

Public Document Pack

Policy, Governance & Finance

Advisory Committee Meeting of Witney Town Council



Monday, 18th July, 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 **Virtual Meeting Room** 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.

This meeting will be held virtually on Zoom, accessed on the following link:

<https://us06web.zoom.us/j/81120133344>

Meeting ID: 811 2013 3344

Recording of Meetings

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

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

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Deputy Town Clerk (adam.clapton@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes (Pages 5 - 12)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 6 June 2022 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **Public Participation**

The meeting will adjourn for this item.

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

Policy & Governance

5. **Payment of Accounts** (Pages 13 - 48)

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

6. **Bank Mandate & Cheque Signatories**

To receive a verbal report from the Town Clerk/RFO and to reaffirm those Councillors designated as signatories on the Council's bank accounts.

7. **Cemetery Regulations** (Pages 49 - 62)

To receive the final draft of the Burial & Cemetery Regulations, as reviewed and amended by the Halls, Cemeteries & Allotments Committee at its meeting on 4 July 2022, minute no. H351.

Finance

8. **Financial Report & Associated Matters** (Pages 63 - 92)

To receive the report of the Town Clerk/C.E.O and Deputy Town Clerk.

9. **Grants & Subsidised Lettings** (Pages 93 - 100)

To receive the report of the Deputy Town Clerk.

10. **Printing & Photocopying Contract** (Pages 101 - 178)

To receive the report of the Deputy Town Clerk.

11. **Purchase of a Works Vehicle** (Pages 179 - 192)

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

12. **Sports Pitch Bookings System** (Pages 193 - 194)

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

13. **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

14. **Change Programme - Confidential Update** (Pages 195 - 198)

To receive and consider the confidential update from the Head of Operations (Interim) and to consider the options relating to the location of the Operations Centre/Works Depot.

15. **Major Capital & Revenue Projects** (Pages 199 - 224)

To receive and consider the confidential report of the Town Clerk/CEO – to follow

16. **Property & Legal Matters** (Pages 225 - 228)

To receive and consider the confidential report of the Town Clerk/CEO – to follow

17. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 22 June and 6 July 2022 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, 6 June 2022

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

Councillors:	O Collins	A D Harvey
	L Duncan	M Jones
	H Eaglestone	R Smith
	V Gwatin	
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	Two members of the public.	

F284 APOLOGIES FOR ABSENCE

There were no apologies for absence.

F285 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

F286 ELECTION OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor Ruth Smith be elected. There being no other nominations it was:

Resolved:

That, Councillor Ruth Smith be elected Vice-Chair of the Committee for the 2022/2023 municipal year.

F287 MINUTES

The Committee received the minutes of the meeting held on 28 March 2022.

Minute F140 – The Town Clerk confirmed that a letter had been sent to West Oxfordshire District Council regarding CCTV. A response had been received and considered by the Stronger Communities Committee and it recommended to this committee the £10k funding be released.

Resolved:

That, the minutes of the meeting held on 28 March 2022 be approved as a correct record and signed by the Chair.

F288 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Mr. William Wareing representing Witney Flood Mitigation Group addressed the committee in respect of Agenda Item No. 13 – Emergency Plan

The Committee reconvened following public participation.

The Committee, at the request of the Chair, agreed to take Agenda Item No. 13 before Agenda Item No. 6.

F289 EMERGENCY PLAN

Consideration was given to the report of the Maintenance & Environmental Services Officer.

Members welcomed the report and emphasised the need for local authorities to work together and share information. It was noted that the Town Council was not the lead authority for emergency planning but could have a role in providing accommodation during emergencies, maintaining land owned by the Council, staff resources in working hours and grant aid.

The committee considered and supported the main recommendations in the report, and it was noted that recommendation 4 would need to be resolved in exempt session.

Resolved:

1. That, Witney Town Council maintenance staff assisting in an emergency in contracted working hours be included in the emergency plan;
2. That, making Town Council facilities available as places of safety in an emergency be incorporated into the plan; and
3. That, officers be designated to work with Witney Flood Mitigation Group on a grant bid for flood prevention equipment.

F290 COMMITTEE TERMS OF REFERENCE

The committee considered whether any changes were needed to the current Terms of Reference.

Resolved:

That, no amendments be made to the Terms of Reference.

F291 OPEN SPACES STRATEGY, COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR

The committee considered the report of the Town Clerk/CEO.

The Town Clerk brought to Members attention OSS Objective EE14, which had been deferred from the Personnel Sub-Committee, and asked what the Council's expectations were around weekend working practices and service delivery. She needed this information to be able to establish what resources were needed in the future.

The Members agreed that the Council wanted a visible presence 7 days per week, and in particular considered Operatives would be checking pitches, preparing the splash pad, dealing with emergencies, ad hoc requests for internments in special circumstances – and general maintenance.

Resolved:

1. That, the report be noted; and
2. That, a visible presence over 7 days per week be provided as outlined above be supported.

F292 INTERNAL AUDIT - FINAL REPORT 2021/2022

The Committee received and considered the final Internal Audit report for 2021/2022. Members thanked officers for their hard work in respect of the audit and welcomed the positive assurances in each relevant area.

Resolved:

That, the final Internal Audit Report for 2021/2022 be received and noted

F293 ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

The Committee noted that due to the delay in the production of the AGAR & Financial Statements by the Council's Contract Accountants this item would be deferred to Full Council on 20th June 2022.

F294 PAYMENT OF ACCOUNTS

Consideration was given to the report of the Deputy Town Clerk.

It was noted that identified charges included in the report related to transactions associated with the card payment machines used by the Council.

Resolved:

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

Cheques 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

F295 FINANCIAL REPORT & ASSOCIATED MATTERS

The report of the Town Clerk/CEO was considered.

The Deputy Town Clerk advised that following the Stronger Communities Committee meeting, Oxford Playhouse had submitted an updated proposal for an event on The Leys in late June at the cost of £1k for two days. Members considered the timescale and publicity for the event and noted that a budget was available. The committee agreed to support the event and noted that it could be accommodated at the same time as the circus on The Leys.

An update was given on works at St Mary's Churchyard and it was resolved to delegate officers to agree the contractor for the works.

Resolved:

1. That, the recommendations of the spending committees as detailed in the report be approved;
2. That, £1k be allocated from the Subsidised Lettings Budget for the Oxford Playhouse - Playhouse Plays Out Tent Tour on The Leys with delegation to officers to finalise the details; and
3. That, delegation be given to the Maintenance & Environmental Services Officer to agree a contractor for works at St Mary's Churchyard.

F296 GRANTS AND SUBSIDISED LETTINGS

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

Witney Town Band – Members noted that the application was higher than previous years to reflect an increase in costs. The committee supported the request for £660 and that this should be agreed for future years and included in the annual budget accordingly.

Witney Congregational Church – Members noted legislation that precluded providing funds for churches and ecclesiastical charities and that further government guidance was still awaited. The committee discussed the community benefits and suggested that the Witney Town Hall charity may be able to assist.

After discussion it was resolved not to make an award of funding.

Oxfordshire Foster Care Association – The committee noted that the association covered a wider area than Witney, but it did support residents of the town. Members discussed the financial information provided and after discussion agreed to support the application but that it be on a percentage basis to reflect the number of Witney residents being supported. It was proposed and agreed that a grant of £500 be awarded.

Witney Museum & Historical Society – Members expressed support for the museum and the need for increased promotion. It was suggested and agreed that an ongoing grant would also be beneficial. It was proposed that a grant of £500 be awarded and this would be ongoing for future years with the minutes of the society AGM being presented to Council for information. The Council could also assist in advertising the Museum at its offices and at the Corn Exchange.

Subsidised Lettings

Mayor of Witney – The committee supported the request for £510 to hold up to three fundraising events at the Corn Exchange for mayoral charities.

Carry on Dancing Club – The Deputy Town Clerk clarified that the matter had been discussed by the Halls, Cemeteries and Allotments Committee and this had generated the application for consideration. The committee supported the application.

Additional Financial Requests & Matters

Madley Park Hall Trust – The committee noted that the request was the third and final tranche of funding previously agreed for the hall and was set aside in an earmarked reserve. The request for £5k was agreed.

Rotary Club of Witney – The postponement of the Colour Run Event until later in the year was noted.

Resolved:

1. That, in respect of Discretionary Grants witney Town Band be awarded £660 and that this be included at the same rate in the budget for future years;
2. That, no award be made to Witney Congregational Church;
3. That, Oxfordshire Foster Care Association be awarded £500 to reflect the percentage of Witney residents being supported by the organisation;
4. That, Witney Museum & Historical Society be awarded £500 and that this be included at the same rate in the budget for future years with the minutes of the society AGM being presented to the Council for information;
5. That, subsidised lettings be approved for the Mayor of Witney and Carry-on Dancing Club as detailed in the report;
6. 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;
7. That, the allocation of £5k to Madley Park Hall Trust be approved; and
8. That, the postponement of the Witney Colour Run until later in the year be noted.

F297 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.

F298 EMERGENCY PLAN

The committee considered the confidential appendix to the report.

Members agreed that a more structured out of hours service was required. Discussion ensued regarding financial implications, current staff contracts and options for a new service.

Resolved:

That, a revised emergency call-out and out of hours arrangements be supported and delegated to the Head of Operations to agree a workable procedure and bring back to a future meeting for consideration.

F299 MAJOR & SPECIAL PROJECTS

Consideration was given to the report of the Town Clerk/CEO updating on a number of projects.

The committee considered proposals for The Leys Recreation Ground and whether previously allocated funding should be put towards a wider redevelopment scheme whilst retaining the vision for the new Skate Park. The financial implications, links to the Open Spaces Strategy and other funding options were discussed. Members supported the reallocation of funds to assist with match-funding requests.

Members noted an update in respect of West Witney Sports Ground and that discussions were ongoing with West Oxfordshire District Council regarding leisure provision in the town.

Consideration was given to the recommendation of the Halls, Cemeteries & Allotments Committee in respect of the potential purchase of the building. Members considered the financial implications and the longer-term vision for the site and, after discussion, ratified the recommendation that the purchase should not be pursued.

Members noted the update in respect of the Grounds Maintenance Contract and Burwell Hall Changing Rooms.

Resolved:

1. That, the inclusion of the funds set aside for the skate park and pavilion/sewage and other works identified be reallocated to the funding applications for matched funding towards the Masterplan for the Leys Recreation Ground with the existing plans for the Skate Park being retained;
2. That, the recommendation from the Halls, Cemeteries & Allotments Committee not to progress the freehold purchase identified in the report be endorsed; and
3. That, the update in respect of other projects be noted.

F300 PROPERTY & LEGAL MATTERS

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

Members received details of rent negotiations for the Town Hall, Town House and Buttercross together with updates on play areas, playing fields, leases and other land interests.

Resolved:

1. That, the rent increase as identified in the report in respect of the Town Hall, Town House and Buttercross be approved;
2. That, the heads of terms in respect of the freehold transfer of the Waterford Road Play Area in the report be approved; and
3. That, the updates on other property and legal matters be noted.

F301 **STAFFING MATTERS**

The Committee received and considered the confidential minutes of the Personnel Sub-Committee meetings held on 9 & 25 May 2022.

A Member raised an incident with an employee that had occurred at one of the recent Jubilee events and was disappointed by the behaviour of elected Members who had been present. There was a discussion on a course of action which the Town Clerk agreed she would look into in consultation with the Leader of the Council.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee held on 9 & 25 May 2022 be noted, and the recommendations contained therein approved.

The meeting closed at: 7.56 pm

Chair

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 18 July 2022

Title: Payment of Accounts

Contact Officer: Deputy Town Clerk, Adam Clapton

Background

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

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

Current Situation

1. Bank Reconciliation and Bank Statements

Attached are bank reconciliations and associated bank statements for May 2022.

2. Payment of Accounts

Attached are the payment schedules for May 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 101184, DDs, and Standing Orders May 2022	£1,005,121.61	General CB 1
Cheques 33540-33581, DDs, BACS, and Standing Orders May 2022	£127,743.67	Imprest CB 2

Report ends.

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WITNEY TOWN COUNCIL
BARCLAYS GENERAL A/C
List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/22	Wodc Ctax Ndr - 30421105	Std Ord	£150.00		WODC - Rates Burwell Hall
01/05/22	Wodc Ctax Ndr - 30623704	Std Ord	£389.00		WODC - Rates Tower Hill
01/05/22	Wodc Ctax Ndr - 30685600	Std Ord	£222.00		WODC - Rates Corn Exchange
01/05/22	Wodc Ctax Ndr - 30903104	Std Ord	£798.00		WODC - Rates Town Hall
01/05/22	Wodc Ctax Ndr - 90024629	Std Ord	£549.00		WODC - Rates Windrush Cemetery
01/05/22	Wodc Ctax Ndr - 90170575	Std Ord	£1,048.00		WODC Rates - 51 Market Square
03/05/22	Fuel Card Services Ltd	DD1	£51.30		14160/OV09GNN 19/04
04/05/22	Restore Datashred	DD2	£143.68		14175/annual duty of care
09/05/22	Fuel Card Services Ltd	DD3	£6.00		14161/mileage count charge
10/05/22	Barclaycard Charges April 2022	DD	£53.36		Barclaycard Charges April 2022
10/05/22	Barclaycard Charges April 2022	DD	£63.73		Barclaycard Charges April 2022
10/05/22	Peninsula	DD4	£334.88		14273/employment services
11/05/22	BARCLAYS B P A	101184	£1,000,000.00		WTC - Barclays Bus Prem A/c
16/05/22	Fuel Card Services Ltd	DD5	£192.25		14251/OY62UXC 03/05
16/05/22	Sage UK	DD6	£160.64		Purchase Ledger Payment
16/05/22	Peninsula	DD7	£548.16		14274/business safe
18/05/22	Pitney Bowes	DD	£50.00		Pitney Bowes - Postage
23/05/22	Fuel Card Services Ltd	DD8	£104.22		14252/OV09GNN 12/05/22
30/05/22	Fuel Card Services Ltd	DD9	£103.30		14253/FL68TLU 19/05
31/05/22	Castle Water Ltd - Tower Hill	DD10	£58.72		14240/Apr - Aug 2022
31/05/22	Castle Water Ltd - Burwell Hal	DD11	£28.87		14238/Apr - Aug 2022
31/05/22	Restore Datashred	DD12	£66.50		14176/paper waste 29/04
Total Payments			£1,005,121.61		

