	EQUIPMENT	0	1,710	3,450	3,399	2,750	0	3,000	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	8,815	8,886	0	10,339	0	0
4893	C/S O'HEAD RCHG	0	0	0	2,546	2,619	0	2,869	0	0
<b>Overhead Expenditure</b>		0	15,091	34,872	49,751	52,255	0	89,640	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>(15,041)</u>	<u>(24,872)</u>	<u>(21,250)</u>	<u>(33,588)</u>		<u>(51,961)</u>		
<b>104</b>	<b><u>CORN EXCHANGE</u></b>									
1007	CORN EXCHNGE LETTING	40,000	3,503	20,000	23,625	18,000	0	35,000	0	0
1014	EVENTS INCOME	1,000	-102	1,000	829	1,000	0	2,000	0	0
1015	TEA DANCE INCOME	2,500	0	0	171	1,000	0	1,500	0	0
1016	FUNCTION REFRESHMENT	100	0	500	213	250	0	250	0	0
1049	FACILITY HIRE - EQUIP	0	0	0	8	8	0	100	0	0
	<b>Total Income</b>	<u>43,600</u>	<u>3,401</u>	<u>21,500</u>	<u>24,846</u>	<u>20,258</u>	<u>0</u>	<u>38,850</u>	<u>0</u>	<u>0</u>
4001	SALARIES	70,619	35,455	42,949	24,998	36,000	0	57,136	0	0
4002	ER'S NIC	4,484	2,117	2,629	1,571	4,576	0	2,500	0	0
4003	ER'S SUPERANN	15,325	5,407	6,264	3,586	6,295	0	6,900	0	0
4007	PROTECTIVE CLOTHING	300	175	200	160	200	0	300	0	0
4008	TRAINING	500	25	500	150	500	0	500	0	0
4009	TRAVELLING	125	0	0	0	0	0	0	0	0
4011	RATES	4,582	0	4,665	1,134	1,260	0	4,665	0	0
4012	WATER RATES	400	435	500	300	500	0	500	0	0
4014	ELECTRICITY	5,000	4,219	5,200	4,826	5,200	0	5,200	0	0
4015	GAS	4,500	2,942	5,200	4,022	5,200	0	5,200	0	0
4016	CLEANING MATERIALS	2,310	839	2,310	1,375	2,310	0	2,310	0	0
4017	CONTRACT CLEAN/WASTE	5,500	2,481	5,500	2,539	3,000	0	3,000	0	0
4018	PHOTOCOPIER COSTS	150	123	150	89	100	0	100	0	0
4020	COPIER RENTAL	700	505	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	1,200	544	600	632	660	0	700	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4025	INSURANCE	650	702	650	651	651	0	690	0	0
4028	I.T.	1,400	1,142	1,400	1,296	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	500	0	1,000	0	1,000	0	1,000	0	0
4032	PUBLICITY	6,000	4,843	4,000	228	3,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	3,920	5,000	4,677	5,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,251	4,000	3,342	4,000	0	4,000	0	0
4042	EQUIPMENT	1,500	105	750	741	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	300	98	350	194	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.(VATABLE)	0	290	300	290	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	8,000	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	15,950	0	0	0	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	6,455	2,676	0	3,165	0	0
4890	O/S O'HEAD RCHG	2,086	616	595	1,466	514	0	646	0	0
4892	C/S STAFF RCHG	9,691	9,287	10,910	17,629	17,771	0	20,679	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	5,091	5,237	0	5,738	0	0
5198	Deferred Grants Released	0	0	0	-8,422	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
5199	Depreciation Charge to Service	0	31,343	0	53,451	0	0	0	0	0
	<b>Overhead Expenditure</b>	181,645	159,688	121,818	150,063	113,650	0	157,679	0	0
	<b>Movement to/(from) Gen Reserve</b>	(138,045)	(156,287)	(100,318)	(125,218)	(93,392)		(118,829)		
<b>105</b>	<b><u>BURWELL HALL</u></b>									
1002	BAR HIRE CHARGE	0	0	0	50	50	0	150	0	0
1005	BURWELL HALL LETTING	27,000	3,061	12,000	19,004	12,000	0	18,000	0	0
1016	FUNCTION REFRESHMENT	0	0	0	387	0	0	0	0	0
	<b>Total Income</b>	27,000	3,061	12,000	19,441	12,050	0	18,150	0	0
4001	SALARIES	47,667	30,142	28,632	24,730	24,000	0	38,090	0	0
4002	ER'S NIC	3,027	2,214	1,753	1,751	1,650	0	3,050	0	0
4003	ER'S SUPERANN	10,344	5,865	4,176	4,143	4,200	0	4,600	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	764	850	0	1,200	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	1,120	2,000	0	2,500	0	0
4015	GAS	3,250	2,511	4,000	3,775	4,000	0	4,000	0	0
4016	CLEANING MATERIALS	2,000	610	2,000	435	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	1,399	3,000	1,188	3,000	0	3,000	0	0
4021	TELEPHONE/FAX	800	299	300	199	300	0	300	0	0
4025	INSURANCE	350	345	365	320	320	0	340	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4028	I.T.	2,000	540	2,000	538	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	750	0	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	1,069	3,000	1,084	3,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,493	2,100	2,831	2,100	0	2,100	0	0
4042	EQUIPMENT	2,000	48	1,050	725	1,500	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	100	78	100	1	0	0	0	0	0
4045	LICENCES	500	499	500	539	539	0	750	0	0
4048	ENG.INSPEC.(VATABLE)	100	143	160	143	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	5,650	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	14,274	13,412	0	15,862	0	0
4890	O/S O'HEAD RCHG	1,161	1,473	2,982	3,378	2,578	0	3,236	0	0
4892	C/S STAFF RCHG	6,872	6,594	9,039	3,588	3,554	0	4,136	0	0
4893	C/S O'HEAD RCHG	2,346	2,786	0	1,018	1,047	0	1,148	0	0
5198	Deferred Grants Released	0	-280	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,058	0	4,056	0	0	0	0	0
<b>Overhead Expenditure</b>		106,661	87,023	90,500	75,672	72,960	0	97,222	0	0
<b>Movement to/(from) Gen Reserve</b>		(79,661)	(83,962)	(78,500)	(56,230)	(60,910)		(79,072)		
<b>106</b>	<b><u>MADLEY PARK COMMUNITY CENTRE</u></b>									
1060	INSURANCE RECOVERED	375	406	430	376	376	0	400	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b>Total Income</b>		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	0	0	0	0	0
4038	OTHER MAINTENANCE	150	0	150	0	150	0	150	0	0
4048	ENG.INSPEC.(VATABLE)	0	654	700	654	700	0	700	0	0
4059	OTHER PROF FEES	1,000	0	1,300	0	0	0	1,500	0	0
4491	TFR TO EARMARKED RES	0	2,500	0	1,300	0	0	0	0	0
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	11	0	12	0	0
4890	O/S O'HEAD RCHG	212	0	2	0	2	0	3	0	0
4892	C/S STAFF RCHG	0	0	0	643	711	0	827	0	0
4893	C/S O'HEAD RCHG	0	0	0	204	209	0	230	0	0
5198	Deferred Grants Released	0	0	0	-16,189	0	0	0	0	0
5199	Depreciation Charge to Service	0	17,574	0	16,189	0	0	0	0	0
<b>Overhead Expenditure</b>		4,890	21,504	3,585	2,177	1,159	0	3,822	0	0
<b>Movement to/(from) Gen Reserve</b>		(4,515)	(21,098)	(3,155)	(1,801)	(783)		(3,422)		
<b>301</b>	<b><u>TOWER HILL CEMETERY</u></b>									
1050	RENT RECEIVED	11,350	11,350	11,350	11,918	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	6,721	4,000	0	3,500	0	0
1101	GRANT OF RIGHTS	1,500	1,035	350	1,391	1,000	0	1,000	0	0
1102	INTERMENT OF ASHES	3,500	7,466	6,000	5,438	3,500	0	3,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
1105	MEMORIAL FEES	3,000	3,601	3,000	4,927	3,511	0	3,511	0	0
1106	MEMORIAL PLAQUES	250	389	500	205	0	0	500	0	0
1108	CHAPEL FEES	300	0	0	428	214	0	214	0	0
<b>Total Income</b>		23,745	32,110	24,925	31,217	23,765	0	23,275	0	0
4001	SALARIES	14,231	14,335	7,077	6,548	10,000	0	11,970	0	0
4002	ER'S NIC	1,369	1,373	580	560	820	0	1,200	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	1,421	2,165	0	2,600	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	2,600	2,943	3,809	3,385	3,385	0	3,555	0	0
4012	WATER RATES	100	70	100	209	209	0	220	0	0
4014	ELECTRICITY	380	380	450	445	450	0	450	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	1,360	2,560	1,605	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	2,197	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	1,259	0	52	0	0	0	0	0
4040	ARBORICULTURE	3,500	3,500	450	450	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	5,000	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	194	0	0	0	0	0
4355	MEMORIAL MAINTENANCE	2,500	430	2,500	550	2,500	0	2,500	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4491	TFR TO EARMARKED RES	0	7,000	0	5,500	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	0	-2,500	0	-7,500	0	0
4888	O/S STAFF RCHG	80,811	57,025	61,368	48,080	49,829	0	58,930	0	0
4890	O/S O'HEAD RCHG	14,845	9,512	11,080	10,438	9,577	0	12,023	0	0
4891	AGENCY SERVICES RECHARGE	37,882	32,623	35,588	38,281	39,242	0	39,671	0	0
4892	C/S STAFF RCHG	3,650	3,521	6,885	10,577	10,663	0	12,407	0	0
4893	C/S O'HEAD RCHG	1,787	2,122	0	3,055	3,142	0	3,443	0	0
5199	Depreciation Charge to Service	0	3,305	0	3,877	0	0	0	0	0
<b>Overhead Expenditure</b>		176,578	147,878	141,163	137,627	138,712	0	155,759	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(152,833)</u>	<u>(115,768)</u>	<u>(116,238)</u>	<u>(106,411)</u>	<u>(114,947)</u>		<u>(132,484)</u>		
<b>302</b>	<b><u>WINDRUSH CEMETERY</u></b>									
1100	BURIAL FEES	20,000	21,490	16,500	15,146	9,170	0	9,630	0	0
1101	GRANT OF RIGHTS	20,000	22,894	15,000	18,495	17,000	0	17,500	0	0
1102	INTERMENT OF ASHES	5,000	3,520	5,000	3,023	5,108	0	5,250	0	0
1105	MEMORIAL FEES	5,000	6,308	3,500	6,096	5,200	0	5,500	0	0
1106	MEMORIAL PLAQUES	100	-75	100	0	100	0	100	0	0
<b>Total Income</b>		50,100	54,136	40,100	42,759	36,578	0	37,980	0	0
4001	SALARIES	14,232	14,335	7,077	9,966	10,000	0	11,970	0	0
4002	ER'S NIC	1,368	1,373	580	788	820	0	1,200	0	0
4003	ER'S SUPERANN	3,088	3,111	1,536	2,163	2,165	0	2,600	0	0
4007	PROTECTIVE CLOTHING	100	0	100	0	100	0	100	0	0
4011	RATES	3,660	4,151	3,136	4,773	4,773	0	5,010	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4012	WATER RATES	100	80	274	161	250	0	250	0	0
4014	ELECTRICITY	1,155	2,283	1,750	1,820	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	815	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	355	2,000	0	2,000	0	0
4037	GROUNDS MAINTENANCE	100	0	100	0	100	0	1,600	0	0
4038	OTHER MAINTENANCE	770	701	1,350	1,339	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	1,024	1,500	0	1,500	0	0
4059	OTHER PROF FEES	0	6,680	0	3,100	6,055	0	5,000	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
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	8,000	0	0	0	0	0
4495	TFR FROM EARMARKED R	-700	-700	0	0	-2,000	0	-2,000	0	0
4888	O/S STAFF RCHG	60,641	74,489	110,326	65,509	89,581	0	105,943	0	0
4890	O/S O'HEAD RCHG	11,140	13,971	19,920	13,698	17,217	0	21,615	0	0
4891	AGENCY SERVICES RECHARGE	13,372	11,516	12,563	13,513	14,458	0	14,616	0	0
4892	C/S STAFF RCHG	3,675	3,521	6,885	10,577	10,663	0	12,407	0	0
4893	C/S O'HEAD RCHG	1,787	2,122	0	3,055	3,142	0	3,443	0	0
5199	Depreciation Charge to Service	0	4,988	0	4,978	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b>Overhead Expenditure</b>		121,913	147,686	173,952	145,760	168,816	0	195,604	0	0
<b>Movement to/(from) Gen Reserve</b>		(71,813)	(93,550)	(133,852)	(103,001)	(132,238)		(157,624)		
<b>303</b>	<b><u>CLOSED CH'YARDS ST MARYS/HOLY</u></b>									
1060	INSURANCE RECOVERED	0	0	0	-1,108	4,144	0	0	0	0
1085	INSURANCE CLAIMS RECEIVED	0	5,252	0	0	-5,252	0	0	0	0
<b>Total Income</b>		0	5,252	0	-1,108	-1,108	0	0	0	0
4036	PROPERTY MAINTENANCE	18,983	8,404	25,150	157	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	28,500	0	0	0	0	0
4495	TFR FROM EARMARKED R	-10,000	-10,000	-16,150	-16,150	-16,150	0	-10,000	0	0
<b>Overhead Expenditure</b>		19,000	25,561	12,500	12,507	12,500	0	4,500	0	0
<b>Movement to/(from) Gen Reserve</b>		(19,000)	(20,309)	(12,500)	(13,615)	(13,608)		(4,500)		
<b>305</b>	<b><u>ALLOTMENTS</u></b>									
1052	EXPENSES RECOVERED	0	0	0	142	142	0	0	0	0
<b>Total Income</b>		0	0	0	142	142	0	0	0	0
4013	RENT PAID	5	5	5	5	5	0	0	0	0
4036	PROPERTY MAINTENANCE	0	0	500	622	536	0	500	0	0
4037	GROUNDS MAINTENANCE	500	0	500	329	500	0	500	0	0
4888	O/S STAFF RCHG	4,624	727	999	15,346	811	0	959	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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	849	91	180	3,355	156	0	196	0	0
4891	AGENCY SERVICES RECHARGE	3,077	2,650	2,891	3,110	4,131	0	4,176	0	0
4892	C/S STAFF RCHG	881	840	706	2,644	2,666	0	3,102	0	0
4893	C/S O'HEAD RCHG	183	218	0	764	786	0	861	0	0
5198	Deferred Grants Released	0	0	0	-2,715	0	0	0	0	0
5199	Depreciation Charge to Service	0	3,525	0	3,664	0	0	0	0	0
<b>Overhead Expenditure</b>		10,119	8,056	5,781	27,125	9,591	0	10,294	0	0
<b>Movement to/(from) Gen Reserve</b>		(10,119)	(8,056)	(5,781)	(26,983)	(9,449)		(10,294)		
<b>Halls, Cemeteries &amp; Allotments - Income</b>		166,320	130,394	136,485	183,751	148,505	0	214,916	0	0
<b>Expenditure</b>		632,061	636,204	597,065	638,481	596,009	0	762,561	0	0
<b>Movement to/(from) Gen Reserve</b>		(465,741)	(505,810)	(460,580)	(454,730)	(447,504)		(547,645)		
<b><u>Parks &amp; Recreation</u></b>										
<b><u>201</u></b>	<b><u>SPLASHPARK</u></b>									
4012	WATER RATES	15,000	2,599	12,000	3,797	3,000	0	12,000	0	0
4016	CLEANING MATERIALS	275	0	300	368	300	0	275	0	0
4036	PROPERTY MAINTENANCE	8,000	2,047	5,000	2,827	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.(VATABLE)	500	500	500	454	500	0	500	0	0
4491	TFR TO EARMARKED RES	25,000	42,500	0	4,500	0	0	0	0	0
4888	O/S STAFF RCHG	14,122	3,171	7,962	1,715	6,465	0	7,646	0	0
4890	O/S O'HEAD RCHG	2,594	1,117	1,437	403	1,242	0	1,560	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4891	AGENCY SERVICES RECHARGE	14,130	0	13,274	0	16,523	0	16,704	0	0
5198	Deferred Grants Released	0	-19,286	0	-25,082	0	0	0	0	0
5199	Depreciation Charge to Service	0	66,802	0	66,283	0	0	0	0	0
	<b>Overhead Expenditure</b>	91,121	99,457	42,973	55,266	35,530	0	46,185	0	0
	<b>Movement to/(from) Gen Reserve</b>	(91,121)	(99,457)	(42,973)	(55,266)	(35,530)		(46,185)		
<b>202</b>	<b><u>THE LEYS RECREATION GROUND</u></b>									
1020	SPORTS - FOOTBALL	1,000	661	1,000	2,331	1,163	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	3,080	0	0
1051	GROUND HIRE	18,520	13	18,520	11,338	11,175	0	11,175	0	0
1052	EXPENSES RECOVERED	1,000	375	500	60	60	0	150	0	0
1058	WATER RECOVERED	180	175	175	175	175	0	150	0	0
1099	MISCELLANEOUS INCOME	0	0	0	1,000	0	0	0	0	0
	<b>Total Income</b>	27,620	6,701	26,180	20,388	18,058	0	20,175	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	43	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	10,415	9,500	0	9,500	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4025	INSURANCE	300	224	250	224	224	0	240	0	0
4036	PROPERTY MAINTENANCE	10,000	1,756	10,000	6,220	5,000	0	7,500	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	1,500	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	6,000	0	3,500	0	5,000	0	0
4048	ENG.INSPEC.(VATABLE)	5,000	398	430	398	430	0	430	0	0
4049	PLAY RISK ASSESSMENT	1,750	62	1,750	123	125	0	1,000	0	0
4059	OTHER PROF FEES	0	0	0	0	0	0	10,000	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	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	14,650	0	6,500	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	45,860	28,478	0	33,680	0	0
4890	O/S O'HEAD RCHG	6,949	4,884	6,332	9,685	5,473	0	6,872	0	0
4891	AGENCY SERVICES RECHARGE	37,679	67,061	44,046	87,664	49,569	0	50,111	0	0
4892	C/S STAFF RCHG	5,940	5,782	12,675	14,103	14,217	0	16,543	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	4,073	4,190	0	4,590	0	0
<b>Overhead Expenditure</b>		141,934	140,107	154,956	183,097	127,456	0	168,966	0	0
<b>Movement to/(from) Gen Reserve</b>		(114,314)	(133,406)	(128,776)	(162,708)	(109,398)		(148,791)		
<b>203</b>	<b>WEST WITNEY SPORTS GROUND</b>									

