

Public Document Pack

Policy, Governance & Finance

Committee Meeting of Witney Town Council



Monday, 22nd July, 2024 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 and D Newcombe (and all other Town Councillors for information).

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

Admission to Meetings

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

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the 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(d)(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 4 - 13)

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meeting held on 10 June 2024 (enclosed)
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

4. **Public Participation**

The meeting will adjourn for this item.

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

5. **Resident's Satisfaction Survey Results** (Pages 14 - 19)

To receive and consider the report of the Deputy Town Clerk concerning the results of the annual satisfaction survey which took place earlier in the year.

Policy & Governance

6. **Payment of Accounts** (Pages 20 - 45)

To receive and consider the schedule of accounts paid and bank reconciliations from the Responsible Financial Officer (RFO).

Finance

7. **Finance Report** (To Follow)

To receive and consider the report of the Responsible Financial Officer (R.F.O).

8. **Financial Matters referred from Spending Committees** (Pages 46 - 48)

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

9. **Grants & Subsidised Lettings** (Pages 49 - 75)

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

10. **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

11. **Corn Exchange - 1863 Café & Bar Stocktake** (Pages 76 - 87)

To receive the most recent stocktake report for the 1863 Bar & Café.

12. **Property, Legal & Insurance Matters** (Pages 88 - 93)

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

13. **Major Strategic Projects** (Pages 94 - 96)

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

14. **Staffing Matters**

To receive the minutes of the Personnel Sub-Committee held on 9 July 2024 (circulated under separate cover) and agree any recommendations contained therein.



Town Clerk

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

Held on Monday, 10 June 2024

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

Present:

Councillor J Aitman (Chair)

Councillors:	R Crouch	L Cherry
	O Collins	D Newcombe
	R Smith	D Edwards-Hughes (In place of J
	A Bailey	Doughty)
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
	Sharon Groth	Town Clerk
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
Others:	Nine members of the public. Councillor James Robertshaw	

F308 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Doughty, Councillor D Edwards-Hughes attended as a substitute.

F309 DECLARATIONS OF INTEREST

Councillor O Collins declared a personal, non-pecuniary interest in Agenda Item 8 – Mayor Tree Policy owing to him being the current and previous years Mayor

Councillor Collins further declared a personal, non-pecuniary interest in Agenda Item 13 – Subsidised Letting owing to one of the subsidised letting requests being for the Mayoral Charity events for the municipal year.

There were no other declarations from Members or Officers

F310 ELECTION OF VICE-CHAIR

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

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

Resolved:

That, Councillor Rachel Crouch be elected Vice-Chair of the Committee for the 2024/25 municipal year.

F311 MINUTES

The minutes of the Policy Governance & Finance Committee meeting held on 25 March 2024 were received.

F167 – The Mayor advised that he had received thanks from Witney Photo Group for the subsidised use of the Corn Exchange.

Resolved:

That, the minutes of the Policy Governance & Finance Committee meeting held on 25 March 2024 be approved as a correct record of the meetings and be signed by the Chair.

F312 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The Committee received representations from representatives of Windrush School, 1st Witney Rangers, Lowland Resue Oxford and Be Free Young Carers all concerning their respective grant applications to be discussed under Agenda Item 13.

The Committee reconvened.

F313 COMMITTEE OBJECTIVES & WORK PROGRAMME FOR THE MUNICIPAL YEAR

The Committee received the detailed report of the Town Clerk/CEO along with a verbal update concerning the Committee Objectives & Work Plan for 2024/25.

The Town Clerk/CEO explained that some of the objectives listed in her report overlapped with other Committee's objectives however, due to the financial, legal or policy nature they also appeared on this Committee plan.

The Chair offered thanks on the comprehensive update on projects and noted the Council was doing a huge amount and was constantly doing more and more for the town and residents.

Members were disappointed to note that the Community Ownership Fund was on hold due to the general election and the impact this would have on the Council and its plans for the West Witney Sports & Social Club development. A Member proposed that the Council write to both the Labour and Conservative House of Lords leaders to make the request that the fund is reopened as soon as possible.

Resolved:

1. That, the Committee Objectives & Work Plan for 2024/25 be noted and,
2. That, the Town Clerk/CEO write on behalf of the Council to the Lords leaders in respect to the suspended Community Ownership Fund.

F314 **TREE POLICY REVIEW**

Members received and considered the updated Tree policy; the Head of Estates & Operations advised that the policy will be further updated with Bio-Diversity net gain details and a tree planting policy in the future.

He also advised that though Witney Town Council were responsible for 9,000 trees and there were many more around the town that fell under the responsibility of Oxfordshire County Council, West Oxfordshire District Council, as well as those with private or no known owner; hence there was a need for a robust Tree Policy so as not to put a financial burden on the Council.

Resolved:

1. That, the verbal update be noted and,
2. That, the updated Tree Policy as presented be adopted.

F315 **MAYOR'S TREE PLANTING POLICY**

The Committee received the joint report of the Deputy Town Clerk and Operations Manager regarding the Mayoral Tree Planting Policy.

The Deputy Town Clerk explained that a review of the policy was necessary following approaches from ex-mayor's families as some of the dedicated trees had fallen into poor health or died.

Following consideration, a vote on whether to continue the planting of an annual mayoral tree was taken with the result being six members in favour and one against.

Members agreed that any planting should be in conjunction with the forthcoming tree planting policy and that the tradition of dedicating a tree should be retained, though this could also be extended to a Bench or Shrub if preferred by the incumbent Mayor.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the Council continue with planting a tree, shrub or erection of a bench for each Mayor, with a preference for that Mayors electoral ward being chosen and,
3. That, trees that are currently deceased or unhealthy should be replaced, their locations being deferred to Officers to arrange suitable locations and,
4. That, it be deferred to Officers to decide if any future damaged or unhealthy tree should be replaced.
5. That, further information on planting sites is considered/included in the Council's tree planting policy.

(Cllr D Edwards-Hughes left the meeting at 7:09pm , rejoining at 7:11pm)

also

(Cllr L Cherry left the meeting at 7:17pm and returned at 7:19pm)

F316 **ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24**

The Council received the report of the Responsible Financial Officer (RFO) concerning the Annual Governance & Accountability Return (AGAR) 2023/24 under its obligations of the Accounts & Audit (England) Regulations 2015 along with the final report of the Council's independent Internal Auditor.

The RFO outlined the historical changes to the Audit practice and pointed out that Members took a collective responsibility for ensuring there was a sound system of internal control in order to agree.

It was proposed by Cllr Smith, seconded by Cllr Cherry that questions 1 to 8 be answered "yes" and question 9 answered "Not Applicable" in Section 1 – Annual Governance Statement and that the statement be agreed and recommended for signing at Full Council on 17 June. All Members were in agreement.

It was further proposed by Cllr Smith, seconded by Cllr Cherry that the Accounting Statement which formed section 2 be recommended to Full Council for agreement and adoption. All Members were in agreement

The RFO advised that the remainder of the report was for information; Section 3 would be submitted to the External Auditor with supporting information and would be an analytical review concentrating on variances year on year, or above a certain percentage. The general public would have the right to inspection of the documents which would be published following adoption.

Lastly, it was proposed by Cllr Crouch, seconded by Cllr Edwards-Hughes that the Annual Internal Audit Report be approved, all members were in agreement (excluding Cllr Cherry who had briefly left the meeting)

The Leader of the Council thanked officers, particularly the RFO for their diligence in presenting the information in such an understandable format.

Recommended:

1. That, the report and verbal updates be noted and,
2. That, the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2024 be approved, and formally adopted by the Council and,
3. That, the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2024 be approved, and formally adopted by the Council and,
4. That, in light of the above the Annual Governance & Accountability Return (AGAR) for 2023/24 be formally agreed and adopted by the Council and,
5. That, the internal Audit report for 2023/24 be approved and,
6. That, the draft notice advertising electors rights for 2023/24 be noted.

F317 FINANCE REPORT

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets for the Council which along with details of the investment activity for 2023/24.

The RFO advised that regarding the management accounts, only a small amount of work remained outstanding before the financial end of year could be completed, this being to deal with the earmarked reserve movements. However, all income and expenditure had been allocated.

Members considered continuation of the membership to Co-operative Councils Innovation Network (CCIN) and felt that this membership, which had previously been provided free, had not been fully utilised. The Town Clerk/CEO expressed her opinion that membership was more beneficial to Members rather than Officers and was aimed more at District and County Council level.

It was proposed by Cllr Bailey, seconded by Cllr Edwards-Hughes that the Council continue with membership for one year with an evaluation review to be carried out as it its benefit at the end of the 2024 membership year. All Members were in agreement and suggested Committee Chairs could also consider the work of their committees for future case studies.

In respect to the recommendation contained in the report it was:

- Proposed by Cllr Bailey and Seconded by Cllr Crouch that the Management Accounts to 31 March 2024 be noted and approved.
- Proposed by Cllr Cherry and Seconded by Cllr Bailey that the update on Investment Returns report be noted and approved.
- Proposed by Cllr Smith and Seconded by Cllr Crouch that the Investment Activity report for 2023-24 be noted and approved

All Members were in favour of the three proposals.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the management accounts to 31 March 2024 be approved and,
3. That, the update on Investment Returns report be noted and approved and,
4. That the Investment Activity report for 2023-24 be noted and approved and,
5. That, the Council renew its membership of the Co-operative Councils Innovation Network for a further year with a review to be carried out at the end of the 2024 membership year.

F318 PAYMENT OF ACCOUNTS

The Committee received the report of the Responsible Financial Officer with the accompanying payment schedules, bank statements and reconciliations.

Officers pointed out that due to the financial year end, the schedules were slightly further behind than they would normally be, due to the technicalities of the accounting system, but this would be rectified at the next meeting.