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WITNEY TOWN COUNCIL
BARCLAYS IMPREST A/C
List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/05/22	British Garden Centres	33540	£540.00		14069/In Bloom garden vouchers
10/05/22	Broxap Limited	33541	£121.20		14070/two cycle stands
10/05/22	Brunel Engraving Company Limit	33542	£48.54		14071/plaque Sylvia Manze
10/05/22	Thames & Chilterns in Bloom As	33543	£75.00		14067/The Tiny forest
10/05/22	GS Window Cleaning	33544	£136.00		14072/cleaning 14/04/22
10/05/22	Melanie Hornsby	33545	£100.00		14073/damage deposit refund
10/05/22	Mrs Katherine Jefferies	33546	£120.00		14068/Advent face painting
10/05/22	Jenny Lawlor-Backhouse	33547	£100.00		14074/Damage deposit refund
10/05/22	Oxfordshire Play Association	33548	£1,000.00		14064/Grant for Play Day 2022
10/05/22	Toni Purcell	33549	£76.79		14075/cancelled party
13/05/22	Bacs Payments	BACS	£48,490.50		Bacs
16/05/22	Green Energy (UK) Plc	DD1	£6,508.88		14265/1561422 April 22
17/05/22	DCK Accounting Solutions Ltd	33550	£1,026.12		14089/monthly accs 13th April
17/05/22	Berrymans Lace Mawer	33551	£354.00		14090/VAT only 28/01 - 16/03
17/05/22	Brake Bros Limited	33552	£2,279.78		14098/bar supplies
17/05/22	GARDNER LEADER	33553	£360.00		14091/Unterhaching fees
17/05/22	Healthmatic Limited	33554	£2,739.60		14099/cleaning 01.04 - 30.06
17/05/22	KJ's Motor Car Engineers Ltd	33555	£308.30		14094/MOT & reps OV09GNN
17/05/22	Alison Mullins	33556	£100.00		14093/damage deposit refund
17/05/22	National Association of Local	33557	£360.00		14088/head of OP advert
17/05/22	Simply Foods 2 Go	33558	£353.40		14096/cafe supplies
17/05/22	Thompsons Solicitors	33559	£600.00		14092/legal services
17/05/22	Ubico Limited	33560	£76.22		14086/Woodford Mill bins April
17/05/22	Witney Music Festival Ltd	33561	£1,500.00		14095/2022 grant F144 28/03
17/05/22	Zurich Municipal	33562	£228.52		14100/insurance increase
23/05/22	SOUTHERN ELECTRIC	DD2	£10.02		14287/951808973 April 22
24/05/22	STL Communications Limited	DD3	£1,037.40		14288/telephone charges April
25/05/22	Bacs Payments	BACS	£53,020.92		Bacs
26/05/22	Epos Now Ltd	DD4	£16.80		14249/protect now care plan
26/05/22	Epos Now Ltd	DD5	£22.80		14250/Epos now payment pro
26/05/22	Epos Now Ltd	DD6	£30.00		14248/standard support
28/05/22	Time Vendor	Std Ord	£155.72		Academy Leasing-Coffee Machine
31/05/22	Amazon Payments UK Ltd	33563	£495.75		14134/webcam with mic
31/05/22	Azura Limited	33564	£632.10		14129/re-set Church clock
31/05/22	BASICS	33565	£267.92		14137/cage general supplies
31/05/22	Blueprint Imaging Limited	33566	£316.80		14131/Tower hill map section
31/05/22	Cemetery Development Services	33567	£450.00		14139/cemetery mapping
31/05/22	Copy Right Systems Ltd	33568	£113.30		14140/5789348 mono
31/05/22	MARGARET L. JOHNSON LTD.	33569	£179.94		14142/printer paper
31/05/22	M & M Skip Hire Limited	33570	£258.00		14141/skip exchange 11/04
31/05/22	Newsquest Media Group	33571	£707.38		14184/job vacancy adverts
31/05/22	Oxfordshire First Aid	33572	£190.00		14143/first aid renewal course
31/05/22	CASH	33573	£477.64		14188/May
31/05/22	Plant & Safety Limited	33574	£300.00		14144/tractor & dumper service
31/05/22	Rialtas Business Solutions Ltd	33575	£362.40		14145/bookings support
31/05/22	Royal Mail Group Ltd	33576	£33.52		14146/postage services
31/05/22	Seldram Supplies Oxford Ltd	33577	£266.97		14147/cleaning supplies
31/05/22	A.K. Timms and Sons Limited	33578	£87.12		14148/roofing felt & boards
31/05/22	Viking Payments	33579	£117.48		14149/various stationery
31/05/22	West Oxfordshire District Coun	33580	£55.10		14151/dog bins April
31/05/22	Workwear Express Ltd	33581	£535.74		14153/cafe uniform
Total Payments			£127,743.67		

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**Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022	1	2,536,368.80
			<u>2,536,368.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/02/2022 101175 WEST OXFORDSHIRE DISTRICT COUN		10,000.00	
11/04/2022 101182 Hussey Seatway Ltd		29,262.66	
14/04/2022 101183 Continental Landscapes Ltd		39,651.35	
11/05/2022 101184 BARCLAYS B P A		1,000,000.00	
			<u>1,078,914.01</u>
			1,457,454.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,457,454.79
		Balance per Cash Book is :-	1,457,454.79
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022	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 33526 Victoria Moore	30.00
29/04/2022 33528 Executive Safety Solutions Ltd	437.16
29/04/2022 33530 M & M Skip Hire Limited	246.00
10/05/2022 33540 British Garden Centres	540.00
10/05/2022 33542 Brunel Engraving Company Limit	48.54
10/05/2022 33546 Mrs Katherine Jefferies	120.00
10/05/2022 33549 Toni Purcell	76.79
17/05/2022 33555 KJ's Motor Car Engineers Ltd	308.30
31/05/2022 33563 Amazon Payments UK Ltd	495.75
31/05/2022 33564 Azura Limited	632.10
31/05/2022 33565 BASICS	267.92
31/05/2022 33566 Blueprint Imaging Limited	316.80
31/05/2022 33567 Cemetery Development Services	450.00
31/05/2022 33568 Copy Right Systems Ltd	113.30
31/05/2022 33569 MARGARET L. JOHNSON LTD.	179.94
31/05/2022 33570 M & M Skip Hire Limited	258.00
31/05/2022 33571 Newsquest Media Group	707.38
31/05/2022 33572 Oxfordshire First Aid	190.00
31/05/2022 33574 Plant & Safety Limited	300.00
31/05/2022 33575 Rialtas Business Solutions Ltd	362.40
31/05/2022 33576 Royal Mail Group Ltd	33.52
31/05/2022 33577 Seldram Supplies Oxford Ltd	266.97
31/05/2022 33578 A.K. Timms and Sons Limited	87.12
31/05/2022 33579 Viking Payments	117.48
31/05/2022 33580 West Oxfordshire District Coun	55.10
31/05/2022 33581 Workwear Express Ltd	535.74
	<u>10,743.42</u>
	-9,743.42

Receipts not Banked/Cleared (Plus)

0.00

**Bank Reconciliation Statement as at 31/05/2022
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Amount</u>	<u>Balances</u>
	0.00
	-9,743.42
Balance per Cash Book is :-	-9,743.42
Difference is :-	0.00

Bank Reconciliation Statement as at 31/05/2022
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	31/05/2022	1	198,095.50
			<u>198,095.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			198,095.50
<u>Receipts not Banked/Cleared (Plus)</u>			
11/05/2022 101184		1,000,000.00	
			<u>1,000,000.00</u>
			1,198,095.50
		Balance per Cash Book is :-	1,198,095.50
		Difference is :-	0.00

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG

Your Business Current Account

At a glance





25 - 31 May 2022

Date	Description	Money out £	Money in £	Balance £
25 May	Start Balance			2,533,555.72
	Giro Direct Credit From Adyen N.V. Ref: TX31277365011XT 27		153.94	2,533,709.66
26 May	Giro Direct Credit From Adyen N.V. Ref: TX31319790211XT 27		115.01	2,533,824.67
27 May	Giro Direct Credit From Adyen N.V. Ref: TX31358762911XT 27		129.69	2,533,954.36
30 May	DD Direct Debit to Fuel Card Services Ref: Shb303621	103.30		2,533,851.06
	Giro Direct Credit From Jewins Women 2 Wom Ref: JW2W		77.00	2,533,928.06
	Giro Direct Credit From Harrison Toogood Ref: Harrison Toogood		133.00	2,534,061.06
	Giro Direct Credit From Adyen N.V. Ref: TX31399106011XT 27		179.43	2,534,240.49
	Giro Direct Credit From BCard1577926260522		199.00	2,534,439.49
31 May	DD Direct Debit to Castle Water Ltd Ref: TW2482548230 TUCSDI	58.72		2,534,380.77
	DD Direct Debit to Castle Water Ltd Ref: TW5891383177 Bukos	28.87		2,534,351.90
	DD Direct Debit to Restore Datashred Ref: 4788117	66.50		2,534,285.40
	Giro Direct Credit From The Little L Ref: Inv B4550		133.50	2,534,418.90
	Giro Direct Credit From J Timms Ref: K9Dreamers May 22		144.00	2,534,562.90
	Giro Direct Credit From Work Account Ref: Moncrieff B4555		157.00	2,534,719.90

Continued

Start balance	£2,533,555.72
Money out	£257.39
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£3,070.47
End balance	£2,536,368.80

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			2,534,719.90
31 May	 Direct Credit From Adyen N.V. Ref: TX31531395911XT 27		287.78	2,535,007.68
	 Direct Credit From Mynt Image Ref: Inv B4556Mynt lma		393.50	2,535,401.18
	 Direct Credit From Business Fixe Ref: Wwssc 17741		885.85	2,536,287.03
	 Direct Credit From Spencer LS Ref: Burwellhallfee		81.77	2,536,368.80
31 May	Balance carried forward			2,536,368.80
	Total Payments/Receipts	257.39	3,070.47	

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

Barclays Base Rate Information

Rate effective from 05 May 2022 was	1.000%
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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

18 - 24 May 2022

Date	Description	Money out £	Money in £	Balance £
18 May	Start Balance			2,519,837.89
	DD Direct Debit to Pitney Bowes Ref: 6335052400185413	50.00		2,519,787.89
	Giro Direct Credit From Reeves Mem Co LT A Ref: Reeves/C54 Cassidy		69.00	2,519,856.89
	Giro Direct Credit From Adyen N.V. Ref: TX30931109711XT 27		132.02	2,519,988.91
	Giro Direct Credit From BCard1577926160522		1,020.00	2,521,008.91
	Direct Credit From Business Fixe Ref: Wwssc 17741		885.85	2,521,894.76
19 May	Giro Direct Credit From Adyen N.V. Ref: TX30984704111XT 27		191.01	2,522,085.77
	Giro Direct Credit From BCard1577926170522		415.50	2,522,501.27
	Deposit Re 45Witney 101340		2,988.11	2,525,489.38
20 May	Giro Direct Credit From Adyen N.V. Ref: TX31038096511XT 27		216.20	2,525,705.58
23 May	DD Direct Debit to Fuel Card Services Ref: Shb303621	104.22		2,525,601.36
	Giro Direct Credit From Adyen N.V. Ref: TX31084022711XT 27		117.88	2,525,719.24
	Giro Direct Credit From Witney Royal Ref: W Royals B4498		306.00	2,526,025.24
	Giro Direct Credit From BCard7888266210522		1,090.00	2,527,115.24
24 May	Giro Direct Credit From Adyen N.V. Ref: TX31229082211XT 27		363.35	2,527,478.59

Continued

Start balance	£2,519,837.89
Money out	£154.22
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£13,872.05
End balance	£2,533,555.72

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			2,527,478.59
24 May	Giro Direct Credit From Hatwell & Williams Ref: Hatwells		2,472.00	2,529,950.59
	Giro Direct Credit From Castle Water Limit Ref: CW Refund 2399071		3,605.13	2,533,555.72
24 May	Balance carried forward			2,533,555.72
	Total Payments/Receipts	154.22	13,872.05	

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

Barclays Base Rate Information

Rate effective from 05 May 2022 was	1.000%
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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

11 - 17 May 2022

Date	Description	Money out £	Money in £	Balance £
11 May	Start Balance			2,518,344.66
	Giro Direct Credit From Adyen N.V. Ref: TX30560803911XT 27		178.49	2,518,523.15
12 May	Giro Direct Credit From M Stares Ref: Hall Booking 11/6		76.58	2,518,599.73
	Giro Direct Credit From Adyen N.V. Ref: TX30618285511XT 27		135.61	2,518,735.34
13 May	Giro Direct Credit From Witney Filling Ref: Witney F-Station		82.59	2,518,817.93
	Giro Direct Credit From Adyen N.V. Ref: TX30671387711XT 27		91.02	2,518,908.95
	Giro Direct Credit From Work Account Ref: Moncrieff B4494		154.00	2,519,062.95
	Giro Direct Credit From Kanerick Caroline Ref: Inv B4482		212.70	2,519,275.65
16 May	DD Direct Debit to Fuel Card Services Ref: Shb303621	192.25		2,519,083.40
	DD Direct Debit to Sage Software Ltd Ref: Yby3ZP3	160.64		2,518,922.76
	DD Direct Debit to Peninsula Business Ref: 000Wit034	548.16		2,518,374.60
	Giro Direct Credit From Spartan Rangers Ref: Invoice B4499		129.00	2,518,503.60
	Giro Direct Credit From Adyen N.V. Ref: TX30718187111XT 27		163.23	2,518,666.83
17 May	Giro Direct Credit From Adyen N.V. Ref: TX30866013811XT 27		243.53	2,518,910.36

Continued

Start balance	£2,518,344.66
Money out	£901.05
► Commission charges	£0.00
► Interest paid	£0.00
Money in	£2,394.28
End balance	£2,519,837.89

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			2,518,910.36
17 May	Giro Direct Credit From Tower Hill Football Ref: B4502 Pitch Hire		927.53	2,519,837.89
17 May	Balance carried forward			2,519,837.89
	Total Payments/Receipts	901.05	2,394.28	

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

Barclays Base Rate Information

Rate effective from 05 May 2022 was	1.000%
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WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance
















04 - 10 May 2022

Date	Description	Money out £	Money in £	Balance £
4 May	Start Balance			2,550,704.29
	DD Direct Debit to Restore Datashred Ref: 4788117	143.68		2,550,560.61
	Cheque Issued Ref: 101181	79,302.70		2,471,257.91
	Giro Direct Credit From Witney Filling Ref: Witney F-Station		82.59	2,471,340.50
	Giro Direct Credit From Adyen N.V. Ref: TX30214744111XT 27		198.14	2,471,538.64
	Giro Direct Credit From BCard1 577926290422		468.70	2,472,007.34
5 May	Giro Direct Credit From Adyen N.V. Ref: TX30263795211XT 27		109.27	2,472,116.61
	Giro Direct Credit From Occ AP Ref: 9020 9700837268 K		170.00	2,472,286.61
	Direct Credit From Business Fixe Ref: Wwssc 17741		885.85	2,473,172.46
6 May	Cheque Issued Ref: 101178	11,270.40		2,461,902.06
	Giro Direct Credit From Adyen N.V. Ref: TX30315339711XT 27		182.78	2,462,084.84
	Giro Direct Credit From BCard1 577926040522		245.50	2,462,330.34
	Direct Credit From Greens F Ltd SW F Ref: C50		338.00	2,462,668.34
	Direct Credit From Greens F Ltd SW F Ref: C51		1,188.00	2,463,856.34
	Direct Credit From Greens F Ltd SW F Ref: C52		338.00	2,464,194.34

Start balance	£2,550,704.29
Money out	£91,174.75
Commission charges	£0.00
Interest paid	£0.00
Money in	£58,815.12
End balance	£2,518,344.66