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
1020	SPORTS - FOOTBALL	5,150	2,890	3,000	5,141	4,400	0	3,000	0	0
1021	SPORTS - CRICKET	1,500	514	525	1,507	1,565	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	17,491	15,300	0	21,820	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
<b>Total Income</b>		32,411	26,703	26,861	36,816	34,442	0	40,137	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	5,000	0	0	0	0
4025	INSURANCE	600	582	610	555	555	0	590	0	0
4030	RECRUITMENT ADVT'G	0	-1	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	500	959	500	1,693	1,500	0	1,500	0	0
4037	GROUPS MAINTENANCE	1,500	448	1,500	3,151	3,151	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	159	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	2,500	0	5,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4100	GRANTS GENERAL	0	12,091	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	0	0	2,000	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	13,158	8,660	0	10,242	0	0
4890	O/S O'HEAD RCHG	2,218	2,463	1,925	3,019	1,664	0	2,090	0	0
4891	AGENCY SERVICES RECHARGE	54,865	47,247	51,542	55,441	57,830	0	58,463	0	0
5199	Depreciation Charge to Service	0	0	0	584	0	0	0	0	0
<b>Overhead Expenditure</b>		74,111	76,470	73,368	84,861	81,885	0	81,310	0	0
<b>Movement to/(from) Gen Reserve</b>		(41,700)	(49,768)	(46,507)	(48,045)	(47,443)		(41,173)		
<b>204</b>	<b><u>BURWELL (QE2) SPORTS GROUND</u></b>									
1020	SPORTS - FOOTBALL	3,000	875	1,500	5,690	3,000	0	3,500	0	0
<b>Total Income</b>		3,000	875	1,500	5,690	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	1,214	540	0	1,000	0	0
4046	SPORTS EQUIPMENT	0	80	0	0	0	0	3,000	0	0
4047	PLAY EQUIP MAINTENCE	1,000	1,534	1,000	768	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VATABLE)	0	456	475	456	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