Resolved:

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

Payment reference/ Cheque Numbers	In the sum of:	Account
Cheques 101236-101238, DDs and Standing Orders February 2024 – net excluding transfers from BPA	£572,799.32	General CB 1
Cheques 34533-34588 (cheques 34573-34588 voided), DDs and Standing Orders February 2024	£183,909.39	Imprest CB 2
Cheques 101239-101240, DDs and Standing Orders February 2024 – net excluding transfers from BPA	£121,398.08	General CB 1
Cheques 34589- 34677, DDs and Standing Orders February 2024	£210,061.66	Imprest CB 2

(Cllr Bailey left the meeting at 7:40pm and returned at 7:42pm)

F319 FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES

The Committee received the report of the Deputy Town Clerk outlining the financial implications pertaining to recommendations of the Council's spending Committees.

No questions arose.

Resolved:

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

F320 SUSPENSION OF STANDING ORDER 48 A

Resolved

That Standing Order 48a) be suspended in order to allow the meeting to continue as it had now lasted for two hours.

F321 GRANTS & SUBSIDISED LETTINGS

The Committee received and considered the report of the Deputy Town Clerk detailing requests for the award of Grants and Subsidised lettings.

Discretionary Grants

Members had heard earlier in the meeting during Public Participation from the representatives of Windrush School, 1st Witney Rangers, Lowland Resue Oxford and Be Free Young Carers concerning their respective grant applications.

Prior to the Committee considering Discretionary Grant Applications for the 2024/25 financial year the Leader of the Council reminded members of the amount of Grant funding that remained in the budget (£17,000) and that a further grant window would open in January 2025, therefore it would be necessary to view the grant requests with this in mind.

Windrush School – Members felt that rather than fund a salary, they preferred to fund equipment or training to existing staff to help with the needs of the children up to the value of £1,000. Therefore, they made no official award and asked that Officers request that the school submit a revised request should they wish.

1st Witney Rangers Girl Guides – It was proposed by Cllr Cherry and seconded by Cllr Edwards-Hughes that the award be increased to £1,000. Members were unanimous in support for the social value the opportunity the request would provide for young people. Members also asked Officers to make offer of the Council's Halls to the group to host fundraising events so that they may be considered for subsidised lets.

Lowland Rescue Oxford– It was proposed by Cllr Bailey, seconded by Cllr Crouch that an award of £2,500 be made. Members were unanimous in support and thanked the group for what they did, particularly recently in Witney.

Be Free Young Carers – Members considered the reach of the group which was intended to cover the whole West Oxfordshire area. They agreed that as Witney held approx. 40% of the young people in the district then the award should reflect that data. Members were unanimous in their agreement to award £2,000. Members also requested that the council write to the Witney schools to highlight the award and encourage them to engage with the group.

A Member raised and it was agreed by the Committee that it was clear from all four applications received and the representations given, that Mental Health featured in all which is a representation of the pressures that all sections of society were facing.

Subsidised Lettings

The Committee was unanimously in agreement for the request from the Mayor of Witney for subsidised letting of the town council halls totalling approx. £300 to support his charity fundraising efforts in 2024/25.*(The mayor having removed himself from the meeting whilst the item was considered)*

Members also considered additional subsidised letting for Witney Fairtrade Action Group, Witney Traffic Advisory Committee, CoHSAT and Oxfordshire County Council these were unanimously approved.

Other Grants

The Committee considered an extra ordinary grant award for Witney Town Band which was agreed unanimously approved. The Committee asked Officers to extend the offer of free use of The Leys or Corn Exchange for the Band to use for a future fundraising event following an update from the Deputy Town Clerk to advise that their fund reserves were low. A Member also asked that if they knew of any opportunities at which the Band could play for a fee that they should be forwarded to the Band.

Members considered the draft policy criteria for the Council's 50th Anniversary Grants. The Committee agreed to delegate to Officers in conjunction of the Chair of the Committee for

agreement of these small awards. They also asked that a photo of how the individual grant awards were spent so that these may be used to publicise the grant scheme.

Finally, Members were pleased to receive correspondence from Witney Day Centre, West Oxfordshire Citizen Advice and West Oxfordshire Community Transport for the grant awards they had previously received.

Resolved:

1. That, the report be noted and,
2. That, Windrush School be contacted, and a revised grant application be requested for Play Therapy equipment and,
3. That, the sum of £1,000, be awarded to 1st Witney Rangers Girl Guides and,
4. That, the sum of £2,500, be awarded to Lowland Rescue Oxford and,
5. That, the sum of £2,000, be awarded to Be Free Young Carers and,
6. That, the subsidised lettings applications for Witney Fairtrade Action Group (£199.50), Mayor of Witney (approx. £300), Witney Traffic Advisory Committee (£78.50), CoHSAT (£157) and Oxfordshire County Council (Lettings discounted by approx. 48%) be approved and,
7. That, the extra-ordinary grant of £1,000 be approved for Witney Town Band and,
8. That, the Councils 50th Anniversary Grant Aid policy be approved and,
9. That, the awarding of the 50th Anniversary Grant Scheme be delegated to Officers in conjunction with the Chair of the Policy, Governance & Finance Committee and,
10. That, all grants be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in their promotional literature and provide pictorial evidence of their spending and,
11. That, the correspondence from Witney Day Centre, West Oxfordshire Citizen Advice and West Oxfordshire Community Transport be noted.

(Cllr Cherry left the meeting immediately following the awarding of Discretionary Grants at 8:10pm and therefore did not take part in the discussion or agreement of the Subsidised Lettings or Other Grants)

F322 SUBSCRIPTION OPPORTUNITY - SAFER ROADS STRONGER COMMUNITIES

The Committee received and considered the request to subscribe to the Safer Roads Stronger Communities initiative.

Members agreed that the work was a duplication of the Witney Traffic Advisory Committee that the Council already facilitated and therefore agreed, unanimously to not join the initiative at this time.

Resolved:

That, the correspondence be noted.

F323 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.

F324 CHRISTMAS LIGHTS TENDER EVALUATION

The Committee received the confidential report of the Head of Estates & Operations along with a verbal update and a visual presentation provided by the successful contractor.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the award of the contract be made in open session after the conclusion of the confidential session.

F325 PROPERTY & LEGAL MATTERS

The Committee received the confidential report of the Town Clerk/CEO.

As well as the written report, the Town Clerk/CEO gave a verbal update on Deer Park & Ralegh Crescent Training Pitches, Madley Park Pitches, Windrush Place Pavilion, Pitches and Play Zone/MUGA and the prospective 3G pitch.

The report also contained updates on Leases with third parties including Courtside CIC, West Witney Sports & Social Club, Madley Park Hall Trust and the Witney Allotment Association.

Members were pleased to see the details of the lease agreement with Witney Lawn Tennis Club and hear of the advantages this has to both the Council and the Tennis Club.

An update was also provided on other legal matters including the Council's Temporary Welfare Units at West Witney Sports and Social Club and the Windrush Place Adventure Play and Ralegh Crescent MUGA/MUSA.

A summary was provided to the Committee of Insurance Claims involving the Council that are currently being dealt with.

Finally, the Town Clerk/CEO provided details of an offer to purchase land had been made to the Council. The Committee agreed with the Town Clerk/CEO pursuing this further.

Resolved:

1. That, the confidential report be noted and,
2. That, the offer of land be pursued further by the Town Clerk/CEO to establish more information.

F326 STAFFING MATTERS

The Committee received the minutes of the Personnel Sub Committee meeting held on 3 June 2024.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee meeting held on 3 June 2024, and the recommendations contained therein be approved.

F327 REVERT TO OPEN SESSION

Following the completion of the closed session to consider confidential matters the Committee reverted back to open session to formally award the Christmas lights tender.

F328 CHRISTMAS LIGHTS CONTRACT 2024-2027

Members were pleased to hear and see of the advances in lighting that would be part of the agreed contract.

It was proposed by Cllr Collins seconded by Cllr Edwards-Hughes that the contract be awarded to LITE (Lighting and Illumination Technology Experience Limited). All members were in agreement.

Resolved.

That, the Christmas Light Contract be awarded to LITE (Lighting and Illumination Technology Experience Limited for 3 years from 2024 to 2027 subject to necessary checks and contractual legislation. The whole life cost of the awarded contract being £133,467.

The meeting closed at: 8.40 pm

Chair

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 July 2024

Title: Resident's Satisfaction Survey Results

Contact Officer: Deputy Town Clerk

Background

The purpose of this report is to provide Members with details of residents' satisfaction on services provided by the Council from an annual survey conducted during February-May.

The survey was sent to every household in the post and was promoted online via social media and in the local secondary schools; 443 responses were received in total.

While the number of responses is a very small percentage of the population, the results are still an important resource in advising the Council in which areas projects, communications, and future spending should be considered.

Current Situation

Results on services under the remits of specific Committees have been considered individually during this Committee cycle.

The following table shows how the services scored overall in the survey (with percentages rounded).

As a comparison, the figures/percentages from the previous two years surveys are included. It should be noted that in 2022 there was no n/a option available which is why the figures are vastly different from the last two years.

The combined percentage figure gives an overall satisfactory/good/excellent scoring for each service.

In addition to the results above, the survey also welcomes specific comments, all of which relating to this Committee can be seen below the table. Also listed are miscellaneous comments which refer to services provided by other Councils or Authorities.