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

Continued

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				2,464,194.34
6 May	 Direct Credit From Greens F Ltd SW F Ref: C53		145.00	2,464,339.34
9 May	 Direct Debit to Fuel Card Services Ref: Shb303621	6.00		2,464,333.34
	 Direct Credit From Inclusive Care and Ref: Inv-18464		57.14	2,464,390.48
	 Direct Credit From Nicola Walker T/A Ref: M-Musicb4524		96.00	2,464,486.48
	 Direct Credit From Adyen N.V. Ref: TX30361249711XT 27		163.08	2,464,649.56
	 Direct Credit From Sarah Anne Taylor Ref: The Snack Shack		550.00	2,465,199.56
	 Direct Credit From Teddy Bears of Wit Ref: B44512		567.50	2,465,767.06
	 Direct Credit From Witney Vikings You Ref: B4537		634.00	2,466,401.06
	 Direct Credit From Hughes C L Ref: Inv:18421 Hughes		735.60	2,467,136.66
10 May	 Direct Debit to Barclaycard Ref: Bcd01577926300422	53.36		2,467,083.30
	 Direct Debit to Barclaycard Ref: Bcd07888266300422	63.73		2,467,019.57
	 Direct Debit to Peninsula Business Ref: 000Wit034	334.88		2,466,684.69
	 Direct Credit From Tower Hill Footbal Ref: B4535 Pitch Hire		531.56	2,467,216.25
	 Direct Credit From Adyen N.V. Ref: TX30496166311XT 27		866.24	2,468,082.49
	 Direct Credit From HMRC VAT Ref: 195561727		50,262.17	2,518,344.66
10 May	Balance carried forward			2,518,344.66
Total Payments/Receipts		91,174.75	58,815.12	

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

Barclays Base Rate Information

Rate effective from 05 May 2022 was	1.000%
Rate effective from 17 Mar 2022 was	0.750%

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
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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
	Giro Direct Credit From Adyen N.V. Ref: TX29877698211XT 27		138.74	2,514,610.48
	Deposit Re 45Witney 101339		25,606.54	2,540,217.02
28 Apr	DD Direct Debit to Pitney Bowes Ref: 6335052400185413	51.39		2,540,165.63
	Giro Direct Credit From Adyen N.V. Ref: TX29930161911XT 27		171.76	2,540,337.39
	Giro Direct Credit From Witney Vikings You Ref: B4504		647.37	2,540,984.76
	Giro Direct Credit From Buttercross Theatr Ref: Invoice No. B4484		1,887.50	2,542,872.26
29 Apr	Giro Direct Credit From FC Mills Ref: FC Mills-Inv B4517		64.50	2,542,936.76
	Giro Direct Credit From Adyen N.V. Ref: TX29982403411XT 27		64.85	2,543,001.61
	Giro Direct Credit From The Little L Ref: Inv B4521		133.50	2,543,135.11
	Giro Direct Credit From Harrison Toogood Ref: Harrison Toogood		136.00	2,543,271.11
	Giro Direct Credit From C Codd Ref: B4536		144.00	2,543,415.11
	Giro Direct Credit From The Jill Stew Scho Ref: Jill Stew B4519		170.00	2,543,585.11
	Giro 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	Giro Direct Credit From Amanda Paton T/A D Ref: Dancemania B4515		216.00	2,543,993.11
	Giro 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	DD Direct Debit to Fuel Card Services Ref: Shb303621	51.30		2,546,136.83
	DD Direct Debit to Wod Ndr DD Ref: 03 90170575	1,048.00		2,545,088.83
	DD Direct Debit to Wod Ndr DD Ref: 30421105	150.00		2,544,938.83
	DD Direct Debit to Wod Ndr DD Ref: 30623704	389.00		2,544,549.83
	DD Direct Debit to Wod Ndr DD Ref: 30685600	222.00		2,544,327.83
	DD Direct Debit to Wod Ndr DD Ref: 30903104	798.00		2,543,529.83
	DD Direct Debit to Wod Ndr DD Ref: 90024629	549.00		2,542,980.83
	STO Standing Order From Lily's Attic Ltd Ref:- Rent		800.00	2,543,780.83
	Giro Direct Credit From Witney Speakers CL Ref: B4525		58.50	2,543,839.33
	Giro Direct Credit From Spartan Rangers Ref: Invoice B4532		64.50	2,543,903.83
	Giro Direct Credit From Adyen N.V. Ref: TX30030506011XT 27		91.01	2,543,994.84
	Giro Direct Credit From Witney Pride Commu Ref: 18461 Witney Pride		154.50	2,544,149.34
	Giro Direct Credit From Fulton K 09 Ref: Fulton Hall Hire		209.95	2,544,359.29
	Giro Direct Credit From Witney Pride Commu Ref: 18462 Witney Pride		500.00	2,544,859.29
	Giro 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
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG

Your Business Current Account

At a glance






25 - 31 May 2022

Date	Description	Money out £	Money in £	Balance £
25 May	Start Balance			1,000.00
	 Direct Debit to Payflow /Payl Ref: BACS	53,020.92		-52,020.92
	 Cheque Issued Ref: 033532	59.94		-52,080.86
	 Transfer From Account 70974641		1,000.00	-51,080.86
	 Transfer From 20-97-48 70974641 Transfer		52,080.86	1,000.00
26 May	 Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	16.80		983.20
	 Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	22.80		960.40
	 Direct Debit to Gocardless Ref: Eposnowltd-Pyjfms	30.00		930.40
	 Cheque Issued Ref: 033556	100.00		830.40
	 Transfer From Account 70974641		169.60	1,000.00
27 May	 Direct Debit to Time Vendor Ref: 018826	155.72		844.28
	 Cheque Issued Ref: 033535	446.88		397.40
	 Cheque Issued Ref: 033562	228.52		168.88
	 Transfer From Account 70974641		831.12	1,000.00
30 May	 Cheque Issued Ref: 033552	2,279.78		-1,279.78
	 Transfer From Account 70974641		2,279.78	1,000.00
31 May	 Cheque Issued Ref: 033543	75.00		925.00

Continued

Start balance	£1,000.00
Money out	£57,450.22
► Commission charges £0.00	
► Interest paid £0.00	
Money in	£57,450.22
End balance	£1,000.00

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				925.00
31 May	 Cheque Issued Ref: 033547	100.00		825.00
	 Cheque Issued Ref: 033557	360.00		465.00
	 Cheque Issued Ref: 033560	76.22		388.78
	 Cheque Cashed at Barclays 033573	477.64		-88.86
	 Transfer From Account 70974641		1,088.86	1,000.00
31 May	Balance carried forward			1,000.00
Total Payments/Receipts		57,450.22	57,450.22	

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

Debit interest rates – the rate you pay when your account is overdrawn

Current rates Correct at the time of printing
Effective from 03 Jun 2019

Balance	Rate %
► £1+ 0.000% above Unarranged Borrowing Rate	29.500%

The Unarranged Borrowing Rate is 29.500%

Barclays Base Rate Information

Rate effective from 05 May 2022 was	1.000%
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If we have agreed with you that your overdraft interest rate tracks Bank of England Base Rate, you should interpret any reference to "Barclays Base Rate" in this statement as if it read "Bank of England Base Rate".

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance


18 - 24 May 2022

Date	Description	Money out £	Money in £	Balance £
18 May	Start Balance			1,000.00
	Cheque Issued Ref: 033537	406.96		593.04
	Cheque Issued Ref: 033541	121.20		471.84
	Transfer From Account 70974641		528.16	1,000.00
19 May	Cheque Issued Ref: 033548	1,000.00		0.00
	Cheque Issued Ref: 033561	1,500.00		-1,500.00
	Transfer From Account 70974641		2,500.00	1,000.00
20 May	Cheque Issued Ref: 033544	136.00		864.00
	Transfer From Account 70974641		136.00	1,000.00
23 May	Direct Debit to Southern Electric Ref: 993481001	10.02		989.98
	Cheque Issued Ref: 033551	354.00		635.98
	Cheque Issued Ref: 033553	360.00		275.98
	Cheque Issued Ref: 033554	2,739.60		-2,463.62
	Transfer From Account 70974641		3,463.62	1,000.00
24 May	Direct Debit to Stl Communication Ref: 0319-383	1,037.40		-37.40
	Cheque Issued Ref: 033550	1,026.12		-1,063.52
	Cheque Issued Ref: 033558	353.40		-1,416.92

Start balance	£1,000.00
Money out	£9,644.70
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£9,644.70
End balance	£1,000.00

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

Continued

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			-1,416.92
24 May	 Cheque Issued Ref: 033559	600.00		-2,016.92
	Giro Transfer From Account 70974641		3,016.92	1,000.00
24 May	Balance carried forward			1,000.00
	Total Payments/Receipts	9,644.70	9,644.70	

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

Debit interest rates – the rate you pay when your account is overdrawn

Current rates Correct at the time of printing
Effective from 03 Jun 2019

Balance	Rate %
► £1+ 0.000% above Unarranged Borrowing Rate	29.500%

The Unarranged Borrowing Rate is 29.500%

Barclays Base Rate Information

Rate effective from 05 May 2022 was	1.000%
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If we have agreed with you that your overdraft interest rate tracks Bank of England Base Rate, you should interpret any reference to "Barclays Base Rate" in this statement as if it read "Bank of England Base Rate".

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance





11 - 17 May 2022

Start balance	£1,000.00
Money out	£60,581.71
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£60,581.71
End balance	£1,000.00

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

Date	Description	Money out £	Money in £	Balance £
11 May	Start Balance			1,000.00
	Cheque Issued Ref: 033529	150.00		850.00
	Giro Transfer From Account 70974641		150.00	1,000.00
12 May	Cheque Issued Ref: 033525	143.40		856.60
	Cheque Issued Ref: 033534	275.00		581.60
	Giro Transfer From Account 70974641		418.40	1,000.00
13 May	Direct Debit to Payflow /Payl Ref: BACS	48,490.50		-47,490.50
	Cheque Issued Ref: 033519	971.92		-48,462.42
	Cheque Issued Ref: 033520	540.00		-49,002.42
	Cheque Issued Ref: 033527	136.85		-49,139.27
	Cheque Issued Ref: 033536	427.20		-49,566.47
	Cheque Issued Ref: 033539	110.21		-49,676.68
	Giro Transfer From Account 70974641		1,000.00	-48,676.68
	Transfer From 20-97-48 70974641 Referlist		49,676.68	1,000.00
16 May	Direct Debit to Green Energy UK P Ref: 1334369	6,508.88		-5,508.88
	Cheque Issued Ref: 033522	513.06		-6,021.94
	Cheque Issued Ref: 033524	1,279.82		-7,301.76

Continued

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			-7,301.76
16 May	 Cheque Issued Ref: 033545	100.00		-7,401.76
	Giro Transfer From Account 70974641		8,401.76	1,000.00
17 May	 Cheque Issued Ref: 033521	117.83		882.17
	 Cheque Issued Ref: 033523	493.43		388.74
	 Cheque Issued Ref: 033538	323.61		65.13
	Giro Transfer From Account 70974641		934.87	1,000.00
17 May	Balance carried forward			1,000.00
	Total Payments/Receipts	60,581.71	60,581.71	

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

Debit interest rates – the rate you pay when your account is overdrawn

Current rates Correct at the time of printing
Effective from 03 Jun 2019

Balance	Rate %
► £1+ 0.000% above Unarranged Borrowing Rate	29.500%

The Unarranged Borrowing Rate is 29.500%

Barclays Base Rate Information

Rate effective from 05 May 2022 was	1.000%
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If we have agreed with you that your overdraft interest rate tracks Bank of England Base Rate, you should interpret any reference to "Barclays Base Rate" in this statement as if it read "Bank of England Base Rate".



WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG



Your Business Current Account

At a glance

04 - 10 May 2022

Date	Description	Money out £	Money in £	Balance £
4 May	Start Balance			1,000.00
6 May	 Cheque Issued Ref: 033531	50.00		950.00
	 Cheque Cashed at Barclays 033533	474.20		475.80
	Giro Transfer From Account 70974641		524.20	1,000.00
10 May	Balance carried forward			1,000.00
	Total Payments/Receipts	524.20	524.20	

Start balance	£1,000.00
Money out	£524.20
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£524.20
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.

Debit interest rates – the rate you pay when your account is overdrawn

Current rates Correct at the time of printing
Effective from 03 Jun 2019

Balance	Rate %
► £1+ 0.000% above Unarranged Borrowing Rate	29.500%

The Unarranged Borrowing Rate is 29.500%

Barclays Base Rate Information

Rate effective from 05 May 2022 was	1.000%
Rate effective from 17 Mar 2022 was	0.750%

If we have agreed with you that your overdraft interest rate tracks Bank of England Base Rate, you should interpret any reference to "Barclays Base Rate" in this statement as if it read "Bank of England Base Rate".

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.

Debit interest rates – the rate you pay when your account is overdrawn

Current rates Correct at the time of printing
Effective from 03 Jun 2019

Balance	Rate %
► £1+ 0.000% above Unarranged Borrowing Rate	29.500%

The Unarranged Borrowing Rate is 29.500%

Barclays Base Rate Information

Rate effective from 17 Mar 2022 was	0.750%
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If we have agreed with you that your overdraft interest rate tracks Bank of England Base Rate, you should interpret any reference to "Barclays Base Rate" in this statement as if it read "Bank of England Base Rate".

MG 020911 F1VI256A 709F30CAF00112 39800 A 64909

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Premium Account

At a glance

25 - 31 May 2022

Date	Description	Money out £	Money in £	Balance £
25 May	Start Balance			255,545.72
	Giro to 70974765 Automatic	1,000.00		254,545.72
	Transfer to 20-97-48 70974765 Transfer	52,080.86		202,464.86
26 May	Giro to 70974765 Automatic	169.60		202,295.26
27 May	Giro to 70974765 Automatic	831.12		201,464.14
30 May	Giro to 70974765 Automatic	2,279.78		199,184.36
31 May	Giro to 70974765 Automatic	1,088.86		198,095.50
31 May	Balance carried forward			198,095.50
	Total Payments/Receipts	57,450.22	0.00	

Start balance	£255,545.72
Money out	£57,450.22
Money in	£0.00
► Gross interest earned	£0.00
End balance	£198,095.50

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 025808 F1VI008A 709F305YM00130 39800 A 60145

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
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Your Business Premium Account

At a glance

18 - 24 May 2022

Date	Description	Money out £	Money in £	Balance £
18 May	Start Balance			265,190.42
	Giro to 70974765 Automatic	528.16		264,662.26
19 May	Giro to 70974765 Automatic	2,500.00		262,162.26
20 May	Giro to 70974765 Automatic	136.00		262,026.26
23 May	Giro to 70974765 Automatic	3,463.62		258,562.64
24 May	Giro to 70974765 Automatic	3,016.92		255,545.72
24 May	Balance carried forward			255,545.72
	Total Payments/Receipts	9,644.70	0.00	

Start balance	£265,190.42
Money out	£9,644.70
Money in	£0.00
► Gross interest earned	£0.00
End balance	£255,545.72

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

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

MG 024585 F1V1830A 709F304RM00127 39800 A 55229

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Premium Account

At a glance

11 - 17 May 2022

Date	Description	Money out £	Money in £	Balance £
11 May	Start Balance			325,772.13
	Giro to 70974765 Automatic	150.00		325,622.13
12 May	Giro to 70974765 Automatic	418.40		325,203.73
13 May	Giro to 70974765 Automatic	1,000.00		324,203.73
	Transfer to 20-97-48 70974765 Referlist	49,676.68		274,527.05
16 May	Giro to 70974765 Automatic	8,401.76		266,125.29
17 May	Giro to 70974765 Automatic	934.87		265,190.42
17 May	Balance carried forward			265,190.42
	Total Payments/Receipts	60,581.71	0.00	

Start balance	£325,772.13
Money out	£60,581.71
Money in	£0.00
► Gross interest earned	£0.00
End balance	£265,190.42

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 029745 F1VI629A 709F305KM00146 39800 A 50564

WITNEY TOWN COUNCIL
TOWN HALL
WITNEY
OXFORDSHIRE
OX28 6AG


Your Business Premium Account

At a glance

04 - 10 May 2022

Date	Description	Money out £	Money in £	Balance £
4 May	Start Balance			326,296.33
6 May	Giro to 70974765 Automatic	524.20		325,772.13
10 May	Balance carried forward			325,772.13
	Total Payments/Receipts	524.20	0.00	

Start balance	£326,296.33
Money out	£524.20
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£325,772.13

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.

