

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



Monday, 20th November, 2023 at 6.00 pm

To members of the Policy, Governance & Finance Committee - J Aitman, R Crouch, O Collins, R Smith, A Bailey, L Cherry, J Doughty, D Newcombe and G Meadows (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Any member of the public wishing to attend the meeting and speak on a particular item should contact the Committee Clerk (derek.mackenzie@witney-tc.gov.uk) in advance.

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 Deputy Town Clerk or Committee Clerk 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 Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior to the meeting**, stating the reason for absence.

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

2. **Declarations of Interest**

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

3. **Minutes** (Pages 5 - 10)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 25 September 2023 (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

5. **Grounds Maintenance Review (To Follow)**

To receive the report of the Head of Estates & Operations (to follow).

6. **Resident Satisfaction Survey Results (Pages 11 - 12)**

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

7. **Oxfordshire Councils Charter**

To receive a verbal update from the Town Clerk/C.E.O.

Governance

8. **Payment of Accounts (Pages 13 - 21)**

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

9. **Internal Audit - Interim Audit Report (Pages 22 - 29)**

To receive and consider the interim report of the Internal Auditor, Auditing Solutions for 2023/24.

10. **Annual Investment Strategy (Pages 30 - 34)**

To receive and consider the report of the Responsible Financial Officer.

11. **FCC - Communities Foundation Grant Funding - Wheeled Sports Project**

For the purposes of the Council's Funding Agreement – to RESOLVE that the Town Clerk/CEO in her capacity as the Council's Proper Officer has authority to sign the funding agreement on behalf of Witney Town Council.

Finance

12. **Finance Report: Revised Revenue Budget 2023/24 and Draft Base Revenue Budget for 2024/25 (Pages 35 - 79)**

To receive and consider the report of the Responsible Financial Officer.

13. **Budget: Revenue Growth Items, Special Revenue Projects and Capital Projects**

To receive and consider the report of the Responsible Financial Officer (to follow).

14. **Schedule of Proposed Fees & Charges 2023-24** (Pages 80 - 82)

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

Attached are the schedules of fees & charges which have been RECOMMENDED for approval by the respective spending committees:

- a. Burials Fees & Charges
- b. Public Halls Fees & Charges
- c. Recreation Fees & Charges

15. **Financial Matters referred from Spending Committees** (Pages 83 - 84)

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

a) **To receive the financial Recommendations from the meeting of the Christmas Lights Working Party held on 13 November 2023**

1. That, the general breadth and scope of the current Christmas lights display (and trees) be retained for the future contract from 2024.
2. That, that a budget of £45,000 per year with a contingency of £10,000 is considered by the Policy, Governance & Finance Committee on 20 November for inclusion in the 2024/25 Budget setting.

b) **To receive the recommendations of the meeting of the D-Day 80th Anniversary Task & Finish Group held earlier in the day**

16. **Annual Grants** (Pages 85 - 86)

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

17. **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

18. **Major Strategic Projects** (Pages 87 - 92)

To receive and consider the confidential report of the Project Officer.

19. **Property & Legal Matters** (To Follow)

To receive and consider the confidential report of the Town Clerk/C.E.O (to follow).

20. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 15 November 2023 (sent under separate cover), and agree the recommendations contained therein.



Town Clerk

Agenda Item 3

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

Held on Monday, 25 September 2023

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

Present:

Councillor J Aitman (Chair)

Councillors:	R Crouch O Collins R Smith A Bailey	L Cherry D Newcombe G Doughty (In place of J Doughty)
Officers:	Sharon Groth Derek Mackenzie Nigel Warner	Town Clerk Senior Administrative Officer & Committee Clerk Responsible Financial Officer
Others:	None.	

F498 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor J Doughty, Councillor G Doughty attended as a substitute.

F499 **DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

Councillor R Smith later declared an interest in Agenda Item 5 as she attended the church who proposed to run the Bright Futures youth service.

F500 **MINUTES**

The minutes of the Policy, Governance & Finance Committee meeting held on 24 July 2023 were received.

F401 – Witney High Street Engagement - Members were encouraged to ensure they submitted their own personal replies and promoted this to all that wished to contribute to the consultation.

The Chair also asked members to ensure that the Advent Fayre, 26 November 2023 was in their diary and reminded members the importance of their attendance to ensure the event could run.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 24 July 2023 be approved as a correct record of the meeting and be signed by the Chair.

F501 **PUBLIC PARTICIPATION**

There was no public participation.

F502 **YOUTH SERVICES**

The Committee received a verbal update from the Town Clerk relating to the draft Service Level Agreement (SLA) that was being prepared for agreement with Bright Futures, in relation to a detached youth service

Members heard that the Town Clerk had received an email from the group raising some questions on the draft SLA on 22 September 2023, and for that reason she had not been able to circulate an agreed draft for consideration by the Committee. The church trustees had detailed the metrics in which they proposed to feedback to the Council in order to monitor its success. The Town Clerk asked members for suggestions. Measurements such as increase and decrease of attendees was clearly seen as important, however this must be measured in numbers.

A Member also raised the importance of care to be taken around the language the council used in the agreement so as not to adversely judge young people, one suggestion was that rather than refer to "Anti-Social Behaviour" it could be measured as "Contacts with the Police". Members saw the vital importance of having external measures from third parties such as the police.

Another key concern raised was that regular reports to the Council were made as part of the due diligence process. This included, asking questions such as, Which organisations or support groups would they be referring on to?, what training do they ensure is undertaken?, who are they accountable to for Safeguarding?

Resolved:

1. That, the verbal update be noted and,
2. That, the metrics discussed are considered by Officers in their discussion with the Trustees of the youth group provider.

F503 **CONCLUSION OF AUDIT FOR YEAR ENDING 31 MARCH 2023**

The Committee received and considered the notice of the conclusion of audit for the year ended 31 March 2023

Resolved

That, the Council notes that the Council's External Auditor – Moore – has completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2023, and in their opinion the information is in accordance with the Proper Practices (external Audit Report and Certificate 2022/23).

F504 **SCHEME OF DELEGATION**

The Town Clerk advised she was unable to table the Scheme of Delegation document, and this would be deferred to the next meeting.

F505 **NALC MODEL FINANCIAL REGULATIONS**

The Committee received the report of the Responsible Financial Officer along with a verbal update.

The RFO explained the reasons behind the review by the National Association of Local Councils.

Members agreed to delegate to the RFO and Town Clerk to respond on behalf of the council to the consultation. The RFO reiterated that if any members had comments they would like to be raised to advise him or the Town Clerk by 20 October 2023.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the response to the consultation be delegated to the Town Clerk/C.E.O and RFO, taking into account any comments from Members made by 20 October 2023.

F506 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO) covering the activities of the management accounts for the period 1 April to 31 July.

Members heard that there was a delay to the August 2023 closedown, however this would be shortly completed and that should members have any questions they could contact the RFO directly. Also approaching was the one-year anniversary of the ground's maintenance contract being brought back in house and therefore the RFO was hopeful to now include details of the recharging of the ground maintenance costs into the Management Accounts.

Members also heard details regarding the Local Authorities Property Fund and Public Sector Deposit Fund, both managed by CCLA Fund Managers Ltd and Members were encouraged to look at the schemes to increase their knowledge of the funds.

All members agreed the approval of the councils' managements accounts for the period 1 April to 31 July 2023.

Resolved:

1. That, the report be noted and
2. That, the managements accounts for the period 1 April to 31 July 2023 be approved.

F507 **FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES**

The Committee received and considered the joint report of the Deputy Town Clerk and Responsible Financial Officer (RFO).

Members were advised this report contained the financial implications emanating from the recommendations made by the Council's spending Committees during the current meeting cycle.

As this Committee had overall responsibility for the Council's spending, recommendations needed to be ratified in line with financial regulations.

Resolved:

1. That, the report be noted and,
2. That, recommendations of the spending Committees as detailed be approved.

F508 PAYMENT OF ACCOUNTS

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

The RFO advised Members that the process of adding all Members of this Committee to the bank mandate was progressing well and all paperwork would be ready for submission following the meeting.

Resolved:

1. That, the report be noted and,
2. That, the bank reconciliations be agreed, and the following schedule of payments be approved:

Cheque Numbers	In the sum of:	Account
DDs and Standing Orders July 2023	£4,600.67	General CB 1
Cheques 34205 -34270, DDs, BACS and Standing Orders July 2023	£171,959.44	Imprest CB 2
DDs and Standing Orders August 2023	£4,001.93	General CB 1
Cheques 34271 -34310, DDs, BACS and Standing Orders August 2023	£160,257.75	Imprest CB 2

F509 GRANTS & SUBSIDISED LETTINGS

The Committee received the report of the Deputy Town Clerk concerning grant activity to local organisations.

Members received confirmation of subsidised lettings to Oxfordshire County Council, in support of the Witney High Street Community Engagements, and also the subsidised letting for the Friends of the Cemeteries group.

The Committee were also pleased to receive the correspondence from St Mary's Church thanking the council for the grant toward costs of the NHS 75th Celebrations.

Resolved:

1. That, the report be noted and,
2. That, the subsidised lettings for OCC (£441) and Friends of the Cemeteries (£42.35) be approved and,
3. That, the correspondence from St Marys be noted.

F510 **BUDGET PARAMETERS 2024/25, CAPITAL & SPECIAL REVENUE PROJECTS 2024/25 AND BEYOND**

The Committee received and considered the report of the Responsible Financial Officer (RFO), advising that budget setting would take place in the next cycle of meetings. Members were invited to consider any projects that they may wish to be funded in 2024/25.

Members received a detailed verbal update which expanded and provided examples on each of the six points in the report such as how the council had benefited in the reduction of energy prices immediately prior to the renegotiation of the contract prices.

The Committee was minded to note that many projects were committed to over the next year or two such as the Leys Masterplan, the relocation of the works depot and the West Witney Clubhouse refurbishment and therefore general and earmarked reserves would reduce significantly. The implications were that funds for additional projects would be limited during this period.

The Town Clerk encouraged members to ensure that they do not leave the submission of projects too late. It was usual for the council to be notified by West Oxfordshire District Council the projected tax base in mid-November in order to be able to finalise the budget. In terms of timetable, legally the precept must be submitted to the District Council by March 2024. The town council's calendar of meetings included a special council meeting for budget purposes on 11 December 2023 but it may be necessary to facilitate this in January 2024.

Members discussed the support that they would like to provide over the winter period to residents, they encouraged each other to be aware of the various schemes and help that existed so that they may pass that information to residents. Councillor J Aitman agreed to provide via email a list of schemes to assist members.

Resolved:

1. That, the report and verbal updates be noted and,
2. That, Councillor Aitman circulate details of support schemes for members to support their constituents.

F511 **EXCLUSION OF PRESS AND PUBLIC**

Resolved:

That in accordance with section (1(2) of the Public Bodies (admission 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.

F512 **MAJOR STRATEGIC PROJECTS**

The Committee received a confidential verbal update from the Town Clerk.

Members heard that a planning application had been made for the West Witney Clubhouse refurbishment. The installation of the new boiler at Burwell Hall to service the Changing Room facilities as well as the hall was due to commence on 2 October 2023.

In relation to developments at The Leys, the Town Clerk has received confirmation that the skatepark had been awarded a grant of up to £65,000 from the FCC recycle scheme. A final consultation with users was currently being planned. She also confirmed that no planning permission was required.

Conversations were continuing with Courtside CIC in relation to the Leys Masterplan and it was hoped that they would be submitting a planning application soon if the scheme was to progress on time. Members had been provided with email communications setting out the Officer concerns that current plans did not include sports changing rooms. Members agreed that Officers request the facilities be provided along with the main developments in order to future proof the site and provide the supporting infrastructure for current pitch users.

The Town Clerk advised that the Chair of Halls, Cemeteries & Allotments, the Head of Estates & Operations and her had met with the tenant of Langdale Hall. They had discussed some of the major repairs such as the replacement windows, and Officers would be looking into refreshing some historic quotes.

Resolved:

1. That, the confidential verbal report be noted and,
2. That, the formal contract offer for the skate park be made to Bencrete and,
3. That, the cost of replacement windows for the Langdale Hall is explored by the newly appointed Project Officer.

F513 **PROPERTY & LEGAL MATTERS**

The Town Clerk advised there was nothing to report.

F514 **STAFFING MATTERS**

The Committee received and considered the confidential minutes of the Personnel Sub-Committee meeting held on 19 September 2023.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee held on 19 September 2023 be noted, and the recommendations contained therein approved.

The meeting closed at: 7.15 pm

Chair

Agenda Item 6

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 20 November 2023
Title: Resident's Satisfaction Survey Comments
Contact Officer: Deputy Town Clerk

Background

The purpose of this report is to provide Members with a detailed breakdown of comments received during the Town Council's Resident Satisfaction Survey earlier this year to help inform future budget-setting for items under the remit of this Committee.

Current Situation

Members are asked to consider whether any of these items should be included in the Council's emerging Strategic Plan, and therefore whether budgets need to be incorporated in the short, medium, or long-term. The comments were:

Grounds Maintenance

Different frequency of GM maintenance - looks untidy
Grass verges and fields not cut
Grass cutting on Quarry Rd and leys is a mess
Bushes not cut all over town
Lots of leaves from your own trees
Grass fertiliser put down without communication - harmful to dogs and footwear

Policy & Governance

You waste money on vanity projects and not relevant issues
Public opinion before dogma and ideology
Cost of running the corn exchange is massive, why do you need a shop, don't give to charitable causes
How are council's working collaboratively to address witneys problems
Bring back the railway

The following table shows how the Council scored overall in the survey.

	Excellent	Good	Satisfactory	Poor	N/A	Total
Town Council Services Overall	13	56	45	13	6	133

Individual services covered by other committees scored well; the overall scores are predominantly good or satisfactory.

Items regarding the Grounds Maintenance Service related to the spring and the Committee has a separate report reviewing this service since it was taken in house in October 2022.

Comments regarding policy and Council direction are included for information. Costs of running the Corn Exchange are being addressed by work on a business plan, and all three authorities are trying to form better partnerships to serve residents.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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.

There is a reputational risk if the Council does not address comments received in its satisfaction survey.

Financial implications

- There are no new implications from the contents of this report. But the Committee may like to consider increasing budgets to cover any item.

Recommendations

Members are invited to note the report.

Agenda Item 8

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 20 November 2023

Title: Payment of Accounts

Contact Officer: Responsible Financial Officer

Background

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

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

Current Situation

1. Bank Reconciliation and Bank Statements.

Attached are bank reconciliations and associated bank statements for September 2023. Also included is the bank reconciliation statement for cashbook 1 for August 2023, as this was not available for the previous meeting.

2. Payment of Accounts

Attached are the payment schedules for September 2023.

Recommendations

Members are invited to note the report and bank reconciliations and that the following schedule of payments be approved:

Cheque Numbers	In the sum of:	Account
DDs and Standing Orders September 2023	£62,035.82	General CB 1
Cheques 34311 -34362, DDs, BACS and Standing Orders September 2023	£182,205.17	Imprest CB 2

Report ends.