Service	Year	Excellent	Good	Satisfactory	% comb	Poor	n/a	Resp
Recreation Grounds/Play Areas/ Open Spaces	2024	7.5% (33)	48% (207)	19% (82)	74.5%	10.5% (45)	15% (65)	432
	2023	12.5% (27)	40% (86)	24% (52)	76.5%	7.5% (16)	16% (34)	215
	2022	17.5% (51)	51.5% (151)	23.5% (69)	92.5%	7.5% (22)	n/a	293
The Leys Splash & Adventure Parks	2024	11% (48)	27% (117)	20% (87)	58.0%	11.0% (48)	31% (134)	434
	2023	11% (23)	31% (66)	11% (24)	53.0%	7.0% (15)	40% (86)	214
	2022	21.5% (60)	46% (129)	25% (70)	92.5%	7.5% (19)	n/a	278
Cemeteries	2024	13% (57)	36% (156)	15.5% (67)	64.5%	5.5% (24)	30% (129)	433
	2023	17.5% (37)	29.5% (63)	11.5% (25)	58.5%	2.5% (6)	39% (83)	214
	2022	20.5% (55)	52% (140)	25% (67)	97.5%	2.5% (7)	n/a	269
Public Halls Corn Exchange	2024	18% (77)	31% (135)	16% (69)	65.0%	4.5% (20)	30.5% (133)	434
	2023	30% (63)	37% (78)	11% (23)	78.0%	2% (4)	20.5% (43)	211
	2022	23% (65)	49% (137)	24% (68)	96.0%	4% (11)	n/a	281
Public Halls Burwell Hall	2024	5.5% (23)	22% (96)	13.5% (58)	74.0%	3.5% (15)	55.5% (242)	434
	2023	7.5% (16)	20.5% (43)	10.5% (22)	38.5%	4% (8)	57.5% (122)	211
	2022	10% (23)	49.5% (115)	34.5% (80)	94.0%	6% (14)	n/a	232
Floral Displays (including Hanging Baskets)	2024	21.5% (92)	35.5% (153)	24.5% (107)	81.5%	9% (40)	9.5% (42)	434
	2023	37% (80)	39% (85)	18% (39)	94.0%	4.5% (10)	1.5% (3)	217
	2022	43.5% (130)	37.5% (112)	14.5% (44)	95.5%	4.5% (13)	n/a	299
Street Furniture (bins/benches/bus shelters)	2024	7.5% (32)	36.5% (158)	32.5% (141)	76.5%	19.5% (84)	4% (17)	432
	2023	8% (17)	33.5% (73)	32.5% (71)	74.0%	24.5% (54)	1.5% (4)	219
	2022	10% (30)	41% (123)	33% (100)	84.0%	16% (49)	n/a	302
Christmas Lights Display	2024	33.5% (146)	36.5% (160)	16.5% (72)	86.5%	10% (43)	3.5% (16)	437
	2023	35% (76)	39.5% (86)	17.5% (38)	92.0%	5.5% (12)	2.5% (6)	218
	2022	39.5% (118)	33% (97)	17% (51)	89.5%	10.5% (31)	n/a	297
Civic Events (e.g. Remembrance & Mayor's Carols)	2024	16.5% (72)	34% (149)	19% (83)	69.5%	4.5% (19)	26% (112)	435
	2023	24% (52)	33% (72)	18.5% (40)	75.5%	6% (13)	18.5% (40)	217
	2022	28.5% (79)	40% (111)	22.5% (63)	91.0%	9% (25)	n/a	278
Community Events (e.g. Play Days, coffee mornings)	2024	8.5% (36)	22.5% (98)	13.5% (60)	44.5%	8% (34)	47.5% (208)	436
	2023	7% (14)	21.5% (44)	16% (33)	44.5%	7.5% (15)	48% (99)	205
	2022	6.5% (15)	36.5% (86)	42% (98)	85.0%	15% (35)	n/a	234
Communication	2024	8% (35)	35% (149)	27% (116)	70.0%	16% (68)	14% (60)	428
	2023	12.5% (23)	31% (56)	28.5% (52)	72.0%	18.5% (34)	9.5% (17)	182
	2022	7.5% (22)	36% (102)	38% (106)	81.5%	18.5% (53)	n/a	283
Witney Lake & Country Park	2024	12.5% (54)	34.5% (150)	22.5% (99)	69.5%	6% (27)	24.5% (106)	436
	2023	17% (37)	40% (88)	16.5% (36)	73.5%	5.5% (12)	21% (46)	219
	2022	20% (58)	47.5% (138)	27.5% (79)	95.0%	5% (14)	n/a	289
Town Council Services Overall	2024	4.5% (2)	44% (19)	35% (15)	83.5%	14.0% (6)	2.5% (1)	43
	2023	10% (13)	42% (56)	34% (45)	86.0%	10.0% (13)	4% (6)	133
	2022	9.5% (27)	50% (140)	30% (84)	89.5%	10.5% (29)	n/a	280

Policy, Governance & Finance

- Grass cutting last year was awful, left for months in the growing season, verges by Cogges were left until autumn to be tidied up and left in mess afterwards. Verges in Witan way were left untouched and scruffy, the town looked really shabby. Gimmicky leaving of grass cutting and maintenance for green credentials is not acceptable
- Not sure if this does happen. But would be a good idea for council to walk around and take a look at areas. One cannot see from office windows.
Thank you.
- I was surprised to see how much of our council tax is still used to support allotments. As an allotment holder, I think what we pay is too low and think we should pay more to reduce the burden on general taxation.
- Why are you printing this on paper that cannot be recycled??
- Most of what we get from the council is mediocre at best. clearly our money is not being spent on the services required.
- It's all very good but I'm sure I don't know what we pay you for
- We need a comprehensive map, as to who owns/maintains footpaths, pavements etc. and stop passing the buck.

- Removal of graffiti required.
Hedges need cutting back from paths, on bus shelters and bins.
Flower beds need weeding.
Hedge cuttings not collected.
- Repair Bridge on Bridge St and add floral displays to brighten up entry into the town.
Seats - more needed.
- Please use recycled paper for all things like this. This shiny paper is not good.
Well done for work on the Leys.
- I am not happy with my council tax going up by over £50/ month.
The roads are awful and full of holes!
- If you lads spent less time on the High St closure nonsense and 20mph insanity, and more time on the infrastructure, it would be much better.
I recognise that as a town council, your remit is limited by the people in Oxford, but standing up for local resident would be a much better use of public money.
- Last year, it looks like you change ground maintenance contractors, the quality of the work by these contractors is very poor.
- When trimming all communal hedges on paths would be good if all garbage under these was removed at same time
- To much money wasted on non priority items leading to unnecessary council tax precept increase
- I don't seem to get much for my money!
- Getting better at pruning trees between Burwell Recreation Ground and ... Thorney Leys
Closing High. St to traffic is badly hitting business
- A good hard working town council . Would like more small grants more easily accessible (not just crowd funding ones) to groups supporting the community like Witney fridge

Other

- The secondary schools are terrible. Please fix them.
- FIXPOTHLES INSTEAD OF WASTING MONEY ON [other stuff]
- Maybe add more shops
- I strongly feel that the town should be a brighter place with more individual shops
- The roads are in poor condition with many potholes on the roads.
- Streetwear shop to replace old one
- It is quite good bus some wider paths would be more suitable for people who walk or ride bikes but are scared to go on the road
- I like witney Town it is safe for me I think it is good
- fix roads
- Despite vocal opposition*, I am so pleased that Witney has introduced 20mph restrictions: environmental & health benefits. And making Market Square safer for pedestrians. Cars should not be dominating town centres.
*minority
- The potholes around town are of huge concern now.
- In the 25 years I have lived in here it's a place my children call a council estate that's the state of Witney.
- Please mend potholes before spending any more money on 20mph signs.
- CLOSE HIGH STREET
CHRISTMAS LIGHTS ARE VERY POOR.
DOG MESS ON PAVEMENTS
DON'T FELL SAFE WALKING STREETS OF WITNEY.....

- Please Please keep car parking FREE
- Removal of bins has resulted in an undesirable increase in street litter. I have tried to communicate with the responsible part but have been ignored for many months!!!
- Improve marking of mobility scooter access points (Pavement to road)
- Sometimes the town looks untidy + dirty due to litter.
Unterhaching Park - people exercise their dogs there, despite notices in the park, which have been defaced. "No dogs" notices required.
On the whole you do a good job - well done.
- The 20 mph speed limit which now governs most of Witney is tedious and I feel unnecessary. If 30 mph was considered too fast, why not reduce to no more than 25 mph in the first instance.
- The council need to make their minds up re High St & hill. I don't really mind which but unsafe in this limbo.
The amount of litter is awful, silly idea to take bins away. I like my friends used to pick litter up but now nowhere to deposit it so it gets left. Bring back bins!
- There is always pollution in Witney rivers and lakes
- Really all of this is let down by poor maintenance. e.g. bulbs out in lights and the level of litter. This town is embarrassingly bad for litter and I am fed up of it. More needs to be done to prevent it not just pick it up.
- Litter picking on footpaths needs improvement.
- Bigger bins needed in some places - i.e. Burwell Shops
- Lack of bins, litter all over Witney. Not interested when told.
- A lot of bins have disappeared due to vandalism?
We have no bin over Langel Common.
- Could do with a post box for collections.
Priory Mill Lane
- Cyclists should use cycle tracks or roads not footpaths.
Remove cars partly on pavements when drives are empty.
- Over the last few years its evidence that you do not clean up the fallen leaves on public footpaths.
Dog poo bins also appear to have been mislaid.
- Litter cleaning good. Please thank the people that do this valuable job.
- The Town Council's idea of leaving weeds and grass to grow unfettered gives any visitor to Witney that the place is going to the dogs. Which is right.
- The high street was great when mostly pedestrian & closed to most traffic. Now, with planters removed, vehicles seem to ignore restrictions. Please restore to how it was or impose more emphatic restrictions
- In a disgrace that we are not allowed to pay for our garden bin with cash or a cheque - both of which are legal tender
- I would like to see more litter bins but fast food shops could/should also help to maintain and clean the areas by their shops.
- I'm in my 80s and I have lived in Witney all my life. I'm not interested in the above services, but what I am interested in is the state of Witney - I'm ashamed of it.
I guess the people responsible for it just drive around in cars and don't take in to account what it's really like.
Gripes - footpaths, foliage, roads, parking and I could go on.
- Maybe add more shops
- Potholes in roads are still extremely slow to be repaired. Bin system continues to be good compared to other counties
- Parking - why is the Disabled Parking situated next to high wall/steps which disabled (physical) people cannot use - The Taxi rank and Disabled Parking need to swap sides of the road