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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	5,720	1,882	2,703	7,985	2,195	0	2,596	0	0
4890	O/S O'HEAD RCHG	1,051	307	488	1,948	422	0	530	0	0
4891	AGENCY SERVICES RECHARGE	25,582	22,030	24,033	25,851	26,850	0	27,144	0	0
<b>Overhead Expenditure</b>		36,803	27,816	30,899	39,046	33,582	0	37,845	0	0
<b>Movement to/(from) Gen Reserve</b>		(33,803)	(26,941)	(29,399)	(33,356)	(30,582)		(34,345)		
<b>205</b>	<b><u>KING GEORGE V / NEWLAND</u></b>									
1020	SPORTS - FOOTBALL	1,000	212	250	1,747	1,000	0	1,600	0	0
<b>Total Income</b>		1,000	212	250	1,747	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	376	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	1,000	0	0	0	0	0
4888	O/S STAFF RCHG	2,797	5,229	8,814	788	7,157	0	8,464	0	0
4890	O/S O'HEAD RCHG	514	585	1,591	198	1,375	0	1,727	0	0
4891	AGENCY SERVICES RECHARGE	12,275	10,571	11,532	12,404	12,392	0	12,528	0	0
<b>Overhead Expenditure</b>		17,086	18,539	24,837	14,870	24,886	0	26,719	0	0

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Note: Finance Report - Monday 6th June 2022

		<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
<b>Movement to/(from) Gen Reserve</b>		<u>(16,086)</u>	<u>(18,327)</u>	<u>(24,587)</u>	<u>(13,123)</u>	<u>(23,886)</u>		<u>(25,119)</u>		
<b>207</b>	<b><u>MOORLAND ROAD PLAY AREA</u></b>									
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.(VATABLE)	0	218	250	218	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	500	0	0	0	0	0
4888	O/S STAFF RCHG	754	919	2,333	522	1,894	0	2,240	0	0
4890	O/S O'HEAD RCHG	139	146	421	106	364	0	457	0	0
<b>Overhead Expenditure</b>		<u>2,393</u>	<u>2,559</u>	<u>4,504</u>	<u>1,408</u>	<u>3,070</u>	<u>0</u>	<u>3,547</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(2,393)</u>	<u>(2,559)</u>	<u>(4,504)</u>	<u>(1,408)</u>	<u>(3,070)</u>		<u>(3,547)</u>		
<b>208</b>	<b><u>WOOD GREEN PITCHES/PLAY AREA</u></b>									
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.(VATABLE)	0	238	260	238	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	500	0	0	0	0	0
4888	O/S STAFF RCHG	1,175	1,093	2,777	182	2,255	0	2,667	0	0
4890	O/S O'HEAD RCHG	216	142	501	52	433	0	544	0	0
4891	AGENCY SERVICES RECHARGE	2,418	0	2,271	0	2,065	0	2,088	0	0

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Note: Finance Report - Monday 6th June 2022

		<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
<b>Overhead Expenditure</b>		5,309	2,655	7,309	1,033	5,575	0	6,159	0	0
<b>Movement to/(from) Gen Reserve</b>		(5,309)	(2,655)	(7,309)	(1,033)	(5,575)		(6,159)		
<b>209</b>	<b><u>ETON CLOSE PLAY AREA</u></b>									
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	159	175	159	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	250	0	0	0	0	0
<b>Overhead Expenditure</b>		1,250	1,488	1,575	470	637	0	675	0	0
<b>Movement to/(from) Gen Reserve</b>		(1,250)	(1,488)	(1,575)	(470)	(637)		(675)		
<b>210</b>	<b><u>OXLEASE PLAY AREA</u></b>									
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	1,500	1,536	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	436	450	436	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	5,874	3,368	0	3,983	0	0
4890	O/S O'HEAD RCHG	717	221	748	1,365	647	0	813	0	0
4891	AGENCY SERVICES RECHARGE	5,115	0	13,566	0	14,458	0	14,616	0	0

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**WITNEY TOWN COUNCIL 2021-22**  
**Annual Budget - By Committee (Actual YTD Month 12)**  
**Note: Finance Report - Monday 6th June 2022**

		<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
<b>Overhead Expenditure</b>		11,237	3,568	21,412	9,272	19,485	0	20,462	0	0
<b>Movement to/(from) Gen Reserve</b>		(11,237)	(3,568)	(21,412)	(9,272)	(19,485)		(20,462)		
<b>211</b>	<b><u>FIELDMERE PLAY AREA</u></b>									
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	750	768	250	0	250	0	0
4048	ENG.INSPEC.(VATABLE)	0	258	275	258	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	75	3,338	0	3,948	0	0
4890	O/S O'HEAD RCHG	155	234	742	15	642	0	805	0	0
<b>Overhead Expenditure</b>		2,247	3,289	6,878	1,177	4,567	0	5,378	0	0
<b>Movement to/(from) Gen Reserve</b>		(2,247)	(3,289)	(6,878)	(1,177)	(4,567)		(5,378)		
<b>212</b>	<b><u>QUARRY ROAD PLAY AREA</u></b>									
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	198	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	250	0	0	0	0	0
4888	O/S STAFF RCHG	81	66	185	323	150	0	178	0	0
4890	O/S O'HEAD RCHG	15	15	33	81	29	0	36	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b>Overhead Expenditure</b>		1,346	1,461	1,693	914	716	0	789	0	0
<b>Movement to/(from) Gen Reserve</b>		(1,346)	(1,461)	(1,693)	(914)	(716)		(789)		
<b>213</b>	<b><u>RALEIGH CRESCENT PLAY AREA</u></b>									
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
4491	TFR TO EARMARKED RES	0	0	0	500	0	0	0	0	0
4888	O/S STAFF RCHG	713	3,928	3,740	51	3,037	0	3,591	0	0
4890	O/S O'HEAD RCHG	131	645	675	8	584	0	733	0	0
<b>Overhead Expenditure</b>		2,349	5,142	5,920	564	4,226	0	4,929	0	0
<b>Movement to/(from) Gen Reserve</b>		(2,349)	(5,142)	(5,920)	(564)	(4,226)		(4,929)		
<b>214</b>	<b><u>PARK ROAD PLAY AREA</u></b>									
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	159	0	0	250	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	500	0	100	0	0
4888	O/S STAFF RCHG	0	0	0	1,221	0	0	0	0	0
4890	O/S O'HEAD RCHG	0	0	0	264	0	0	0	0	0
<b>Overhead Expenditure</b>		0	0	0	1,644	625	0	975	0	0
<b>Movement to/(from) Gen Reserve</b>		0	0	0	(1,644)	(625)		(975)		

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**Annual Budget - By Committee (Actual YTD Month 12)**

**Note: Finance Report - Monday 6th June 2022**

	<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
<b>Parks &amp; Recreation - Income</b>	64,031	34,491	54,791	64,641	56,500	0	65,412	0	0
<b>Expenditure</b>	387,186	382,551	376,324	393,621	342,240	0	403,939	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(323,155)</u>	<u>(348,060)</u>	<u>(321,533)</u>	<u>(328,980)</u>	<u>(285,740)</u>		<u>(338,527)</u>		