**Bank Reconciliation Statement as at 31/08/2023
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	08/08/2023	1	1,216,487.75
			<u>1,216,487.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,216,487.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,216,487.75
		Balance per Cash Book is :-	1,216,487.75
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 1 - BARCLAYS GENERAL A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/09/2023	1	2,202,810.27
			<u>2,202,810.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,202,810.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,202,810.27
		Balance per Cash Book is :-	2,202,810.27
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 2 - BARCLAYS IMPREST A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	30/09/2023	1	1,000.00
			<u>1,000.00</u>

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
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14/10/2021 33287	COTTSWAY HOUSING ASSOCIATION	5.00
14/10/2021 33307	Seldram Supplies Oxford Ltd	160.72
14/01/2022 33419	SLCC Enterprises Ltd	210.00
29/04/2022 33526	Victoria Moore	30.00
16/06/2022 33592	CO-OP Funeral Service	25.00
25/10/2022 33804	Witney & District Swimming Clu	100.00
22/12/2022 33908	Seldram Supplies Oxford Ltd	15.96
19/01/2023 33932	SLCC Enterprises Ltd	1,350.00
18/05/2023 34135	RJS Waste Management UK Ltd	4,410.00
18/05/2023 34137	Seldram Supplies Oxford Ltd	738.83
13/07/2023 34206	Frances Ackland	20.00
13/07/2023 34228	RJS Waste Management UK Ltd	4,410.00
16/08/2023 34290	Filmbankmedia	104.40
05/09/2023 34324	Medic 1 Direct Ltd	1,248.00
05/09/2023 34325	Monarch Hose & Hydraulics Ltd	76.44
22/09/2023 34341	BASICS	70.30
22/09/2023 34342	Brewers Decorator Centres	499.81
22/09/2023 34344	GS Window Cleaning	136.00
22/09/2023 34346	KJ's Motor Car Engineers Ltd	1,223.56
22/09/2023 34349	POST OFFICE LTD	320.00
22/09/2023 34350	Rialtas Business Solutions Ltd	1,401.29
22/09/2023 34351	Seldram Supplies Oxford Ltd	203.66
22/09/2023 34353	A.K. Timms and Sons Limited	67.68
22/09/2023 34354	P.A.Turney Ltd	226.74
22/09/2023 34355	Ue Coffee Roasters Ltd	197.80
22/09/2023 34356	West Oxfordshire District Coun	117.00
26/09/2023 34363	Copy Right Systems Ltd	260.68
26/09/2023 34364	Cotteswold Dairy Ltd (Cheltenham)	592.62
26/09/2023 34365	Edmundson Electrical Ltd	1,276.79
26/09/2023 34366	Filmbankmedia	104.40
26/09/2023 34367	Cycle Savvy Ltd	100.00
26/09/2023 34368	Healthmatic Limited	2,739.60
26/09/2023 34369	Hook Norton Brewery Co Ltd	868.49
26/09/2023 34370	KJ's Motor Car Engineers Ltd	1,251.75
26/09/2023 34371	Lyd's Bakes and Cakes	1,062.00
26/09/2023 34372	M & M Skip Hire Limited	1,784.40
26/09/2023 34373	Moore	3,024.00
26/09/2023 34374	Newslink Witney Ltd	106.00
26/09/2023 34375	POST OFFICE LTD	320.00
26/09/2023 34376	POST OFFICE LTD	320.00
26/09/2023 34377	Rotary Club of Witney	2,100.00
26/09/2023 34378	Seldram Supplies Oxford Ltd	667.98

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 2 - BARCLAYS IMPREST A/C**

			<u>Amount</u>	<u>Balances</u>
26/09/2023	34379	Sorelle Singers	154.00	
26/09/2023	34380	Southern Electric	162.82	
26/09/2023	34381	Spaldings Limited	228.82	
26/09/2023	34382	Start Traffic Ltd	151.14	
26/09/2023	34383	Thames Valley Lock & Safe	390.00	
26/09/2023	34384	A.K. Timms and Sons Limited	84.74	
26/09/2023	34385	Ue Coffee Roasters Ltd	950.50	
26/09/2023	34386	West Oxfordshire District Coun	780.00	
27/09/2023	34357	Aquilina Environmental Quality	839.55	
27/09/2023	34359	Roxie Champion	150.00	
27/09/2023	34360	Lan Services Ltd t/aCommercial	254.40	
27/09/2023	34361	Rumbl Ltd	576.00	
27/09/2023	34362	Viking Payments	372.30	
				<u>39,041.17</u>
				-38,041.17
 <u>Receipts not Banked/Cleared (Plus)</u>				
			0.00	
				<u>0.00</u>
				-38,041.17
			Balance per Cash Book is :-	-38,041.17
			Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 3 - BARCLAYS B P A**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	30/09/2023	1	956,290.40
			<u>956,290.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			956,290.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			956,290.40
		Balance per Cash Book is :-	956,290.40
		Difference is :-	0.00

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				2,202,084.27
29 Sep	Giro Direct Credit From Eventbrite Operati Ref: 636525985357		+ 726.00	2,202,810.27
2 Oct	DD Direct Debit to Fuel Card Services Ref: Shb303621	127.04		2,202,683.23
	DD Direct Debit to Wod Ndr DD Ref: 03 90170575	1,023.00		2,201,660.23
	DD Direct Debit to Wod Ndr DD Ref: 30421105	79.00		2,201,581.23
	DD Direct Debit to Wod Ndr DD Ref: 30623704	379.00		2,201,202.23
	DD Direct Debit to Wod Ndr DD Ref: 30685600	117.00		2,201,085.23
	DD Direct Debit to Wod Ndr DD Ref: 30903104	838.00		2,200,247.23
	DD Direct Debit to Wod Ndr DD Ref: 90024629	798.00		2,199,449.23
	STO Standing Order From Lily's Attic Ltd Ref: - Rent		1,662.50	2,201,111.73
	Giro Direct Credit From BCard1577926280923 SA		28.00	2,201,139.73
	Giro Direct Credit From Johnson CC&SJ Ref: Inv B5142		42.25	2,201,181.98
	Giro Direct Credit From Work Account Ref: Moncrieff B5146		42.25	2,201,224.23
	Giro Direct Credit From N Barker Ref: Inv B5160		84.53	2,201,308.76
	Giro Direct Credit From D Ashton Ref: B5102		100.00	2,201,408.76
	Giro Direct Credit From J Timms Ref: K9D's -Oct23		159.00	2,201,567.76
	Giro Direct Credit From C Codd Ref: B5155		159.00	2,201,726.76
	Giro Direct Credit From Harrison Toogood Ref: Harrison Toogood		219.00	2,201,945.76
	Giro Direct Credit From Adyen N.V. Ref: 2710160476069034 E		357.99	2,202,303.75
	Giro Direct Credit From Witney Royal Ref: W Royals B5150		413.32	2,202,717.07
	Giro Direct Credit From D Ashton Ref: B5101		499.55	2,203,216.62
	☐ Direct Credit From Mynt Image Ltd F Ref: Invoice B5147 Mynt		446.00	2,203,662.62
3 Oct	Giro Direct Credit From Good Food Oxfordsh Ref: Inv No B5138		64.50	2,203,727.12
	Giro Direct Credit From Witney Filling Ref: Witney F-Station		92.26	2,203,819.38
	Giro Direct Credit From The Little L Ref: Inv B5140		147.00	2,203,966.38

Continued


 WITNEY TOWN COUNCIL
 TOWN HALL
 MARKET SQUARE
 WITNEY
 OXFORDSHIRE
 OX28 6AG

Your Business Current Account

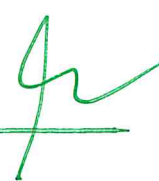
At a glance

27 Sep - 03 Oct 2023

Date	Description	Money out £	Money in £	Balance £
27 Sep	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	52.80 ✓		930.40
	DD Direct Debit to Time Vendor Ref: 018826	P 155.72 —		774.68
	👤 Cheque Cashed at Barclays 034347	456.43 ✓		318.25
	Giro Transfer From Account 70974641		681.75 ✓	1,000.00
28 Sep	📄 Cheque Issued Ref: 034343	173.42 —		826.58
	📄 Cheque Issued Ref: 034345	2,008.80 —		-1,182.22
	Giro Transfer From Account 70974641		2,182.22 ✓	1,000.00
29 Sep	📄 Cheque Issued Ref: 034340	1,510.54 —		-510.54
	📄 Cheque Issued Ref: 034348	320.00 —		-830.54
	📄 Cheque Issued Ref: 034352	269.96 —		-1,100.50
	📄 Cheque Issued Ref: 034358	174.65 —		-1,275.15
	Giro Transfer From Account 70974641		2,275.15 ✓	1,000.00
2 Oct	DD Direct Debit to Wfl UK Ltd Ref: 10213451	825.61 —		174.39
	📄 Cheque Issued Ref: 034290	104.40 —		69.99
	📄 Cheque Issued Ref: 034341	70.30 —		-0.31

Start balance	£1,000.00
Money out	£6,967.73
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£6,967.73
End balance	£1,000.00

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



Continued

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 WITNEY TOWN COUNCIL
 TOWN HALL
 MARKET SQUARE
 WITNEY
 OXFORDSHIRE
 OX28 6AG


Your Business Premium Account

At a glance

27 Sep - 03 Oct 2023

Date	Description	Money out £	Money in £	Balance £
27 Sep	Start Balance			961,429.52
	Giro to 70974765 Automatic	T32 681.75	✓	960,747.77
28 Sep	Giro to 70974765 Automatic	T33 2,182.22	✓	958,565.55
29 Sep	Giro to 70974765 Automatic	T34 2,275.15	✓	956,290.40
2 Oct	Giro to 70974765 Automatic T1	1,456.31	✓	954,834.09
3 Oct	Giro to 70974765 Automatic T2	372.30	✓	954,461.79
3 Oct	Balance carried forward			954,461.79
	Total Payments/Receipts	6,967.73	0.00	

Start balance	£961,429.52
Money out	£6,967.73
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£954,461.79

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

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



Witney Town Council

Internal Audit Report 2023-24: Interim

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to the 2023-24 financial year to date which was undertaken on 5th & 6th October 2023. We wish to thank the Clerk the Responsible Finance Officer and staff for assisting the process, providing all necessary documentation to facilitate completion of our review for the year to date. We have ensured that governance and financial controls remain effective.

Internal Audit Approach

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

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

Overall Conclusion

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

We are also pleased to record that, in the areas examined, no major issues or concerns have been identified, we have however identified one area that we consider should be addressed by the Council which is set out later in this report and recommendations made. We consider the Clerk and her staff continue to operate generally effective control procedures in in most areas. We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

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

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

- Ensured that the ledger remains in balance at the current date;
- Verified the opening trial balance detail with that reported in the 2022-23 Accounts and Annual Return;
- Checked and agreed transactions in the three bank account cashbooks to the relevant bank statements for April and August 2023 noting that these records continue to be maintained in a timely and accurate manner;
- Checked and agreed all inter account “sweep” transactions between the Imprest and premium accounts, to retain a daily balance on the former of £1,000, for the same months; and
- Checked detail on bank reconciliations as at 30th April 2023 and 31st August 2023 for each account to ensure that no long-standing uncleared cheques or other potentially anomalous balancing entries exist.

Conclusions

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

Review of Corporate Governance

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

- Noted previously that the Standing Orders and Financial Regulations were reviewed and formally approved by Full Council in February and April 2023 respectively;
- Noted previously that General Powers of Competence were adopted at the May 2019 Full Council meeting; and
- Have undertaken our review of the Council’s minutes and consideration of other governance issues for the year to identify whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council’s future financial stability.

Conclusions

We are pleased to record that no issues have been identified from work currently undertaken in this area.

Review of Expenditure

Our aim here is to ensure that: -

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

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

We also note that VAT returns continue to be completed in a timely and accurate manner, with electronic "on-line" submission now in place, in line with HMRC requirements. We have examined the quarterly reclaims to September 2023 confirming that the detail correlates to that in the Omega VAT control account.

Conclusions

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

Assessment and Management of Risk

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

We note that the LCRS based risk assessment documentation was formally re-adopted by Council in 2022-23 financial year and will again be adopted for this financial year.

We have also examined the Council's insurance policy schedule for 2023-24, with cover again provided by Zurich Municipal, noting that Fidelity Guarantee cover is in place at £5 million, Public Liability at £15 million & Employer's Liability at £10 million.

Conclusions

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

Precept Determination and Budgetary Control

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

The Council will commence consideration of the 2024-25 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

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

Conclusions

We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2024-25 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.

Review of Income

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

- Examined the controls in place over the identification and recovery of income due to the Council from the two cemeteries together with the invoicing, tracing detail from the source documents and the burial records to the subsequent receipt and banking of the fees.
- We have also reviewed the Corn Exchange and Burwell Hall primarily in respect of the bar stock and subsequent sales at these venues.

The Corn Exchange has an EPOS till which is used in the café for both food sales and alcoholic beverages. This has a listing system on the till which identifies with both the

café and bar sales, however the till is not used to its full potential and especially the holding of the bar stock. The bar stock can be input and new deliveries added when received so that when sales are entered it can be assessed for stock levels and usage. This information can also be cross referred to the independent, quarterly stock audits.

Burwell Hall holds a small amount of bar stock which is primarily retained for functions such as parties, weddings or wakes. The hall is used on a limited basis and therefore the bar stock is not turned over regularly which could lead to stock becoming out of date. The till is a register only and does not hold an EPOS system. This till is used to reconcile drink totals and the PDQ (Card Reader). We have been advised that no cash is taken at Burwell Hall.

We have also reviewed the unpaid invoices relating to the outstanding debtor position. We have discussed this debtor position with the Responsible Finance Officer and we consider that there is satisfactory monitoring in respect of these invoices.

Conclusions and recommendations

With out adequate stock control this could financially expose the Council due to over ordering and/or wastage.

We will undertake a further review of the Sales Ledger and café/bar income and stock control at our interim update audit.

- R1. *The Council should consider the input of bar stock and deliveries for both the Corn Exchange and Burwell Hall on to the EPOS system at the Corn Exchange.*
- R2. *Consideration for stock not being stored at Burwell Hall due to becoming 'out of date'. When there is a function at Burwell Hall stock should be taken to the hall and the excess stock returned to the Corn Exchange. It should be possible to indicate stock removal and return on a 'no sales' basis.*

Petty Cash Account

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

We have checked the cash at both the Town Hall and the Corn Exchange cafe and reviewed the holdings from the information that we have been provided.

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

Conclusions

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

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2021 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in September 2023, ensuring that: -

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

Conclusions

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

Investments and Loans

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

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

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

Conclusions

We are pleased to report that no issues have been identified in this area of our review. We will undertake further work at our interim update audit.

Rec. No.	Recommendation	Response
Review of Income		
R1	The Council should consider the input of bar stock and deliveries for both the Corn Exchange and Burwell Hall on to the EPOS system at the Corn Exchange.	
R2	Consideration for stock not being held at Burwell Hall due to becoming 'out of date'. When there is a function at Burwell Hall stock should be taken to the hall and the excess stock returned to the Corn Exchange. It should be possible to indicate stock removal and return on a 'no sales' basis.	

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date:	Monday 20 November 2023
Title:	Annual Investment Strategy
Contact Officer:	Responsible Financial Officer (RFO)

Background

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

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

Investment Strategy

The Strategy is compliant with the Local Government Act 2003, the Revised statutory guidance on Local Government Investments (3rd Edition, March 2018) and the guidance set out in the Joint Panel on Accountability and Governance Practitioners' Guide (March 2023).

The RFO has reviewed the Strategy with the Town Clerk/ CEO and some minor changes have been made, which are shown in the tracking. These include adding in the statutory basis of the Strategy.

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

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

Current Process for Investing Surplus Funds

The Investment Strategy details how the Council invests surplus funds held on behalf of the community. With the appointment of an RFO and in recognition that this is an operational matter, the revised policy delegates the choice of institution for the investment of such funds to the RFO in consultation with the Town Clerk rather than the Chair of the Policy, Governance and Finance Committee. However, the revised policy then requires that these matters are reported to the Policy, Governance and Finance Committee.