- We have ongoing issues (since before covid-2019) with the lime trees planted on Deer Park Road which are literally just over the wall from our property & impacting on our lives in many ways
Potholes are also a big issue!
- Witney High Street needs opening again to vehicular access.
Last year the grass cutting seemed to be non-existent but this may be OOC or WODC responsibility but left the town outskirts looking a mess
- Terrible potholes and little evidence of repair work. Ridiculous 20 mph throughout town - waste of money so many signs - centre of town & near schools appropriate
Refuse collections - excellent.
- I strongly feel that the town should be a brighter place with more individual shops
- I don't know
- Add a Nando's on the high street
And more things for young people like a trampoline park, kfc etc... Also open the Astro for kids to use any time
- Kfc
- I don't have anything extra
- Love what you do to make the town a pleasure to live. Thank you!
- The removal of some of the dog poo bins has meant some are more often overflowing. There either needs to be more regular collections of the current bins or some of the removed bins need replacing again.
- The leisure facilities and leisure centre are very very poor for a town the size of Witney.
- There is just so much litter everywhere all the time, along the roads and bushes etc
- Landscaping does not meet Witney standards. Being so close to Cotswold should add an omph factor for Witney beautification, but it doesn't
- As a renter, I am very frustrated about the way that we're required to buy an annual pass for the garden waste bin that you can't take to other properties. It's another expense that I don't get to take full advantage of when landlords decide to sell. It's happened twice.
- High street dying, coffee shops everywhere, flooded in stupid 20mph limits, traffic awful, Witney town slowly being killed off.
- Council should start covering potholes instead changing speed limits everywhere
- The roads are in poor condition with many potholes on the roads.
- Also the ATP in Witney needs some repairs as it's starting to look old in the changing rooms.
- The town centre is becoming increasingly dilapidated because of the litter problem, particularly on corn street and around the fast food outlets/vape shops. In addition during the summer the weeds on the pavements are out of control, further compounding the problem. Funds urgently need redirecting to clean Witney up because it creates a vicious spiral - if people see litter, weeds, dog mess and graffiti then they are more likely to create mess themselves.
- I note that the council was able to close high street to traffic, but the effect has been that many drivers are forced to take a jaunt down the litter-filled eyesore that is Holloway Road. Beyond the problems of aesthetic upkeep on the road (which may be what out-of-towners think of when they consider Witney, as they don't drive down the more well-maintained high street), the road literally feels like a death trap. Why on earth is it a two way with parking on the kerb on both sides? Each time a driver has to pull in between parked cars to let another car pass their visibility of the road is seriously reduced. I don't feel any more comfortable as a pedestrian on the road as I know the challenges that drivers are going through. Please help.

- Clearly Witney and its neighbouring village populations are on the increase. What plans are in place to build a leisure/swimming complex that Witney deserves? Don't you think it's about time the very tired and embarrassing 1970's leisure centre be pulled down and a new modern centre perhaps with a 50m competition pool be built to serve our thriving community as well as our very successful Witney and District Swimming Club?! There is a huge piece of land with A40 access situated at the new Curbridge Housing estate! This needs prioritising!

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.

The Council's committees will have competing demands on the overall Council budget so other projects may take priority over these.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

If addressed, the comments may increase the general overall contentment of residents, particularly those which relate to the young and vulnerable.

Financial implications

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

Recommendations

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

- Whether any action is required from the results of the survey under this Committee.

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 22 July 2024

Title: Payment of Accounts

Contact Officer: Responsible Financial Officer

Background

Members should note from previous reports that the Council has its bank accounts with Barclays Bank and runs three active accounts – the General Account, the Imprest Account and the Business Premium Account. Transfers between accounts take place but external payments are only made from the General Account and the Imprest 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 procedures.

Current Situation

1. Bank Reconciliation and Bank Statements.

Attached are bank reconciliations and associated bank statements for April & May 2024.

2. Payment of Accounts

Attached are the payment schedules for April & May 2024.

Recommendations

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

Payment reference/ Cheque Numbers	In the sum of:	Account
Cheques 101241-101243, DDs and Standing Orders April 2024	£75,449.55	General CB 1
Cheques 34678-34702; 34511 & 34555 (written out; DDs and Standing Orders April 2024	£172,009.17	Imprest CB 2
Cheques 101244-101249, DDs and Standing Orders May 2024	£112,250.22	General CB 1
Cheque 101250 – transfer to Council BPA	£500,000.00	General CB1
Cheques 34705-34751, DDs and Standing Orders May 2024 (cheques 34703 & 34704 void)	£161,343.14	Imprest CB 2

Report ends.

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 1 - BARCLAYS GENERAL A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/04/2024		1,541,701.31
			<u>1,541,701.31</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
11/04/2024 101243 Bright Futures Oxfordshire		6,000.00	
			<u>6,000.00</u>
			1,535,701.31
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,535,701.31
		Balance per Cash Book is :-	1,535,701.31
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - BARCLAYS GENERAL A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/05/2024		1,035,150.09
			<u>1,035,150.09</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,035,150.09
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,035,150.09
		Balance per Cash Book is :-	1,035,150.09
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

WITNEY TOWN COUNCIL 2024-25

BARCLAYS GENERAL A/C

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/04/2024	Wodc Ctax Ndr - 30421105	Std Ord	£79.00	WODC - Rates Burwell Hall
01/04/2024	Wodc Ctax Ndr - 30623704	Std Ord	£379.00	WODC - Rates Tower Hill
01/04/2024	Wodc Ctax Ndr - 30685600	Std Ord	£117.00	WODC - Rates Corn Exchange
01/04/2024	Wodc Ctax Ndr - 30903104	Std Ord	£838.00	WODC - Rates Town Hall
01/04/2024	Wodc Ctax Ndr - 90024629	Std Ord	£798.00	WODC - Rates Windrush Cemetery
02/04/2024	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00	WODC Rates - 51 Market Square
02/04/2024	WEST OXFRODSHIRE DC	SO	£116.31	ADJUST NNDR 24-25 RATES
03/04/2024	BARCLAYCARD	DD	£40.40	BARCLAYCARD charges APR24
04/04/2024	Wicksteed Leisure Ltd	101241	£41,809.52	19810/King George play equip
04/04/2024	Zurich Municipal	101242	£23,177.51	19962/annual ins premium
08/04/2024	Fuel Card Services Ltd	DD	£70.68	19903/unleaded 27.03
10/04/2024	BARCLAYCARD	DD	£61.33	BARCLAYCARD charges APR24
10/04/2024	Restore Datashred	DD	£77.86	19955/confidential waste
11/04/2024	Bright Futures Oxfordshire	101243	£6,000.00	20279/youth grant 2nd payment
15/04/2024	Fuel Card Services Ltd	DD	£124.30	20205/diesel & unleaded
15/04/2024	Pitney Bowes Finance Limited	DD	£150.73	19954/rental & maintenance
15/04/2024	PITNEY BOWES	DD	£50.00	PITNEY BOWES - FRANKING MACHINE
16/04/2024	Sage UK	DD	£211.80	20244/payroll & HR support
22/04/2024	Fuel Card Services Ltd	DD	£149.62	20206/diesel
29/04/2024	Fuel Card Services Ltd	DD	£97.63	10223/diesel POOR53 15/04
30/04/2024	Restore Datashred	DD	£77.86	19956/confidential waste
		Total Payments	£75,449.55	

WITNEY TOWN COUNCIL 2024-25

BARCLAYS GENERAL A/C

List of Payments made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/05/2024	Wodc Ctax Ndr - 30421105	Std Ord	£86.00	WODC - Rates Burwell Hall
01/05/2024	Wodc Ctax Ndr - 30623704	Std Ord	£379.00	WODC - Rates Tower Hill
01/05/2024	Wodc Ctax Ndr - 30685600	Std Ord	£128.00	WODC - Rates Corn Exchange
01/05/2024	Wodc Ctax Ndr - 30903104	Std Ord	£922.00	WODC - Rates Town Hall
01/05/2024	Wodc Ctax Ndr - 90024629	Std Ord	£798.00	WODC - Rates Windrush Cemetery
02/05/2024	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00	WODC Rates - 51 Market Square
03/05/2024	PITNEY BOWES	DD	£50.00	PITNEY BOWES/FRANKING
07/05/2024	Savills (UK) Ltd	101244	£8,456.26	19915/Rent depot 11/03 - 23/06
07/05/2024	Treework Services Ltd	101245	£6,324.00	19935/annual tree inspection
07/05/2024	Bendcrete Leisure Ltd	101246	£28,080.00	19980/final payment Skatepark
07/05/2024	Binder Loams Ltd	101247	£12,601.44	19983/rootzone - grounds maintenance
07/05/2024	George Browns Ltd	101248	£6,300.00	19984/Trimax rotary mower
07/05/2024	West Oxfordshire District Coun	101249	£20,495.75	19985/council elections 4/5/23
07/05/2024	BARCLAYS B P A	101250	£500,000.00	Transfer to BPA
07/05/2024	Fuel Card Services Ltd	DD	£148.19	20208/unleaded fuel
10/05/2024	Barclaycard	DD	£144.39	Charges
10/05/2024	BARCLAYCARD	DD	£40.40	Charges
13/05/2024	Fuel Card Services Ltd	DD	£102.56	20209/unleaded fuel
16/05/2024	Castle Water Ltd - Burwell Hal	DD	£455.03	20322/01.03.24 - 31.08.24
16/05/2024	Castle Water Ltd - Tower Hill	DD	£640.14	20493/01.03.24 - 31.08.24
16/05/2024	Castle Water Ltd - Corn Exchan	DD	£2,815.40	20323/01.03.24 - 31.08.24
16/05/2024	Sage UK	DD	£226.80	20329/payroll & HR support
23/05/2024	HMRC	DD	£21,202.78	Tax/NICs Apr24
28/05/2024	Fuel Card Services Ltd	DD	£97.34	20494/unleaded fuel
29/05/2024	Siemens Financial Services Ltd	DD	£64.69	20293/equipt protection 27/5-26/8
29/05/2024	Siemens Financial Services Ltd	DD	£582.23	20100/lease rental 27.05-26.08