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
	Giro 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.

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 18th July 2022

Title: Financial Report & Associated Matters

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

BACKGROUND

The purpose of this report is to provide information to Members on the financial position of the Council as part of the internal controls and due diligence.

CURRENT SITUATION

Detailed income and expenditure statements for the whole of the Council's approved budgets for the period 1 April 2022 to 30 June 2022, being the first quarter of the financial year are attached.

At this particular time of the year all budgets should be well within budget – although it should be noted that income and expenditure is not necessarily spread equally over the 12-month period.

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 – 27th June 2022

There were no direct financial implications from recommendations of this Committee.

Halls Cemeteries & Allotments Committee- 4th July 2022

H257 - Cemetery of the Year Awards. That the Town Council enters into this competition and signs up to the ICCM Charter of the Bereaved at a cost for £310. This being taken from cost code 4059/302.

Stronger Communities Committee- 11th July 2022

SC359(6) – Car Free Day. That, a discount scheme be considered in Café 1863 for those who have not used a car to reach the venue.

SC359(9) – Christmas Lights Switch-on. That, the Council supports providing a grant to the Rotary Club of Witney should they be willing to manage and run the Switch-On event. The Council budgeted £2,000 towards this in the 22/23 budget, subject to a grant application being completed at the appropriate time.

SC360 – Website Review. That, if the Council outsources the web hosting, funds are drawn from the general reserve as the Committee had underspends which were returned here at the end of the previous financial year.

SC367 – Third Party & Large Events. That, the Council purchases banners to be given to event organisers for the duration of the event stating, ‘Supported by Witney Town Council’ to signify that financial support has been provided. These to be funded from the general reserve (from funds returned unspent relating to Events).

SC368 – Remembrance. That, the purchase of 30 s crowd control barriers totalling £779.70 (4150/401) be agreed along with traffic management training totalling £620.00 (4008/601).

ASSOCIATED FINANCIAL MATTERS

External Audit – the Town Clerk/RFO is pleased to report that the Annual Governance & Accountability Return and the additional documentation was submitted to External Auditors Moores on time. Under the regulations they need to complete and sign off the audit by 30th September 2022.

Debtors – The committee is referred to the confidential appendix attached.

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;
2. Consider what action, if any, is taking in relation to the debtor referred to in the confidential appendix.

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Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

Month No: 3

Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Halls, Cemeteries & Allotments								
102 <u>LANGDALE HALL</u>								
1050 RENT RECEIVED	20,302	0	20,302	20,302			0.0%	
1052 EXPENSES RECOVERED	217	0	0	0			0.0%	
1058 WATER RECOVERED	795	0	0	0			0.0%	
1060 INSURANCE RECOVERED	575	0	605	605			0.0%	
LANGDALE HALL :- Income	21,889	0	20,907	20,907				0
4012 WATER RATES	296	235	0	(235)		(235)	0.0%	
4021 TELEPHONE/FAX	179	33	0	(33)		(33)	0.0%	
4025 INSURANCE	555	0	605	605		605	0.0%	
4036 PROPERTY MAINTENANCE	690	0	1,000	1,000		1,000	0.0%	
4038 OTHER MAINTENANCE	0	0	1,000	1,000		1,000	0.0%	
4048 ENG.INSPEC.(VATABLE)	429	0	450	450		450	0.0%	
4059 OTHER PROF FEES	0	0	2,000	2,000		2,000	0.0%	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(1,000)	(1,000)	0		0	100.0%	
4888 O/S STAFF RCHG	234	0	853	853		853	0.0%	
4890 O/S O'HEAD RCHG	55	0	174	174		174	0.0%	
4892 C/S STAFF RCHG	3,526	0	4,136	4,136		4,136	0.0%	
4893 C/S O'HEAD RCHG	1,018	0	1,148	1,148		1,148	0.0%	
5199 Depreciation Charge to Service	13,131	0	0	0		0	0.0%	
LANGDALE HALL :- Indirect Expenditure	22,112	(732)	10,366	11,098	0	11,098	(7.1%)	0
Net Income over Expenditure	(222)	732	10,541	9,809				
103 <u>BARS</u>								
1000 BAR SALES - DRINK	15,698	739	22,500	21,761			3.3%	
1001 BAR SALES - FOOD	5,233	3,201	25,050	21,849			12.8%	
1002 BAR HIRE CHARGE	392	92	504	412			18.2%	
1009 CAFE SALES - HOT DRINKS	22,866	9,701	27,300	17,599			35.5%	
BARS :- Income	44,189	13,733	75,354	61,621			18.2%	0
3000 BAR PURCHASES - DRINK	7,695	2,285	11,500	9,215		9,215	19.9%	
3001 BAR PURCHASES - FOOD	3,464	2,022	12,525	10,503		10,503	16.1%	
3009 CAFE PURCHASES - HOT BEVERAGES	4,529	1,943	13,650	11,707		11,707	14.2%	
BARS :- Direct Expenditure	15,688	6,250	37,675	31,425	0	31,425	16.6%	0
4001 SALARIES	31,328	0	62,227	62,227		62,227	0.0%	
4002 ER'S NIC	1,892	0	5,050	5,050		5,050	0.0%	
4003 ER'S SUPERANN	1,681	0	6,155	6,155		6,155	0.0%	

Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

Month No: 3

Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4007 PROTECTIVE CLOTHING	92	252	0	(252)		(252)	0.0%	
4042 EQUIPMENT	3,399	1,388	3,000	1,612		1,612	46.3%	
4892 C/S STAFF RCHG	8,815	0	10,339	10,339		10,339	0.0%	
4893 C/S O'HEAD RCHG	2,546	0	2,869	2,869		2,869	0.0%	
BARS :- Indirect Expenditure	49,751	1,641	89,640	87,999	0	87,999	1.8%	0
Net Income over Expenditure	(21,250)	5,842	(51,961)	(57,803)				
104 CORN EXCHANGE								
1007 CORN EXCHNGE LETTING	23,625	8,212	35,000	26,788			23.5%	
1014 EVENTS INCOME	829	2,645	2,000	(645)			132.2%	
1015 TEA DANCE INCOME	171	138	1,500	1,362			9.2%	
1016 FUNCTION REFRESHMENT	213	0	250	250			0.0%	
1017 CORN EXCHANGE WEDDING LETTING	0	205	0	(205)			0.0%	
1049 FACILITY HIRE - EQUIP	8	0	100	100			0.0%	
CORN EXCHANGE :- Income	24,846	11,198	38,850	27,652			28.8%	0
4001 SALARIES	24,998	0	67,136	67,136		67,136	0.0%	
4002 ER'S NIC	1,571	0	2,500	2,500		2,500	0.0%	
4003 ER'S SUPERANN	3,586	0	6,900	6,900		6,900	0.0%	
4007 PROTECTIVE CLOTHING	160	36	300	264		264	12.0%	
4008 TRAINING	150	125	850	725		725	14.7%	
4011 RATES	1,134	667	4,665	3,998		3,998	14.3%	
4012 WATER RATES	300	498	500	2		2	99.6%	
4014 ELECTRICITY	4,826	1,485	5,200	3,715		3,715	28.6%	
4015 GAS	4,022	1,761	6,300	4,539		4,539	27.9%	
4016 CLEANING MATERIALS	1,375	447	3,310	2,863		2,863	13.5%	
4017 CONTRACT CLEAN/WASTE	2,539	806	3,000	2,194		2,194	26.9%	
4018 PHOTOCOPIER COSTS	89	11	100	89		89	11.2%	
4021 TELEPHONE/FAX	632	116	700	584		584	16.5%	
4025 INSURANCE	651	0	690	690		690	0.0%	
4028 I.T.	1,296	32	1,400	1,368		1,368	2.3%	
4030 RECRUITMENT ADVT'G	0	0	1,500	1,500		1,500	0.0%	
4032 PUBLICITY	228	55	6,000	5,945		5,945	0.9%	
4036 PROPERTY MAINTENANCE	4,677	487	8,000	7,513		7,513	6.1%	
4038 OTHER MAINTENANCE	3,342	61	4,000	3,939		3,939	1.5%	
4042 EQUIPMENT	741	874	1,500	626		626	58.2%	
4043 SMALL TOOLS & EQUIPT	194	34	150	116		116	22.5%	
4045 LICENCES	1,977	180	4,000	3,820		3,820	4.5%	
4048 ENG.INSPEC.(VATABLE)	290	0	300	300		300	0.0%	
4059 OTHER PROF FEES	0	150	0	(150)		(150)	0.0%	

Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

Month No: 3

Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4064 HEALTH & SAFETY	28	0	100	100		100	0.0%	
4141 EVENTS	1,338	0	8,000	8,000		8,000	0.0%	
4142 TEA DANCE COSTS	0	0	6,000	6,000		6,000	0.0%	
4143 REFRESHMENT COSTS	0	0	300	300		300	0.0%	
4491 TFR TO EARMARKED RES	15,950	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,700)	(15,950)	(15,950)	0		0	100.0%	
4888 O/S STAFF RCHG	6,455	0	3,165	3,165		3,165	0.0%	
4890 O/S O'HEAD RCHG	1,466	0	646	646		646	0.0%	
4892 C/S STAFF RCHG	17,629	0	20,679	20,679		20,679	0.0%	
4893 C/S O'HEAD RCHG	5,091	0	5,738	5,738		5,738	0.0%	
5198 Deferred Grants Released	(8,422)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	53,451	0	0	0		0	0.0%	
CORN EXCHANGE :- Indirect Expenditure	150,063	(8,128)	157,679	165,807	0	165,807	(5.2%)	0
Net Income over Expenditure	(125,218)	19,326	(118,829)	(138,155)				
105 BURWELL HALL								
1002 BAR HIRE CHARGE	50	0	150	150			0.0%	
1005 BURWELL HALL LETTING	19,004	5,810	18,000	12,190			32.3%	
1016 FUNCTION REFRESHMENT	387	2,445	0	(2,445)			0.0%	
BURWELL HALL :- Income	19,441	8,255	18,150	9,895			45.5%	0
4001 SALARIES	24,730	0	38,090	38,090		38,090	0.0%	
4002 ER'S NIC	1,751	0	3,050	3,050		3,050	0.0%	
4003 ER'S SUPERANN	4,143	0	4,600	4,600		4,600	0.0%	
4007 PROTECTIVE CLOTHING	0	0	450	450		450	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4011 RATES	764	447	1,200	753		753	37.3%	
4012 WATER RATES	317	29	2,100	2,071		2,071	1.4%	
4014 ELECTRICITY	1,120	365	2,500	2,135		2,135	14.6%	
4015 GAS	3,775	1,348	4,000	2,652		2,652	33.7%	
4016 CLEANING MATERIALS	435	437	3,500	3,063		3,063	12.5%	
4017 CONTRACT CLEAN/WASTE	1,188	66	3,000	2,934		2,934	2.2%	
4021 TELEPHONE/FAX	199	36	300	264		264	12.2%	
4025 INSURANCE	320	0	340	340		340	0.0%	
4028 I.T.	538	99	1,000	901		901	9.9%	
4030 RECRUITMENT ADVT'G	0	0	200	200		200	0.0%	
4032 PUBLICITY	0	0	2,000	2,000		2,000	0.0%	
4036 PROPERTY MAINTENANCE	1,084	82	5,000	4,918		4,918	1.6%	
4038 OTHER MAINTENANCE	2,831	68	2,100	2,032		2,032	3.2%	
4042 EQUIPMENT	725	0	1,500	1,500		1,500	0.0%	

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Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