Financial Regulations require that the RFO together with the Proper Officer (Town Clerk) assists the Council to secure economy, efficiency, and effectiveness in the use of its resources. Consequently, the Council will invest surplus funds for the best income return having regard both to the requirements of the Local Government Act 2003 and the absolute requirement to avoid capital loss.

Financial Implications

There are no direct financial implications arising from this report.

Recommendation

The Committee is invited to note this report and

1. Confirm approval of the current investment in secure banks and that the Town Clerk/RFO continues to monitor interest rates to ensure that the Council receives the most advantageous interest rates.
2. That the attached appendix being the Annual Investment Strategy 2023/24 is formally approved by the Committee, and subsequently Full Council on 4 December 2023.

Witney Town Council Investment Strategy

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

The Local Government Act 2003 (section 12) states that a local authority may invest:

- (a) for any purpose relevant to its functions under any enactment, or
- (b) for the purposes of the prudent management of its financial affairs.

This Strategy complies with the Statutory Guidance on Local Government Investments (3rd edition, March 2018) and Section 15(1)(a) of the Local Government Act 2003. This Strategy complies with the guidance set out in the Joint Panel on Accountability and Governance Practitioners' Guide (March 2023).

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Financial Policies

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

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

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

Investment Objectives

1. The Council's investment priorities are the security of reserves and adequate liquidity of its investments.

2. The Council will aim to maximise income from its investments commensurate with appropriate ~~proper~~ levels of security and liquidity.
3. The Council will seek to ensure that investment income is consistent one year to the next.
4. Where external investment managers are used, they will be contractually required to comply with this Strategy.
5. In balancing risk against return, this Council is more concerned to avoid risks than to maximise returns, in acknowledgment that the Council is the custodian of public money on behalf of the Council tax payers of Witney.
6. All investments will be in sterling.

Specified Investments

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

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

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

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Non-Specified Investments

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

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

The Council will expect the Investment Manager to invest in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. The Investment Manager should consider

social, ethical and/or environmental factors or criteria when selecting, retaining or disposing of assets.

End of Year Investment Report

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

Review and Amendment of Regulations

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

Reviewed: PG & F Committee, 20 November 30 January 2023. Proposed
aAmendments to 2022/23 previously agreed policy are tracked ~~shown in italics~~.

Agenda Item 12

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date:	Monday, 20 November 2023
Title:	Finance Report: Revised Revenue Budget 2023/24 and Draft Base Revenue Budget 2024/25
Contact Officer:	Responsible Financial Officer

Background

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

The purpose of this report is to present to Members the revised budget for 2023/24 and the first draft revenue budget for 2024/25. Please see attached documents.

The budget process is ongoing and there is further work to do. Consequently, an updated report on all cost centres which are the responsibility of this committee will be presented later in the budget cycle. This will include a fuller explanation of variances. For now this report covers only the major matters of note.

2024-25 budgets – consideration by the spending Committees during October and November 2023

During this cycle of meetings each of the Committees has met and initially considered their revenue budgets for 2024/25. The works and central support (administration) departments between them represent 57% of the Council's budgeted expenditure. To get a true cost of its services, the Council recharges the total cost of its Works Departments (Cost Centres 604, 605 and 606) and Central Support (Cost Centre 602) across the various cost centres/ services. For the Works Department this is done based on the weekly time sheets, and for the Central Support is based on the apportionment of responsibilities of the Officers.

Since the Committee meetings work has taken place in relation to the works and central support and therefore the proposed estimates have changed slightly now this further information has been included.

The summary of these budgets is as follows:

Committee	Original Budget 2023-24	Revised estimates 2023-24 - latest	Proposed estimates 2024-25 as presented to Committee	Proposed estimates 2024-25 Latest
Parks & Recreation	£284,537	£299,637	£299,217	£303,121
Halls, Cemeteries And Allotments	£644,349	£590,399	£610,607	£601,227
Stronger Communities	£528,635	£523,257	£550,629	£550,624

The additional revenue and capital spending proposals of the Committees are included in the report at agenda item 13 and so are not included in the budget at this stage.

Budget parameters

When considering the estimates the RFO examines each individual budget line, looking at the historic trends and known future developments so a flat percentage is not applied uniformly across the estimates. There is relatively high volatility in relation to inflation, reflecting the international situation. However where a cost-of-living increase has been applied, 6.7% has been used for 2024-25.

There is much uncertainty regarding gas and electricity prices. However for the purposes of the budget for 2024-25 an inflationary increase of 10% over 2023-24 has been assumed. Gas and electricity accounts for 4% of the Council's gross expenditure budget (revised 2023-24).

Public sector wage inflation, although lower than that in the private sector, is currently 6.8% (August 2023). The pay increase for 2023-24 has now been agreed at £1,925 across all pay grades, the equivalent to £1 per hour. In percentage terms this is equivalent to 10.4% for the lowest of the NALC (National Association of Local Councils) pay points and 6.4% for the highest. The 2023-24 revised gross expenditure budget indicates that employment costs account for 55% of the budget so inflationary pressure in this area is an important consideration. Note that this is a figure which is typical of a service-based business but has risen in the last year as the grounds maintenance work was taken in house meaning that the contractors' staff previously undertaking Town Council work are now directly employed.

Finally, CPI (Consumer Prices Index) is 4.7% (October 2023, published on 15 November) and RPI (Retail

Prices Index) is 8.9% (Per September 2023, October update not available).

Format of the Base Revenue Budget

Regarding the Policy, Governance and Finance budget, the Committee's services are divided into the following base revenue cost centres; responsibilities as follows:

<u>Cost Centre</u>	<u>Area</u>	<u>Description</u>
401	Civic Activities	This cost centre relates to the Council's Civic Activities through the Office of the Mayor and the costs associated with this position of Office – maintaining the chain, civic functions such as the Annual Civic Reception which is a Town Council function hosted by the Mayor.
407	Grants & Donations	This includes the various grants the Council awards annually as well as the general grant budget.
502	Town Hall Maintenance	The Town Hall is leased from the Town Hall Charity – this cost centre therefore provides for the maintenance of the building and accounts for the income from the sublet of the retail unit below it.
503	Agency Services	This cost centre relates to the Grounds Maintenance Contract which is then charged out across the various services and functions.
505	Precept	This relates to the annual Precept agreed, which is levied on the Council Taxpayers of Witney. The Council does not receive any of the business rates (NNDR). The Council no longer receives the Council Tax Reduction Grant this has been phased out now. The Precept is received into the Council's bank account in two tranches- April and October.
506	Interest Received	Accounts for bank charges and interest received from the Council's surplus balances held in CCLA and Barclays.
602	Central Support	This relates to the costs of the Council's Central Admin Support – and as explained in the introduction will be charged back over the various cost centres.
604	Works Depot	This represents the revenue costs of the works depot, vehicles and equipment and is recharged to the services which benefit.
605	General Maintenance	

		This shows the costs of the Council’s general works team, and these are recharged to the services which benefit.
606	Grounds maintenance	
		This shows the costs of the Council’s team which undertakes grounds maintenance work, and these are recharged to the services which benefit.
700	Strategic Planning Initiatives	
		Many projects take time to come to fruition and therefore a lot of time is spent on strategic planning and this needs to be accounted for – this is done as a recharge from Central Support.
701	Corporate Management	This cost centre relates to the Council’s Corporate Management covering things like the annual external audit fees.
702	Democratic Representation & Management	This cost centre relates to the Democratic part of the Council’s business – which supports the Councillors and the running of meetings.

Capital

Members will be aware that the Council has some major and upcoming capital projects. This is part of the next stage of the budget process and so for now the assumptions in cost centre 800 – Capital Projects – are that 2023-24 revised estimates and the 2024-25 estimates will be the same as the 2023-24 original estimates. This will most certainly change at the next stage but does mean that the budget presented this evening isolates the revenue costs effectively.

Revenue Budget Summary

The reports give the detail and Members will be able to ask questions either ahead or at the meeting.

Members may wish to note the following matters:

1. Recharges. The following recharges have been processed for the period 1 April to 31 August and are reflected in the year to date:
 - (i) 4894 – grounds staff;
 - (ii) 4895 – grounds staff overhead;
 - (iii) 4896 – Maintenance staff;
 - (iv) 4897 – Maintenance staff overhead;
 - (v) 4892 – Central support staff;
 - (vi) 4893 – Central support overhead;
 - (vii) 4899 – Depot reallocation.

2. With regard to departments 605, general maintenance and 606, grounds maintenance, your officers propose that these two cost centres are merged. The division is now no longer especially meaningful, and the two teams effectively operate as one and there is much overlap in tasks undertaken.
3. With the exception of the recharges, all other year to date figures (including salaries and wages) represent receipts and payments for the six-month period April to September 2023.
4. The estimates reflect energy costs being lower than budgeted for this time last year, this having a significant impact on the bottom line.
5. On several nominal codes where expenditure is likely to be under-budget the revised budget is retained at the original. A proposal will come forward at final accounts stage for the difference between spend and budget to then be transferred to the earmarked reserve at year end.
6. Conversely overspends on nominal budgets will, where appropriate, be met from earmarked reserves. With one exception at cost centre 104 (Corn Exchange) all other proposed transfers from earmarked reserves will be made as part of the next stage of budget-making and will then reduce revenue expenditure for the year.
7. Note that in order not to pre-empt the budget process there is no figure included at cost centre 505 for the precept. This will be included when this has been considered at the appropriate stage.

Summary revenue budget at 15 November 2023

Overall the budget estimates for the whole Council, as they stand, show the net revenue requirement (defined as gross revenue-funded expenditure less non-precepted income) :

Original 2023-24 budget: £1,953,834

Revised 2023-24 budget: £1,703,843

Proposed 2024-25 budget: £1,930,330

Note the above figures will change when the revenue budget is further refined, the capital budget is confirmed, and funding of the Council's overall spending requirements are agreed. In particular the additional revenue and capital spending proposals of the spending Committees are included in the report at agenda item 13 and so are not included in the budget at this stage.

Next steps

Special Council meetings are scheduled for 11 December 2023 and 8 January 2024. Ahead of the

meetings work will take place to finalise the budget, in particular:

- (i) To include those items approved by the Committee for the estimates as per agenda item 13.
- (ii) Further work on the revenue budget to reflect the most up to date information e.g., in relation to energy prices and checking for arithmetical accuracy etc. Your officers will also be reviewing the estimates and will recommend transfers between budgets whilst aiming to hold the “bottom line” i.e. funding any further increase in revenue lines from decreases in other revenue lines. This year there will be a particular focus on the works team costs (departments 604 to 606) following the review of the first year of the in-house operation of grounds maintenance.
- (iii) Estimates for capital works during 2024-25 and their funding by way of precept, grants, loans and reserves.
- (iv) Funding of the Council’s net expenditure requirement. Note that we have yet to receive confirmation of the Council’s tax base for 2024-25 although the District Council’s initial estimate is expected shortly.

For information, for 2023-24 the Council’s net expenditure requirement funded as follows:

Net expenditure requirement	£1,953,834
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Funded by:

Use of General Revenue Reserve	£91,998
Precept	£1,861,836

Note that the precept resulted in a Council Tax in Band D of £166.83, based on a tax base of 11,159.31.

To give Members an indication, the Council’s balances as at 1 April 2023 are shown in its annual accounts for year ending 31 March 2023 and are summarized as follows:

- Earmarked reserves, amounts set aside from revenue to meet general and specific future expenditure £2,190,816
- General fund – resources available to meet future running costs £549,164

The Council also has access to s.106 funding amounting to £529,222, this to be applied for specific projects and shown in the 2023-24 accounts as deferred grants (unapplied).

The Council’s aim is to agree the precept by 8 January 2024 but legally it is entitled to set a precept as late as February (the precept must be issued before March each year). Note that due to the pressures on finance which are resulting from the overall international and economic situation it is understood that some towns and parishes will be taking advantage of this longer timescale but your officers are not recommending that this Council does so at this stage.

Investments

The Council's funds are held with Barclays Bank; balances as at 30 September 2023 are part of the report which also includes payments schedules and bank reconciliations. In addition, the Council also holds the following investments:

1. Public Sector Deposit Fund (CCLA Investment Management Ltd.) – Value of £1,092,471.84 as of 31 October 2023 (30/06/2023 - £1,074,824.58), representing an increase of £17,647.26 over the four months, i.e. 1.64% over that period
2. The Local Authorities' Property Fund (CCLA Fund Managers Ltd.) – Value £59,156.09 as of 30 September 2023 – Mid market value £59,856.81 (30 June 2023 mid-market value [net asset value]) (£59,856.81 at 30/06/2023). This represents a fall in value of £700.72 in the three-month period, i.e. 1.2%.

Environmental impact

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

Risk

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

All the Council's Committees receive financial reports to carry out its checks and balances. The RFO has approached the budget with prudence so as accurate budget as possible can be set at this early stage, although there may be some opportunities to make savings if required to balance the budget.

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:

- (a) Note the report and consider the revised base revenue budget for 2023/24 and the initial estimated base revenue budgets for 2024/25, as detailed in the draft estimates and to approve these estimates so the Council can proceed to the next step of the budget process.
- (b) Note that work in relation to both revenue and capital estimates is ongoing and therefore it is likely that the estimates for the various cost centres will change. The estimates must be considered accordingly.

Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
102	LANGDALE HALL									
1050	RENT RECEIVED	20,302	20,302	20,302	10,151	20,780	0	26,007	0	0
1052	EXPENSES RECOVERED	0	203	200	40	160	0	171	0	0
1060	INSURANCE RECOVERED	605	607	650	0	781	0	833	0	0
	Total Income	20,907	21,113	21,152	10,191	21,721	0	27,011	0	0
4012	WATER RATES	0	-29	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	0	203	200	78	160	0	171	0	0
4025	INSURANCE	605	696	750	818	870	0	928	0	0
4036	PROPERTY MAINTENANCE	1,000	0	1,000	1,345	2,000	0	1,000	0	0
4038	OTHER MAINTENANCE	1,000	0	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VARIABLE)	450	325	450	345	345	0	368	0	0
4059	OTHER PROF FEES	2,000	450	1,000	0	1,000	0	1,000	0	0
4495	TFR FROM EARMARKED R	-1,000	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	853	70	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	174	-7	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	4,136	3,464	4,492	1,643	4,492	0	4,608	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	668	1,294	0	1,304	0	0
4896	MTCE STAFF RECHARGE	0	198	1,057	0	1,057	0	1,039	0	0
4897	MTCE O'HEAD RECHARGE	0	30	103	0	103	0	95	0	0
4899	DEPOT REALLOCATION	0	0	110	0	110	0	189	0	0
	Overhead Expenditure	10,366	6,533	11,456	4,896	12,431	0	11,702	0	0
	Movement to/(from) Gen Reserve	10,541	14,579	9,696	5,295	9,290		15,309		

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
103	BAR/ CAFE									
1000	C/EX. 1863 BAR SALES - DRINK	22,500	24,555	22,500	19,012	38,000	0	41,800	0	0
1001	C/EX. 1863 SALES - FOOD	25,050	20,717	20,000	12,874	25,750	0	28,325	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	504	1,208	750	658	1,300	0	1,430	0	0
1009	CORN EX.1863 CAFE- HOT DRINKS	27,300	53,858	39,000	33,696	67,400	0	74,140	0	0
1090	BURWELL HALL BAR - DRINKS	0	0	6,000	2,297	6,000	0	6,600	0	0
1091	BURWELL HALL BAR HIRE CHARGE	0	0	150	-50	150	0	150	0	0
	Total Income	75,354	100,339	88,400	68,487	138,600	0	152,445	0	0
3000	BAR PURCHASES - DRINK	11,500	16,373	11,500	12,353	21,250	0	21,000	0	0
3001	BAR PURCHASES - FOOD	12,525	19,111	10,000	10,882	19,570	0	16,995	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	13,650	14,105	14,000	8,111	17,524	0	19,276	0	0
	Direct Expenditure	37,675	49,588	35,500	31,346	58,344	0	57,271	0	0
4001	SALARIES	62,227	65,823	66,953	48,167	112,785	0	105,307	0	0
4002	ER'S NIC	5,050	2,823	7,356	2,138	4,663	0	4,566	0	0
4003	ER'S SUPERANN	6,155	2,676	3,459	2,023	4,925	0	5,124	0	0
4007	PROTECTIVE CLOTHING	450	743	750	0	750	0	750	0	0
4016	CLEANING MATERIALS	0	15	300	29	100	0	100	0	0
4038	OTHER MAINTENANCE	0	220	750	0	500	0	500	0	0
4042	EQUIPMENT	3,000	6,432	5,000	2,747	5,000	0	5,000	0	0
4059	OTHER PROF FEES	0	600	700	300	700	0	700	0	0
4099	MISCELLANEOUS	0	982	1,000	581	1,000	0	1,000	0	0
4892	C/S STAFF RCHG	10,339	8,661	11,229	4,107	11,229	0	11,519	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	2,869	2,833	3,235	1,670	3,235	0	3,259	0	0
	Overhead Expenditure	90,090	91,807	100,732	61,761	144,887	0	137,825	0	0
	Movement to/(from) Gen Reserve	(52,411)	(41,056)	(47,832)	(24,620)	(64,631)		(42,651)		
104	<u>CORN EXCHANGE</u>									
1007	CORN EXCHNGE LETTING	35,000	40,490	38,500	23,035	44,600	0	47,588	0	0
1014	EVENTS INCOME	2,000	3,635	4,000	6,186	12,372	0	13,609	0	0
1015	TEA DANCE INCOME	1,500	1,083	1,500	1,216	2,400	0	2,400	0	0
1016	FUNCTION REFRESHMENT	250	0	0	0	0	0	0	0	0
1017	CORN EXCHANGE WEDDING LETTING	0	485	500	634	1,270	0	1,353	0	0
1049	FACILITY HIRE - EQUIP	100	0	0	0	0	0	0	0	0
	Total Income	38,850	45,693	44,500	31,072	60,642	0	64,950	0	0
4001	SALARIES	67,136	44,686	61,962	24,979	68,833	0	78,384	0	0
4002	ER'S NIC	2,500	3,140	4,395	1,871	5,117	0	5,927	0	0
4003	ER'S SUPERANN	6,900	7,630	9,387	4,509	11,151	0	12,971	0	0
4007	PROTECTIVE CLOTHING	300	88	300	205	300	0	300	0	0
4008	TRAINING	850	440	1,000	596	1,000	0	1,000	0	0
4011	RATES	4,665	2,221	4,500	698	1,166	0	1,244	0	0
4012	WATER RATES	500	1,317	1,100	1,265	2,530	0	2,700	0	0
4014	ELECTRICITY	5,200	10,768	36,000	5,796	15,265	0	16,792	0	0
4015	GAS	6,300	6,761	26,250	2,722	8,170	0	8,987	0	0
4016	CLEANING MATERIALS	2,460	1,921	3,000	993	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,850	3,305	3,500	1,720	3,500	0	3,735	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4018	PHOTOCOPIER COSTS	100	45	50	32	50	0	50	0	0
4021	TELEPHONE/FAX	700	944	900	493	900	0	960	0	0
4025	INSURANCE	690	795	850	937	1,032	0	1,126	0	0
4028	I.T.	1,400	1,181	1,400	988	1,400	0	1,400	0	0
4030	RECRUITMENT ADVT'G	1,500	0	1,000	0	0	0	1,000	0	0
4032	PUBLICITY	6,000	591	3,000	792	2,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	4,793	8,000	5,673	8,000	0	8,000	0	0
4038	OTHER MAINTENANCE	4,000	2,739	4,000	9,159	11,000	0	4,000	0	0
4042	EQUIPMENT	1,500	1,138	2,000	829	2,000	0	2,000	0	0
4043	SMALL TOOLS & EQUIPT	150	91	150	133	150	0	150	0	0
4045	LICENCES	4,000	555	4,000	2,664	2,343	0	2,500	0	0
4048	ENG.INSPEC.(VARIABLE)	300	318	350	337	337	0	373	0	0
4064	HEALTH & SAFETY	100	128	100	0	100	0	100	0	0
4141	EVENTS	8,000	3,855	10,000	4,989	7,350	0	8,085	0	0
4142	TEA DANCE COSTS	6,000	4,940	6,000	3,185	6,125	0	6,535	0	0
4143	REFRESHMENT COSTS	300	0	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-15,950	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,165	3,396	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	646	947	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	20,679	17,322	22,459	8,213	22,459	0	23,038	0	0
4893	C/S O'HEAD RCHG	5,738	5,665	6,470	3,339	6,470	0	6,518	0	0
4896	MTCE STAFF RECHARGE	0	5,645	3,922	788	3,922	0	3,856	0	0
4897	MTCE O'HEAD RECHARGE	0	1,003	384	37	384	0	354	0	0
4899	DEPOT REALLOCATION	0	0	410	198	410	0	703	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	157,679	138,371	226,839	88,140	195,464	0	207,788	0	0
	104 Net Income over Expenditure	-118,829	-92,678	-182,339	-57,068	-134,822	0	-142,838	0	0
6000	plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(118,829)</u>	<u>(92,678)</u>	<u>(182,339)</u>	<u>(49,290)</u>	<u>(127,044)</u>		<u>(142,838)</u>		
105	<u>BURWELL HALL</u>									
1000	C/EX. 1863 BAR SALES - DRINK	0	5,714	0	0	0	0	0	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	150	0	0	-50	0	0	0	0	0
1005	BURWELL HALL LETTING	18,000	25,373	22,500	12,650	27,000	0	29,700	0	0
1014	EVENTS INCOME	0	0	0	17	0	0	0	0	0
	Total Income	<u>18,150</u>	<u>31,087</u>	<u>22,500</u>	<u>12,616</u>	<u>27,000</u>	<u>0</u>	<u>29,700</u>	<u>0</u>	<u>0</u>
4001	SALARIES	38,090	36,269	41,308	24,885	45,888	0	52,256	0	0
4002	ER'S NIC	3,050	2,526	2,930	1,763	3,411	0	3,951	0	0
4003	ER'S SUPERANN	4,600	5,972	6,258	3,316	7,434	0	8,647	0	0
4007	PROTECTIVE CLOTHING	0	0	300	7	300	0	300	0	0
4008	TRAINING	500	0	500	0	500	0	500	0	0
4011	RATES	1,200	1,497	3,000	470	786	0	839	0	0
4012	WATER RATES	2,100	204	1,200	161	400	0	420	0	0
4014	ELECTRICITY	2,500	2,339	11,920	1,475	3,056	0	3,362	0	0
4015	GAS	4,000	6,445	15,000	2,216	7,788	0	8,567	0	0
4016	CLEANING MATERIALS	3,500	1,802	2,000	919	2,000	0	2,000	0	0
4017	CONTRACT CLEAN/WASTE	3,000	807	2,200	491	1,148	0	1,225	0	0
4021	TELEPHONE/FAX	300	222	300	87	213	0	268	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	INSURANCE	340	516	550	585	589	0	592	0	0
4028	I.T.	1,000	601	1,000	285	1,000	0	1,000	0	0
4030	RECRUITMENT ADVT'G	200	0	0	0	0	0	0	0	0
4032	PUBLICITY	2,000	0	1,000	0	1,000	0	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	884	5,000	5,402	6,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,771	2,100	100	2,100	0	2,100	0	0
4042	EQUIPMENT	1,500	0	1,500	175	1,500	0	1,500	0	0
4045	LICENCES	750	61	750	447	447	0	477	0	0
4048	ENG.INSPEC.(VARIABLE)	160	300	325	319	319	0	340	0	0
4059	OTHER PROF FEES	150	450	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-3,650	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	15,862	778	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	3,236	-135	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	4,136	3,464	4,492	1,643	4,492	0	4,608	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	668	1,294	0	1,304	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	122	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	36	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	93	19,654	3,311	19,654	0	19,324	0	0
4897	MTCE O'HEAD RECHARGE	0	14	1,924	175	1,924	0	1,773	0	0
4899	DEPOT REALLOCATION	0	0	2,054	862	2,054	0	3,524	0	0
	Overhead Expenditure	96,772	68,013	128,559	49,918	115,297	0	124,877	0	0
	Movement to/(from) Gen Reserve	(78,622)	(36,926)	(106,059)	(37,302)	(88,297)		(95,177)		
106	<u>MADLEY PARK COMMUNITY CENTRE</u>									

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1060	INSURANCE RECOVERED	400	412	440	0	510	0	526	0	0
	Total Income	400	412	440	0	510	0	526	0	0
4025	INSURANCE	400	412	440	494	510	0	526	0	0
4038	OTHER MAINTENANCE	150	0	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	700	0	700	0	700	0	747	0	0
4059	OTHER PROF FEES	2,800	0	1,500	0	1,500	0	1,500	0	0
4164	MADLEY PARK TRUST GRANT	0	5,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,300	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	12	49	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	3	14	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	827	693	898	329	898	0	921	0	0
4893	C/S O'HEAD RCHG	230	227	259	134	259	0	261	0	0
4896	MTCE STAFF RECHARGE	0	0	15	0	15	0	15	0	0
4897	MTCE O'HEAD RECHARGE	0	0	1	0	0	0	1	0	0
4899	DEPOT REALLOCATION	0	0	2	0	2	0	3	0	0
	Overhead Expenditure	3,822	6,395	3,815	957	3,884	0	3,974	0	0
	Movement to/(from) Gen Reserve	(3,422)	(5,983)	(3,375)	(957)	(3,374)		(3,448)		
201	<u>SPLASHPARK</u>									
4012	WATER RATES	12,000	10,196	12,000	938	31,900	0	12,000	0	0
4016	CLEANING MATERIALS	275	174	300	0	300	0	300	0	0
4036	PROPERTY MAINTENANCE	5,000	1,311	5,000	0	5,000	0	5,000	0	0
4047	PLAY EQUIP MAINTENCE	2,500	13	2,500	0	2,500	0	2,668	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4048	ENG.INSPEC.(VARIABLE)	500	434	500	432	432	0	500	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	7,646	6,298	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	1,560	1,457	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	2,224	9,474	408	9,474	0	9,315	0	0
4897	MTCE O'HEAD RECHARGE	0	220	927	57	927	0	854	0	0
4899	DEPOT REALLOCATION	0	0	990	102	990	0	1,699	0	0
Overhead Expenditure		29,481	22,326	31,691	1,937	51,523	0	32,336	0	0
Movement to/(from) Gen Reserve		(29,481)	(22,326)	(31,691)	(1,937)	(51,523)		(32,336)		
202	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	1,000	1,143	2,000	849	3,200	0	3,400	0	0
1043	GREEN FEES - WTBC	4,620	4,620	5,080	5,080	5,080	0	5,420	0	0
1050	RENT RECEIVED	3,080	1,000	1,000	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	11,175	18,017	15,000	14,245	15,534	0	16,038	0	0
1052	EXPENSES RECOVERED	150	977	150	0	150	0	160	0	0
1058	WATER RECOVERED	150	175	150	175	175	0	190	0	0
1059	ELECTRICITY RECOVER	0	0	20,000	6,162	14,200	0	0	0	0
Total Income		20,175	25,933	43,380	27,511	39,339	0	26,208	0	0
4012	WATER RATES	3,000	6,687	0	1,269	3,000	0	3,000	0	0
4014	ELECTRICITY	7,000	8,755	24,800	-364	17,600	0	5,202	0	0
4017	CONTRACT CLEAN/WASTE	9,500	10,265	10,000	7,436	12,000	0	13,800	0	0
4021	TELEPHONE/FAX	0	18	0	0	0	0	0	0	0
4025	INSURANCE	240	224	240	224	224	0	256	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4036	PROPERTY MAINTENANCE	7,500	1,401	7,500	1,318	7,500	0	7,500	0	0
4037	GROUNDS MAINTENANCE	5,000	4,588	5,000	280	5,000	0	5,000	0	0
4038	OTHER MAINTENANCE	4,000	142	2,500	0	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	4,000	3,425	4,000	0	4,000	0	4,000	0	0
4047	PLAY EQUIP MAINTENANCE	5,000	475	5,000	233	5,000	0	5,000	0	0
4048	ENG.INSPEC.(VATABLE)	430	499	550	989	989	0	1,055	0	0
4049	PLAY RISK ASSESSMENT	1,000	126	500	135	135	0	144	0	0
4059	OTHER PROF FEES	10,000	0	0	0	0	0	0	0	0
4062	SPORTS PITCH MATERIALS	0	0	0	900	900	0	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	5,343	10,000	4,545	4,544	0	10,000	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	1,000	0	1,000	0	1,000	0	0
4495	TFR FROM EARMARKED R	-3,500	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	33,680	10,964	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	6,872	3,237	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	34,101	34,101	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	16,543	13,858	17,967	6,571	17,967	0	18,431	0	0
4893	C/S O'HEAD RCHG	4,590	4,532	5,176	2,672	5,176	0	5,214	0	0
4894	GROUNDS STAFF RECHARGE	0	5,580	23,566	2,312	23,566	0	25,145	0	0
4895	GROUNDS O'HEAD RECHARGE	0	2,905	8,701	4,158	8,701	0	11,926	0	0
4896	MTCE STAFF RECHARGE	0	14,369	41,731	13,063	41,731	0	41,030	0	0
4897	MTCE O'HEAD RECHARGE	0	2,064	4,084	1,326	4,084	0	3,764	0	0
4899	DEPOT REALLOCATION	0	0	4,361	3,861	4,361	0	7,483	0	0
Overhead Expenditure		159,956	133,557	176,676	50,927	169,978	0	171,450	0	0
Movement to/(from) Gen Reserve		(139,781)	(107,624)	(133,296)	(23,417)	(130,639)		(145,242)		

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,000	7,024	6,500	2,344	7,600	0	8,110	0	0
1021	SPORTS - CRICKET	1,751	1,464	1,500	1,374	1,374	0	1,500	0	0
1041	RENTAL - TENNIS CLUB	4,520	4,520	4,970	0	4,970	0	5,303	0	0
1042	RENTAL- PROJ.RANGE	2,650	2,650	2,915	2,915	2,915	0	3,110	0	0
1044	GREEN FEES - WMBC	2,770	2,770	3,050	3,050	3,050	0	3,254	0	0
1045	GREEN FEES - WWBC	2,770	2,770	3,050	3,050	3,050	0	3,254	0	0
1050	RENT RECEIVED	21,820	15,268	9,850	8,169	10,366	0	10,366	0	0
1052	EXPENSES RECOVERED	0	929	0	2,143	2,143	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	0	0	6	0	0
1058	WATER RECOVERED	500	0	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	350	363	400	435	435	0	427	0	0
	Total Income	40,137	37,763	32,241	23,486	35,903	0	35,330	0	0
4012	WATER RATES	750	0	0	0	0	0	0	0	0
4025	INSURANCE	590	676	725	749	749	0	774	0	0
4036	PROPERTY MAINTENANCE	1,500	891	1,500	2,997	3,643	0	1,500	0	0
4037	GROUNDS MAINTENANCE	2,500	806	2,500	1,531	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	1,000	2,462	0	1,354	1,354	0	1,000	0	0
4048	ENG.INSPEC.(VARIABLE)	175	175	200	185	185	0	213	0	0
4059	OTHER PROF FEES	7,000	250	2,000	1,167	2,000	0	2,000	0	0
4062	SPORTS PITCH MATERIALS	0	0	0	900	900	0	0	0	0
4495	TFR FROM EARMARKED R	-2,000	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	10,242	5,528	0	0	0	0	0	0	0