31/05/2024

Restore Datashred

DD

£86.82

20219/confidential waste

Total Payments

£612,250.22

Comprising:

Payments to third parties


£112,250.22

Inter-account banl transfer

£500,000.00

£612,250.22

Appendix

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				1,538,164.35
29 Apr	Giro Direct Credit From Adyen N.V. Ref: Swpe423C92232Wvt5K		294.63	1,538,458.98
	Giro Direct Credit From Adyen N.V. Ref: Swpe423CD2232Dnf5K		759.09	1,539,218.07
	Giro Direct Credit From Rethink Ref: None		157.00	1,539,375.07
	 Deposit Re 45Witney 101475		886.65	1,540,261.72
30 Apr	DD Direct Debit to Restore Datashred Ref: 4788117	77.86		1,540,183.86
	Giro Direct Credit From Adyen N.V. Ref: Swpe423C92232Wvt5K		276.12	1,540,459.98
	Giro Direct Credit From BCard1577926260424		489.21	1,540,949.19
	Giro Direct Credit From Ccla Investment MA Ref: LA3077549, Witney		752.12	1,541,701.31
30 Apr	Balance carried forward			1,541,701.31
Total Payments/Receipts		175.49	7,063.61	

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

Barclays Base Rate Information

Rate effective from 03 Aug 2023 was	5.250%
-------------------------------------	--------

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

Ref 11.6.24

Your Business Current Account

At a glance

29 May - 04 Jun 2024

Date	Description	Money out £	Money in £	Balance £
29 May	Start Balance			1,020,568.30
	DD Direct Debit to Siemens Financial Ref: A10261431 This Is A New Direct Debit Payment	64.69		1,020,503.61
	DD Direct Debit to Siemens Financial Ref: A10261431	582.23		1,019,921.38
	Giro Direct Credit From Witney Branch Labo Ref: Inv B5444		44.50	1,019,965.88
	Giro Direct Credit From BCard1577926240524		65.45	1,020,031.33
	Giro Direct Credit From The Arts Society W Ref: Taswox Inv B5462		157.00	1,020,188.33
	Giro Direct Credit From Jennifer Clare Leg Ref: B5441 Cheltingsingers		215.50	1,020,403.83
	Giro Direct Credit From Work Account Ref: Moncrieff B5448		222.50	1,020,626.33
	Giro Direct Credit From The Little L Ref: Inv B5442		304.00	1,020,930.33
	Giro Direct Credit From Epos Now UK Ltd Ref: Swpe423C82232R8SSK		320.58	1,021,250.91
	Giro Direct Credit From Teddy Bears of Wit Ref: B5433		446.00	1,021,696.91
	Direct Credit From Baker E Ref: B5437		187.00	1,021,883.91
30 May	Giro Direct Credit From Oxf CC Cr Ref: B5432		70.00	1,021,953.91

Continued

Start balance	£1,020,568.30
Money out	£4,119.41
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£19,217.69
End balance	£1,035,666.58

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

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 2 - BARCLAYS IMPREST A/C

Bank Statement Account Name (s)			Statement Date	Page No	Balances
BARCLAYS IMPREST A/C			30/04/2024		1,000.00
					1,000.00
Unpresented Payments (Minus)			Amount		
19/01/2024	34515	IT Resource Group Ltd	174.00		
20/02/2024	34534	AA Pat Testing Ltd	484.81		
20/02/2024	34564	South Oxfordshire District Cou	10.00		
20/02/2024	34566	Start Traffic Ltd	395.50		
20/03/2024	34594	Witney Town Band	500.00		
28/03/2024	34652	Witney & District Museum	500.00		
28/03/2024	34660	Thames & Chilterns in Bloom As	50.00		
28/03/2024	34662	Executive Safety Solutions Ltd	559.20		
28/03/2024	34667	Witney Letterbox Ltd	360.00		
28/03/2024	34677	Witney Music Festival Ltd	120.00		
18/04/2024	034691	Newslink Witney Ltd	23.10		
18/04/2024	034693	Seldram Supplies Oxford Ltd	606.81		
18/04/2024	034695	Tudor Environmental	185.34		
18/04/2024	034698	Filmbankmedia	522.00		
			4,490.76		
			-3,490.76		
Unpresented Receipts (Plus)			0.00		
			0.00		
			-3,490.76		
			Balance per Cash Book is :-		
			-3,490.76		
			Difference is :-		
			0.00		

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - BARCLAYS IMPREST A/C**

Bank Statement Account Name (s)			Statement Date	Page No	Balances
BARCLAYS IMPREST A/C			31/05/2024		1,000.00
					<hr/> 1,000.00
Unpresented Payments (Minus)			Amount		
19/01/2024	34515	IT Resource Group Ltd	174.00		
20/02/2024	34534	AA Pat Testing Ltd	484.81		
20/02/2024	34564	South Oxfordshire District Cou	10.00		
20/02/2024	34566	Start Traffic Ltd	395.50		
28/03/2024	34677	Witney Music Festival Ltd	120.00		
18/04/2024	034693	Seldram Supplies Oxford Ltd	606.81		
18/04/2024	034695	Tudor Environmental	185.34		
18/04/2024	034698	Filmbankmedia	522.00		
30/05/2024	34709	5A's Tool & Plant Hire	2,356.14		
30/05/2024	34711	Amenity Horticultural Services	262.20		
30/05/2024	34712	Azura Limited	1,466.40		
30/05/2024	34713	BASICS	104.85		
30/05/2024	34714	Barlow and Sons (Hermitage) Li	41.33		
30/05/2024	34715	Adam Blizzard	90.00		
30/05/2024	34716	Blueprint Imaging Limited	97.80		
30/05/2024	34717	Brewers Decorator Centres	1,805.02		
30/05/2024	34718	BGC South Limited	20.98		
30/05/2024	34719	C J Clarke (Timber Merchants)	1,235.52		
30/05/2024	34720	Cotteswold Dairy Ltd (Cheltenham)	308.07		
30/05/2024	34721	Dawn Franklin	325.00		
30/05/2024	34722	Garic Ltd	1,106.38		
30/05/2024	34723	GH Outsourcing Solutions Ltd	1,479.00		
30/05/2024	34724	Hook Norton Brewery Co Ltd	222.77		
30/05/2024	34725	KJ's Motor Car Engineers Ltd	734.88		
30/05/2024	34726	M & M Skip Hire Limited	540.00		
30/05/2024	34727	M J Sly Memorials Ltd	300.00		
30/05/2024	34728	Newslink Witney Ltd	32.20		
30/05/2024	34729	Palace Cuisine Limited	73.20		
30/05/2024	34730	Print Ready Ltd	183.00		
30/05/2024	34731	Reeves Memorial Co Ltd	948.00		
30/05/2024	34732	Royal Mail Group Ltd	52.15		
30/05/2024	34733	Seldram Supplies Oxford Ltd	595.31		
30/05/2024	34734	SLCC Enterprises Ltd	108.00		
30/05/2024	34735	Spaldings Limited	1,968.24		
30/05/2024	34736	Start Traffic Ltd	94.50		
30/05/2024	34737	A.K. Timms and Sons Limited	111.41		
30/05/2024	34739	P.A.Turney Ltd	504.56		
30/05/2024	34740	Ue Coffee Roasters Ltd	988.00		
30/05/2024	34741	Ue Coffee Roasters Ltd	201.80		
30/05/2024	34742	Viking Payments	537.35		
30/05/2024	34743	VolkerHighways Limited	1,861.58		
30/05/2024	34744	Where The Fruit Is Ltd	2,400.00		

Date: 12/07/2024

WITNEY TOWN COUNCIL 2024-25

Page 2

Time: 10:52

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - BARCLAYS IMPREST A/C

User: NW

			Amount	Balances
30/05/2024	34745	Witney Plant Hire Limited	216.00	
30/05/2024	34710	Amazon Payments UK Ltd	69.95	
30/05/2024	34738	Tudor Environmental	185.34	
31/05/2024	34747	Castle Water Ltd - Leys Pavili	1,820.02	
31/05/2024	34748	Garic Ltd	781.51	
31/05/2024	34749	The Keyholding Company	28.63	
31/05/2024	34750	Newslink Witney Ltd	56.20	
31/05/2024	34751	Rialtas Business Solutions Ltd	4,222.80	
				33,034.55
				-32,034.55
Unpresented Receipts (Plus)				
			0.00	
				0.00
				-32,034.55
			Balance per Cash Book is :-	-32,034.55
			Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