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b><u>Stronger Communities</u></b>										
<b><u>402</u></b>	<b><u>COMMUNITY INFRASTRUCTURE</u></b>									
1052	EXPENSES RECOVERED	0	621	0	2,488	1,900	0	0	0	0
1170	GRANTS RECEIVED	0	500	0	1,990	9,355	0	0	0	0
1171	DONATIONS RECEIVED	0	0	0	468	2,768	0	0	0	0
<b>Total Income</b>		0	1,121	0	4,945	14,023	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	1,189	1,000	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	4,100	3,676	4,000	1,015	2,000	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	18	2,000	0	2,000	0	0
4036	PROPERTY MAINTENANCE	3,630	10	2,630	438	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	209	750	0	750	0	0
4040	ARBORICULTURE	24,550	13,800	29,300	12,820	29,750	0	19,000	0	0
4066	TREE REPLACEMENT	6,000	2,090	8,000	5,836	8,000	0	4,000	0	0
4067	Tree Survey	5,000	3,750	6,250	6,201	6,250	0	8,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	2,200	967	2,500	1,161	2,500	0	4,000	0	0
4200	STREET FURNITURE	0	1,713	0	3,732	4,128	0	1,000	0	0
4205	CLIMATE EMERGENCY	10,000	0	25,788	788	25,000	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4208	COVID-19 MEMORIAL	0	0	0	0	0	0	1,500	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	731	2,000	0	6,000	0	0
4491	TFR TO EARMARKED RES	0	39,100	0	57,430	0	0	0	0	0
4495	TFR FROM EARMARKED R	-18,150	-18,150	-29,500	-29,500	-29,500	0	-10,000	0	0
4888	O/S STAFF RCHG	45,293	46,493	73,887	31,970	59,994	0	70,952	0	0
4890	O/S O'HEAD RCHG	8,321	7,286	11,601	7,126	11,530	0	14,476	0	0
4891	AGENCY SERVICES RECHARGE	152,727	131,641	150,692	170,187	169,360	0	171,213	0	0
4892	C/S STAFF RCHG	8,508	12,293	12,675	14,103	14,217	0	16,543	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	4,073	4,190	0	4,590	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
5198	Deferred Grants Released	0	0	0	-1,039	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,378	0	4,647	0	0	0	0	0
<b>Overhead Expenditure</b>		290,204	267,116	325,503	303,248	331,916	0	336,279	0	0
<b>Movement to/(from) Gen Reserve</b>		(290,204)	(265,995)	(325,503)	(298,303)	(317,893)		(336,279)		
<b>408</b>	<b>COMMUNITY ACTIVITIES</b>									
4103	GRANT YOUTH COUNCIL	500	18	500	0	0	0	500	0	0
4109	BLUE PLAQUES	1,000	0	1,000	0	1,000	0	0	0	0
4141	EVENTS	12,500	646	10,212	2,501	3,500	0	11,000	0	0
4145	QUEENS JUBILEE (2022)	0	0	0	0	0	0	3,000	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	1,000	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	56,413	56,868	0	66,172	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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	14,085	16,725	0	16,291	16,759	0	18,362	0	0
5199	Depreciation Charge to Service	0	98	0	98	0	0	0	0	0
<b>Overhead Expenditure</b>		62,098	50,331	64,978	75,303	77,127	0	99,034	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(62,098)</u>	<u>(50,331)</u>	<u>(64,978)</u>	<u>(75,303)</u>	<u>(77,127)</u>		<u>(99,034)</u>		
<b>Stronger Communities - Income</b>		0	1,121	0	4,945	14,023	0	0	0	0
<b>Expenditure</b>		352,302	317,447	390,481	378,551	409,043	0	435,313	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(352,302)</u>	<u>(316,325)</u>	<u>(390,481)</u>	<u>(373,606)</u>	<u>(395,020)</u>		<u>(435,313)</u>		

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b><u>Policy, Governance &amp; Finance</u></b>										
<b><u>401</u></b>	<b><u>CIVIC ACTIVITIES</u></b>									
4000	MAYORS ALLOWANCE	4,000	-425	3,000	245	3,000	0	3,000	0	0
4150	CIVIC FUNCTIONS	3,800	286	2,000	241	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
4491	TFR TO EARMARKED RES	0	0	0	500	0	0	0	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	28,206	28,434	0	33,086	0	0
4893	C/S O'HEAD RCHG	7,286	8,651	0	8,146	8,380	0	9,181	0	0
5198	Deferred Grants Released	0	-2,715	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	103	0	102	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>34,887</b>	<b>23,727</b>	<b>33,469</b>	<b>37,708</b>	<b>42,282</b>	<b>0</b>	<b>47,767</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(34,887)</b>	<b>(23,727)</b>	<b>(33,469)</b>	<b>(37,708)</b>	<b>(42,282)</b>		<b>(47,767)</b>		
<b><u>407</u></b>	<b><u>GRANTS &amp; DONATIONS (INC S137)</u></b>									
1171	DONATIONS RECEIVED	0	750	0	1,000	1,000	0	1,000	0	0
	<b>Total Income</b>	<b>0</b>	<b>750</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4099	MISCELLANEOUS	0	10,000	0	1,100	1,100	0	0	0	0
4100	GRANTS GENERAL	15,000	1,610	13,640	6,723	13,640	0	20,000	0	0
4101	GRANT CAB	2,000	2,000	2,000	2,000	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	45,836	45,000	0	35,120	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4107	Witney Dementia Alliance	1,000	0	1,000	0	0	0	1,000	0	0
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	332	750	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	500	2,000	0	500	0	0
4161	TOWN TWINNING ROOM HIRE	500	0	500	0	0	0	500	0	0
4162	GRANT VOLUNTEER LINK-UP	500	500	500	500	500	0	500	0	0
4164	MADLEY PARK TRUST GRANT	5,000	0	0	0	0	0	0	0	0
4167	BUS SERVICE	21,000	18,000	21,000	21,000	21,000	0	21,000	0	0
4169	CHILDREN & YOUTH PROVISION	30,000	29,510	40,250	35,913	40,250	0	40,000	0	0
4491	TFR TO EARMARKED RES	0	39,390	0	11,240	0	0	0	0	0
4495	TFR FROM EARMARKED R	-5,000	-5,000	-34,390	-34,390	-34,390	0	0	0	0
<b>Overhead Expenditure</b>		117,400	116,798	106,400	93,854	94,950	0	136,520	0	0
<b>Movement to/(from) Gen Reserve</b>		(117,400)	(116,048)	(106,400)	(92,854)	(93,950)		(135,520)		
<b>502</b>	<b><u>TOWN HALL MAINTEN'CE</u></b>									
1011	HALL LETTINGS	50	0	0	0	0	0	0	0	0
1050	RENT RECEIVED	19,950	19,950	13,950	19,950	13,950	0	13,950	0	0
1052	EXPENSES RECOVERED	0	150	0	0	0	0	0	0	0
1170	GRANTS RECEIVED	0	0	0	22,401	0	0	0	0	0
<b>Total Income</b>		20,000	20,100	13,950	42,351	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

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
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	15,500	19,000	0	15,500	0	0
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	22,703	22,000	0	4,500	0	0
4038	OTHER MAINTENANCE	1,750	1,740	1,750	3,225	1,750	0	2,000	0	0
4041	EQUIPMENT HIRE	0	0	0	0	500	0	2,000	0	0
4059	OTHER PROF FEES	10,000	3,513	6,450	5,430	6,450	0	2,500	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	-26,938	0	0	0	0
4888	O/S STAFF RCHG	293	22,904	1,074	25,750	872	0	1,031	0	0
4890	O/S O'HEAD RCHG	54	5,381	1,939	5,912	168	0	210	0	0
4892	C/S STAFF RCHG	2,416	2,294	3,248	3,526	3,554	0	4,136	0	0
4893	C/S O'HEAD RCHG	843	1,001	0	1,018	1,047	0	1,148	0	0
<b>Overhead Expenditure</b>		39,336	86,205	28,861	73,986	29,275	0	33,950	0	0
<b>Movement to/(from) Gen Reserve</b>		(19,336)	(66,105)	(14,911)	(31,635)	(15,325)		(20,000)		
<b>503</b>	<b><u>AGENCY SERVICES</u></b>									
4300	AGENCY MAINT'CE	355,470	330,978	362,951	413,068	413,072	0	417,593	0	0
4310	AGENCY MAINT'CE V O	10,000	0	5,000	0	5,000	0	5,000	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4320	AGENCY SPECIAL ADVCE	200	795	200	51	0	0	200	0	0
4491	TFR TO EARMARKED RES	0	0	0	5,000	0	0	0	0	0
4891	AGENCY SERVICES RECHARGE	-365,670	-330,978	-368,151	-413,068	-413,072	0	-417,593	0	0
	<b>Overhead Expenditure</b>	0	795	0	5,051	5,000	0	5,200	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(795)	0	(5,050)	(5,000)		(5,200)		
<b>505</b>	<b><u>PRECEPT</u></b>									
1176	PRECEPT	1,628,699	1,628,699	1,691,877	1,691,877	1,691,877	0	1,829,398	0	0
1177	PRECEPT SUPPORT GRANT	30,454	30,454	0	0	0	0	0	0	0
	<b>Total Income</b>	1,659,153	1,659,153	1,691,877	1,691,877	1,691,877	0	1,829,398	0	0
	<b>Movement to/(from) Gen Reserve</b>	1,659,153	1,659,153	1,691,877	1,691,877	1,691,877		1,829,398		
<b>506</b>	<b><u>INTEREST RECEIVED</u></b>									
1190	INTEREST RECEIVED	8,000	5,010	4,500	3,101	2,500	0	2,500	0	0
	<b>Total Income</b>	8,000	5,010	4,500	3,101	2,500	0	2,500	0	0
4051	BANK CHARGES	1,200	789	2,000	1,805	2,000	0	2,000	0	0
	<b>Overhead Expenditure</b>	1,200	789	2,000	1,805	2,000	0	2,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	6,800	4,221	2,500	1,296	500		500		
<b>601</b>	<b><u>WORKS DEPARTMENT GEN</u></b>									
1099	MISCELLANEOUS INCOME	0	0	0	195	0	0	0	0	0
1175	ASSET DISPOSALS	0	0	0	0	195	0	0	0	0
	<b>Total Income</b>	0	0	0	195	195	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4001	SALARIES	264,341	214,704	276,737	230,913	230,413	0	270,000	0	0
4002	ER'S NIC	21,807	19,435	36,201	20,731	20,308	0	27,400	0	0
4003	ER'S SUPERANN	53,023	46,564	58,174	48,529	50,000	0	58,250	0	0
4007	PROTECTIVE CLOTHING	2,500	1,293	3,700	2,190	3,700	0	4,000	0	0
4008	TRAINING	6,400	5,465	5,900	5,858	5,900	0	6,000	0	0
4009	TRAVELLING	1,000	1,433	3,000	2,835	1,000	0	1,000	0	0
4014	ELECTRICITY	6,500	6,679	6,500	9,025	7,000	0	7,500	0	0
4016	CLEANING MATERIALS	750	441	300	310	600	0	300	0	0
4017	CONTRACT CLEAN/WASTE	6,500	600	9,900	2,087	3,000	0	4,000	0	0
4021	TELEPHONE/FAX	2,375	1,253	2,000	1,980	2,000	0	2,000	0	0
4023	STATIONERY	150	0	150	192	150	0	150	0	0
4025	INSURANCE	200	119	125	112	112	0	120	0	0
4028	I.T.	1,000	624	650	692	650	0	750	0	0
4030	RECRUITMENT ADVT'G	500	0	1,000	1,000	500	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	882	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	557	800	0	1,000	0	0
4042	EQUIPMENT	1,960	895	2,360	2,192	2,360	0	1,500	0	0
4043	SMALL TOOLS & EQUIPT	1,000	863	1,000	981	1,000	0	1,000	0	0
4044	FUEL	4,000	3,149	4,000	2,895	3,250	0	3,250	0	0
4045	LICENCES	1,500	1,491	1,500	1,551	1,500	0	1,500	0	0
4050	VEHICLE MAINTENANCE	6,500	2,243	5,000	4,060	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