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Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG (TO 30/09/22)	2,090	1,496	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	26,486	26,486	0	0	0	0	0	0	0
4894	GROUNDSTAFF RECHARGE	0	5,580	23,566	4,289	23,566	0	25,145	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	0	2,905	8,701	5,514	8,701	0	11,926	0	0
4896	MTCE STAFF RECHARGE	0	10,560	12,690	11,727	12,690	0	12,477	0	0
4897	MTCE O'HEAD RECHARGE	0	1,444	1,242	1,162	1,242	0	1,145	0	0
4899	DEPOT REALLOCATION	0	0	1,326	4,022	1,326	0	2,275	0	0
Overhead Expenditure		50,333	59,259	54,450	35,597	58,856	0	60,955	0	0
Movement to/(from) Gen Reserve		(10,196)	(21,496)	(22,209)	(12,111)	(22,953)		(25,625)		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,500	5,982	3,850	2,353	7,500	0	8,000	0	0
Total Income		3,500	5,982	3,850	2,353	7,500	0	8,000	0	0
4036	PROPERTY MAINTENANCE	1,000	13	1,000	0	1,000	0	1,000	0	0
4037	GROUNDSTAFF MAINTENANCE	1,000	0	0	420	420	0	0	0	0
4046	SPORTS EQUIPMENT	2,000	1,431	3,000	0	3,000	0	2,000	0	0
4047	PLAY EQUIP MAINTENANCE	2,000	160	2,000	0	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VARIABLE)	475	499	550	529	587	0	587	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,596	3,843	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	530	981	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	12,350	12,350	0	0	0	0	0	0	0
4894	GROUNDSTAFF RECHARGE	0	3,985	16,833	1,175	16,833	0	17,961	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4895	GROUNDS O'HEAD RECHARGE	0	2,075	6,215	2,325	6,215	0	8,519	0	0
4896	MTCE STAFF RECHARGE	0	5,298	3,217	5,412	3,217	0	3,163	0	0
4897	MTCE O'HEAD RECHARGE	0	788	315	542	315	0	290	0	0
4899	DEPOT REALLOCATION	0	0	336	1,654	336	0	577	0	0
Overhead Expenditure		22,051	31,484	33,566	12,125	33,991	0	36,197	0	0
Movement to/(from) Gen Reserve		(18,551)	(25,502)	(29,716)	(9,772)	(26,491)		(28,197)		
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	1,600	1,106	1,000	547	1,600	0	1,700	0	0
Total Income		1,600	1,106	1,000	547	1,600	0	1,700	0	0
4036	PROPERTY MAINTENANCE	500	0	500	0	500	0	534	0	0
4037	GROUNDS MAINTENANCE	2,000	0	2,000	140	1,800	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	642	642	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	400	412	450	437	437	0	480	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4100	GRANTS GENERAL	1,000	0	500	0	500	0	500	0	0
4495	TFR FROM EARMARKED R	-500	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	8,464	1,246	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	1,727	191	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	5,926	5,926	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	1,196	5,050	385	5,050	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	898	1,865	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	631	10,487	1,626	10,487	0	10,311	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4897	MTCE O'HEAD RECHARGE	0	92	1,026	156	1,026	0	946	0	0
4899	DEPOT REALLOCATION	0	0	1,096	505	1,096	0	1,881	0	0
Overhead Expenditure		20,117	10,380	23,574	4,857	23,471	0	25,196	0	0
Movement to/(from) Gen Reserve		(18,517)	(9,274)	(22,574)	(4,310)	(21,871)		(23,496)		
206	WITNEY COUNTRY PARK									
1030	FISHING RIGHTS	1,450	700	1,500	217	217	0	978	0	0
1171	DONATIONS RECEIVED	0	946	0	0	0	0	0	0	0
Total Income		1,450	1,646	1,500	217	217	0	978	0	0
4001	SALARIES	27,852	19,573	32,410	14,719	31,364	0	35,284	0	0
4002	ER'S NIC	2,861	1,925	3,217	1,404	3,700	0	3,613	0	0
4003	ER'S SUPERANN	6,044	4,222	7,033	3,194	6,806	0	7,657	0	0
4007	PROTECTIVE CLOTHING	0	392	400	151	400	0	400	0	0
4026	BOOKS/PUBLICATIONS	20	39	100	0	100	0	100	0	0
4036	PROPERTY MAINTENANCE	100	548	500	908	1,100	0	600	0	0
4038	OTHER MAINTENANCE	0	188	0	12	12	0	0	0	0
4040	ARBORICULTURE	2,400	857	1,000	0	1,000	0	1,000	0	0
4041	EQUIPMENT HIRE	0	0	0	172	172	0	0	0	0
4042	EQUIPMENT	15,000	11,803	15,000	840	15,000	0	15,000	0	0
4059	OTHER PROF FEES	1,000	0	1,000	840	5,000	0	3,000	0	0
4064	HEALTH & SAFETY	1,500	639	1,000	79	1,000	0	1,000	0	0
4099	MISCELLANEOUS	0	788	0	36	62	0	0	0	0
4495	TFR FROM EARMARKED R	-4,100	0	0	0	0	0	0	0	0

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Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RCHG (TO 30/09/23)	18,707	12,306	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	3,817	4,228	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	3,161	3,161	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	2,068	1,732	2,246	821	2,246	0	2,304	0	0
4893	C/S O'HEAD RCHG	574	567	647	334	647	0	652	0	0
4894	GROUNDS STAFF RECHARGE	0	399	1,683	339	1,683	0	1,796	0	0
4895	GROUNDS O'HEAD RECHARGE	0	207	622	745	622	0	853	0	0
4896	MTCE STAFF RECHARGE	0	3,232	23,179	1,488	23,179	0	22,790	0	0
4897	MTCE O'HEAD RECHARGE	0	509	2,269	128	2,269	0	2,091	0	0
4899	DEPOT REALLOCATION	0	0	2,422	459	2,422	0	4,156	0	0
Overhead Expenditure		81,004	67,316	94,728	26,669	98,784	0	102,296	0	0
Movement to/(from) Gen Reserve		(79,554)	(65,670)	(93,228)	(26,452)	(98,567)		(101,318)		
207	<u>MOORLAND ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENANCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	250	239	275	253	253	0	293	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,240	0	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	457	-56	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	2,775	0	2,775	0	2,728	0	0
4897	MTCE O'HEAD RECHARGE	0	0	272	0	272	0	251	0	0
4899	DEPOT REALLOCATION	0	0	290	0	290	0	498	0	0
Overhead Expenditure		3,547	246	4,212	321	4,158	0	4,370	0	0

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		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(3,547)</u>	<u>(246)</u>	<u>(4,212)</u>	<u>(320)</u>	<u>(4,158)</u>		<u>(4,370)</u>		
208	<u>WOOD GREEN PITCHES/PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	500	103	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	260	260	300	276	276	0	300	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,667	61	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	544	-45	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	1,167	1,167	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	1,196	5,050	0	5,050	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	0	1,865	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	356	3,305	0	3,305	0	3,249	0	0
4897	MTCE O'HEAD RECHARGE	0	54	323	0	323	0	298	0	0
4899	DEPOT REALLOCATION	0	0	345	0	345	0	592	0	0
Overhead Expenditure		<u>5,238</u>	<u>3,735</u>	<u>11,788</u>	<u>447</u>	<u>11,732</u>	<u>0</u>	<u>12,983</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(5,238)</u>	<u>(3,735)</u>	<u>(11,788)</u>	<u>(446)</u>	<u>(11,732)</u>		<u>(12,983)</u>		
209	<u>ETON CLOSE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	0	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	175	174	200	184	184	0	200	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4222	TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
Overhead Expenditure		<u>675</u>	<u>237</u>	<u>700</u>	<u>252</u>	<u>652</u>	<u>0</u>	<u>700</u>	<u>0</u>	<u>0</u>

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		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(675)</u>	<u>(237)</u>	<u>(700)</u>	<u>(252)</u>	<u>(652)</u>		<u>(700)</u>		
210	<u>OXLEASE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	478	500	306	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	450	521	550	575	575	0	614	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,983	3,645	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	813	1,022	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	6,971	6,971	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	1,196	5,050	0	5,050	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	0	1,865	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	149	4,935	0	4,935	0	4,852	0	0
4897	MTCE O'HEAD RECHARGE	0	25	483	0	483	0	445	0	0
4899	DEPOT REALLOCATION	0	0	516	0	516	0	885	0	0
Overhead Expenditure		<u>12,817</u>	<u>14,692</u>	<u>13,999</u>	<u>949</u>	<u>13,992</u>	<u>0</u>	<u>15,340</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(12,817)</u>	<u>(14,692)</u>	<u>(13,999)</u>	<u>(948)</u>	<u>(13,992)</u>		<u>(15,340)</u>		
211	<u>FIELDMERE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	12	250	10	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	275	260	300	276	276	0	300	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,948	61	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	805	-77	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	4,892	0	4,892	0	4,810	0	0

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Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4897	MTCE O'HEAD RECHARGE	0	0	479	0	479	0	441	0	0
4899	DEPOT REALLOCATION	0	0	511	0	511	0	877	0	0
Overhead Expenditure		5,378	320	6,532	353	6,476	0	6,778	0	0
Movement to/(from) Gen Reserve		(5,378)	(320)	(6,532)	(353)	(6,476)		(6,778)		
212	<u>QUARRY ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	0	250	1,546	1,600	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	225	217	250	230	230	0	250	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	178	1,227	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	36	656	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	1,123	221	0	221	0	217	0	0
4897	MTCE O'HEAD RECHARGE	0	173	22	0	22	0	20	0	0
4899	DEPOT REALLOCATION	0	0	23	0	23	0	39	0	0
Overhead Expenditure		789	3,459	866	1,844	2,196	0	876	0	0
Movement to/(from) Gen Reserve		(789)	(3,459)	(866)	(1,844)	(2,196)		(876)		
213	<u>RALEGH CRESCENT PLAY AREA</u>									
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	100	0	100	0	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,591	0	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	733	-89	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	4,449	0	4,449	0	4,374	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4897	MTCE O'HEAD RECHARGE	0	0	435	0	435	0	401	0	0
4899	DEPOT REALLOCATION	0	0	465	0	465	0	798	0	0
Overhead Expenditure		4,929	-89	5,954	0	5,954	0	6,178	0	0
Movement to/(from) Gen Reserve		(4,929)	89	(5,954)	0	(5,954)		(6,178)		
214	<u>PARK ROAD PLAY AREA</u>									
4013	RENT PAID	125	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	250	0	275	0	275	0	275	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	0	187	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	0	37	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	931	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	0	148	0	0	0	0	0	0	0
Overhead Expenditure		975	1,366	1,000	68	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve		(975)	(1,366)	(1,000)	(68)	(1,000)		(1,000)		
301	<u>TOWER HILL CEMETERY</u>									
1050	RENT RECEIVED	11,350	13,620	13,620	10,215	13,260	0	13,260	0	0
1060	INSURANCE RECOVERED	200	208	225	-208	222	0	194	0	0
1100	BURIAL FEES	3,500	8,447	4,000	3,822	7,214	0	7,698	0	0
1101	GRANT OF RIGHTS	1,000	2,407	1,000	942	1,884	0	2,010	0	0
1102	INTERMENT OF ASHES	3,000	11,933	9,000	5,715	9,185	0	9,800	0	0
1105	MEMORIAL FEES	3,511	4,622	3,500	2,520	3,591	0	3,832	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1106	MEMORIAL PLAQUES	500	505	330	110	303	0	323	0	0
1108	CHAPEL FEES	214	217	214	121	242	0	285	0	0
1171	DONATIONS RECEIVED	0	443	0	0	0	0	0	0	0
Total Income		23,275	42,402	31,889	23,236	35,901	0	37,402	0	0
4001	SALARIES	11,970	12,227	12,541	4,356	13,720	0	14,639	0	0
4002	ER'S NIC	1,200	1,018	1,103	355	1,118	0	1,193	0	0
4003	ER'S SUPERANN	2,600	2,653	2,722	945	2,977	0	3,177	0	0
4007	PROTECTIVE CLOTHING	100	32	0	0	0	0	0	0	0
4011	RATES	3,555	3,892	4,250	2,276	3,792	0	4,046	0	0
4012	WATER RATES	220	187	250	171	342	0	365	0	0
4014	ELECTRICITY	450	717	1,000	379	1,016	0	1,118	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	2,560	860	1,000	675	1,125	0	1,000	0	0
4025	INSURANCE	200	208	225	249	343	0	435	0	0
4036	PROPERTY MAINTENANCE	6,000	3,289	6,000	392	6,000	0	6,000	0	0
4038	OTHER MAINTENANCE	0	50	0	0	0	0	0	0	0
4041	EQUIPMENT HIRE	0	0	0	125	125	0	0	0	0
4042	EQUIPMENT	100	305	100	0	100	0	100	0	0
4059	OTHER PROF FEES	5,000	0	0	0	0	0	0	0	0
4064	HEALTH & SAFETY	100	18	100	0	100	0	100	0	0
4110	SUBSIDIZED LETTINGS	200	0	200	0	200	0	200	0	0
4350	PLAQUES PURCHASED	0	354	300	228	273	0	291	0	0
4355	MEMORIAL MAINTENANCE	2,500	350	2,500	205	2,500	0	2,500	0	0
4495	TFR FROM EARMARKED R	-7,500	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4888	O/S STAFF RCHG (TO 30/09/23)	58,930	19,561	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	12,023	4,210	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	18,288	18,288	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	12,407	10,393	13,475	4,928	13,475	0	13,823	0	0
4893	C/S O'HEAD RCHG	3,443	3,399	3,882	2,004	3,882	0	3,911	0	0
4894	GROUNDSTAFF RECHARGE	0	1,993	8,416	1,372	8,416	0	8,980	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	0	1,037	3,108	2,738	3,108	0	4,260	0	0
4896	MTCE STAFF RECHARGE	0	22,293	73,017	26,246	73,017	0	71,790	0	0
4897	MTCE O'HEAD RECHARGE	0	3,380	7,146	2,003	7,146	0	6,586	0	0
4899	DEPOT REALLOCATION	0	0	7,630	0	7,630	0	13,092	0	0
Overhead Expenditure		134,376	110,716	148,995	49,650	150,435	0	157,636	0	0
Movement to/(from) Gen Reserve		(111,101)	(68,314)	(117,106)	(26,414)	(114,534)		(120,234)		
302	<u>WINDRUSH CEMETERY</u>									
1100	BURIAL FEES	9,630	25,644	15,000	8,121	15,000	0	16,005	0	0
1101	GRANT OF RIGHTS	17,500	27,806	20,000	8,587	20,000	0	21,340	0	0
1102	INTERMENT OF ASHES	5,250	5,319	5,500	2,478	4,956	0	5,288	0	0
1105	MEMORIAL FEES	5,500	5,162	6,000	4,802	6,411	0	6,841	0	0
1106	MEMORIAL PLAQUES	100	0	0	0	0	0	0	0	0
Total Income		37,980	63,930	46,500	23,987	46,367	0	49,474	0	0
4001	SALARIES	11,970	12,227	12,541	4,356	13,720	0	14,639	0	0
4002	ER'S NIC	1,200	1,018	1,103	355	1,118	0	1,193	0	0
4003	ER'S SUPERANN	2,600	2,653	2,721	945	2,977	0	3,177	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4007	PROTECTIVE CLOTHING	100	0	0	0	0	0	0	0	0
4011	RATES	5,010	5,489	6,050	4,792	7,984	0	8,519	0	0
4012	WATER RATES	250	78	300	111	222	0	237	0	0
4014	ELECTRICITY	2,000	2,224	4,000	834	3,211	0	3,532	0	0
4016	CLEANING MATERIALS	30	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	1,000	660	1,000	364	728	0	777	0	0
4021	TELEPHONE/FAX	250	222	300	21	251	0	268	0	0
4025	INSURANCE	120	112	120	125	126	0	127	0	0
4036	PROPERTY MAINTENANCE	3,500	508	2,000	200	2,000	0	2,000	0	0
4037	GROUNDS MAINTENANCE	1,600	692	500	151	500	0	500	0	0
4038	OTHER MAINTENANCE	1,350	1,031	1,500	66	1,500	0	1,500	0	0
4041	EQUIPMENT HIRE	2,000	0	0	0	0	0	0	0	0
4042	EQUIPMENT	2,000	864	1,500	518	1,500	0	1,500	0	0
4046	SPORTS EQUIPMENT	0	29	0	0	0	0	0	0	0
4059	OTHER PROF FEES	8,000	1,650	1,000	0	1,000	0	1,000	0	0
4064	HEALTH & SAFETY	100	18	100	0	100	0	100	0	0
4350	PLAQUES PURCHASED	500	25	500	0	100	0	100	0	0
4355	MEMORIAL MAINTENANCE	2,000	0	2,000	343	2,000	0	2,000	0	0
4495	TFR FROM EARMARKED R	-8,000	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	105,943	29,283	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	21,615	6,718	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	6,456	6,456	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	12,407	10,393	13,475	4,928	13,475	0	13,823	0	0
4893	C/S O'HEAD RCHG	3,443	3,399	3,882	2,004	3,882	0	3,911	0	0