WITNEY TOWN COUNCIL 2024-25

BARCLAYS IMPREST A/C

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/04/2024	Watson Fuels	DD	£878.12	19961/diesel
10/04/2024	Epos Now Ltd	DD	£128.40	20093/till system careplan & support
12/04/2024	PAYFLOW - BACS PAYMENTS	BACS	£67,789.12	PAYFLOW - BACS PAYMENTS
15/04/2024	BNP Paribas Leasing Solutions	Std Ord	£556.58	HP Grillo Mower
15/04/2024	Green Energy (UK) Plc	DD	£11,329.24	20218/1557819 March 24
16/04/2024	Health Assured Ltd	DD	£300.02	19953/employee assistance programme
18/04/2024	5A's Tool & Plant Hire	34678	£1,604.39	19937/trailer hire
18/04/2024	Barlow and Sons (Hermitage)	34679	£553.68	19896/treated timber
18/04/2024	Blueprint Imaging Limited	34680	£72.00	19897/vinyl stickers
18/04/2024	George Browns Ltd	34681	£1,908.34	19928/grillo mower service
18/04/2024	Castle Water Ltd - Town Hall O	34682	£221.08	19898/01.02.24 - 31.07.24
18/04/2024	Cleansing Service Group Ltd	34683	£191.00	19899/sludge disposal
18/04/2024	Cotteswold Dairy Ltd (Cheltenham)	34684	£56.68	19900/milk delivery
18/04/2024	Dab Lift & Electrical Services	34685	£300.00	19902/annual maint 4/24-3/25
18/04/2024	Garic Ltd	34686	£1,830.94	19906/waste tank emptying visits
18/04/2024	GS Window Cleaning	34687	£119.50	19908/window cleaning
18/04/2024	The Keyholding Company	34688	£28.63	19909/alarm maint April 24
18/04/2024	Metroplan Limited	34689	£80.80	19910/projector remotes C/EX
18/04/2024	Newsquest Media Group	34690	£128.76	19913/annual meeting advert
18/04/2024	Newslink Witney Ltd	34691	£23.10	19912/daily newspapers
18/04/2024	Palace Cuisine Limited	34692	£71.70	19914/café supplies
18/04/2024	Seldram Supplies Oxford Ltd	34693	£606.81	19917/cleaning supplies
18/04/2024	Spaldings Limited	34694	£118.80	19918/two stroke oil
18/04/2024	Tudor Environmental	34695	£185.34	19919/works equipment
18/04/2024	Ue Coffee Roasters Ltd	34696	£746.20	19921/cafe supplies
18/04/2024	West Oxfordshire District Council	34697	£780.00	19923/waste 04/24-09/24

18/04/2024	Filmbankmedia	34698	£522.00	19934/Film licences
18/04/2024	Pest Solutions Oxfordshire	34699	£60.00	19929/monthly pest control
18/04/2024	Witney Town Mayors Charity Acc	34700	£312.01	19924/transfer income from charity quiz ticke
18/04/2024	Castle Water Ltd - Leys Pavili	34703	£4,470.28	Purchase Ledger Payment
18/04/2024	Dawn Franklin	34704	£180.75	19938/café supplies
18/04/2024	Cotteswold Dairy Ltd (Cheltenham)	034684A	£2.00	19900/milk delivery
18/04/2024	Joan Holbrooke	34701	£160.00	20261/refund of EROB
18/04/2024	Stuart Ian Kendall	34702	£170.00	20260/refund of EROB
19/04/2024	BNP Paribas Leasing Solutions	Std Ord	£360.70	Trimax Mower HP
25/04/2024	BACS PAYFLOW	BACS	£73,338.33	BACS PAYFLOW
25/04/2024	Epos Now Ltd	DD	£16.80	20095/care plan till/stock system
25/04/2024	Epos Now Ltd	DD	£16.80	20096/care plan till/stock system
25/04/2024	Epos Now Ltd	DD	£34.80	20094/payments pro support till/stock system
25/04/2024	Epos Now Ltd	DD	£60.00	20097/support license till/stock system
27/04/2024	Time Vendor	Std Ord	£155.72	Academy Leasing-Coffee Machine
29/04/2024	Biffa Waste Services Limited	DD	£957.30	19942/waste & recycling
30/04/2024	STL Communications Ltd T/A Foc	DD	£1,764.79	20211/telephone charges
30/04/2024	Epos Now Ltd	34511C	-£282.34	Write out cheque
30/04/2024	Kemp Hall Bindery	34555C	-£900.00	Write out cheque
			<u>£172,009.17</u>	

ts 25.03.24

n

WITNEY TOWN COUNCIL 2024-25

BARCLAYS IMPREST A/C

List of Payments made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/05/2024	BACS PAYMENTS	BACS	£48,904.64	BACS PAYMENTS
15/05/2024	Green Energy (UK) Plc	DD	£6,436.51	20514/gas & electricity
15/05/2024	BNP Paribas Leasing Solutions	Std Ord	£556.58	HP Grillo Mower
16/05/2024	Watson Fuels	DD	£1,561.82	20210/diesel
16/05/2024	CASH	34705	£491.25	19979/petty cash imprest
16/05/2024	T & B Motors	34706	£420.00	19975/nv200 engine
16/05/2024	Amazon Payments UK Ltd	34707	£15.91	Purchase Ledger Payment
16/05/2024	SSE Energy Solutions	34708	£230.21	19974/war memorial & St Marys
17/05/2024	Nisbets	CREDIT	-£179.98	20519/steam cleaner not rec'd
19/05/2024	BNP Paribas Leasing Solutions	Std Ord	£360.70	Trimax Mower HP
24/05/2024	PAYFLOW-BACS PAYMENTS	BACS	£68,529.59	PAYFLOW-BACS PAYMENTS
24/05/2024	Copy Right Systems Ltd	PAYFLOW	£0.10	20226/printer cost
27/05/2024	Time Vendor	Std Ord	£155.72	Academy Leasing-Coffee Machine
28/05/2024	Epos Now Ltd	DD	£16.80	20324/protect now care plan till/stock system
28/05/2024	Epos Now Ltd	DD	£16.80	20325/protect now care plan till/stock system
28/05/2024	Epos Now Ltd	DD	£34.80	20327/epos now pro support till/stock system
28/05/2024	Epos Now Ltd	DD	£60.00	20326/standard support licence till/stock system
28/05/2024	Biffa Waste Services Limited	DD	£1,466.88	20513/waste & recycling
30/05/2024	5A's Tool & Plant Hire	34709	£2,356.14	20031/works plant/tools
30/05/2024	Amenity Horticultural Services	34711	£262.20	20034/compost
30/05/2024	Azura Limited	34712	£1,466.40	20040/electrical works
30/05/2024	BASICS	34713	£104.85	20065/cafe supplies
30/05/2024	Barlow and Sons (Hermitage) Li	34714	£41.33	20041/treated timber
30/05/2024	Adam Blizzard	34715	£90.00	20066/door staff 04.05.24
30/05/2024	Blueprint Imaging Limited	34716	£97.80	20060/no fishing sign
30/05/2024	Brewers Decorator Centres	34717	£1,805.02	20045/decorating supplies





30/05/2024	BGC South Limited	34718	£20.98	20016/winter warmer plants
30/05/2024	C J Clarke (Timber Merchants)	34719	£1,235.52	20046/timber
30/05/2024	Cotteswold Dairy Ltd (Cheltenham)	34720	£308.07	20070/milk deliveries
30/05/2024	Dawn Franklin	34721	£325.00	20072/café supplies
30/05/2024	Garic Ltd	34722	£1,106.38	20047/works canteen/toilet hire 4/24
30/05/2024	GH Outsourcing Solutions Ltd	34723	£1,479.00	20073/H&S compliance audit
30/05/2024	Hook Norton Brewery Co Ltd	34724	£222.77	20074/cafe supplies - alcohol
30/05/2024	KJ's Motor Car Engineers Ltd	34725	£734.88	20049/OY10WBF mot, serv, reps
30/05/2024	M & M Skip Hire Limited	34726	£540.00	20050/skip exchange
30/05/2024	M J Sly Memorials Ltd	34727	£300.00	20017/memorials repositioned
30/05/2024	Newslink Witney Ltd	34728	£32.20	20078/daily newspapers
30/05/2024	Palace Cuisine Limited	34729	£73.20	20080/café supplies
30/05/2024	Print Ready Ltd	34730	£183.00	20082/posters & flyers
30/05/2024	Reeves Memorial Co Ltd	34731	£948.00	20019/headstone repairs
30/05/2024	Royal Mail Group Ltd	34732	£52.15	20020/response services
30/05/2024	Seldram Supplies Oxford Ltd	34733	£595.31	20084/various cleaning items
30/05/2024	SLCC Enterprises Ltd	34734	£108.00	20085/ILCA fee - staff training
30/05/2024	Spaldings Limited	34735	£1,968.24	20055/works supplies
30/05/2024	Start Traffic Ltd	34736	£94.50	20061/safety boots
30/05/2024	A.K. Timms and Sons Limited	34737	£111.41	20057/kerb edging
30/05/2024	P.A.Turney Ltd	34739	£504.56	20062/Can-am repairs
30/05/2024	Ue Coffee Roasters Ltd	34740	£988.00	20090/cafe supplies
30/05/2024	Ue Coffee Roasters Ltd	34741	£201.80	20091/cafe supplies
30/05/2024	Viking Payments	34742	£537.35	20026/equipment & stationery
30/05/2024	VolkerHighways Limited	34743	£1,861.58	20058/repair to 4 street lights - Unterhaching
30/05/2024	Where The Fruit Is Ltd	34744	£2,400.00	20092/nature play sessions
30/05/2024	Witney Plant Hire Limited	34745	£216.00	20059/hire of crane lorry
30/05/2024	Amazon Payments UK Ltd	34710	£69.95	Supplies
30/05/2024	Tudor Environmental	34738	£185.34	Works equipment
30/05/2024	STL Communications Ltd T/A Foc	DD	£186.00	20022/mobile phone for Will