Month No: 3

Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4043 SMALL TOOLS & EQUIPT	1	0	0	0		0	0.0%	
4045 LICENCES	539	180	750	570		570	24.0%	
4048 ENG.INSPEC.(VATABLE)	143	0	160	160		160	0.0%	
4059 OTHER PROF FEES	6	0	150	150		150	0.0%	
4491 TFR TO EARMARKED RES	5,650	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(900)	(3,650)	(3,650)	0		0	100.0%	
4888 O/S STAFF RCHG	14,274	0	15,862	15,862		15,862	0.0%	
4890 O/S O'HEAD RCHG	3,378	0	3,236	3,236		3,236	0.0%	
4892 C/S STAFF RCHG	3,588	0	4,136	4,136		4,136	0.0%	
4893 C/S O'HEAD RCHG	1,018	0	1,148	1,148		1,148	0.0%	
5199 Depreciation Charge to Service	4,056	0	0	0		0	0.0%	
BURWELL HALL :- Indirect Expenditure	75,672	(493)	97,222	97,715	0	97,715	(0.5%)	0
Net Income over Expenditure	(56,230)	8,748	(79,072)	(87,820)				
106 MADLEY PARK COMMUNITY CENTRE								
1060 INSURANCE RECOVERED	376	0	400	400			0.0%	
MADLEY PARK COMMUNITY CENTRE :- Income	376	0	400	400			0.0%	0
4025 INSURANCE	376	0	400	400		400	0.0%	
4038 OTHER MAINTENANCE	0	0	150	150		150	0.0%	
4048 ENG.INSPEC.(VATABLE)	654	0	700	700		700	0.0%	
4059 OTHER PROF FEES	0	0	2,800	2,800		2,800	0.0%	
4100 GRANTS GENERAL	0	5,000	0	(5,000)		(5,000)	0.0%	
4491 TFR TO EARMARKED RES	1,300	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,000)	(1,300)	(1,300)	0		0	100.0%	
4888 O/S STAFF RCHG	0	0	12	12		12	0.0%	
4890 O/S O'HEAD RCHG	0	0	3	3		3	0.0%	
4892 C/S STAFF RCHG	643	0	827	827		827	0.0%	
4893 C/S O'HEAD RCHG	204	0	230	230		230	0.0%	
5198 Deferred Grants Released	(16,189)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	16,189	0	0	0		0	0.0%	
MADLEY PARK COMMUNITY CENTRE :- Indirect Expenditure	2,177	3,700	3,822	122	0	122	96.8%	0
Net Income over Expenditure	(1,801)	(3,700)	(3,422)	278				
301 TOWER HILL CEMETERY								
1050 RENT RECEIVED	11,918	6,810	11,350	4,540			60.0%	
1060 INSURANCE RECOVERED	190	0	200	200			0.0%	
1100 BURIAL FEES	6,721	2,489	3,500	1,011			71.1%	
1101 GRANT OF RIGHTS	1,391	845	1,000	155			84.5%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1102 INTERMENT OF ASHES	5,438	2,677	3,000	324			89.2%	
1105 MEMORIAL FEES	4,927	1,893	3,511	1,618			53.9%	
1106 MEMORIAL PLAQUES	205	110	500	390			22.0%	
1108 CHAPEL FEES	428	107	214	107			50.0%	
TOWER HILL CEMETERY :- Income	31,217	14,931	23,275	8,345			64.1%	0
4001 SALARIES	6,548	0	11,970	11,970		11,970	0.0%	
4002 ER'S NIC	560	0	1,200	1,200		1,200	0.0%	
4003 ER'S SUPERANN	1,421	0	2,600	2,600		2,600	0.0%	
4007 PROTECTIVE CLOTHING	0	0	100	100		100	0.0%	
4011 RATES	3,385	1,169	3,555	2,386		2,386	32.9%	
4012 WATER RATES	209	59	220	161		161	26.7%	
4014 ELECTRICITY	445	76	450	374		374	17.0%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	1,605	215	2,560	2,345		2,345	8.4%	
4025 INSURANCE	190	0	200	200		200	0.0%	
4036 PROPERTY MAINTENANCE	2,197	0	6,000	6,000		6,000	0.0%	
4038 OTHER MAINTENANCE	52	0	0	0		0	0.0%	
4040 ARBORICULTURE	450	0	0	0		0	0.0%	
4042 EQUIPMENT	0	96	100	4		4	96.0%	
4059 OTHER PROF FEES	0	0	5,000	5,000		5,000	0.0%	
4064 HEALTH & SAFETY	14	0	100	100		100	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	200	200		200	0.0%	
4350 PLAQUES PURCHASED	194	40	0	(40)		(40)	0.0%	
4355 MEMORIAL MAINTENANCE	550	0	2,500	2,500		2,500	0.0%	
4491 TFR TO EARMARKED RES	5,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	0	(7,500)	(7,500)		(7,500)	0.0%	
4888 O/S STAFF RCHG	48,080	0	58,930	58,930		58,930	0.0%	
4890 O/S O'HEAD RCHG	10,438	0	12,023	12,023		12,023	0.0%	
4891 AGENCY SERVICES RECHARGE	38,281	9,144	39,671	30,527		30,527	23.0%	
4892 C/S STAFF RCHG	10,577	0	12,407	12,407		12,407	0.0%	
4893 C/S O'HEAD RCHG	3,055	0	3,443	3,443		3,443	0.0%	
5199 Depreciation Charge to Service	3,877	0	0	0		0	0.0%	
TOWER HILL CEMETERY :- Indirect Expenditure	137,627	10,800	155,759	144,959	0	144,959	6.9%	0
Net Income over Expenditure	(106,411)	4,131	(132,484)	(136,615)				
302 WINDRUSH CEMETERY								
1100 BURIAL FEES	15,146	6,142	9,630	3,488			63.8%	
1101 GRANT OF RIGHTS	18,495	7,670	17,500	9,830			43.8%	
1102 INTERMENT OF ASHES	3,023	1,233	5,250	4,018			23.5%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1105 MEMORIAL FEES	6,096	1,678	5,500	3,822			30.5%	
1106 MEMORIAL PLAQUES	0	0	100	100			0.0%	
WINDRUSH CEMETERY :- Income	42,759	16,723	37,980	21,258			44.0%	0
4001 SALARIES	9,966	0	11,970	11,970		11,970	0.0%	
4002 ER'S NIC	788	0	1,200	1,200		1,200	0.0%	
4003 ER'S SUPERANN	2,163	0	2,600	2,600		2,600	0.0%	
4007 PROTECTIVE CLOTHING	0	0	100	100		100	0.0%	
4011 RATES	4,773	1,646	5,010	3,364		3,364	32.9%	
4012 WATER RATES	161	0	250	250		250	0.0%	
4014 ELECTRICITY	1,820	376	2,000	1,624		1,624	18.8%	
4016 CLEANING MATERIALS	0	0	30	30		30	0.0%	
4017 CONTRACT CLEAN/WASTE	815	173	1,000	827		827	17.3%	
4021 TELEPHONE/FAX	0	55	250	195		195	21.9%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4036 PROPERTY MAINTENANCE	355	0	3,500	3,500		3,500	0.0%	
4037 GROUNDS MAINTENANCE	0	0	1,600	1,600		1,600	0.0%	
4038 OTHER MAINTENANCE	1,339	(18)	1,350	1,368		1,368	(1.4%)	
4041 EQUIPMENT HIRE	0	0	2,000	2,000		2,000	0.0%	
4042 EQUIPMENT	1,024	144	2,000	1,856		1,856	7.2%	
4059 OTHER PROF FEES	3,100	0	8,000	8,000		8,000	0.0%	
4064 HEALTH & SAFETY	14	0	100	100		100	0.0%	
4350 PLAQUES PURCHASED	0	0	500	500		500	0.0%	
4355 MEMORIAL MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4491 TFR TO EARMARKED RES	8,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(6,000)	(8,000)	(2,000)		(2,000)	75.0%	
4888 O/S STAFF RCHG	65,509	0	105,943	105,943		105,943	0.0%	
4890 O/S O'HEAD RCHG	13,698	0	21,615	21,615		21,615	0.0%	
4891 AGENCY SERVICES RECHARGE	13,513	3,228	14,616	11,388		11,388	22.1%	
4892 C/S STAFF RCHG	10,577	0	12,407	12,407		12,407	0.0%	
4893 C/S O'HEAD RCHG	3,055	0	3,443	3,443		3,443	0.0%	
5199 Depreciation Charge to Service	4,978	0	0	0		0	0.0%	
WINDRUSH CEMETERY :- Indirect Expenditure	145,760	(397)	195,604	196,001	0	196,001	(0.2%)	0
Net Income over Expenditure	(103,001)	17,120	(157,624)	(174,744)				
<u>303 CLOSED CH'YARDS ST MARYS/HOLY</u>								
1060 INSURANCE RECOVERED	(1,108)	0	0	0			0.0%	
CLOSED CH'YARDS ST MARYS/HOLY :- Income	(1,108)	0	0	0				0
4036 PROPERTY MAINTENANCE	157	7	11,000	10,993		10,993	0.1%	
4040 ARBORICULTURE	0	0	2,000	2,000		2,000	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4059 OTHER PROF FEES	0	0	5,000	5,000		5,000	0.0%	
4355 MEMORIAL MAINTENANCE	0	3,326	0	(3,326)		(3,326)	0.0%	
4491 TFR TO EARMARKED RES	28,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(16,150)	(6,826)	(13,500)	(6,674)		(6,674)	50.6%	
CLOSED CH'YARDS ST MARYS/HOLY :- Indirect Expenditure	12,507	(3,493)	4,500	7,993	0	7,993	(77.6%)	0
Net Income over Expenditure	(13,615)	3,493	(4,500)	(7,993)				
305 ALLOTMENTS								
1052 EXPENSES RECOVERED	142	0	0	0			0.0%	
ALLOTMENTS :- Income	142	0	0	0				0
4013 RENT PAID	5	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	622	310	500	190		190	62.0%	
4037 GROUNDS MAINTENANCE	329	0	500	500		500	0.0%	
4888 O/S STAFF RCHG	15,346	0	959	959		959	0.0%	
4890 O/S O'HEAD RCHG	3,355	0	196	196		196	0.0%	
4891 AGENCY SERVICES RECHARGE	3,110	743	4,176	3,433		3,433	17.8%	
4892 C/S STAFF RCHG	2,644	0	3,102	3,102		3,102	0.0%	
4893 C/S O'HEAD RCHG	764	0	861	861		861	0.0%	
5198 Deferred Grants Released	(2,715)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	3,664	0	0	0		0	0.0%	
ALLOTMENTS :- Indirect Expenditure	27,125	1,053	10,294	9,241	0	9,241	10.2%	0
Net Income over Expenditure	(26,983)	(1,053)	(10,294)	(9,241)				
Halls, Cemeteries & Allotments :- Income	183,751	64,839	214,916	150,077			30.2%	
Expenditure	638,481	10,200	762,561	752,361	0	752,361	1.3%	
Movement to/(from) Gen Reserve	(454,730)	54,639						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Parks & Recreation</u>								
201 SPLASHPARK								
4012 WATER RATES	3,797	0	12,000	12,000		12,000	0.0%	
4014 ELECTRICITY	0	2,709	0	(2,709)		(2,709)	0.0%	
4016 CLEANING MATERIALS	368	0	275	275		275	0.0%	
4036 PROPERTY MAINTENANCE	2,827	275	5,000	4,725		4,725	5.5%	
4047 PLAY EQUIP MAINTENCE	0	13	2,500	2,487		2,487	0.5%	
4048 ENG.INSPEC.(VATABLE)	454	0	500	500		500	0.0%	
4491 TFR TO EARMARKED RES	4,500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,715	0	7,646	7,646		7,646	0.0%	
4890 O/S O'HEAD RCHG	403	0	1,560	1,560		1,560	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	16,704	16,704		16,704	0.0%	
5198 Deferred Grants Released	(25,082)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	68,207	0	0	0		0	0.0%	
SPLASHPARK :- Indirect Expenditure	57,190	2,997	46,185	43,188	0	43,188	6.5%	0
Net Expenditure	(57,190)	(2,997)	(46,185)	(43,188)				
<u>202 THE LEYS RECREATION GROUND</u>								
1020 SPORTS - FOOTBALL	2,331	318	1,000	682			31.8%	
1043 GREEN FEES - WTBC	4,485	0	4,620	4,620			0.0%	
1050 RENT RECEIVED	1,000	0	3,080	3,080			0.0%	
1051 GROUND HIRE	11,338	3,463	11,175	7,712			31.0%	
1052 EXPENSES RECOVERED	60	60	150	90			40.0%	
1058 WATER RECOVERED	175	0	150	150			0.0%	
1099 MISCELLANEOUS INCOME	1,000	0	0	0			0.0%	
THE LEYS RECREATION GROUND :- Income	20,388	3,842	20,175	16,333			19.0%	0
4001 SALARIES	(0)	0	0	0		0	0.0%	
4002 ER'S NIC	0	0	0	0		0	0.0%	
4003 ER'S SUPERANN	0	0	0	0		0	0.0%	
4012 WATER RATES	0	0	3,000	3,000		3,000	0.0%	
4014 ELECTRICITY	43	(43)	0	43		43	0.0%	
4017 CONTRACT CLEAN/WASTE	10,415	4,566	9,500	4,934		4,934	48.1%	
4025 INSURANCE	224	0	240	240		240	0.0%	
4036 PROPERTY MAINTENANCE	6,220	159	7,500	7,341		7,341	2.1%	
4037 GROUNDS MAINTENANCE	144	0	5,000	5,000		5,000	0.0%	
4038 OTHER MAINTENANCE	0	48	4,000	3,952		3,952	1.2%	
4046 SPORTS EQUIPMENT	73	108	4,000	3,892		3,892	2.7%	
4047 PLAY EQUIP MAINTENCE	0	0	5,000	5,000		5,000	0.0%	

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4048 ENG.INSPEC.(VARIABLE)	398	0	430	430		430	0.0%	
4049 PLAY RISK ASSESSMENT	123	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROF FEES	0	0	10,000	10,000		10,000	0.0%	
4099 MISCELLANEOUS	320	0	0	0		0	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	10,000	10,000		10,000	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	0	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	6,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(2,750)	(3,500)	(3,500)	0		0	100.0%	
4888 O/S STAFF RCHG	45,860	0	33,680	33,680		33,680	0.0%	
4890 O/S O'HEAD RCHG	9,685	0	6,872	6,872		6,872	0.0%	
4891 AGENCY SERVICES RECHARGE	87,664	21,120	50,111	28,991		28,991	42.1%	
4892 C/S STAFF RCHG	14,103	0	16,543	16,543		16,543	0.0%	
4893 C/S O'HEAD RCHG	4,073	0	4,590	4,590		4,590	0.0%	
THE LEYS RECREATION GROUND :- Indirect Expenditure	183,097	22,458	168,966	146,508	0	146,508	13.3%	0
Net Income over Expenditure	(162,708)	(18,616)	(148,791)	(130,175)				
203 WEST WITNEY SPORTS GROUND								
1020 SPORTS - FOOTBALL	5,141	538	3,000	2,462			17.9%	
1021 SPORTS - CRICKET	1,507	708	1,751	1,043			40.5%	
1041 RENTAL - TENNIS CLUB	4,390	0	4,520	4,520			0.0%	
1042 RENTAL- PROJ.RANGE	2,570	0	2,650	2,650			0.0%	
1044 GREEN FEES - WMBC	2,690	0	2,770	2,770			0.0%	
1045 GREEN FEES - WWBC	2,690	0	2,770	2,770			0.0%	
1050 RENT RECEIVED	17,491	2,828	21,820	18,993			13.0%	
1054 EASEMENTS/WAYLEAVES	6	6	6	0			100.0%	
1058 WATER RECOVERED	0	0	500	500			0.0%	
1060 INSURANCE RECOVERED	331	0	350	350			0.0%	
WEST WITNEY SPORTS GROUND :- Income	36,816	4,080	40,137	36,057			10.2%	0
4012 WATER RATES	0	0	750	750		750	0.0%	
4017 CONTRACT CLEAN/WASTE	4,566	0	0	0		0	0.0%	
4025 INSURANCE	555	0	590	590		590	0.0%	
4036 PROPERTY MAINTENANCE	1,693	0	1,500	1,500		1,500	0.0%	
4037 GROUNDS MAINTENANCE	3,151	0	2,500	2,500		2,500	0.0%	
4046 SPORTS EQUIPMENT	73	604	0	(604)		(604)	0.0%	
4048 ENG.INSPEC.(VARIABLE)	159	0	175	175		175	0.0%	
4059 OTHER PROF FEES	460	250	7,000	6,750		6,750	3.6%	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(2,000)	(2,000)	0		0	100.0%	
4888 O/S STAFF RCHG	13,158	0	10,242	10,242		10,242	0.0%	