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Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4894	GROUNDS STAFF RECHARGE	0	1,993	8,416	488	8,416	0	8,980	0	0
4895	GROUNDS O'HEAD RECHARGE	0	1,037	3,108	930	3,108	0	4,260	0	0
4896	MTCE STAFF RECHARGE	0	20,695	131,269	22,481	131,269	0	129,064	0	0
4897	MTCE O'HEAD RECHARGE	0	3,080	12,848	1,725	12,848	0	11,841	0	0
4899	DEPOT REALLOCATION	0	0	13,718	0	13,718	0	23,537	0	0
Overhead Expenditure		187,444	112,554	223,981	45,739	225,783	0	236,615	0	0
Movement to/(from) Gen Reserve		<u>(149,464)</u>	<u>(48,625)</u>	<u>(177,481)</u>	<u>(21,752)</u>	<u>(179,416)</u>		<u>(187,141)</u>		
303	<u>CLOSED CH'YARDS ST MARYS/HOLY</u>									
4036	PROPERTY MAINTENANCE	11,000	7	11,000	0	13,500	0	16,000	0	0
4040	ARBORICULTURE	2,000	0	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	5,000	0	1,000	0	1,000	0	1,000	0	0
4355	MEMORIAL MAINTENANCE	0	3,326	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-13,500	0	0	0	0	0	0	0	0
Overhead Expenditure		4,500	3,333	13,000	0	15,500	0	18,000	0	0
Movement to/(from) Gen Reserve		<u>(4,500)</u>	<u>(3,333)</u>	<u>(13,000)</u>	<u>0</u>	<u>(15,500)</u>		<u>(18,000)</u>		
305	<u>ALLOTMENTS</u>									
4013	RENT PAID	0	0	125	0	125	0	125	0	0
4036	PROPERTY MAINTENANCE	500	363	500	490	500	0	500	0	0
4037	GROUNDS MAINTENANCE	500	0	500	0	500	0	500	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	959	3,976	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	196	887	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	1,486	1,486	0	0	0	0	0	0	0

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		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4892	C/S STAFF RCHG	3,102	2,598	3,369	1,232	3,369	0	3,456	0	0
4893	C/S O'HEAD RCHG	861	850	971	501	971	0	978	0	0
4896	MTCE STAFF RECHARGE	0	554	1,188	82	1,188	0	1,168	0	0
4897	MTCE O'HEAD RECHARGE	0	85	116	0	116	0	107	0	0
4899	DEPOT REALLOCATION	0	0	124	0	124	0	213	0	0
Overhead Expenditure		7,604	10,799	6,893	2,305	6,893	0	7,047	0	0
Movement to/(from) Gen Reserve		(7,604)	(10,799)	(6,893)	(2,305)	(6,893)		(7,047)		
401	<u>CIVIC ACTIVITIES</u>									
1099	MISCELLANEOUS INCOME	0	33	0	0	0	0	0	0	0
Total Income		0	33	0	0	0	0	0	0	0
4000	MAYORS ALLOWANCE	3,000	943	3,000	317	3,000	0	3,000	0	0
4150	CIVIC FUNCTIONS	2,500	1,266	2,000	117	2,000	0	2,000	0	0
4152	MAYOR'S CHAIN	300	100	300	0	300	0	300	0	0
4153	ANNUAL CIVIC AWARDS	200	0	200	0	200	0	200	0	0
4495	TFR FROM EARMARKED R	-500	0	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	33,086	27,715	35,934	10,893	35,934	0	36,861	0	0
4893	C/S O'HEAD RCHG	9,181	9,065	10,352	4,591	10,352	0	10,429	0	0
Overhead Expenditure		47,767	39,089	51,786	15,917	51,786	0	52,790	0	0
Movement to/(from) Gen Reserve		(47,767)	(39,056)	(51,786)	(15,917)	(51,786)		(52,790)		
402	<u>COMMUNITY INFRASTRUCTURE</u>									
1052	EXPENSES RECOVERED	0	0	0	1,252	1,252	0	1,336	0	0

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Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1170	GRANTS RECEIVED	0	3,345	0	4,020	4,020	0	0	0	0
1171	DONATIONS RECEIVED	1,000	1,667	0	2,300	3,550	0	1,334	0	0
Total Income		1,000	5,012	0	7,572	8,822	0	2,670	0	0
4013	RENT PAID	5	0	0	0	0	0	0	0	0
4014	ELECTRICITY	1,000	2,281	4,100	1,024	3,101	0	3,411	0	0
4017	CONTRACT CLEAN/WASTE	5,000	6,337	3,000	2,229	3,000	0	3,000	0	0
4025	INSURANCE	120	112	120	112	112	0	112	0	0
4035	BUS SHELTER MAINTENANCE	2,000	20	2,000	60	2,000	0	3,000	0	0
4036	PROPERTY MAINTENANCE	2,630	4,777	2,630	390	2,630	0	2,630	0	0
4037	GROUNDS MAINTENANCE	3,000	0	3,000	54	3,000	0	3,000	0	0
4038	OTHER MAINTENANCE	0	3	0	0	0	0	0	0	0
4039	HORTICULTURE	750	0	750	1,338	1,700	0	750	0	0
4040	ARBORICULTURE	35,480	11,943	20,000	13,920	20,000	0	20,000	0	0
4066	TREE REPLACEMENT	6,000	4,575	8,000	5,620	8,000	0	8,000	0	0
4067	Tree Survey	8,000	4,446	8,000	0	8,000	0	8,000	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	35,120	39,071	44,000	14,302	44,000	0	44,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	4,000	1,446	4,000	0	4,000	0	4,000	0	0
4200	STREET FURNITURE	1,000	2,170	1,000	4,381	4,600	0	5,000	0	0
4208	COVID-19 MEMORIAL	1,500	1,667	0	618	618	0	0	0	0
4210	CHURCH CLOCK	4,500	69	1,500	0	1,500	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	7,250	1,013	7,250	1,402	7,250	0	7,250	0	0
4495	TFR FROM EARMARKED R	-33,730	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	70,952	20,276	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	14,476	4,107	0	0	0	0	0	0	0

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	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4891 AGENCY R/C (TO 30/09/22)	81,866	81,866	0	0	0	0	0	0	0
4892 C/S STAFF RCHG	16,543	13,858	17,967	5,446	17,967	0	18,431	0	0
4893 C/S O'HEAD RCHG	4,590	4,532	5,176	2,296	5,176	0	5,214	0	0
4894 GROUNDS STAFF RECHARGE	0	16,736	70,697	15,120	70,697	0	75,434	0	0
4895 GROUNDS O'HEAD RECHARGE	0	8,716	26,103	30,612	26,103	0	35,779	0	0
4896 MTCE STAFF RECHARGE	0	36,136	87,913	43,496	87,913	0	86,436	0	0
4897 MTCE O'HEAD RECHARGE	0	5,511	8,604	3,377	8,604	0	7,929	0	0
4899 DEPOT REALLOCATION	0	0	9,187	0	9,187	0	15,763	0	0
4990 CONTRN TO CCTV SCH.	10,000	10,000	10,000	0	10,000	0	10,000	0	0
Overhead Expenditure	282,052	281,669	344,997	145,797	349,158	0	368,639	0	0
Movement to/(from) Gen Reserve	(281,052)	(276,657)	(344,997)	(138,225)	(340,336)		(365,969)		
403 PLANNING									
4892 C/S STAFF RCHG	22,747	19,054	24,705	7,489	24,705	0	25,342	0	0
4893 C/S O'HEAD RCHG	6,312	6,232	7,117	3,157	7,117	0	7,170	0	0
Overhead Expenditure	29,059	25,286	31,822	10,645	31,822	0	32,512	0	0
Movement to/(from) Gen Reserve	(29,059)	(25,286)	(31,822)	(10,645)	(31,822)		(32,512)		
407 GRANTS & DONATIONS									
4100 GRANTS GENERAL	23,740	5,703	20,000	12,110	20,000	0	20,000	0	0
4101 GRANT CAB	2,000	2,000	2,000	0	2,000	0	2,000	0	0
4105 XMAS LIGHTS, TREE & INFRASTRUC	0	-14,414	0	851	0	0	0	0	0
4107 Witney Dementia Alliance	1,000	0	1,000	0	1,000	0	1,000	0	0
4110 SUBSIDIZED LETTINGS	1,800	1,123	1,800	430	1,800	0	1,800	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4160	TOWN TWINNING	0	500	0	-500	0	0	0	0	0
4162	GRANT VOLUNTEER LINK-UP	2,000	2,000	2,000	0	2,000	0	2,000	0	0
4495	TFR FROM EARMARKED R	-11,240	0	0	0	0	0	0	0	0
	Overhead Expenditure	19,300	-3,087	26,800	12,891	26,800	0	26,800	0	0
	Movement to/(from) Gen Reserve	(19,300)	3,087	(26,800)	(12,891)	(26,800)		(26,800)		
408	<u>COMMUNITY ACTIVITIES</u>									
1052	EXPENSES RECOVERED	0	386	0	0	0	0	0	0	0
	Total Income	0	386	0	0	0	0	0	0	0
4001	SALARIES	0	2,234	4,778	2,170	4,581	0	4,888	0	0
4002	ER'S NIC	0	233	502	221	466	0	498	0	0
4003	ER'S SUPERANN	0	485	1,037	471	994	0	1,061	0	0
4103	GRANT YOUTH COUNCIL	500	0	500	0	500	0	500	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	4,100	4,100	4,500	2,100	4,200	0	4,500	0	0
4106	GRANT - PLAY DAY	1,000	1,000	1,000	1,000	1,000	0	1,000	0	0
4109	BLUE PLAQUES	1,000	300	0	0	0	0	0	0	0
4111	WATER SAFETY/EDUCATION	10,000	0	2,000	0	2,000	0	2,000	0	0
4112	GRANT - WITNEY TOWN BAND	660	660	750	660	660	0	660	0	0
4141	EVENTS	9,000	6,174	9,000	1,615	9,000	0	10,000	0	0
4145	HM QUEEN'S JUBILEE (2022)	3,000	2,092	0	744	744	0	0	0	0
4146	HM KING'S CORONATION (2023)	0	1,431	3,000	2,205	2,205	0	0	0	0
4148	D-Day 80th Anniversary comm'n	0	0	0	0	0	0	1,000	0	0
4160	TOWN TWINNING	500	0	500	0	500	0	500	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4161	TOWN TWINNING ROOM HIRE	500	0	500	0	500	0	500	0	0
4167	BUS SERVICE	21,000	21,000	21,000	10,500	21,000	0	21,000	0	0
4169	CHILDREN & YOUTH PROVISION	44,340	41,334	40,000	1,200	40,000	0	40,000	0	0
4170	ADVENT FAYRE	2,000	1,399	2,000	0	2,000	0	2,000	0	0
4495	TFR FROM EARMARKED R	-1,000	0	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	66,172	55,431	71,867	21,785	71,867	0	73,721	0	0
4893	C/S O'HEAD RCHG	18,362	18,129	20,704	9,183	20,704	0	20,857	0	0
Overhead Expenditure		181,134	156,002	183,638	53,854	182,921	0	184,685	0	0
Movement to/(from) Gen Reserve		(181,134)	(155,615)	(183,638)	(53,854)	(182,921)		(184,685)		
502	<u>TOWN HALL MAINTENANCE</u>									
1050	RENT RECEIVED	13,950	19,950	13,950	11,638	19,950	0	19,950	0	0
1052	EXPENSES RECOVERED	0	-109	0	0	0	0	0	0	0
Total Income		13,950	19,841	13,950	11,638	19,950	0	19,950	0	0
4013	RENT PAID	15,500	16,500	16,500	6,875	16,500	0	16,500	0	0
4014	ELECTRICITY	0	848	0	-848	0	0	0	0	0
4025	INSURANCE	925	934	1,000	1,085	1,086	0	1,087	0	0
4036	PROPERTY MAINTENANCE	4,500	4,323	6,500	5,796	6,500	0	4,500	0	0
4038	OTHER MAINTENANCE	2,000	1,776	2,000	401	2,000	0	2,000	0	0
4041	EQUIPMENT HIRE	2,000	594	1,000	375	1,000	0	1,000	0	0
4059	OTHER PROF FEES	2,500	0	2,500	0	2,500	0	2,500	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	1,031	3,141	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	210	1,378	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4892	C/S STAFF RCHG	4,136	3,464	4,492	1,362	4,492	0	4,608	0	0
4893	C/S O'HEAD RCHG	1,148	1,133	1,294	574	1,294	0	1,304	0	0
4896	MTCE STAFF RECHARGE	0	7,807	1,277	857	1,277	0	1,256	0	0
4897	MTCE O'HEAD RECHARGE	0	1,285	125	16	125	0	115	0	0
4899	DEPOT REALLOCATION	0	0	133	0	133	0	228	0	0
	Overhead Expenditure	33,950	43,185	36,821	16,494	36,907	0	35,098	0	0
	Movement to/(from) Gen Reserve	(20,000)	(23,344)	(22,871)	(4,856)	(16,957)		(15,148)		
503	<u>AGENCY SERVICES (TO 30/09/22)</u>									
4300	AGENCY MAINT'CE (TO 30/09/22)	198,257	198,257	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	-198,257	-198,257	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
505	<u>PRECEPT</u>									
1176	PRECEPT	1,829,398	1,829,398	1,861,708	1,861,708	1,861,708	0	0	0	0
	Total Income	1,829,398	1,829,398	1,861,708	1,861,708	1,861,708	0	0	0	0
	Movement to/(from) Gen Reserve	1,829,398	1,829,398	1,861,708	1,861,708	1,861,708		0		
506	<u>INTEREST RECEIVED</u>									
1190	INTEREST RECEIVED	2,500	23,207	36,000	18,822	69,183	0	60,000	0	0
	Total Income	2,500	23,207	36,000	18,822	69,183	0	60,000	0	0
4051	BANK CHARGES	2,000	2,581	3,000	1,587	3,174	0	3,387	0	0