30/05/2024	STL Communications Ltd T/A Foc	DD	£1,542.72	20508/telephone charges
31/05/2024	Castle Water Ltd - Leys Pavili	34747	£1,820.02	Purchase Ledger Payment
31/05/2024	Garic Ltd	34748	£781.51	20179/shower blok rental April
31/05/2024	The Keyholding Company	34749	£28.63	20178/leys depot alarm May 24
31/05/2024	Newslink Witney Ltd	34750	£56.20	20183/daily newspapers
31/05/2024	Rialtas Business Solutions Ltd	34751	£4,222.80	20190/asset Inv. support 24/25
			<u>£161,343.14</u>	

em
r
r
r

park

Appendix

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				-74,987.67
25 Apr	 Cheque Issued Ref: 034687	119.50 		-75,107.17
	 Cheque Issued Ref: 034700	312.01 		-75,419.18
	 Cheque Issued Ref: 034701	160.00 		-75,579.18
	 Transfer From Account 70974641		76,579.18 	1,000.00
26 Apr	 Cheque Issued Ref: 034608	522.00 		478.00
	 Cheque Issued Ref: 034680	72.00 		406.00
	 Cheque Issued Ref: 034697	780.00 		-374.00
	 Cheque Issued Ref: 034699	60.00 		-434.00
	 Transfer From Account 70974641		1,434.00 	1,000.00
29 Apr	 Direct Debit to Biffa Waste Servic Ref: W34565	957.30 		42.70
	 Direct Debit to Time Vendor Ref: 018826	155.72 		-113.02
	 Cheque Issued Ref: 034666	94.98 		-208.00
	 Cheque Issued Ref: 034681	1,908.34 		-2,116.34
	 Cheque Issued Ref: 034683	191.00 		-2,307.34
	 Cheque Issued Ref: 034688	28.63 		-2,335.97
	 Cheque Issued Ref: 034690	128.76 		-2,464.73
	 Cheque Issued Ref: 034704	180.75 		-2,645.48
	 Transfer From Account 70974641		3,645.48 	1,000.00
30 Apr	 Direct Debit to Stl Communications Ref: 0319-383	1,764.79 		-764.79
	 Cheque Issued Ref: 034684	58.68 		-823.47
	 Transfer From Account 70974641		1,823.47 	1,000.00
30 Apr	Balance carried forward			1,000.00
Total Payments/Receipts		92,691.22	92,691.22	

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

Barclays Base Rate Information

Rate effective from 03 Aug 2023 was 5.250%














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

Ad 11.6.24

Your Business Current Account

At a glance

29 May - 04 Jun 2024

Date	Description	Money out £	Money in £	Balance £
29 May	Start Balance			1,000.00
	 Cheque Issued Ref: 034708	230.21		769.79
	 Transfer From Account 70974641		230.21	1,000.00
30 May	 Direct Debit to Stl Communications Ref: 0319-383	186.00		814.00
	 Transfer From Account 70974641		186.00	1,000.00
31 May	 Direct Debit to Stl Communications Ref: 0319-383	1,542.72		-542.72
	 Transfer From Account 70974641		1,542.72	1,000.00
4 Jun	 Cheque Issued Ref: 034709	2,356.14		-1,356.14
	 Cheque Issued Ref: 034710	69.95		-1,426.09
	 Cheque Issued Ref: 034727	300.00		-1,726.09
	 Cheque Issued Ref: 034740	988.00		-2,714.09
	 Cheque Issued Ref: 034741	201.80		-2,915.89
	 Cheque Issued Ref: 034745	216.00		-3,131.89
	 Cheque Issued Ref: 034749	28.63		-3,160.52
	 Transfer From Account 70974641		4,160.52	1,000.00
4 Jun	Balance carried forward			1,000.00
	Total Payments/Receipts	6,119.45	6,119.45	

Start balance	£1,000.00
Money out	£6,119.45
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£6,119.45
End balance	£1,000.00

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

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

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	30/04/2024		1,184,269.59
			<u>1,184,269.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,184,269.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,184,269.59
		Balance per Cash Book is :-	1,184,269.59
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 3 - BARCLAYS B P A

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS B P A	31/05/2024		1,551,470.24
			<u>1,551,470.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,551,470.24
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,551,470.24
		Balance per Cash Book is :-	1,551,470.24
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

MG 023775 F1VI350A 709F309AM00132 39800 A 73036

Sort Code 20-97-48
Account No 70974641

SWIFTBIC BUKBGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 01 May 2024

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


Your Business Premium Account

At a glance

24 - 30 Apr 2024

Date	Description	Money out £	Money in £	Balance £
24 Apr	Start Balance			1,276,960.81
	Giro to 70974765 Automatic	9,209.09		1,267,751.72
25 Apr	Giro to 70974765 Automatic	76,579.18		1,191,172.54
26 Apr	Giro to 70974765 Automatic	1,434.00		1,189,738.54
29 Apr	Giro to 70974765 Automatic	3,645.48		1,186,093.06
30 Apr	Giro to 70974765 Automatic	1,823.47		1,184,269.59
30 Apr	Balance carried forward			1,184,269.59
	Total Payments/Receipts	92,691.22	0.00	

Start balance	£1,276,960.81
Money out	£92,691.22
Money in	£0.00
► Gross interest earned	£0.00
End balance	£1,184,269.59

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

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

MG 029467 F1VI994A 709F303EF00143 39800 A 20559

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


add 11.6.24

Your Business Premium Account

At a glance

29 May - 04 Jun 2024

Date	Description	Money out £	Money in £	Balance £
29 May	Start Balance			1,553,429.17
	<i>Giro</i> to 70974765 Automatic	230.21		1,553,198.96
30 May	<i>Giro</i> to 70974765 Automatic	186.00		1,553,012.96
31 May	<i>Giro</i> to 70974765 Automatic	1,542.72		1,551,470.24
3 Jun	% Interest Earned Gross For The Period 4 Mar - 2 Jun		6,318.31	1,557,788.55
4 Jun	<i>Giro</i> to 70974765 Automatic	4,160.52		1,553,628.03
4 Jun	Balance carried forward			1,553,628.03
	Total Payments/Receipts	6,119.45	6,318.31	

Start balance	£1,553,429.17
Money out	£6,119.45
Money in	£6,318.31
Gross interest earned	£6,318.31
End balance	£1,553,628.03

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

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

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 July 2024

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 Committee – 1 July 2024

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

Halls Cemeteries & Allotments Committee – 8 July 2024

H374 – Newspapers at the Corn Exchange. The Committee recommended that the Witney Gazette, Big Issue and the Metro newspaper be available to users in the Café and no others.

H375 – Public Halls Report. The Committee recommended that, should sufficient demand exist then the current coffee machine be purchased at a cost of £1,000 from the existing equipment budget and,

That, Officers proceed with the replacement of the coffee machine on a 36-month contract costing £160.27 per month (Option 1), subject to further quotes being presented to the PG&F Committee in line with financial regulations*.

That, an ice cream freezer be purchased for use in the Corn Exchange to the value of £450 from the existing equipment budget.

*Coffee Leasing Quotes (Provided by the Venue & Events Officer)

Option 1 (recommended)

'Rocket Boxer' 2 group

- 36-month lease - £160.27 per month (ex VAT) inclusive of 12 months parts & labour Total £5769.72 (ex VAT)
- Purchase outright - £3999.00 (inc VAT)

Option 2

‘Lumo 2 group’

- 39-month lease – £124.15 per month (ex VAT) Total £4841.85 (ex VAT)
- 63-month option - £87.23 per month (ex VAT) Total £5495.49 (ex VAT)
- Purchase outright - £3356.00 (ex VAT)

Option 3

‘Fracino Bambino’

- 36-month lease - £128.00 per month (ex VAT) Total £4608 (ex VAT)
- No option to purchase outright

Option 4

‘Conti 2 group’

- Purchase outright - £2880.00 (ex VAT)
- No option to lease

‘Sanremo 2 group’

- Purchase outright - £4207.50 (ex VAT)
- No option to lease

H378 – Madley Park Hall Doors – The Committee recommended that the replacement of the doors be instructed at a cost of £9,140.41 to be paid from the Madley Park Hall Ear Marked Reserve

H379 – OCC EV Microhub Scheme at Burwell Hall. The Committee asked if this pilot scheme could be at Madley Park Hall instead and if there was a financial incentive to the Council. It is hoped a verbal update can be provided on this at the meeting.

H380 – Windrush Cemetery Mapping – The Committee recommended that the of £6,215 from the Cemeteries earmarked reserve be allocated towards datum marking of future sections and grave spaces.

H382 – Windrush Memorial Tree Relocation. The Committee recommended the costs for replacement plaques where necessary because of this action be borne by the council. Cost unknown but likely to be minimal.

H385 – Newland & Hailey Road Allotment Fencing. The Committee recommended the installation of fencing at Newland and Hailey Road Allotments, covered from the allotments earmarked reserve.

Stronger Communities Committee – 15 July 2024

Councillors @ The Café – The Committee recommended the purchase of a pop-up banner for this initiative to help publicise it on the day. Approximate cost £60 from the existing events budget.

Home Start Oxford – The Committee recommended that the Council provides an £11,000 grant towards this youth organisation in the current year. This being funded from budget line 4169/408 (Youth Provision). The remaining youth services budget of £1,000 was recommended towards summer holiday youth mental health therapy sessions, either in 2024 or 2025.

Climate, Biodiversity & Planning Committee – 16 July 2024

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

Environmental impact

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

Risk

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

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.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

The benefits of these items should be considered at the time of recommendation.

Financial implications

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

Recommendations

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

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

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 22 July 2024

Title: Grants & Subsidised Lettings

Contact Officer: Deputy Town Clerk

Background

The Council maintains budgets for general discretionary grants and subsidised letting grants for groups or organisations which require financial assistance towards projects, costs and venue hire in order to provide services for the residents of Witney. Grant requests are usually considered by this Committee bi-annually at meetings in June and January, however there is occasion when they need to be considered at other times of the year due to Council Committee timeframes.

In the current year the budgets are as follows:

- Discretionary Grants (4100/407) - £20,000
- Subsidised Lettings – Corn Exchange/Burwell Hall (4110/407) - £1,800
- Subsidised Lettings – The Leys/Other (4110/202) - £10,000

At the beginning of this financial year there was no underspend from the previous 2023/24 year.

Current Situation

Grants

1. Windrush C of E School

A request for £1,000 has been received which will go towards play therapy equipment at the school (**attached as Appendix A**)

Members will recall a grant request for £4,500, to help fund the therapy sessions was declined at the last meeting on 10 June 2024. The Committee invited the school to make the request for equipment under minute no. F321(2).