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
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	2,175	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	-300,173	-300,721	0	-355,650	0	0
4890	O/S O'HEAD RCHG	-58,634	-50,861	-66,869	-65,778	-57,796	0	-72,562	0	0
4892	C/S STAFF RCHG	9,036	8,940	24,609	17,629	17,771	0	20,679	0	0
4893	C/S O'HEAD RCHG	6,387	7,584	0	5,091	5,237	0	5,738	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	6,711	0	0	0	0	0
<b>Overhead Expenditure</b>		449	15,299	2,750	-719	54	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(449)	(15,299)	(2,750)	914	141		0		
<b>602</b>	<b><u>CENTRAL SUPPORT (Ex 501)</u></b>									
1052	EXPENSES RECOVERED	0	0	0	225	0	0	0	0	0
1099	MISCELLANEOUS INCOME	0	0	0	12	12	0	0	0	0
<b>Total Income</b>		0	0	0	237	12	0	0	0	0
4001	SALARIES	181,853	181,103	263,945	268,488	271,613	0	312,488	0	0
4002	ER'S NIC	20,285	18,866	34,969	25,631	24,876	0	33,280	0	0
4003	ER'S SUPERANN	41,266	39,071	56,986	58,361	58,939	0	67,809	0	0
4008	TRAINING	9,000	2,101	8,900	8,076	8,900	0	6,000	0	0
4009	TRAVELLING	7,500	1,255	1,500	1,289	3,500	0	3,500	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4010	MISC STAFF COSTS	200	0	200	70	200	0	200	0	0
4011	RATES	8,092	7,984	8,237	17,831	15,862	0	21,530	0	0
4012	WATER RATES	400	272	450	413	450	0	450	0	0
4014	ELECTRICITY	4,000	7,866	7,000	7,995	8,000	0	8,000	0	0
4016	CLEANING MATERIALS	550	151	1,000	0	500	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	1,500	858	3,950	1,401	3,950	0	3,950	0	0
4018	PHOTOCOPIER COSTS	2,000	634	1,000	1,252	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	5,378	5,000	0	5,500	0	0
4022	POSTAGE	7,000	6,802	7,000	-10,929	3,500	0	3,500	0	0
4023	STATIONERY	2,500	2,472	2,500	2,009	2,500	0	2,500	0	0
4024	SUBSCRIPTIONS	0	0	0	95	0	0	0	0	0
4025	INSURANCE	3,800	3,243	3,350	3,266	2,766	0	2,885	0	0
4026	BOOKS/PUBLICATIONS	300	192	300	226	300	0	300	0	0
4028	I.T.	9,000	9,909	10,000	17,163	12,750	0	12,750	0	0
4030	RECRUITMENT ADVT'G	4,500	824	4,500	404	2,500	0	2,500	0	0
4038	OTHER MAINTENANCE	0	0	0	69	0	0	0	0	0
4042	EQUIPMENT	2,250	527	4,250	3,747	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	1,840	2,300	0	2,300	0	0
4055	ACCOUNTANCY FEES	6,000	6,965	6,000	7,064	6,000	0	7,000	0	0
4059	OTHER PROF FEES	40,407	47,754	20,000	31,455	20,000	0	20,000	0	0
4064	HEALTH & SAFETY	0	0	0	179	200	0	250	0	0
4099	MISCELLANEOUS	0	0	0	70	30	0	45	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4143	REFRESHMENT COSTS	300	31	300	178	300	0	300	0	0
4400	COVID-19 EXPENDITURE	0	478	50	63	100	0	100	0	0
4491	TFR TO EARMARKED RES	0	4,900	0	4,050	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	-352,479	-355,428	0	-413,577	0	0
4893	C/S O'HEAD RCHG	-91,642	-108,815	-95,537	-101,921	-104,746	0	-114,760	0	0
5199	Depreciation Charge to Service	0	676	0	1,873	0	0	0	0	0
<b>Overhead Expenditure</b>		-450	-15,524	3,533	1,260	12	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		450	15,524	(3,533)	(1,023)	0		0		
<b>700</b>	<b><u>STRATEGIC PLANNING INITIATIVES</u></b>									
4059	OTHER PROF FEES	0	0	0	7,180	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-7,180	0	0	0	0	0
4892	C/S STAFF RCHG	19,936	18,658	17,371	26,443	26,657	0	31,018	0	0
4893	C/S O'HEAD RCHG	4,509	5,354	0	7,636	7,856	0	8,607	0	0
<b>Overhead Expenditure</b>		24,445	24,012	17,371	34,080	34,513	0	39,625	0	0
<b>Movement to/(from) Gen Reserve</b>		(24,445)	(24,012)	(17,371)	(34,080)	(34,513)		(39,625)		
<b>701</b>	<b><u>CORPORATE MANAGEMENT</u></b>									
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	2,400	2,000	0	2,500	0	0
4099	MISCELLANEOUS	150	0	150	0	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4491	TFR TO EARMARKED RES	0	0	0	2,000	0	0	0	0	0
4892	C/S STAFF RCHG	52,759	51,286	69,307	59,938	60,423	0	70,308	0	0
4893	C/S O'HEAD RCHG	17,989	21,360	0	17,310	17,807	0	19,509	0	0
<b>Overhead Expenditure</b>		75,418	76,675	76,457	83,939	84,764	0	94,972	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(75,418)</u>	<u>(76,675)</u>	<u>(76,457)</u>	<u>(83,939)</u>	<u>(84,764)</u>		<u>(94,972)</u>		
<b>702</b>	<b><u>DEMOCRATIC REP'N &amp; MGMT</u></b>									
4008	TRAINING	3,900	397	3,500	950	2,500	0	2,500	0	0
4009	TRAVELLING	100	0	100	0	0	0	0	0	0
4024	SUBSCRIPTIONS	6,000	4,987	6,000	6,027	6,000	0	6,000	0	0
4028	I.T.	1,855	2,179	2,750	2,434	3,250	0	3,250	0	0
4034	NEWSLETTER	4,000	3,120	3,000	2,925	3,000	0	3,000	0	0
4120	ROOM HIRE/MEETING EXPS	2,000	408	2,000	429	1,500	0	2,000	0	0
4155	MODERN GOV/MTNG DIGITALISATION	6,000	7,549	6,000	7,605	7,250	0	7,605	0	0
4180	ELECTION EXPENSES	3,000	0	3,000	0	4,500	0	4,500	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	7,000	0	0	0	0	0
4495	TFR FROM EARMARKED R	-2,400	-2,400	-1,000	-1,000	-1,000	0	0	0	0
4892	C/S STAFF RCHG	54,621	47,016	72,555	53,063	53,492	0	62,243	0	0
4893	C/S O'HEAD RCHG	18,833	22,362	0	15,324	15,764	0	17,271	0	0
<b>Overhead Expenditure</b>		97,909	86,618	97,905	94,759	96,256	0	108,369	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(97,909)</u>	<u>(86,618)</u>	<u>(97,905)</u>	<u>(94,759)</u>	<u>(96,256)</u>		<u>(108,369)</u>		