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Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		2,000	2,581	3,000	1,587	3,174	0	3,387	0	0
Movement to/(from) Gen Reserve		500	20,626	33,000	17,234	66,009		56,613		
601	<u>WORKS DEPARTMENT (TO 30/09/22)</u>									
1099	MISCELLANEOUS INCOME	0	341	0	0	0	0	0	0	0
	Total Income	0	341	0	0	0	0	0	0	0
4001	SALARIES	97,515	97,515	0	0	0	0	0	0	0
4002	ER'S NIC	9,327	9,327	0	0	0	0	0	0	0
4003	ER'S SUPERANN	19,055	19,055	0	0	0	0	0	0	0
4007	PROTECTIVE CLOTHING	3,093	2,444	0	0	0	0	0	0	0
4008	TRAINING	5,178	4,957	0	0	0	0	0	0	0
4009	TRAVELLING	1,000	1,430	0	0	0	0	0	0	0
4014	ELECTRICITY	500	-756	0	0	0	0	0	0	0
4016	CLEANING MATERIALS	273	222	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	3,297	2,437	0	0	0	0	0	0	0
4021	TELEPHONE/FAX	1,253	1,029	0	0	0	0	0	0	0
4022	POSTAGE	0	0	0	50	0	0	0	0	0
4023	STATIONERY	29	29	0	0	0	0	0	0	0
4025	INSURANCE	120	0	0	0	0	0	0	0	0
4028	I.T.	750	330	0	0	0	0	0	0	0
4029	INTERVIEW EXPENSES	422	423	0	0	0	0	0	0	0
4030	RECRUITMENT ADVT'G	2,304	2,304	0	0	0	0	0	0	0
4036	PROPERTY MAINTENANCE	110	38	0	0	0	0	0	0	0

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Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4041	EQUIPMENT HIRE	612	527	0	0	0	0	0	0	0
4042	EQUIPMENT	1,469	1,469	0	0	0	0	0	0	0
4043	SMALL TOOLS & EQUIPT	923	662	0	0	0	0	0	0	0
4044	FUEL	3,250	2,124	0	0	0	0	0	0	0
4045	LICENCES	1,344	1,344	0	0	0	0	0	0	0
4050	VEHICLE MAINTENANCE	3,423	2,193	0	0	0	0	0	0	0
4052	VEHICLE INSURANCE	2,673	0	0	0	0	0	0	0	0
4064	HEALTH & SAFETY	85	85	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	3	3	0	0	0	0	0	0	0
4400	COVID-19 EXPENDITURE	0	370	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-2,175	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	-355,650	-125,896	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	-72,562	-31,158	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	20,679	8,017	0	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	5,738	1,993	0	0	0	0	0	0	0
	Overhead Expenditure	-245,962	2,515	0	50	0	0	0	0	0
	Movement to/(from) Gen Reserve	245,962	(2,175)	0	(50)	0		0		
602	<u>CENTRAL SUPPORT</u>									
1052	EXPENSES RECOVERED	0	-225	0	0	0	0	0	0	0
1099	MISCELLANEOUS INCOME	0	12	0	0	0	0	0	0	0
	Total Income	0	-213	0	0	0	0	0	0	0
4001	SALARIES	312,488	263,007	340,761	146,936	314,751	0	350,135	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002	ER'S NIC	33,280	26,866	34,467	14,248	30,870	0	35,042	0	0
4003	ER'S SUPERANN	67,809	56,568	73,944	31,088	67,505	0	75,566	0	0
4008	TRAINING	6,800	3,958	7,500	1,507	7,500	0	7,500	0	0
4009	TRAVELLING	3,500	366	1,500	142	1,500	0	1,500	0	0
4010	MISC STAFF COSTS	200	42	200	0	200	0	200	0	0
4011	RATES	21,530	18,463	21,000	11,169	18,613	0	19,860	0	0
4012	WATER RATES	450	283	550	241	431	0	460	0	0
4014	ELECTRICITY	8,000	9,355	24,000	4,155	13,184	0	14,502	0	0
4016	CLEANING MATERIALS	1,000	23	1,000	230	1,000	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	3,950	1,488	2,200	711	1,706	0	1,821	0	0
4018	PHOTOCOPIER COSTS	1,500	1,879	1,500	1,025	2,048	0	2,185	0	0
4020	COPIER RENTAL	4,200	0	4,000	0	4,000	0	4,000	0	0
4021	TELEPHONE/FAX	5,500	6,246	6,000	3,039	6,078	0	6,485	0	0
4022	POSTAGE	3,500	1,521	2,000	850	1,700	0	1,814	0	0
4023	STATIONERY	2,500	2,910	2,500	1,450	2,500	0	2,500	0	0
4024	SUBSCRIPTIONS	0	79	0	118	118	0	0	0	0
4025	INSURANCE	2,885	3,134	3,250	3,291	3,291	0	3,511	0	0
4026	BOOKS/PUBLICATIONS	300	140	300	35	300	0	300	0	0
4028	I.T.	12,750	15,659	18,000	14,428	20,000	0	21,340	0	0
4029	INTERVIEW EXPENSES	234	234	0	0	0	0	0	0	0
4030	RECRUITMENT ADVT'G	2,040	1,224	2,500	0	2,500	0	2,500	0	0
4036	PROPERTY MAINTENANCE	0	24	0	0	0	0	0	0	0
4038	OTHER MAINTENANCE	0	518	0	337	337	0	0	0	0
4042	EQUIPMENT	5,500	3,430	5,000	2,183	5,000	0	5,000	0	0

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		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4045	LICENCES	250	0	0	0	0	0	0	0	0
4054	INTERNAL AUDIT	2,300	1,920	2,300	0	2,300	0	2,300	0	0
4055	ACCOUNTANCY FEES	7,000	8,770	3,500	2,925	3,500	0	1,000	0	0
4059	OTHER PROF FEES	20,000	31,142	20,000	21,559	30,000	0	30,000	0	0
4064	HEALTH & SAFETY	250	18	250	0	250	0	250	0	0
4099	MISCELLANEOUS	45	14	50	0	50	0	50	0	0
4143	REFRESHMENT COSTS	300	251	300	116	300	0	300	0	0
4400	COVID-19 EXPENDITURE	100	0	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-4,050	0	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	-413,577	-346,441	-449,172	-142,047	-449,172	0	-460,761	0	0
4893	C/S O'HEAD RCHG	-114,760	-113,306	-129,400	-59,361	-129,400	0	-130,360	0	0
Overhead Expenditure		-2,226	-213	0	60,376	-37,040	0	0	0	0
Movement to/(from) Gen Reserve		2,226	0	0	(60,376)	37,040		0		
604	<u>WORKS DEPOT\VEH (FR. 01/10/22)</u>									
1099	MISCELLANEOUS INCOME	0	524	0	93	100	0	0	0	0
Total Income		0	524	0	93	100	0	0	0	0
4014	ELECTRICITY	0	7,433	4,000	10,402	20,166	0	22,127	0	0
4016	CLEANING MATERIALS	27	358	400	940	1,332	0	1,421	0	0
4017	CONTRACT CLEAN/WASTE	351	2,388	2,000	4,939	6,656	0	4,872	0	0
4021	TELEPHONE/FAX	747	2,111	2,250	1,401	2,802	0	2,990	0	0
4023	STATIONERY	121	0	150	0	50	0	150	0	0
4025	INSURANCE	0	272	250	141	141	0	141	0	0

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		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4028	I.T.	0	705	1,250	523	1,250	0	1,250	0	0
4036	PROPERTY MAINTENANCE	1,890	681	2,000	198	1,000	0	2,000	0	0
4038	OTHER MAINTENANCE	1,500	3,045	1,750	218	1,000	0	1,750	0	0
4041	EQUIPMENT HIRE	388	2,383	3,500	1,462	2,800	0	3,500	0	0
4042	EQUIPMENT	31	464	2,250	1,840	2,776	0	2,964	0	0
4043	SMALL TOOLS & EQUIPT	77	640	1,500	1,247	1,941	0	1,500	0	0
4044	FUEL	0	7,155	14,000	7,369	14,738	0	15,725	0	0
4045	LICENCES	156	605	2,000	1,425	2,694	0	2,874	0	0
4050	VEHICLE MAINTENANCE	1,577	6,094	5,000	10,966	15,368	0	12,000	0	0
4052	VEHICLE INSURANCE	327	2,673	3,500	2,727	2,727	0	3,500	0	0
4059	OTHER PROF FEES	0	2,319	0	0	0	0	0	0	0
4064	HEALTH & SAFETY	165	0	250	28	250	0	250	0	0
4099	MISCELLANEOUS	0	0	0	-51	0	0	0	0	0
4899	DEPOT REALLOCATION	0	0	-46,050	-11,663	-46,050	0	-79,013	0	0
Overhead Expenditure		7,357	39,325	0	34,112	31,641	0	1	0	0
Movement to/(from) Gen Reserve		(7,357)	(38,801)	0	(34,019)	(31,541)		(1)		
605	GENERAL MAINT. (FR.01/10/22)									
4001	SALARIES	172,485	101,179	326,143	122,800	270,678	0	329,013	0	0
4002	ER'S NIC	18,073	9,296	43,752	11,318	27,257	0	32,847	0	0
4003	ER'S SUPERANN	39,195	21,821	70,773	25,473	58,737	0	71,395	0	0
4007	PROTECTIVE CLOTHING	2,407	4,214	4,000	736	4,000	0	4,000	0	0
4008	TRAINING	822	1,420	6,000	571	6,000	0	6,000	0	0
4009	TRAVELLING	0	219	0	27	27	0	0	0	0

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		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4017	CONTRACT CLEAN/WASTE	352	0	4,000	0	0	0	0	0	0
4029	INTERVIEW EXPENSES	0	392	0	0	0	0	0	0	0
4030	RECRUITMENT ADVT'G	0	682	0	0	0	0	0	0	0
4040	ARBORICULTURE	350	0	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	147	0	200	0	200	0	200	0	0
4892	C/S STAFF RCHG	0	9,305	22,459	6,808	22,459	0	23,038	0	0
4893	C/S O'HEAD RCHG	0	3,672	6,470	2,870	6,470	0	6,518	0	0
4896	MTCE STAFF RECHARGE	0	-132,296	-440,668	-130,985	-440,668	0	-433,263	0	0
4897	MTCE O'HEAD RECHARGE	0	-19,905	-43,129	-10,705	-43,129	0	-39,748	0	0
	Overhead Expenditure	233,831	0	0	28,913	-87,969	0	0	0	0
	Movement to/(from) Gen Reserve	(233,831)	0	0	(28,913)	87,969		0		
606	<u>GROUNDS MAINT. (FR 01/10/22)</u>									
1099	MISCELLANEOUS INCOME	0	0	0	121	121	0	0	0	0
	Total Income	0	0	0	121	121	0	0	0	0
4001	SALARIES	0	30,620	128,859	23,702	73,387	0	142,859	0	0
4002	ER'S NIC	0	2,590	11,504	2,016	8,244	0	13,436	0	0
4003	ER'S SUPERANN	0	6,644	27,963	5,143	15,924	0	31,000	0	0
4007	PROTECTIVE CLOTHING	0	1,139	3,000	993	3,000	0	3,000	0	0
4008	TRAINING	0	492	4,500	1,694	4,500	0	4,500	0	0
4017	CONTRACT CLEAN/WASTE	0	1,557	4,000	2,008	4,016	0	4,285	0	0
4030	RECRUITMENT ADVT'G	0	942	500	0	0	0	500	0	0
4039	HORTICULTURE	0	6,524	45,000	43,995	53,470	0	57,052	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4062	SPORTS PITCH MATERIALS	0	10,093	5,000	2,474	7,500	0	8,003	0	0
4143	REFRESHMENT COSTS	0	0	150	0	150	0	160	0	0
4330	AGENCY CANCELLATION SAVINGS	105,547	0	0	0	0	0	0	0	0
4894	GROUNDSTAFF RECHARGE	0	-39,854	-168,326	-25,604	-168,326	0	-179,606	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	0	-20,748	-62,150	-47,956	-62,150	0	-85,189	0	0
	Overhead Expenditure	105,547	0	0	8,465	-60,285	0	0	0	0
	Movement to/(from) Gen Reserve	(105,547)	(0)	0	(8,344)	60,406		0		
700	<u>STRATEGIC PLANNING INITIATIVES</u>									
4892	C/S STAFF RCHG	31,018	25,983	33,688	10,212	33,688	0	34,557	0	0
4893	C/S O'HEAD RCHG	8,607	8,498	9,705	4,304	9,705	0	9,777	0	0
	Overhead Expenditure	39,625	34,481	43,393	14,516	43,393	0	44,334	0	0
	Movement to/(from) Gen Reserve	(39,625)	(34,481)	(43,393)	(14,516)	(43,393)		(44,334)		
701	<u>CORPORATE MANAGEMENT</u>									
4022	POSTAGE	300	128	300	0	150	0	300	0	0
4025	INSURANCE	2,105	2,082	2,225	1,982	1,982	0	2,114	0	0
4031	OTHER ADVERTISING	2,250	1,123	250	793	793	0	250	0	0
4057	AUDIT FEES	2,500	2,520	2,520	0	2,520	0	2,689	0	0
4250	BAD DEBTS	0	12,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-2,000	0	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	70,308	58,895	76,359	23,147	76,359	0	78,329	0	0
4893	C/S O'HEAD RCHG	19,509	19,262	21,998	9,757	21,998	0	22,161	0	0
	Overhead Expenditure	94,972	96,009	103,652	35,679	103,802	0	105,843	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(94,972)</u>	<u>(96,009)</u>	<u>(103,652)</u>	<u>(35,679)</u>	<u>(103,802)</u>		<u>(105,843)</u>		
702	<u>DEMOCRATIC REP'N & MGMT</u>									
4008	TRAINING	5,000	30	2,500	1,215	2,500	0	2,500	0	0
4024	SUBSCRIPTIONS	6,000	5,924	6,250	5,374	6,011	0	6,414	0	0
4028	I.T.	3,250	2,049	4,000	4,313	5,503	0	5,872	0	0
4034	NEWSLETTER	3,000	3,337	3,000	-500	-857	0	3,798	0	0
4120	ROOM HIRE/MEETING EXPS	2,000	2,520	2,250	671	1,151	0	2,863	0	0
4155	MODERN GOV/MTNG DIGITALISATION	7,605	8,556	9,500	0	0	0	10,137	0	0
4180	ELECTION EXPENSES	4,500	13,916	15,000	0	0	0	4,500	0	0
4495	TFR FROM EARMARKED R	-2,500	0	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	62,243	52,139	67,600	20,492	67,600	0	69,344	0	0
4893	C/S O'HEAD RCHG	17,271	17,053	19,474	8,638	19,474	0	19,618	0	0
Overhead Expenditure		<u>108,369</u>	<u>105,523</u>	<u>129,574</u>	<u>40,203</u>	<u>101,382</u>	<u>0</u>	<u>125,046</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(108,369)</u>	<u>(105,523)</u>	<u>(129,574)</u>	<u>(40,203)</u>	<u>(101,382)</u>		<u>(125,046)</u>		
800	<u>CAPITAL PROJECTS</u>									
1170	GRANTS RECEIVED	0	77,752	0	0	0	0	0	0	0
1175	ASSET DISPOSALS	0	1,500	0	0	0	0	0	0	0
Total Income		<u>0</u>	<u>79,252</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4291	HP CAPITAL REPAID	0	4,246	9,431	3,930	9,431	0	9,431	0	0
4295	HP INTEREST PAID	0	901	1,576	657	1,576	0	1,576	0	0
4490	CAP EXP FUNDED FROM RCP	-165,095	0	-79,500	0	-79,500	0	-79,500	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4491	TFR TO EARMARKED RES	79,500	0	79,500	0	79,500	0	79,500	0	0
4492	TFR TO RENEWALS FUND	3,595	0	28,149	0	28,149	0	28,149	0	0
4495	TFR FROM EARMARKED R	-42,000	0	-11,007	0	-11,007	0	-11,007	0	0
4902	CAP: REFURB C/EXCHANGE	0	83,246	0	2,046	0	0	0	0	0
4903	CAP: BURWELL HALL	12,000	0	0	0	0	0	0	0	0
4907	CAP: C/EX CINEMA EQPT	20,000	27,822	0	-286	0	0	0	0	0
4912	CAP: SPLASHPARK	0	0	0	14,900	0	0	0	0	0
4914	CAP: TH CEM ACCESS ROAD/SIGNAG	2,000	0	0	0	0	0	0	0	0
4918	CAP: BLDGS ENERGY EFFICIENCY	20,000	0	0	0	0	0	0	0	0
4919	CAP:LAKE & CNTRY PRK	5,000	0	0	1,924	0	0	0	0	0
4921	CAP:WWSG TENNIS COURTS	10,000	8,350	0	-1,250	0	0	0	0	0
4924	CAP: SKATE PARK REFURB	50,000	0	0	6,988	0	0	0	0	0
4931	CAP:STREET FURNITURE	0	2,636	0	0	0	0	0	0	0
4938	CAP:QURY RD PLAY EQUI 6-12 YR	5,000	3,771	0	0	0	0	0	0	0
4943	CAP: BURWELL CHANGING ROOMS	0	2,970	0	0	0	0	0	0	0
4962	CAP:COMPUTER/OFFICE EQUIP	0	4,105	0	0	0	0	0	0	0
4964	CAP:GROUNDS MTCE EQPT	111,381	180,335	0	9,948	0	0	0	0	0
4971	CAP: NEW VEHICLES	7,608	7,708	0	25,698	0	0	0	0	0
4975	CAP:TOWN HALL WORKS	0	13,444	0	0	0	0	0	0	0
4979	CAP:ALLOTMENTS	0	0	0	9,323	0	0	0	0	0
4991	CAP: WEST WITNEY SPORTS GROUND	0	7,154	0	3,060	0	0	0	0	0
4996	ASSETS FUNDED FROM GRANTS	0	2,000	0	0	0	0	0	0	0
Overhead Expenditure		118,989	348,688	28,149	76,937	28,149	0	28,149	0	0
Movement to/(from) Gen Reserve		(118,989)	(269,436)	(28,149)	(76,937)	(28,149)		(28,149)		