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4890 O/S O'HEAD RCHG	3,019	0	2,090	2,090		2,090	0.0%	
4891 AGENCY SERVICES RECHARGE	55,441	13,243	58,463	45,220		45,220	22.7%	
5199 Depreciation Charge to Service	584	0	0	0		0	0.0%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	84,861	12,097	81,310	69,213	0	69,213	14.9%	0
Net Income over Expenditure	(48,045)	(8,017)	(41,173)	(33,156)				
204 BURWELL (QE2) SPORTS GROUND								
1020 SPORTS - FOOTBALL	5,690	605	3,500	2,895			17.3%	
BURWELL (QE2) SPORTS GROUND :- Income	5,690	605	3,500	2,895			17.3%	0
4036 PROPERTY MAINTENANCE	762	0	1,000	1,000		1,000	0.0%	
4037 GROUNDS MAINTENANCE	1,214	0	1,000	1,000		1,000	0.0%	
4046 SPORTS EQUIPMENT	0	0	3,000	3,000		3,000	0.0%	
4047 PLAY EQUIP MAINTENCE	768	0	2,000	2,000		2,000	0.0%	
4048 ENG.INSPEC.(VATABLE)	456	0	475	475		475	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	7,985	0	2,596	2,596		2,596	0.0%	
4890 O/S O'HEAD RCHG	1,948	0	530	530		530	0.0%	
4891 AGENCY SERVICES RECHARGE	25,851	6,175	27,144	20,969		20,969	22.7%	
BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure	39,046	6,175	37,845	31,670	0	31,670	16.3%	0
Net Income over Expenditure	(33,356)	(5,570)	(34,345)	(28,775)				
205 KING GEORGE V / NEWLAND								
1020 SPORTS - FOOTBALL	1,747	54	1,600	1,546			3.4%	
KING GEORGE V / NEWLAND :- Income	1,747	54	1,600	1,546			3.4%	0
4036 PROPERTY MAINTENANCE	6	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	36	0	2,000	2,000		2,000	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	376	0	400	400		400	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4100 GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	1,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(500)	(500)	0		0	100.0%	
4888 O/S STAFF RCHG	788	0	8,464	8,464		8,464	0.0%	
4890 O/S O'HEAD RCHG	198	0	1,727	1,727		1,727	0.0%	
4891 AGENCY SERVICES RECHARGE	12,404	2,963	12,528	9,565		9,565	23.7%	
KING GEORGE V / NEWLAND :- Indirect Expenditure	14,870	2,463	26,719	24,256	0	24,256	9.2%	0
Net Income over Expenditure	(13,123)	(2,409)	(25,119)	(22,710)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
207 MOORLAND ROAD PLAY AREA								
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	218	0	250	250		250	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	522	0	2,240	2,240		2,240	0.0%	
4890 O/S O'HEAD RCHG	106	0	457	457		457	0.0%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	1,408	0	3,547	3,547	0	3,547	0.0%	0
Net Expenditure	(1,408)	0	(3,547)	(3,547)				
208 WOOD GREEN PITCHES/PLAY AREA								
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	238	0	260	260		260	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	182	0	2,667	2,667		2,667	0.0%	
4890 O/S O'HEAD RCHG	52	0	544	544		544	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	2,088	2,088		2,088	0.0%	
WOOD GREEN PITCHES/PLAY AREA :- Indirect Expenditure	1,033	0	6,159	6,159	0	6,159	0.0%	0
Net Expenditure	(1,033)	0	(6,159)	(6,159)				
209 ETON CLOSE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	0	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VATABLE)	159	0	175	175		175	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4222 TINY FOREST EXPENSES	0	0	150	150		150	0.0%	
4491 TFR TO EARMARKED RES	250	0	0	0		0	0.0%	
ETON CLOSE PLAY AREA :- Indirect Expenditure	470	0	675	675	0	675	0.0%	0
Net Expenditure	(470)	0	(675)	(675)				
210 OXLEASE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	1,536	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	436	0	450	450		450	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	5,874	0	3,983	3,983		3,983	0.0%	
4890 O/S O'HEAD RCHG	1,365	0	813	813		813	0.0%	

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4891 AGENCY SERVICES RECHARGE	0	0	14,616	14,616		14,616	0.0%	
OXLEASE PLAY AREA :- Indirect Expenditure	9,272	0	20,462	20,462	0	20,462	0.0%	0
Net Expenditure	(9,272)	0	(20,462)	(20,462)				
<u>211 FIELDMERE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	768	12	250	238		238	4.9%	
4048 ENG.INSPEC.(VATABLE)	258	0	275	275		275	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	75	0	3,948	3,948		3,948	0.0%	
4890 O/S O'HEAD RCHG	15	0	805	805		805	0.0%	
FIELDMERE PLAY AREA :- Indirect Expenditure	1,177	12	5,378	5,366	0	5,366	0.2%	0
Net Expenditure	(1,177)	(12)	(5,378)	(5,366)				
<u>212 QUARRY ROAD PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VATABLE)	198	0	225	225		225	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	250	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	323	0	178	178		178	0.0%	
4890 O/S O'HEAD RCHG	81	0	36	36		36	0.0%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	914	0	789	789	0	789	0.0%	0
Net Expenditure	(914)	0	(789)	(789)				
<u>213 RALEIGH CRESCENT PLAY AREA</u>								
4013 RENT PAID	5	0	5	5		5	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	51	0	3,591	3,591		3,591	0.0%	
4890 O/S O'HEAD RCHG	8	0	733	733		733	0.0%	
RALEIGH CRESCENT PLAY AREA :- Indirect Expenditure	564	0	4,929	4,929	0	4,929	0.0%	0
Net Expenditure	(564)	0	(4,929)	(4,929)				
<u>214 PARK ROAD PLAY AREA</u>								
4013 RENT PAID	0	0	125	125		125	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4048 ENG.INSPEC.(VATABLE)	159	0	250	250		250	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	1,221	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	264	0	0	0		0	0.0%	
PARK ROAD PLAY AREA :- Indirect Expenditure	1,644	0	975	975	0	975	0.0%	0
Net Expenditure	(1,644)	0	(975)	(975)				
Parks & Recreation :- Income	64,641	8,581	65,412	56,831			13.1%	
Expenditure	395,545	46,201	403,939	357,738	0	357,738	11.4%	
Movement to/(from) Gen Reserve	(330,904)	(37,621)						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Stronger Communities								
402 COMMUNITY INFRASTRUCTURE								
1052 EXPENSES RECOVERED	2,488	0	0	0			0.0%	
1170 GRANTS RECEIVED	1,990	7,365	0	(7,365)			0.0%	
1171 DONATIONS RECEIVED	468	2,300	0	(2,300)			0.0%	
COMMUNITY INFRASTRUCTURE :- Income	4,945	9,665	0	(9,665)				0
4013 RENT PAID	0	0	5	5		5	0.0%	
4014 ELECTRICITY	1,189	49	1,000	951		951	4.9%	
4017 CONTRACT CLEAN/WASTE	1,015	636	5,000	4,364		4,364	12.7%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4035 BUS SHELTER MAINTENANCE	18	0	2,000	2,000		2,000	0.0%	
4036 PROPERTY MAINTENANCE	438	0	2,630	2,630		2,630	0.0%	
4037 GROUNDS MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
4039 HORTICULTURE	209	0	750	750		750	0.0%	
4040 ARBORICULTURE	12,820	3,223	35,480	32,258		32,258	9.1%	
4066 TREE REPLACEMENT	5,836	114	6,000	5,886		5,886	1.9%	
4067 Tree Survey	6,201	0	8,000	8,000		8,000	0.0%	
4166 DEFIBRILLATOR EXPENDITURE	1,161	0	4,000	4,000		4,000	0.0%	
4200 STREET FURNITURE	3,732	0	1,000	1,000		1,000	0.0%	
4205 CLIMATE EMERGENCY	788	0	0	0		0	0.0%	
4208 COVID-19 MEMORIAL	0	0	1,500	1,500		1,500	0.0%	
4210 CHURCH CLOCK	0	69	4,500	4,431		4,431	1.5%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	731	764	7,250	6,486		6,486	10.5%	
4491 TFR TO EARMARKED RES	57,430	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(29,500)	(23,730)	(33,730)	(10,000)		(10,000)	70.4%	
4888 O/S STAFF RCHG	31,970	0	70,952	70,952		70,952	0.0%	
4890 O/S O'HEAD RCHG	7,126	0	14,476	14,476		14,476	0.0%	
4891 AGENCY SERVICES RECHARGE	170,187	40,933	171,213	130,280		130,280	23.9%	
4892 C/S STAFF RCHG	14,103	0	16,543	16,543		16,543	0.0%	
4893 C/S O'HEAD RCHG	4,073	0	4,590	4,590		4,590	0.0%	
4990 CONTRN TO CCTV SCH.	10,000	0	10,000	10,000		10,000	0.0%	
5198 Deferred Grants Released	(1,039)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,647	0	0	0		0	0.0%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	303,248	22,058	336,279	314,221	0	314,221	6.6%	0
Net Income over Expenditure	(298,303)	(12,393)	(336,279)	(323,886)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 COMMUNITY ACTIVITIES								
4103 GRANT YOUTH COUNCIL	0	0	500	500		500	0.0%	
4109 BLUE PLAQUES	0	300	1,000	700		700	30.0%	
4141 EVENTS	2,501	890	11,000	10,110		10,110	8.1%	
4145 QUEENS JUBILEE (2022)	0	0	3,000	3,000		3,000	0.0%	
4491 TFR TO EARMARKED RES	1,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,000)	(1,000)	(1,000)	0		0	100.0%	
4892 C/S STAFF RCHG	56,413	0	66,172	66,172		66,172	0.0%	
4893 C/S O'HEAD RCHG	16,291	0	18,362	18,362		18,362	0.0%	
5199 Depreciation Charge to Service	98	0	0	0		0	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	75,303	190	99,034	98,844	0	98,844	0.2%	0
Net Expenditure	(75,303)	(190)	(99,034)	(98,844)				
Stronger Communities :- Income	4,945	9,665	0	(9,665)			0.0%	
Expenditure	378,551	22,247	435,313	413,066	0	413,066	5.1%	
Movement to/(from) Gen Reserve	(373,606)	(12,582)						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Policy, Governance & Finance</u>								
401 CIVIC ACTIVITIES								
4000 MAYORS ALLOWANCE	245	0	3,000	3,000		3,000	0.0%	
4150 CIVIC FUNCTIONS	241	360	2,500	2,140		2,140	14.4%	
4152 MAYOR'S CHAIN	268	0	300	300		300	0.0%	
4153 ANNUAL CIVIC AWARDS	0	0	200	200		200	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(500)	(500)	0		0	100.0%	
4892 C/S STAFF RCHG	28,206	0	33,086	33,086		33,086	0.0%	
4893 C/S O'HEAD RCHG	8,146	0	9,181	9,181		9,181	0.0%	
5199 Depreciation Charge to Service	102	0	0	0		0	0.0%	
CIVIC ACTIVITIES :- Indirect Expenditure	37,708	(140)	47,767	47,907	0	47,907	(0.3%)	0
Net Expenditure	(37,708)	140	(47,767)	(47,907)				
407 GRANTS & DONATIONS (INC S137)								
1171 DONATIONS RECEIVED	1,000	0	1,000	1,000			0.0%	
GRANTS & DONATIONS (INC S137) :- Income	1,000	0	1,000	1,000			0.0%	0
4099 MISCELLANEOUS	1,100	0	0	0		0	0.0%	
4100 GRANTS GENERAL	6,723	6,260	26,900	20,640		20,640	23.3%	
4101 GRANT CAB	2,000	0	2,000	2,000		2,000	0.0%	
4104 GRANT CARNIVAL/XMAS ROTARY CLB	2,100	0	3,100	3,100		3,100	0.0%	
4105 XMAS LIGHTS, TREE & INFRASTRUC	45,836	14,302	35,120	20,818		20,818	40.7%	
4107 Witney Dementia Alliance	0	0	1,000	1,000		1,000	0.0%	
4108 GRANT OPA	1,000	1,000	1,000	0		0	100.0%	
4110 SUBSIDIZED LETTINGS	332	283	1,800	1,517		1,517	15.7%	
4111 WATER SAFETY/EDUCATION	0	0	10,000	10,000		10,000	0.0%	
4160 TOWN TWINNING	500	0	500	500		500	0.0%	
4161 TOWN TWINNING ROOM HIRE	0	0	500	500		500	0.0%	
4162 GRANT VOLUNTEER LINK-UP	500	0	500	500		500	0.0%	
4167 BUS SERVICE	21,000	5,250	21,000	15,750		15,750	25.0%	
4169 CHILDREN & YOUTH PROVISION	35,913	0	44,340	44,340		44,340	0.0%	
4491 TFR TO EARMARKED RES	11,240	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(34,390)	(11,240)	(11,240)	0		0	100.0%	
GRANTS & DONATIONS (INC S137) :- Indirect Expenditure	93,854	15,855	136,520	120,665	0	120,665	11.6%	0
Net Income over Expenditure	(92,854)	(15,855)	(135,520)	(119,665)				

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502 TOWN HALL MAINTEN'CE								
1050 RENT RECEIVED	19,950	0	13,950	13,950			0.0%	
1052 EXPENSES RECOVERED	0	(109)	0	109			0.0%	
1170 GRANTS RECEIVED	22,401	0	0	0			0.0%	
TOWN HALL MAINTEN'CE :- Income	42,351	(109)	13,950	14,059			(0.8%)	0
4001 SALARIES	0	0	0	0		0	0.0%	
4002 ER'S NIC	0	0	0	0		0	0.0%	
4003 ER'S SUPERANN	0	0	0	0		0	0.0%	
4011 RATES	0	3,143	0	(3,143)		(3,143)	0.0%	
4013 RENT PAID	15,500	3,438	15,500	12,063		12,063	22.2%	
4014 ELECTRICITY	0	(620)	0	620		620	0.0%	
4025 INSURANCE	872	0	925	925		925	0.0%	
4036 PROPERTY MAINTENANCE	22,703	1,007	4,500	3,493		3,493	22.4%	
4038 OTHER MAINTENANCE	3,225	0	2,000	2,000		2,000	0.0%	
4041 EQUIPMENT HIRE	0	0	2,000	2,000		2,000	0.0%	
4059 OTHER PROF FEES	5,430	0	2,500	2,500		2,500	0.0%	
4495 TFR FROM EARMARKED R	(9,950)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	25,750	0	1,031	1,031		1,031	0.0%	
4890 O/S O'HEAD RCHG	5,912	0	210	210		210	0.0%	
4892 C/S STAFF RCHG	3,526	0	4,136	4,136		4,136	0.0%	
4893 C/S O'HEAD RCHG	1,018	0	1,148	1,148		1,148	0.0%	
TOWN HALL MAINTEN'CE :- Indirect Expenditure	73,986	6,968	33,950	26,982	0	26,982	20.5%	0
Net Income over Expenditure	(31,635)	(7,076)	(20,000)	(12,924)				
503 AGENCY SERVICES								
4300 AGENCY MAINT'CE	413,068	99,128	417,593	318,465		318,465	23.7%	
4310 AGENCY MAINT'CE V O	0	0	5,000	5,000		5,000	0.0%	
4320 AGENCY SPECIAL ADVCE	51	0	200	200		200	0.0%	
4491 TFR TO EARMARKED RES	5,000	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	(413,068)	(99,128)	(417,593)	(318,465)		(318,465)	23.7%	
AGENCY SERVICES :- Indirect Expenditure	5,051	0	5,200	5,200	0	5,200	0.0%	0
Net Expenditure	(5,051)	0	(5,200)	(5,200)				
505 PRECEPT								
1176 PRECEPT	1,691,877	914,699	1,829,398	914,699			50.0%	
PRECEPT :- Income	1,691,877	914,699	1,829,398	914,699			50.0%	0
Net Income	1,691,877	914,699	1,829,398	914,699				