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

	<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
<b>Policy, Governance &amp; Finance - Income</b>	1,687,153	1,685,013	1,710,327	1,738,761	1,709,534	0	1,846,848	0	0
<b>Expenditure</b>	390,594	415,394	368,746	425,722	389,106	0	468,403	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>1,296,559</u>	<u>1,269,618</u>	<u>1,341,581</u>	<u>1,313,039</u>	<u>1,320,428</u>		<u>1,378,445</u>		

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b><u>Climate, Biodiversity &amp; Planni</u></b>										
<b><u>206</u></b>	<b><u>WITNEY COUNTRY PARK</u></b>									
1030	FISHING RIGHTS	1,380	723	1,400	1,200	1,400	0	1,450	0	0
1054	EASEMENTS/WAYLEAVES	0	0	0	1,500	0	0	0	0	0
<b>Total Income</b>		1,380	723	1,400	2,700	1,400	0	1,450	0	0
4001	SALARIES	0	190	17,217	0	4,500	0	27,852	0	0
4002	ER'S NIC	0	2	1,185	0	520	0	2,861	0	0
4003	ER'S SUPERANN	0	0	3,736	0	1,000	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	800	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	20,120	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	14,799	15,818	0	18,707	0	0
4890	O/S O'HEAD RCHG	4,486	1,537	3,517	3,206	3,040	0	3,817	0	0
4891	AGENCY SERVICES RECHARGE	6,548	5,639	6,151	6,617	6,196	0	6,264	0	0
4892	C/S STAFF RCHG	805	788	1,448	1,763	1,777	0	2,068	0	0
4893	C/S O'HEAD RCHG	376	446	0	509	524	0	574	0	0
5198	Deferred Grants Released	0	-26,644	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		50,256	5,344	66,355	48,177	48,745	0	84,107	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
<b>Movement to/(from) Gen Reserve</b>		<u>(48,876)</u>	<u>(4,622)</u>	<u>(64,955)</u>	<u>(45,477)</u>	<u>(47,345)</u>		<u>(82,657)</u>		
<b>403</b>	<b><u>PLANNING</u></b>									
4892	C/S STAFF RCHG	14,826	13,918	19,948	19,392	19,549	0	22,747	0	0
4893	C/S O'HEAD RCHG	5,178	6,148	0	5,600	5,761	0	6,312	0	0
<b>Overhead Expenditure</b>		<u>20,004</u>	<u>20,066</u>	<u>19,948</u>	<u>24,992</u>	<u>25,310</u>	<u>0</u>	<u>29,059</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(20,004)</u>	<u>(20,066)</u>	<u>(19,948)</u>	<u>(24,992)</u>	<u>(25,310)</u>		<u>(29,059)</u>		
<b>Climate, Biodiversity &amp; Planni - Income</b>		1,380	723	1,400	2,700	1,400	0	1,450	0	0
<b>Expenditure</b>		70,260	25,410	86,303	73,169	74,055	0	113,166	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(68,880)</u>	<u>(24,688)</u>	<u>(84,903)</u>	<u>(70,469)</u>	<u>(72,655)</u>		<u>(111,716)</u>		

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**WITNEY TOWN COUNCIL 2021-22**  
**Annual Budget - By Committee (Actual YTD Month 12)**  
**Note: Finance Report - Monday 6th June 2022**

		<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
<b><u>Capital &amp; Assets</u></b>										
<b>800</b>	<b><u>CAPITAL PROJECTS</u></b>									
1170	GRANTS RECEIVED	0	410	0	0	0	0	0	0	0
	<b>Total Income</b>	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	-26,350	-31,530	0	-165,095	0	0
4491	TFR TO EARMARKED RES	0	0	25,000	259,469	234,469	0	79,500	0	0
4492	TFR TO RENEWALS FUND	10,000	7,171	14,292	8,169	8,169	0	3,595	0	0
4493	TFR FROM RENEWALS FD	0	-1,816	0	-7,082	-6,097	0	0	0	0
4495	TFR FROM EARMARKED R	0	-33,835	0	-16,689	-16,688	0	-42,000	0	0
4498	TFR TO TOWN HALL RESERVE	5,000	0	5,000	40,000	40,000	0	0	0	0
4902	CAP: REFURB C/EXCHANGE	0	5,664	0	0	12,145	0	0	0	0
4903	CAP: BURWELL HALL	28,000	0	0	1,500	0	0	12,000	0	0
4907	CAP: C/EX CINEMA EQPT	0	0	0	0	0	0	20,000	0	0
4911	CAP: PLAY AREA S/SURFACING	0	5,378	0	0	0	0	0	0	0
4914	CAP: TH CEM ACCESS ROAD/SIGNAG	0	0	15,000	0	0	0	2,000	0	0
4918	CAP: BLDGS ENERGY EFFICIENCY	0	0	0	0	0	0	20,000	0	0
4919	CAP: LAKE & CNTRY PRK	0	0	0	0	0	0	5,000	0	0
4921	CAP: WWSG TENNIS COURTS	0	0	0	0	0	0	10,000	0	0
4922	CAP: LEYS - PAVILION WORKS	0	0	25,000	0	0	0	0	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

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
4929	CAP:PARK RD PLAY AREA	5,000	0	5,000	0	28,850	0	0	0	0
4930	CAP:KING G 5 INFRASTRUCTURE	0	0	0	0	0	0	0	0	0
4931	CAP:STREET FURNITURE	3,500	0	3,500	0	0	0	0	0	0
4933	CAP: BUS SHELTERS	6,000	0	0	0	5,470	0	0	0	0
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	0	0	5,000	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	0	0	0	0	0	0
4962	CAP:COMPUTER/OFFICE EQUIP	0	2,049	0	0	11,097	0	0	0	0
4971	CAP: NEW VEHICLES	5,000	0	5,000	0	0	0	0	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	0	0	0	0	0
4978	CAP: BUTTERCROSS	12,500	0	12,500	0	0	0	0	0	0
4979	CAP:ALLOTMENTS	0	0	0	0	130,912	0	0	0	0
4991	CAP: WEST WITNEY SPORTS GROUND	0	6,500	0	5,378	11,218	0	0	0	0
4996	ASSETS FUNDED FROM GRANTS	0	-11,562	0	-245,223	-145,557	0	0	0	0
4998	Assets Capitalised	0	75,830	0	301,587	0	0	0	0	0
<b>Overhead Expenditure</b>		147,000	23,987	142,292	320,759	282,458	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(147,000)	(23,577)	(142,292)	(320,759)	(282,458)		0		
<b>900</b>	<b><u>ASSET MGMT REVENUE ACCOUNT</u></b>									
1199	Capital Charges Income	0	0	0	-179,644	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 6th June 2022

		<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
5199	Depreciation Charge to Service	0	-157,816	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	-157,816	0	-179,644	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	157,816	0	179,644	0		0		
	<b>Capital &amp; Assets - Income</b>	0	410	0	0	0	0	0	0	0
	<b>Expenditure</b>	147,000	-133,829	142,292	141,115	282,458	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(147,000)	134,239	(142,292)	(141,115)	(282,458)		0		
	<b>Total Budget Income</b>	1,918,884	1,852,151	1,903,003	1,994,800	1,929,962	0	2,128,626	0	0
	<b>Expenditure</b>	1,979,403	1,643,177	1,961,211	2,050,661	2,092,911	0	2,183,382	0	0
	<b>Movement to/(from) Gen Reserve</b>	(60,519)	208,975	(58,208)	(55,861)	(162,949)		(54,756)		

## POLICY, GOVERNANCE AND FINANCE COMMITTEE

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**Date:** Monday, 6<sup>th</sup> June 2022

**Title:** Grants & Subsidised Lettings

**Contact Officer:** Deputy Town Clerk – Adam Clapton

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### Background

The budget for general grants (4100/407) for the financial year, 2022-23, budget cycle is £20,000.

The budget for subsidised lettings (4110/407) for the financial year, 2022-23, budget cycle is £1,800.

### Discretionary Grant Applications

The following applications for discretionary grants have been received: -

#### 1. Witney Town Band

A request for £660 as the annual grant request to cover the playing at three civic/town council events during the year.

Members should note the amount of £500 has been awarded annually for many years so the higher request reflects an increase in costs over this time.

#### 2. Witney Congregational Church

A request for £1,000 towards boiler repairs in the building.

Members should note that under s8 of the Local Government Act 1894, town and parish councils are not permitted to provide funds to churches or ecclesiastical charities. This Act has not been superseded by any subsequent legislation but more recent Acts, including the General Power of Competence appears to contradict it. The National Association of Local Councils has pressed the Government to deal with this issue but as of now it remains unresolved.

#### 3. Oxfordshire Foster Care Association

A request for £2,869 towards storage equipment and specialist holidays. Please see the grant application for further details.

#### 4. Witney Museum & Historical Society

A request for £355.64 due to the falling number of visitors at the Witney & District Museum.

If the application is agreeable, members may like to consider allocating annual funding to the organisation like Witney Twinning Association and Witney Town Band.

## **Subsidised Letting Applications**

The following applications for subsidised letting of the Councils premises have been received: -

### **1. Mayor of Witney**

A request for £510.00 to hold up to three fundraising events at the Corn Exchange during the municipal year for mayoral charities.