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Initial Revenue Budget Estimates for 2024-25 - Policy, Governance & Finance Committee

	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	2,128,626	2,335,184	2,249,010	2,123,656	2,375,184	0	516,344	0	0
Expenditure	2,183,382	2,117,448	2,343,138	1,027,492	2,217,322	0	2,446,674	0	0
Net Income over Expenditure	<u>-54,756</u>	<u>217,736</u>	<u>-94,128</u>	<u>1,096,164</u>	<u>157,862</u>	<u>0</u>	<u>-1,930,330</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	7,778	7,778	0	0	0	0
Movement to/(from) Gen Reserve	<u>(54,756)</u>	<u>217,736</u>	<u>(94,128)</u>	<u>1,103,942</u>	<u>165,640</u>		<u>(1,930,330)</u>		

WITNEY TOWN COUNCIL

SCHEDULE OF BURIAL CHARGES

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

1. Internments

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

2. Purchase of Exclusive Right of Burial

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

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

3. Use of Tower Hill Chapel (Includes VAT)

4. Memorials and Memorial Inscriptions

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

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

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

6. Transfer of Exclusive Right of Burial Deed

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

8. Administration Charge for Burial Searches

2022-23	2023-24 10% increase rounded	2024-25 6.7% increase rounded
no charge	no charge	no charge
£ 229.50	£ 252.50	£ 269.50
£ 340.00	£ 374.00	£ 399.00
£ 214.00	£ 235.50	£ 251.50
£ 674.50	£ 742.00	£ 791.50
£ 428.50	£ 471.50	£ 503.00
£ 149.50	£ 164.50	£ 175.50
£ 496.50	£ 546.00	£ 582.50
£ 186.50	£ 205.00	£ 218.50
£ 274.00	£ 301.50	£ 321.50
£ 549.00	£ 604.00	£ 644.50
£ 360.50	£ 396.50	£ 423.00
£ 199.00	£ 219.00	£ 233.50
£ 110.00	£ 121.00	£ 129.00
£ 57.50	£ 63.50	£ 68.00
£ 167.00	£ 183.50	£ 196.00
£ 144.00	£ 158.50	£ 169.00
£ 69.00	£ 76.00	£ 81.00
no charge	no charge	no charge
£ 26.00	£ 28.50	£ 30.50
£ 36.50	£ 40.00	£ 42.50
£ 110.00	£ 121.00	£ 129.00
£ 26.00	£ 28.50	£ 30.50

WITNEY TOWN COUNCIL

SCHEDULE OF PUBLIC HALL CHARGES

Corn Exchange (inclusive of VAT charged at standard rate of 20%)

The Main Hall - Weekday

	2022-23	2023-24 10% increase (rounded)	2024-25 6.7% increase (rounded)
Group 1 - Charity or local Organisation	£ 133.50	£ 147.00	£157.00
Group 2 - Non-Charitable Events	£ 197.00	£ 216.50	£231.00
Group 3 - Commercial and Sales	£ 313.50	£ 345.00	£368.00

The Main Hall - Weekend

Group 1 - Charity or local Organisation	£ 170.00	£ 187.00	£199.50
Group 2 - Non-Charitable Events	£ 256.00	£ 281.50	£300.50
Group 3 - Commercial and Sales	£ 405.50	£ 446.00	£476.00

The Gallery Room - Weekday

Group 1 - Charity or local Organisation	£ 58.50	£ 64.50	£69.00
Group 2 - Non-Charitable Events	£ 86.00	£ 94.50	£101.00
Group 3 - Commercial and Sales	£ 131.00	£ 144.00	£153.50

The Gallery Room - Weekend

Group 1 - Charity or local Organisation	£ 81.00	£ 89.00	£95.00
Group 2 - Non-Charitable Events	£ 112.50	£ 124.00	£132.50
Group 3 - Commercial and Sales	£ 149.00	£ 164.00	£175.00

Refundable Damage Deposit from £50 to £300

Burwell Hall (Charges exempt from VAT)

The Main Hall - Weekday

Group 1 - Charity or local Organisation	£ 48.00	£ 53.00	£56.50
Group 2 - Non-Charitable Events	£ 75.50	£ 83.00	£88.50
Group 3 - Commercial and Sales	£ 97.00	£ 106.50	£113.50

The Main Hall - Weekend

Group 1 - Charity or local Organisation	£ 69.50	£ 76.50	£81.50
Group 2 - Non-Charitable Events	£ 107.00	£ 117.50	£125.50
Group 3 - Commercial and Sales	£ 138.50	£ 152.50	£162.50

The Meeting Room - Weekday

Group 1 - Charity or local Organisation	£ 32.00	£ 35.00	£37.50
Group 2 - Non-Charitable Events	£ 43.00	£ 47.50	£50.50
Group 3 - Commercial and Sales	£ 53.50	£ 59.00	£63.00

The Meeting Room - Weekend

Group 1 - Charity or local Organisation	£ 43.00	£ 47.50	£50.50
Group 2 - Non-Charitable Events	£ 59.00	£ 65.00	£69.50
Group 3 - Commercial and Sales	£ 80.00	£ 88.00	£94.00

Refundable Damage Deposit from £50 to £250

Wedding Charges - Corn Exchange Only (inclusive of VAT)

The Gallery Room (Ceremony - 2 hours)	£ 245.50	£ 270.00	£288.00
The Main Hall (Ceremony - 2 hours)	£ 336.50	£ 370.00	£395.00

The Gallery Room (Exclusive Use of building - 2 hours)	£ 421.50	£ 463.50	£494.50
The Main Hall (Exclusive Use of building - 2 hours)	£ 421.50	£ 463.50	£494.50

All day (Exclusive Use of building)	£ 1,045.50	£ 1,150.00	£1,227.00
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Equipment Hire (Per Session, inclusive of VAT))

Projector & Screen	£ 10.50	£ 11.50	£12.50
Flipchart	£ 5.00	£ 5.50	£6.00
Moving/Extending Stage	£ 31.00	£ 34.00	£36.50
Kitchen Use	£ 10.50	£ 11.50	£12.50
Additional hire for running over session time (per hour)	£ 26.00	£ 28.50	£30.50

(if over 2 hours a full 4 hour session charge will be applied)

WITNEY TOWN COUNCIL

Draft presented to P&R 30/10/23

SCHEDULE OF RECREATIONAL CHARGES EFFECTIVE FROM 1ST APRIL 2024	2022-23 INC VAT	2023-24 * 10% rounded but no VAT	2024-25 6.7% rounded
CRICKET			
ADULTS	£ 71.50	£ 65.50	£ 70.00
JUNIOR TEAMS (UNDER 16)	£ 36.50	£ 33.50	£ 36.00
BOWLS			£ -
GREEN FEES PER HOUR PER PERSON	£ 5.50	£ 5.00	£ 5.50
WOODS - HIRE OF PAIR PER HOUR	£ 3.00	£ 3.00	£ 3.50
SEASON TICKETS	£ 93.00	£ 85.50	£ 91.50
TENNIS - Premier Tennis			
MINI GOLF - Premier Tennis			
PAVILLION HIRE - Premier Tennis			
CHANGING ROOMS - The Leys	£ 38.50	£ 35.50	£ 37.90
FOOTBALL			
ADULTS/OVER 16'S	£ 66.50	£ 61.00	£ 65.00
JUNIOR TEAMS (UNDER 16)	£ 33.00	£ 30.50	£ 32.50
MINI TEAMS (UNDER 10) SMALL PITCHES ONLY	£ 22.50	£ 20.50	£ 22.00
HARDCOURT PLAY AREA - BURWELL - LIGHTING CHANGE	£ 27.50	£ 25.00	£ 27.00
DEPOSIT FOR HIRE OF EQUIPMENT	£ 10.50	£ 9.50	£ 10.00
THESE CHARGES WILL BE REVIEWED FOR THE 2024/25 SEASON			
WITNEY TOWN COUNCIL			
SCHEDULE OF RECREATIONAL CHARGES EFFECTIVE FROM 1ST APRIL 2024			10% 6.7% rounded
CLUBS AND COMMERCIAL USE			
WEST WITNEY TENNIS CLUB **	£ 4,520.00	£ 4,970.00	£ 5,300.00
WEST WITNEY BOWLS CLUB (3 RINKS)	£ 2,770.00	£ 3,050.00	£ 3,250.00
WITNEY MILLS BOWLS CLUB (3 RINKS)	£ 2,770.00	£ 3,050.00	£ 3,250.00
PROJECTILE RANGE CONSORTIUM	£ 2,650.00	£ 2,915.00	£ 3,110.00
WITNEY TOWN BOWLS CLUB (5 RINKS)	£ 4,620.00	£ 5,080.00	£ 5,420.00
MINOR FAIRS			
CIRCUS AND SIMILAR PERFORMANCES	by negotiation	by negotiation	by negotiation
HORSE SHOWS AND GYMKHANAS			
WITNEY FEAST			
PARK HIRE - PER ACRE (FOOTBALL PITCH SIZE) FOR COMMUNITY AND REGISTERED CHARITY			
The Leys -EVENTS - SMALLER AREAS PRO RATA	£ 167.50	£ 184.50	£ 197.00
All other areas - EVENTS - SMALLER AREAS PRO RATA	£ 74.50	£ 82.00	£ 87.50
WITNEY LAKE - FISHING RIGHTS (WITNEY ANGLING SOCIETY) ***	£ 834.00	£ 917.50	£ 1,200.00
WINDRUSH RIVER - FISHING RIGHTS (NEWLAND ANGLING CLUB)	£ 618.00	£ 680.00	N/A

NOTES:

* VAT N/A on sports hire

** Negotiating Lease

*** Fishing season extended to 11 months

Agenda Item 15

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 20 November 2023

Title: Financial Matters referred from Spending Committees

Contact Officer: Deputy Town Clerk

Background

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

Current Situation

Parks & Recreation – 30 October 2023

There were no financial implications from decisions made at this meeting for the current fiscal year.

Halls, Cemeteries & Allotments – 6 November 2023

There were no financial implications from decisions made at this meeting for the current fiscal year.

Stronger Communities – 13 November 2023

Youth Council reformation – the Committee asked for further information on training workshops provided by the British Youth Council for young Councillors. Information is provided as Appendices A&B. Officers are awaiting further clarification on the prices.

2024/25 budget considerations are not included within this report which focuses on spending in the current fiscal year.

Environmental impact

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

Risk

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

All 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 implication

The report forms part of the Council's mechanisms for budgetary control. Specific financial implications are detailed.

- The cost of training by the British Youth Council is not budgeted for in the current fiscal year. Members may like to request further funding from the 2024/25 budget (from April 2024).

Recommendations

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

- Agreeing the recommendations of the spending committees as detailed above.

Agenda Item 16

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 20 November 2023

Title: Annual Grants

Contact Officer: Deputy Town Clerk

Background

In addition to a discretionary grants budget which is dispersed bi-annually in June and January, the Council holds specific budgets for certain groups or organisations in Witney.

These organisations are able to request annual amounts for the services or events they provide the town council and the town in general.

Current Situation

The following organisations have specific budgets for annual grants which have not yet been released in the current fiscal year:

Witney & District Twinning Association

£500 is held as an annual town council contribution towards the association.

Volunteer Link Up

£2,000 is held to assist in providing a valuable service in Witney. This was raised from £500 in 2022/23 following a request from the organisation.

Witney & District Museum

£500 is funded from the discretionary grants fund. There was agreement in 2022/23 that this should be an annual grant to help towards the running of this valuable historical service.

Citizens Advice West Oxfordshire

£2,000 is held to financially assist West Oxfordshire Citizens Advice. A recent newsletter updating on the work of CABWO is attached as **Appendix A**.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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 implication

The above annual grants can be funded from their allocated budget lines:

4160/408	Witney Twinning Association	£500
4101/407	Citizens Advice West Oxon	£2,000
4162/407	Volunteer Link Up	£2,000
4100/407	Witney Museum	£500

Grants to the Witney Twinning Association, Volunteer Link Up and Witney Museum can be provided under the General Power of Competence. The power to grant support to Citizens Advice West Oxon can be made under Section 142 of the Local Government Act 1972.

Recommendations

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

1. Whether to provide annual grants as outlined and budgeted for, subject to a written request.

Agenda Item 18

By virtue of the Public Bodies (Admission to Meetings) Act 1960 s1

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