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506 INTEREST RECEIVED								
1190 INTEREST RECEIVED	3,101	1,730	2,500	770			69.2%	
INTEREST RECEIVED :- Income	3,101	1,730	2,500	770			69.2%	0
4051 BANK CHARGES	1,805	603	2,000	1,397		1,397	30.2%	
INTEREST RECEIVED :- Indirect Expenditure	1,805	603	2,000	1,397	0	1,397	30.2%	0
Net Income over Expenditure	1,296	1,127	500	(627)				
601 WORKS DEPARTMENT GEN								
1099 MISCELLANEOUS INCOME	195	0	0	0			0.0%	
WORKS DEPARTMENT GEN :- Income	195	0	0	0				0
4001 SALARIES	230,913	0	270,000	270,000		270,000	0.0%	
4002 ER'S NIC	20,731	0	27,400	27,400		27,400	0.0%	
4003 ER'S SUPERANN	48,529	0	58,250	58,250		58,250	0.0%	
4007 PROTECTIVE CLOTHING	2,190	455	5,500	5,045		5,045	8.3%	
4008 TRAINING	5,858	2,019	6,000	3,981		3,981	33.7%	
4009 TRAVELLING	2,835	0	1,000	1,000		1,000	0.0%	
4014 ELECTRICITY	9,025	2,984	7,500	4,516		4,516	39.8%	
4016 CLEANING MATERIALS	310	86	300	214		214	28.5%	
4017 CONTRACT CLEAN/WASTE	2,087	787	4,000	3,213		3,213	19.7%	
4021 TELEPHONE/FAX	1,980	296	2,000	1,704		1,704	14.8%	
4023 STATIONERY	192	0	150	150		150	0.0%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4028 I.T.	692	0	750	750		750	0.0%	
4029 INTERVIEW EXPENSES	0	13	0	(13)		(13)	0.0%	
4030 RECRUITMENT ADVT'G	1,000	485	500	15		15	97.0%	
4036 PROPERTY MAINTENANCE	1,059	2	2,000	1,998		1,998	0.1%	
4038 OTHER MAINTENANCE	882	0	1,500	1,500		1,500	0.0%	
4040 ARBORICULTURE	0	0	350	350		350	0.0%	
4041 EQUIPMENT HIRE	557	202	1,000	798		798	20.2%	
4042 EQUIPMENT	2,192	487	1,500	1,013		1,013	32.5%	
4043 SMALL TOOLS & EQUIPT	981	23	1,000	977		977	2.3%	
4044 FUEL	2,895	1,039	3,250	2,211		2,211	32.0%	
4045 LICENCES	1,551	580	1,500	920		920	38.7%	
4050 VEHICLE MAINTENANCE	4,060	912	5,000	4,088		4,088	18.2%	
4052 VEHICLE INSURANCE	2,595	0	3,000	3,000		3,000	0.0%	
4064 HEALTH & SAFETY	105	76	250	174		174	30.3%	
4143 REFRESHMENT COSTS	97	0	150	150		150	0.0%	
4400 COVID-19 EXPENDITURE	0	370	0	(370)		(370)	0.0%	
4491 TFR TO EARMARKED RES	2,175	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

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Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4495 TFR FROM EARMARKED R	(9,800)	(2,175)	(2,175)	0		0	100.0%	
4888 O/S STAFF RCHG	(300,173)	0	(355,650)	(355,650)		(355,650)	0.0%	
4890 O/S O'HEAD RCHG	(65,778)	0	(72,562)	(72,562)		(72,562)	0.0%	
4892 C/S STAFF RCHG	17,629	0	20,679	20,679		20,679	0.0%	
4893 C/S O'HEAD RCHG	5,091	0	5,738	5,738		5,738	0.0%	
5199 Depreciation Charge to Service	6,711	0	0	0		0	0.0%	
WORKS DEPARTMENT GEN :- Indirect Expenditure	(719)	8,641	0	(8,641)	0	(8,641)		0
Net Income over Expenditure	914	(8,641)	0	8,641				
602 CENTRAL SUPPORT (Ex 501)								
1052 EXPENSES RECOVERED	225	(225)	0	225			0.0%	
1099 MISCELLANEOUS INCOME	12	0	0	0			0.0%	
CENTRAL SUPPORT (Ex 501) :- Income	237	(225)	0	225				0
4001 SALARIES	268,488	0	312,488	312,488		312,488	0.0%	
4002 ER'S NIC	25,631	0	33,280	33,280		33,280	0.0%	
4003 ER'S SUPERANN	58,361	0	67,809	67,809		67,809	0.0%	
4008 TRAINING	8,076	1,180	6,800	5,620		5,620	17.4%	
4009 TRAVELLING	1,289	0	3,500	3,500		3,500	0.0%	
4010 MISC STAFF COSTS	70	25	200	175		175	12.5%	
4011 RATES	17,831	2,398	21,530	19,132		19,132	11.1%	
4012 WATER RATES	413	0	450	450		450	0.0%	
4014 ELECTRICITY	7,995	2,073	8,000	5,927		5,927	25.9%	
4016 CLEANING MATERIALS	0	1	1,000	999		999	0.1%	
4017 CONTRACT CLEAN/WASTE	1,401	412	3,950	3,538		3,538	10.4%	
4018 PHOTOCOPIER COSTS	1,252	333	1,500	1,167		1,167	22.2%	
4020 COPIER RENTAL	1,452	0	4,200	4,200		4,200	0.0%	
4021 TELEPHONE/FAX	5,378	1,017	5,500	4,483		4,483	18.5%	
4022 POSTAGE	(10,929)	479	3,500	3,021		3,021	13.7%	
4023 STATIONERY	2,009	542	2,500	1,958		1,958	21.7%	
4024 SUBSCRIPTIONS	95	0	0	0		0	0.0%	
4025 INSURANCE	3,266	229	2,885	2,656		2,656	7.9%	
4026 BOOKS/PUBLICATIONS	226	110	300	191		191	36.5%	
4028 I.T.	17,163	2,738	12,750	10,012		10,012	21.5%	
4030 RECRUITMENT ADVT'G	404	905	4,500	3,595		3,595	20.1%	
4036 PROPERTY MAINTENANCE	0	90	0	(90)		(90)	0.0%	
4038 OTHER MAINTENANCE	69	36	0	(36)		(36)	0.0%	
4042 EQUIPMENT	3,747	54	5,500	5,446		5,446	1.0%	
4045 LICENCES	100	0	250	250		250	0.0%	
4054 INTERNAL AUDIT	1,840	0	2,300	2,300		2,300	0.0%	

Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

Month No: 3

Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 ACCOUNTANCY FEES	7,064	850	7,000	6,150		6,150	12.1%	
4059 OTHER PROF FEES	31,455	3,954	20,000	16,046		16,046	19.8%	
4064 HEALTH & SAFETY	179	0	250	250		250	0.0%	
4099 MISCELLANEOUS	70	0	45	45		45	0.0%	
4143 REFRESHMENT COSTS	178	68	300	232		232	22.6%	
4400 COVID-19 EXPENDITURE	63	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	4,050	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(4,900)	(4,050)	(4,050)	0		0	100.0%	
4892 C/S STAFF RCHG	(352,479)	0	(413,577)	(413,577)		(413,577)	0.0%	
4893 C/S O'HEAD RCHG	(101,921)	0	(114,760)	(114,760)		(114,760)	0.0%	
5199 Depreciation Charge to Service	1,873	0	0	0		0	0.0%	
CENTRAL SUPPORT (Ex 501) :- Indirect Expenditure	1,260	13,442	0	(13,442)	0	(13,442)		0
Net Income over Expenditure	(1,023)	(13,667)	0	13,667				
<u>700 STRATEGIC PLANNING INITIATIVES</u>								
4059 OTHER PROF FEES	7,180	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(7,180)	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	26,443	0	31,018	31,018		31,018	0.0%	
4893 C/S O'HEAD RCHG	7,636	0	8,607	8,607		8,607	0.0%	
STRATEGIC PLANNING INITIATIVES :- Indirect Expenditure	34,080	0	39,625	39,625	0	39,625		0
Net Expenditure	(34,080)	0	(39,625)	(39,625)				
<u>701 CORPORATE MANAGEMENT</u>								
4022 POSTAGE	228	28	300	272		272	9.3%	
4025 INSURANCE	1,984	0	2,105	2,105		2,105	0.0%	
4031 OTHER ADVERTISING	78	111	2,250	2,139		2,139	5.0%	
4057 AUDIT FEES	2,400	(2,400)	2,500	4,900		4,900	(96.0%)	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(2,000)	(2,000)	0		0	100.0%	
4892 C/S STAFF RCHG	59,938	0	70,308	70,308		70,308	0.0%	
4893 C/S O'HEAD RCHG	17,310	0	19,509	19,509		19,509	0.0%	
CORPORATE MANAGEMENT :- Indirect Expenditure	83,939	(4,261)	94,972	99,233	0	99,233	(4.5%)	0
Net Expenditure	(83,939)	4,261	(94,972)	(99,233)				
<u>702 DEMOCRATIC REP'N & MGMT</u>								
4008 TRAINING	950	0	5,000	5,000		5,000	0.0%	
4024 SUBSCRIPTIONS	6,027	5,327	6,000	673		673	88.8%	

Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

Month No: 3

Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4028 I.T.	2,434	184	3,250	3,066		3,066	5.7%	
4034 NEWSLETTER	2,925	0	3,000	3,000		3,000	0.0%	
4120 ROOM HIRE/MEETING EXPS	429	326	2,000	1,674		1,674	16.3%	
4155 MODERN GOV/MTNG DIGITALISATION	7,605	0	7,605	7,605		7,605	0.0%	
4180 ELECTION EXPENSES	0	0	4,500	4,500		4,500	0.0%	
4491 TFR TO EARMARKED RES	7,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,000)	(2,500)	(2,500)	0		0	100.0%	
4892 C/S STAFF RCHG	53,063	0	62,243	62,243		62,243	0.0%	
4893 C/S O'HEAD RCHG	15,324	0	17,271	17,271		17,271	0.0%	
DEMOCRATIC REP'N & MGMT :- Indirect Expenditure	94,759	3,337	108,369	105,032	0	105,032	3.1%	0
Net Expenditure	(94,759)	(3,337)	(108,369)	(105,032)				
Policy, Governance & Finance :- Income	1,738,761	916,095	1,846,848	930,753			49.6%	
Expenditure	425,722	44,446	468,403	423,957	0	423,957	9.5%	
Movement to/(from) Gen Reserve	1,313,039	871,649						

Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

Month No: 3

Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Climate, Biodiversity & Planni</u>								
206 WITNEY COUNTRY PARK								
1030 FISHING RIGHTS	1,200	0	1,450	1,450			0.0%	
1054 EASEMENTS/WAYLEAVES	1,500	0	0	0			0.0%	
WITNEY COUNTRY PARK :- Income	2,700	0	1,450	1,450			0.0%	0
4001 SALARIES	0	0	27,852	27,852		27,852	0.0%	
4002 ER'S NIC	0	0	2,861	2,861		2,861	0.0%	
4003 ER'S SUPERANN	0	0	6,044	6,044		6,044	0.0%	
4026 BOOKS/PUBLICATIONS	0	0	20	20		20	0.0%	
4036 PROPERTY MAINTENANCE	34	0	100	100		100	0.0%	
4040 ARBORICULTURE	800	0	2,400	2,400		2,400	0.0%	
4042 EQUIPMENT	620	0	15,000	15,000		15,000	0.0%	
4059 OTHER PROF FEES	750	0	1,000	1,000		1,000	0.0%	
4064 HEALTH & SAFETY	558	0	1,500	1,500		1,500	0.0%	
4491 TFR TO EARMARKED RES	20,120	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(1,600)	(4,100)	(4,100)	0		0	100.0%	
4888 O/S STAFF RCHG	14,799	0	18,707	18,707		18,707	0.0%	
4890 O/S O'HEAD RCHG	3,206	0	3,817	3,817		3,817	0.0%	
4891 AGENCY SERVICES RECHARGE	6,617	1,580	6,264	4,684		4,684	25.2%	
4892 C/S STAFF RCHG	1,763	0	2,068	2,068		2,068	0.0%	
4893 C/S O'HEAD RCHG	509	0	574	574		574	0.0%	
WITNEY COUNTRY PARK :- Indirect Expenditure	48,177	(2,520)	84,107	86,627	0	86,627	(3.0%)	0
Net Income over Expenditure	(45,477)	2,520	(82,657)	(85,177)				
403 PLANNING								
4066 TREE REPLACEMENT	0	201	0	(201)		(201)	0.0%	
4892 C/S STAFF RCHG	19,392	0	22,747	22,747		22,747	0.0%	
4893 C/S O'HEAD RCHG	5,600	0	6,312	6,312		6,312	0.0%	
PLANNING :- Indirect Expenditure	24,992	201	29,059	28,858	0	28,858	0.7%	0
Net Expenditure	(24,992)	(201)	(29,059)	(28,858)				
Climate, Biodiversity & Planni :- Income	2,700	0	1,450	1,450			0.0%	
Expenditure	73,169	(2,319)	113,166	115,485	0	115,485	(2.0%)	
Movement to/(from) Gen Reserve	(70,469)	2,319						

Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

Month No: 3

Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Capital & Assets								
800 CAPITAL PROJECTS								
4490 CAP EXP FUNDED FROM RCP	(26,350)	0	(165,095)	(165,095)		(165,095)	0.0%	
4491 TFR TO EARMARKED RES	259,469	0	79,500	79,500		79,500	0.0%	
4492 TFR TO RENEWALS FUND	8,169	0	3,595	3,595		3,595	0.0%	
4493 TFR FROM RENEWALS FD	(7,082)	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(16,689)	0	(42,000)	(42,000)		(42,000)	0.0%	
4498 TFR TO TOWN HALL RESERVE	40,000	0	0	0		0	0.0%	
4902 CAP: REFURB C/EXCHANGE	0	6,428	0	(6,428)		(6,428)	0.0%	
4903 CAP: BURWELL HALL	1,500	0	12,000	12,000		12,000	0.0%	
4907 CAP: C/EX CINEMA EQPT	0	0	20,000	20,000		20,000	0.0%	
4914 CAP: TH CEM ACCESS ROAD/SIGNAG	0	0	2,000	2,000		2,000	0.0%	
4918 CAP: BLDGS ENERGY EFFICIENCY	0	0	20,000	20,000		20,000	0.0%	
4919 CAP:LAKE & CNTRY PRK	0	0	5,000	5,000		5,000	0.0%	
4921 CAP:WWSG TENNIS COURTS	0	0	10,000	10,000		10,000	0.0%	
4924 CAP: SKATE PARK REFURB	0	0	50,000	50,000		50,000	0.0%	
4929 CAP:PARK RD PLAY AREA	(0)	0	0	0		0	0.0%	
4931 CAP:STREET FURNITURE	0	1,064	0	(1,064)		(1,064)	0.0%	
4938 CAP:QURY RD PLAY EQUI 6-12 YR	0	160	5,000	4,840		4,840	3.2%	
4960 CAP:WINDRUSH CEMETERY	0	1,650	0	(1,650)		(1,650)	0.0%	
4962 CAP:COMPUTER/OFFICE EQUIP	(0)	0	0	0		0	0.0%	
4975 CAP:TOWN HALL WORKS	0	13,444	0	(13,444)		(13,444)	0.0%	
4979 CAP:ALLOTMENTS	(0)	0	0	0		0	0.0%	
4991 CAP: WEST WITNEY SPORTS GROUND	5,378	0	0	0		0	0.0%	
4996 ASSETS FUNDED FROM GRANTS	(245,223)	0	0	0		0	0.0%	
4998 Assets Capitalised	301,587	0	0	0		0	0.0%	
CAPITAL PROJECTS :- Indirect Expenditure	320,759	22,745	0	(22,745)	0	(22,745)		0
Net Expenditure	(320,759)	(22,745)	0	22,745				
900 ASSET MGMT REVENUE ACCOUNT								
1199 Capital Charges Income	(181,568)	0	0	0		0	0.0%	
ASSET MGMT REVENUE ACCOUNT :- Indirect Expenditure	(181,568)	0	0	0	0	0		0
Net Expenditure	181,568	0	0	0				
Capital & Assets :- Income	0	0	0	0			0.0%	
Expenditure	139,191	22,745	0	(22,745)	0	(22,745)	0.0%	
Movement to/(from) Gen Reserve	(139,191)	(22,745)						

Detailed Income & Expenditure by Budget Heading 1 April to 30 June 2022

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Policy Governance & Finance - 18th July 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,994,800	999,180	2,128,626	1,129,446			46.9%	
Expenditure	2,050,661	143,521	2,183,382	2,039,861	0	2,039,861	6.6%	
Net Income over Expenditure	<u>(55,861)</u>	<u>855,658</u>	<u>(54,756)</u>	<u>(910,414)</u>				
Movement to/(from) Gen Reserve	<u>(55,861)</u>	<u>855,658</u>						

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POLICY, GOVERNANCE AND FINANCE COMMITTEE

Date: Monday, 18 July 2022

Title: Grants & Subsidised Lettings

Contact Officer: Deputy Town Clerk – Adam Clapton

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.