### **2. Carry on Dancing Club**

A subsidised hire request for the Corn Exchange to hold dance classes adjacent to the Town Council's weekly tea dance from 12-1.30pm. Halls Cemeteries & Allotments minute number H112 refers.

## **Additional Financial Requests & Matters**

### **Madley Park Hall Trust**

A request of £5,000 has been made by the Trust towards post Covid-19 running costs.

When the Council set up the Madley Park Hall Trust back in 2009/10 it pledged to support the trust financially and set aside three tranches of funding – the third tranche of £5,000 remains in the Councils accounts for release when requested.

### **Rotary Club of Witney**

This committee awarded a £500 grant towards the Colour Run Event which was due to be held on 29<sup>th</sup> May. Unfortunately, the numbers were too low to make the event viable, so it has been postponed until later in the year.

## **Environmental impact**

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

## **Risk**

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

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

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

The Committee should note the information above regarding funding to churches and ecclesiastical charities. There is a risk that any award will be queried by the auditor, but by not awarding the Council runs the risk of not helping this community facility.

### **Financial implications**

As outlined in the report and grant applications.

- The remaining budget for discretionary grant applications in the current year is £19,500. £500 of this is allocated towards an annual grant for the town band.
- The remaining budget for subsidised lettings is £1,800.

### **Recommendations**

Members are invited to note this report and;

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

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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation		Witney Town Band	
Correspondence Address		[REDACTED]	
Post Code	[REDACTED]	Tel No.	[REDACTED]
Contact Name	Jon Warwick		
Position in Organisation	Treasurer (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p><b>Witney Town Band</b> (WTB) is a community brass band with approx. 30 members, and welcome all new players. We are an enthusiastic group of amateur local musicians who rehearse for two hours every Tuesday evening in the Witney Methodist Hall. We play a wide repertoire of music, from traditional Brass Band fare to the contemporary, and popular movie themes. The focus is always for enjoyment and to entertain an audience, although we also rehearse in order to master the technical challenges of competition test pieces. Whilst competition has an important role to improve playing ability, the main aim of the band is to provide entertainment, and we are proud to represent the local community.</p>			
<b>(2) Membership</b>			
How many members do you have?		30	
Approximately how many of your members live in Witney?		Almost all members live in Witney or in the surrounding area	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		Nil	
Are you affiliated to a national organisation?		We pay membership to the Oxfordshire	

If so, which one?	District Brass Band Association (ODDBA)		
Local venue/meeting place	Witney Methodist Hall		
<b>(3) Grants</b>			
<p>Purpose for which the grant is required:</p> <p>(1) To help finance the routine functioning of the band, and the grant will supplement the income received from our performances. There are fixed costs relating to Methodist Hall rental, insurance, and expenses for the Musical Director. Variable costs relate to music purchase, travel expenses, competition entry, and instrument purchase &amp; maintenance.</p> <p>(2) The band will be delighted to perform at 3 civic functions: the Remembrance Day parade, St George's Day parade and the Mayor's Christmas Carol Service are important dates in our diaries. The normal fee charged by the band for such events is £220, and so our grant application this year reflects this.</p>			
Amount of grant applied for	£660		
Has your organisation previously applied to the Town Council for a grant?			YES
If YES please give details	Previous annual grant application for £500		
Have you applied for a grant to any other body or organisation?			NO
If YES please give details			
<b>(4) Financial</b>			
<p><i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i></p> <p>As a community society we do not have audited accounts. Neither do we intend to generate profit, or file tax returns. We are not a business. We do produce a Treasurer's annual report that is made available to all members at our AGM (attached).</p>			
<b>(5) Fundraising</b>			
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>A program of performance for both public and private functions. However, this program is restricted in comparison to our performance schedule in previous years and is yet to significantly recover post-pandemic.</p>			
<b>(6) General</b>			

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.

WTB does not charge subscriptions to its members, but we rely on generating sufficient income through performance. A community band that is free to join, participate in and enjoy is an important part of its ethos. We are a band that loves to perform, be it local fetes, community events, dinner nights, or our own shows. However, owing to the tragic consequences of the recent pandemic, the band's performance calendar has been exceptionally quiet and has this has had a marked effect on the band's finances. Our current account balance is currently approx. 1/3<sup>rd</sup> of its pre-pandemic level. As the band's treasurer I have some concern that we need a more comfortable "cushion" to meet any unexpected costs, and I try to do all I can to optimise the band's income. One obvious factor is to ensure we are adequately paid for any performance that we undertake, and £220 per local event is our commercial rate that we feel is fair and reasonable. The annual grant from WTC has an expectation that we perform at 3 events during the year, and so our annual grant application now reflects this.

*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: Jon Warwick

Date: 23/5/22

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

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

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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation			
Registered Address*		Type text here 4 Welch Way Witney OX28 jJF	
Post Code		Tel No.	
Contact Name	David Kinchin		
Position in Organisation	Treasurer (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration No.	Recognised place of worship
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>The Church aims to provide facilities for the spiritual and emotional wellbeing of people living and working in the area.</p> <p>besides sunday services, a host of activities are available and rooms for hire by any organisation within the local area. it is often used by the Health Service, a nd local charities, as a venue for meetings and training purposes</p>			
<b>(2) Membership</b>			
How many members do you have?		36 members - but up to 500 people enter the building	
Approximately how many of your members live in Witney?		each week. Almost ALL of these people live within the town.	
Is membership restricted in any way?		No - anyone can become a member of the church	
What is your annual subscription, if any?		No fees are demanded or required. Donations are	
Are you affiliated to a national organisation? If so, which one?		accepted. Rooms can be hired by groups The Congregational Federation (National)	
Local venue/meeting place		The church buildings	



<b>(3) Grants</b>	
Purpose for which the grant is required: The three heating boilers are failing. They are all 25 years old. a new system is required.	
Amount of grant applied for	£ 1,000.00
Has your organisation previously applied to the Town Council for a grant?	YES/NO NO
If YES please give details	
Have you applied for a grant to any other body or organisation?	YES/NO YES
If YES please give details	West Oxfordshire District Council
<b>(4) Financial</b>	
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>	
<b>(5) Fundraising</b>	
What fundraising events or activities will your organisation be holding this year? The Church does NOT fund raise.	
<b>(6) General</b>	
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>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.</i>	
Signed: David Kinchin (Treasurer)	Date: 4th May 2022

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

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



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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation		OXFORDSHIRE FOSTER CARE ASSOCIATION	
Registered Address*		20 HIGH STREET, MILTON-UNDER-WYCHWOOD	
Post Code	OX7 6LE	Tel No.	07983327121
Contact Name	Debbie Light		
Position in Organisation	TREASURE (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/	Registration No.	1136591
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>TO PROVIDE FOSTER AND KINSHIP FAMILIES WITH EQUIPMENT AND EXPERIANCES THEY'VE NEVER BE ABLE TO HAVE BEOFRE, SUPPORT THE CARERS AND CHILDREN THROUGH TOUGH TIMES</p>			
<b>(2) Membership</b>			
How many members do you have?		900 +	
Approximately how many of your members live in Witney?		125	
Is membership restricted in any way?		Yes	
What is your annual subscription, if any?		NA	

Are you affiliated to a national organisation? If so, which one?		No	
Local venue/meeting place			
<b>(3) Grants</b>			
<p>PURPOSE FOR WHICH THE GRANT IS REQUIRED:  EQUIPMENT / SHELVING FOR OUR STORAGE SPACE, THIS WILL COST £2419 – WHERE WE KEEP GIFTS FOR THE CHILDREN, BAGS &amp; QUILTS FOR THEM WHEN THEY ARRIVE INTO OR MOVE FROM CARE (MANY ARRIVE WITH A BIN LINER). LAPTOPS. FUNDRAISING EQUIPMENT FOR OUR STORAGE IN MOOR RD, WITNEY  WE ARE ALSO LOOKING TO PROVIDE A SPECIALIST HOLIDAY FOR 3 FAMILIES X 2 NIGHTS AWAY THAT HAVE CHILDREN WITH DISABILITIES £450 AT THOMLEY BERKS</p>			
Amount of grant applied for		£2869	
Has your organisation previously applied to the Town Council for a grant?			/NO
If YES please give details	NA		
Have you applied for a grant to any other body or organisation?			NO
If YES please give details			
<b>(4) Financial</b>			
<p><i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i></p>			
<b>(5) Fundraising</b>			
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>WE'RE HOLDING A WALK &amp; TALK AT BLENHEIM PLACE TO RAISE FUNDS TO PROVIDE HOLIDAYS FOR OUR DISABLED CHILDREN. TOMBOLA, WINE N WATER STALL, XMAS RAFFLE</p>			
<b>(6) General</b>			
<p>Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.</p> <p>Please provide or attach any additional information which may assist the Council in reaching its decision.</p>			
<p><i>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.</i></p>			
Signed: D Light		Date: 20 <sup>th</sup> May 22	

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

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

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

<b>Address for correspondence:</b>	
<b>Telephone number:</b>	
<b>E mail address:</b>	

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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b> <del>WITNEY &amp; DISTRICT MUSEUM</del> WITNEY & DISTRICT MUSEUM.			
Name of Organisation		WITNEY MUSEUM & HISTORICAL SOCIETY.	
Registered Address*		WITNEY & DISTRICT MUSEUM. GLOUCESTER COURT. MEWS. 75 HIGH STREET. WITNEY. OX28. 6JA.	
Post Code		Tel No.	
0X28 6JA			
Contact Name		KATHLEEN WONDRAK.	
Position in Organisation		VOLUNTEER. RESPONSIBLE FOR MARKETING CITEE MEMBER. (i.e. Chairman, Treasurer, Secretary)	
Registered Charity		YES/NO	Registration No.
			1006722
<p>What are the activities and/or aims of the organisation: TO PROVIDE &amp; STORE THE HISTORICAL ARTEFACTS OF WITNEY &amp; SURROUNDING VILLAGES TO MAKE SURE OUR ARTEFACTS &amp; PHOTOS ARE STORED SECURELY. AND DISPLAYED. FOR LOCAL PEOPLE AND VISITORS TO VIEW IN AN INTERESTING WAY. WE NEED TO STORE AND DISPLAY ALL OUR TREASURES FOR THE FUTURE AND FUTURE GENERATIONS. OTHERWISE WILL BE LOST AND HIDDEN AWAY. WHICH WOULD BE VERY SAD. WE HAVE MANY NEW PEOPLE COMING TO LIVE IN WITNEY SO WE NEED TO DISPLAY THE RICH HISTORY THAT WE HAVE AT WITNEY MUSEUM.</p>			
<b>(2) Membership</b>			
How many members do you have?		70	
Approximately how many of your members live in Witney?		65.	
Is membership restricted in any way?		NO.	
What is your annual subscription, if any?		25.00 PER PERSON	
Are you affiliated to a national organisation? If so, which one?		NO.	
Local venue/meeting place		WITNEY MUSEUM.	



**(3) Grants**

Purpose for which the grant is required:

TO HELP WITH FALLING NOS OF VISITORS TO MUSEUM.

Amount of grant applied for

£ 355.64

Has your organisation previously applied to the Town Council for a grant?

YES/NO

If YES please give details

Have you applied for a grant to any other body or organisation?

YES/NO

If YES please give details

WITNEY DISTRICT COUNCIL

**(4) Financial**

APPLIED FOR GRANT OF £500.00 FOR NEW FAMILY PROJECT.

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?

**(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:

27.5.22.

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

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

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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

### (1) Your Organisation

Name of Organisation		Cllr Liz Duncan Mayor of Witney	
Registered Address*		Town Hall Market Square Witney	
Post Code	OX28 6AG	Tel No.	Secretary: 01993 226073
Contact Name	Loraine Harwood		
Position in Organisation	Secretary to the Mayor (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>Charity events to be held in the Corn Exchange</p>			

### (2) Membership

How many members do you have?	
Approximately how many of your members live in Witney?	
Is membership restricted in any way?	
What is your annual subscription, if any?	
Are you affiliated to a national organisation? If so, which one?	

Local venue/meeting place			
<b>(3) Grants</b>			
Purpose for which the grant is required: Three uses of the Main Hall or Gallery Room of Corn Exchange for Charity events			
Amount of grant applied for		$£170 \times 3 = £510$ (ie Max hall hire for main hall on weekend)	
Has your organisation previously applied to the Town Council for a grant?			YES/NO
If YES please give details			
Have you applied for a grant to any other body or organisation?			YES/NO
If YES please give details			
<b>(4) Financial</b>			
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>			
<b>(5) Fundraising</b>			
What fundraising events or activities will your organisation be holding this year?  Likely to hold events such as charity quiz etc on behalf of chosen charities for my term of office			
<b>(6) General</b>			
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>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.</i>			
Signed: <i>Loraine Harwood</i> on behalf of Liz Duncan			Date: 23.5.22

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	Page 146	Shq No.

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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation		CARRY ON DANCING CLUB	
Registered Address*			
Post Code		Tel No.	
Contact Name		MARGARET & MIKE MEADOWCROFT	
Position in Organisation		PRINCIPALS (i.e. Chairman, Treasurer, Secretary)	
Registered Charity		YES/NO	Registration No.
What are the activities and/or aims of the organisation: DANCE PROMOTERS ASSOCIATION *			
<b>(2) Membership</b>			
How many members do you have?		20	
Approximately how many of your members live in Witney?		10	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		NIL	
Are you affiliated to a national organisation? If so, which one?		DPA *	
Local venue/meeting place		CONN EXCHANGE + OTHERS	



<b>(3) Grants</b>	
Purpose for which the grant is required: <i>SUPPORT OF DANCE/EXERCISE MAINLY FOR SENIOR PERSONS</i>	
Amount of grant applied for	£ <i>?</i>
Has your organisation previously applied to the Town Council for a grant?	YES/NO
If YES please give details	
Have you applied for a grant to any other body or organisation?	YES/NO
If YES please give details	
<b>(4) Financial</b>	
Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation. <i>N/A</i>	
<b>(5) Fundraising</b>	
What fundraising events or activities will your organisation be holding this year? <i>OCCASIONAL CHARITY EVENTS - TBA</i>	
<b>(6) General</b>	
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 <i>[Signature]</i>	Date: <i>5/7/22</i>

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.	





# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation		MADLEY PARK HALL TRUST	
Registered Address*		NORTHFIELD FARM LANE, WITNEY, OXFORDSHIRE	
Post Code		Tel No.	
OX28 1UE			
Contact Name		ANDY McCULLOCH	
Position in Organisation		CHAIRPERSON (i.e. Chairman, Treasurer, Secretary)	
Registered Charity		YES/ <del>NO</del>	Registration No. 1142126
<p>What are the activities and/or aims of the organisation:</p> <p>Provision and maintenance of a village hall for use by inhabitants of Witney and surrounding area, including for meetings, classes and other forms of recreation for the improvement of life for the inhabitants.</p>			
<b>(2) Membership</b>			
How many members do you have?		6 (Trustees)	
Approximately how many of your members live in Witney?		6	
Is membership restricted in any way?		No	
What is your annual subscription, if any?		None	
Are you affiliated to a national organisation? If so, which one?		No	
Local venue/meeting place		The Hall.	



<b>(3) Grants</b>	
Purpose for which the grant is required: <i>Post-covid support, to cover running costs while income gradually returns to normal levels.</i>	
Amount of grant applied for	<i>£ 5,000</i>
Has your organisation previously applied to the Town Council for a grant? YES/ <del>NO</del>	
If YES please give details	<i>This is the third of three grants (£15k and £10k) for start-up and support of the hall.</i>
Have you applied for a grant to any other body or organisation? YES/ <del>NO</del>	
If YES please give details	<i>We are applying for WODC Community Revenue Grant</i>
<b>(4) Financial</b>	
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.	
<b>(5) Fundraising</b>	
What fundraising events or activities will your organisation be holding this year? <i>Summer Fayre (July), Bings (Easter &amp; Christmas).</i>	
<b>(6) General</b>	
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: <i>14/5/2022.</i>

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

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**Date:** Monday, 6 June 2022

**Title:** Emergency Plan

**Contact Officer:** Maintenance & Environmental Services Officer - Angus Whitburn

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### Background

After the flooding of December 2020, the Town Council resolved to create its own emergency plan.

### Current Situation

#### Emergency Plan

Although not complete, good progress has been made on the Town Council's emergency plan. Meetings have been held between officers and multiple stakeholders to research its requirements and limitations. The Town Council is not the lead emergency planning authority so the Town Council cannot interfere with the planning of the lead authority.

The Council operates two facilities, The Corn Exchange and Burwell Hall which could be used in an emergency as a place of safety. These facilities can be made available in an emergency to the appropriate authorities by returning forms to the County Council. They would be opened by a member of the Town Council on-call list and then trained County, District and on occasion NHS staff would run the facilities.

During current contracted working hours it would be assumed that the Town Council would make divert all available resources in an emergency situation. These resources would typically be the council maintenance team and vehicles.

### Witney Flood Mitigation Group & River Side Gardens

As the Town Council are not the lead authority in flood prevention or emergency planning it makes it hard to give the Witney Flood Mitigation Group and resident of Riverside Gardens an answer on how they can be assisted. One area the council could help is to encourage the group to make a grant bid for flood prevention equipment.

Riverside Gardens is an identified high-risk area for flooding and the problem is compounded as many residents are elderly and cannot physically prevent flooding. The problem could be solved by the formation of a volunteer group to aid in the situation of flooding. There is no guarantee this group will be formed, but making flood prevention equipment more readily available could sufficiently increase the response time to flood prevention. If a sandbag store

was installed in the vicinity, those willing to help would have the resource made available to them.

### **Emergency Call Out & Out of Office Contact**

Within the Open Spaces Strategy Action Plan Objective EE14 is: *Identify options and a more structured approach to providing a more responsive out of hours service / call out service, as well as introducing possible work practices at weekends.*

Members are referred to the confidential appendix to this report because it relates to employees terms and conditions of employment

### **Environmental impact**

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

### **Risk**

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

Removing town council staff from duties to assist in an emergency response would have an impact on operations. Additionally, although, the maintenance team can help in emergency responses such as building flood defence many office staff are not in a position to help. The roles many staff are currently recruited in do not detail physical work, they are therefore uninsured and are not trained to deal with distressed residents.

### **Financial implications**

Described here or as stated in the report above.

➤ There is no allocated budget to deal with emergency response.

### **Recommendations**

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

1. Inclusion into the emergency plan of Witney Town Council maintenance staff assisting in an emergency in contracted working hours.
2. Inclusion into the emergency plan of making Town Council facilities available as places of safety in an emergency.
3. Designate officers to work with Witney Flood Mitigation Group on a grant bid for flood prevention equipment.
4. The attached confidential appendix on emergency call outs.



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