Grants

The following application for a grant was received:

1. Witney Voice Box Choir

As a benefit to the community, this request for £100 was considered by the Stronger Communities Committee at its meeting on 11 July.

Recommended:

1. That, the request for £100 be granted from 4100/407 and,
2. That the grant be awarded under the General Power of Competence and that the recipient be asked to acknowledge the Council's financial contribution in their promotional literature.

Subsidised Letting Applications

The following application for subsidised letting of the Council's premises has been received: -

1. White Feather Spiritualist Church

A request for £58.50 towards hire of the Gallery Room, Corn Exchange in May as all proceeds from 2 charity evenings were donated to the Ukraine Disasters Emergency Committee.

Members should also note the following recommendation of the Parks & Recreation Committee on 4 July 2022.

2. Got2b CIC

A request to hold summer activities on Burwell Recreation Ground and The Leys through the summer. The cost for those events and staffing totalling £368.80

Recommended:

1. That, the request for use on town council land be approved and,
2. That, the incurred cost be covered from existing subsidised hire budget 4110/407.

Members should also note the charity Anchora, who were previously awarded £215 towards subsidised letting of the Corn Exchange have postponed their booking. The funds will remain allocated, should this be arranged within the current financial year.

Additional Financial Requests & MattersYouth Services Grant 2021-22

Members will recall that Oxfordshire Music & Arts Trust (OXMAT) was awarded £7,668 from this fund in the previous year towards,

‘A 6-month youth program (December to June), including 20 tutorial/band sessions (for up to 20 bands/individuals), a Bandcamp (for up to 40 participants) during Easter 2022, a showcase in May 2022, culminating in a youth festival in June 2022.

This programme will be delivered by local music tutors, many of whom have been impacted by Covid restrictions over the last 2 years. It will be open to all young people, but the programme will actively seek referrals from local youth organisations for individuals who would otherwise be excluded due to financial, social, physical, learning, or geographical barriers.

The festival will provide an opportunity to celebrate young people and for local youth organisations to showcase their work and connect with the community.’

Only half of the awarded amount has been paid and the OXMAT have requested that the remaining £3,834 is released to hold a winter festival, possibly at the Corn Exchange. Correspondence attached as an Appendix to this report.

Environmental impact

There is no known environmental impact.

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.

Recommendations

Members are invited to note this report and;

1. Note the recommendations of the Parks & Recreation/Stronger Communities Committees in relation to requests from Witney Voice Box Choir and Got2b CIC.
2. Consider the subsidised letting request from the White Feather Spiritualist Church
3. Consider the request from OXMAT to draw upon the remaining amount of awarded Youth Funding from 2021-22.

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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		WHITE FEATHER SPIRITUAL EVENTS	
Registered Address*			
Post Code		Tel No.	
Contact Name		Elaine Bellenger	
Position in Organisation		(i.e. Chairman, Treasurer, Secretary)	
Registered Charity	YES/NO	Registration No.	
<p>What are the activities and/or aims of the organisation:</p> <p>We hold fortnightly Evenings of Mediumship/Healing at the Corn Exchange.</p>			
(2) Membership			
How many members do you have?		Approx 30	
Approximately how many of your members live in Witney?		most people live in witney	
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?		Christian Spiritualist Society & Healer Practitioner Association International	
Local venue/meeting place		Gallery Room Corn Exchange Witney	

(3) Grants	
Purpose for which the grant is required: <i>to be donated towards DEC Ukraine (from 2 dates of charity Evenings that we had).</i>	
Amount of grant applied for	<i>£ 58.50</i>
Has your organisation previously applied to the Town Council for a grant?	YES/NO <input checked="" type="radio"/>
If YES please give details	<i>N/A</i>
Have you applied for a grant to any other body or organisation?	YES/NO
If YES please give details	
(4) Financial	
<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>	
(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>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: _____	Date: <i>24/5/22</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.	

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 18 July 2022

Title: Printing & Photocopying Contract

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

The previous printing and photocopying contract expired in 2020. Due to the Covid-19 Pandemic and officer resources a new contract was not sought, and the Council has continued to pay for copies only after the rental on machines expired.

Current Situation

The Council currently has a mixture of printers/copiers which have been re-assigned piecemeal following the expansion into the Reception/Administration Office and the extended remit of the Corn Exchange and 1863 Café Bar. It currently has 1 large A3 printer, a mid-range A4 printer and 2 x stand-alone desk printers.

While undertaking this project, all officers have been asked their printing photocopying requirements, the further expansion of the Grounds Maintenance Team and depot have been considered and have been balanced with the Council's procurement and climate policies/aspirations.

The brief issued to all tenderers is as follows:

Witney Town Council is seeking a printing hardware supplier to provide a modern, cost-effective, networked, efficient, and eco-friendly printing, photocopying, and scanning solution for its multiple premises in Oxfordshire. The Town Council is looking to procure the following on a minimum three-year lease contract:

- One low-use (up to 20 prints a day) A4 desktop mono printer
- One low-use (up to 20 prints a day) A4 desktop colour printer
- Two moderate-use (up to 100 prints a day) A3 colour printer, scanner, photocopiers
- One high-use (up to 200 prints a day) A3 colour printer, scanner, and photocopier capable of printing booklets

The offices of the Town Council are a fast-paced environment, so a reliable office-hours support function is essential to the contract.

The Council has received four quotes based on the above. A quote price summary is attached for consideration, along with the full proposals from each company.

Environmental impact

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

Risk

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

Financial implications

Described here or as stated in the report above.

Recommendations

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

1. Entering into a new Printing/Copying/Scanning contract from the options provided.

Printing Contracts – Price Summary

	Contractor 1	Contractor 2	Contractor 3	Contractor 4
Quarterly Cost (3 years)	£1,050.78	Not provided	£1,511.15	£1,050.00
Quarterly Cost (4 years)	£824.45	Not provided	£1,191.17	Not provided
Quarterly Cost (5 years)	£689.37	£531.00 net	£964.65	£695.00
Reception/Admin Office	See Quotation	See Quotation	See Quotation	See Quotation
Printing Cost Mono	£0.0028p (2.80 per 1000)	£0.0024p	£0.3p	£0.0028p
Printing Cost Colour	£0.028p (£28.00 per 1000)	£0.024p	£ 3p	£0.0275p
First Floor Town Hall	See Quotation	See Quotation	See Quotation	See Quotation
Printing Cost Mono	£0.0028p (£2.80 per 1000)	£0.0024p	£0.3p	£0.0028p
Printing Cost Colour	£0.028p (£28.00 per 1000)	£0.024p	£ 3p	£0.0275p
Ground Floor Depot	See First Floor Town Hall	See First Floor Town Hall		See First Floor Town Hall
Corn Exchange	See Quotation	See Quotation	See Quotation	See Quotation
Printing Cost Mono	£0.015p (£15.00 per 1000)	£0.007p	£0.3p	£0.0028p
Printing Cost Colour	£0.062p (£62.00 per 1000)	£0.05p	£ 3p	£0.0275p
Payroll & HR	See Quotation	See Quotation	See Quotation	See Quotation
Printing Cost Mono	£0.0075p (£7.50 per 1000)	£0.007p	£0.3p	£0.0028p
Printing Cost Colour	n/a	n/a	n/a	n/a
Service Support	See Quotation	See Quotation	See Quotation	See Quotation
Green Credentials	See attachments	See attachments	See attachments	See attachments

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 18 July 2022

Title: Purchase of a Works Vehicle

Contact Officer: Maintenance & Environmental Services Officer - Angus Whitburn

Background

The council's current fleet of vehicles consists of two flatbeds and two, panel vans. One of the panel vans is reaching the end of its functional life with its reliability now becoming a problem. It is also the oldest and least fuel-efficient vehicle in the fleet.

Current Situation

The vehicles option are split down into three categories, standard panel vans (electric and diesel), small electric utility vehicles and electric UTV's (utility task vehicles). All of which are road legal and suitable for the tasks performed by the maintenance team. The ongoing cost of the small electric utility vehicles and UTVs would be reduced compared to standard diesel models.

Panel van

This would be seen as the first option by the council as this type of vehicle has always been used for maintenance team tasks. They are typically seen as a vehicle to supplement the larger flatbed trucks and simply travel from A to B with small tools. However, the area available for storage and engine power is never utilized. The cost of an electric option would be above what is available with the current budget. Additionally, at a cost, an EV charging point would also need to be installed. The best option for this type of vehicle due to the cost would be to purchase a newer more fuel-efficient diesel model instead of an electric model.

Small electric utility vehicles

These are becoming a popular choice through municipalities in Europe as the smaller wheelbase offers greater functionality to get through narrow historic streets and fulfil tasks. Also, the smaller size of the vehicle has enabled the electric motor and battery storage to be utilised better than that of a standard van. Another benefit of these vehicles is as they are smaller and easier to engineer the charging for them just requires a standard 3-pin plug, so the additional cost of an EV charge won't be required.

The big negative with these vehicles is they haven't been tested towing small trailers. The functionality and power in the motors are there for towing small weights but manufacturers haven't confirmed the capability. Also to reduce the cost to an affordable option these

vehicles would be supplied with lead-acid batteries instead of superior lithium batteries. In practice, this would increase the ongoing cost as the batteries would need replacing more regularly and would ultimately be superseded entirely by lithium batteries.

Officers have been to test drive two sets of these vehicles at separate price points. The first was a less expensive option imported from China, on appearance, these match the functionality of the higher cost models but on test drives, they struggle with inclines and mounting kerbs, two tasks which are required around Witney.

The more expensive options both manufactured in Europe are the Goupil and Ake. Both drove with the same capability of a normal vehicle and would be seen as a suitable replacement for the current panel van. Their build quality was far superior to that of the cheaper models and closely matched a panel van except for overall size. Both come with full cabs and can be fitted with additions such as pressure washers and tipper beds.

UTV's

These vehicles like the small utility vehicles offer the same functionality and benefits but have the advantage of off-road usage and towing capabilities. The model that was test drove was complete with 4-wheel drive, diff lock and a winch, all of which are big advantages over the previous two vehicle options. The negative side of these vehicles is they haven't got full enclosed cabs, so in terms of a welfare solution in the winter weather, they do not suit, however, this is no requirement of any works vehicle and only an added benefit when available.

The 4-wheel drive advantage is an obviously a massive benefit in the meadow and country park of which the council have no vehicles suited to this work. The towing capability suits more than just the towing of trailers as there are many providers of engine-powered ground maintenance implants that can be towed by UTV and ATVs.

Environmental impact

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

The conversion of the council vehicle fleet to electric is a massive step to achieve the council's goals of becoming carbon neutral.

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 disadvantage of the small utility vehicles and UTV's is although they are road legal, due to their size they shouldn't be used on any dual carriageway for safety concerns. This does limit the functionality as they cant be used to collect from certain suppliers. However, the council still maintain 3 vehicles that are suited for those tasks.

Financial implications

- There is an earmarked reserve of £29,200.00 for **electric vehicles**, this would supplement the renewal fund.
- The renewal of the Primastar (OV0GNN) is £9,649.00.
- There will be a re-sale value of the Nissan Primastar.
- Cost of an electric van Model Nissan EV-200 £30,300.00.
- Cost of a diesel Nissan NV-250 £16,000.00.
- Cost of a small electric utility vehicle Goupil lead-acid G4-N1 £25,000.00.
- Cost of electric UTV Hi-Sun vector E1 Lithium 15kw £23,995.00.
 - Full glass cab additional £3,100.

Recommendations

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

1. Review the information in the report and narrow down the vehicle selection for a final officer decision based on application weighed out against cost.
2. Designate the final configuration of the vehicle to officers.

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POLICY, GOVERNANCE & FINANCE COMMITTEE

Date:	Monday, 18 July 2022
Title:	Sports Pitch Bookings System
Contact Officer:	Maintenance & Environmental Services Officer - Angus Whitburn

Background

The open spaces strategy identified the need to review the current bookings system, this has been reaffirmed by Witney football clubs representatives in annual meetings with Town Council officers.

Working in the most effective and efficient manner, action EE 10 undertake a review of current sports and facility booking systems used and finesse to benefit all parties.

The current booking process involves submitting individual paper forms for each pitch booking. These are then booked onto the council booking system manually by administration staff and finally invoiced to clubs. This process involves a large amount of administration hours, pre season planning and pressure on the council to manage pitch availability. In addition to this, time also has to be spent invoicing and chasing payments. This process is a historic process used by the Town Council but is also in place due to the limitation of the current bookings system.

Current Situation

Both software applications reviewed by Town Council officers aim to alleviate all the identified problems with the current process, in the same way. The software packages are currently in use by other local councils.

The software packages both work by supplying clubs with a user account of which they can make pitch bookings. A council administrator can then create restrictions such as club A can only play on pitches 8 and 6 on a Saturday. An invoicing system can be set up, but both software suppliers have stressed the software is best optimised through clubs paying via debit/credit card before the booking is confirmed of which they do have the functionality.

Advantages

The major advantage with both software applications is the time saved in the administration of the booking process. Once set up with booking restrictions by council admin and user account for all clubs the system is designed to be fully intuitive by football clubs and place the onus on them to make pitch bookings and make payments. The time saved in administration would also be mirrored by the football club's admin as they wouldn't need to submit booking

forms and wait for confirmation from council staff. This would also save time in pre-season planning by senior officers with pitch allocation/management.

Disadvantages

The software does not link into the council's current booking system. This was first investigated by officers, but the current booking system does not have a web-based platform at the surface to enable a user to make bookings autonomously.

Although additional pitch bookings may be made through the new software the revenue wouldn't offset the additional cost of the software. The cost is only offset against the saving of administration time.

Environmental impact

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

Risk

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

The implementation of the software would be a major change for Witney Town Council and football teams in relation to the process of pitch booking. The system would ultimately take time for both parties to adapt too in which of course criticism would be received.

Financial implications

Described here or as stated in the report above.

- Sports key annual license cost of £6650.00 Pricing based on the number of pitches.
- Pitch Booking annual license cost of £5700.00 Pricing based on the number of pitches.
- There are no allocated budgets for a software solution to manage the sports pitch booking process.

Recommendations

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

1. Consider if a software solution to the pitch booking process is required.

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