2. Dementia Active

A request for £2,580 has been received to “buy the equipment needed for the new group as well as the hire costs of the building. It will pay for a member of staff for 10 weeks while member numbers build.”

Further information received states: “The plan will be to build from one weekly group in Freeland (Thursdays) to three weekly groups. We have booked to hall for 12 months. We will focus in Witney to prove the need, as we did in Banbury. Our aim will be to find and fund a Dementia centre in Witney within a year. “

Further details of the application and what the services are provided can be seen on the attached forms and supporting information. This includes the receipts and payments account for the year ended 31 December 2022 (the 2023 are not available yet) and the financial projection for the year ended 31 December 2024. (**Appendix B**)

Subsidised Lettings

1. Charity Quiz Evening – 14 June 2024

At the Full Council meeting held on 15 April 2024, the Council awarded subsidised letting at the Corn Exchange for the above, with proceeds going to Bridewell Gardens and Oxfordshire Mind. As a condition, the promoter had to provide proof of fundraising – this is attached as **Appendix C**.

Annual Grants

1. Witney Town Band

A request for £660 has been received for the current year. Awarding of this grant covers running costs and performances by the Band at events during the Council's year including, Remembrance Sunday, St George's Day Parade and the Mayor's Carols Service.

Further information can be found in the accompanying application form. **Appendix D**

It should be noted that after the last meeting, Officers have also been in contact with the Band about a summer performance at The Leys and a subsidised let at the Corn Exchange for fundraising in October.

Youth Services

To note the recommendation of the Stronger Communities Committee on 15 July concerning a grant of £11,000 to Home-Start Oxford (referred to in Spending Committees report).

Correspondence

To note messages of thanks from Be Free Young Carers, 1st Witney Rangers Girl Guides, Lowland Rescue Oxfordshire, Witney Music Festival, and Witney Fairtrade Action Group in relation to previously issued grants.

Environmental impact

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

Risk

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

The Council has a policy and criteria for which it uses to award its grants to ensure public funds are allocated and used appropriately. If awards are deviated from these criteria, a robust reason should be given and agreed by the Committee.

Social Value

Social value is the positive change the Council creates in the local community within which it operates. Benefits provided by the above items are:

- Benefits to Witney's community - young, elderly, disadvantaged and vulnerable people within the town are all covered both independently and jointly by several of the applicants.

Financial implications

At the Annual Council Meeting held on 17 May 2023, the Council invoked the General Power of Competence under which the ability to award these grants is made.

Described here or as stated in the report above.

- The remaining grants budget balance is £11,520 (4100/407)
- The remaining subsidised lettings budget balance is £434 (4110/407)
- There is a budget line for the Witney Town Band annual grant for £660 (4112/408)
- If Members wish to award a grant note there is a sum of £1,000 at code 4107/407 "Witney Dementia Alliance" which Members may consider using. There is also £1,000 from the 2023-24 unspent budget in earmarked reserves (committed sums).

Recommendations

Members are invited to:

1. Consider the grant requests from Windrush C of E School, Witney Town Band, and Dementia Active,
2. Note the correspondence regarding the subsidised let fundraising event on 14 June 2024,
3. Consider the recommendation of the Stronger Communities Committee concerning a grant of £11,000 in the current year to Home Start Oxford,
4. Note the correspondence from Be Free Young Carers, 1st Witney Rangers Girl Guides, Lowland Rescue Oxfordshire, Witney Music Festival, and Witney Fairtrade Action Group.

Learn , Love and Live - 'Life in all its Fullness'- (John 10:10)

Windrush C of E Primary School,
Isabelle Spencer Way,
Witney,
OX29 7DL.

Head Teacher: Mrs Claire Doland

Email: office@windrushschool.org

Telephone: 01993 651391

Dear Council Officers,

I applied for a funding grant for our school back in June and requested £4000 to fund play therapy for some of our most vulnerable children. Unfortunately the application was declined on this occasion but it was suggested that we apply for a grant to support the resources for the therapy to continue. We would therefore like to request a grant for £1000 for a variety of resources which will enable our children to benefit from this valuable intervention. We are drawing up our list of items from the Centre for Play Therapy website. We would be most grateful if the Town Council would consider supporting our school in this important work which will benefit so many of our children here at Windrush CofE Primary School. The money will be spent on the following items:

- **Toys which promote creative expression and emotional release:**

Sand, water, paints, craft materials, clay, musical instruments, magic wand, dress-up clothes, etc A bubble tube to enable children to feel calm and regulate their emotions;

- **Toys which promote Real-life and Nurturing**

Doll family, doll house, baby bottle, variety of puppets, animal families, cars, money, cash, register, kitchen food, medical kit, phone, etc.

- **Acting-out toys**

Bop bag, puppets and animals, dens, tent, masks.



We would be most grateful if you could consider our application and look forward to hearing from you.

Kind regards

Claire Doland



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation

Name of Organisation	Dementia Active Charity		
Registered Address*	7 Manor Park, Banbury		
Post Code	OX16 3TB	Tel No.	01295 408441
Contact Name	Andrew Gill		
Position in Organisation	CEO (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	Registration No.	1195246

What are the activities and/or aims of the organisation:

Dementia Active is a charity with an established track record in providing social activity groups for people who have a diagnosis of dementia.

Dementia is an illness which can isolate people from former friends. The value of spending time with others who can share this sense of isolation cannot be overestimated:

- We aim to create a sense of community where no one need feel apologetic or uncomfortable about not being able to do those things which in the past would have been straightforward.
- Conversation is encouraged - both socially, particularly when people arrive and over lunch, but also in more structured reminiscence sessions.
- Group activities are opportunities to be playful.
- The benefits overall are raised energy levels and improved cognition.

(2) Membership

How many members do you have?	90
Approximately how many of your members live in Witney?	15 and growing due to high demand
Is membership restricted in any way?	Our service is to provide respite for the carers/partners of people with dementia/ or memory problems(pre-diagnosis)
What is your annual subscription, if any?	£3.00 per session for food, and donations only
Are you affiliated to a national organisation? If so, which one?	None
Local venue/meeting place	FREELAND HALL, WROSLYN RD, FREELAND, NR WITNEY. OX29 8AL

(3) Grants

Purpose for which the grant is required:

The grant will allow us to buy the equipment needed for the new group, as well as the hire costs of the building. It will pay for a member of staff for 10 weeks while member nos. build

Amount of grant applied for

£ 2,580

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

YES ☒ NO

If YES please give details

To start supporting people with dementia and their carers in Witney, and

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

☒ YES ☐ NO

If YES please give details

We have applied for various grants to set up our centre in Banbury

(4) Financial

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

(5) Fundraising

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

Walk a marathon in a month, and a annual quiz, however the group in Freeland is a brand new area for us, with the long term aim of opening a centre similar to the one in Banbury which is now self funding.

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.

Signed: **Andrew Gill**

Date: 5th July 2024

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

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

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

Address for correspondence:	
Telephone number:	
E mail address:	

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted



WITNEY TOWN COUNCIL

Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

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

If so, which one?	District Brass Band Association (ODDBA)	
Local venue/meeting place	Witney Methodist Hall	
(3) Grants		
<p>Purpose for which the grant is required:</p> <p>(1) To help finance the routine functioning of the band. The grant will supplement income received from performances. The band has fixed costs relating to Methodist Hall rental, insurance, and expenses for the Musical Director. Variable costs include music purchase, travel expenses, competition entry, and instrument purchase & maintenance.</p> <p>(2) The band will be delighted to perform at 3 WTC civic functions this year. The normal fee charged by the band for such events is £220, therefore, our grant application this year reflects this.</p>		
Amount of grant applied for	£660	
Has your organisation previously applied to the Town Council for a grant?		YES
If YES please give details	2023 annual grant application for £660 was received	
Have you applied for a grant to any other body or organisation?		YES
If YES please give details	We received £498 from Witney Lions Club this year for purchase of instrument mutes.	
(4) Financial		
<p><i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i></p> <p>As a community society we do not have audited accounts. We do not intend to generate profit, or file tax returns. We are not a business.</p> <p>We do produce a Treasurer's annual report that is made available to all members at our AGM (attached).</p>		
(5) Fundraising		
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>We maintain a schedule of paid performances for both public and private functions.</p>		

(6) General

Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Please provide or attach any additional information which may assist the Council in reaching its decision.

WTB does not charge subscriptions to its members (which is a rarity amongst brass bands), we rely solely on generating sufficient income through performance. A community band which is free to join, participate in and enjoy is an important part of its ethos. We are a band which loves to perform, be it local fetes, community events, dinner nights, or our own shows. The band is currently receiving fewer paid performance opportunities as compared to previous years, which we believe is largely due to present-day budgetary pressures. As the band's treasurer, I have some concern we need a more comfortable working excess to meet unexpected costs and the committee tries to do all it can to optimise the band's income. One obvious factor is to ensure we are adequately paid for any performances we undertake. £220 per local event is our commercial rate which we feel is fair and reasonable. The annual grant from WTC has an expectation we will perform at 3 WTC events during the year, so our annual grant application reflects this.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.

Signed:

Date: 09/06/2024

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

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

Document is Restricted

To: Adam Clapton <adam.clapton@witney-tc.gov.uk>

Subject: Re: Be Free Young Carers Grant Application to Witney Town Council

Dear Adam,

I hope this message finds you well. Thank you and Witney Town Council for the generous grant awarded to us for our Oxford expansion. Your support and belief in the charity means the world to us. We really appreciate your recommendations on our next steps with our expansion.

If possible we were hoping that the contact details of James the operations manager who attend the meeting. Could be passed on to the head teacher who was in attendance so we can start to make initial contact.

Thank you once again for your support. We look forward to keeping you updated on our progress and sharing our successes with you.

Best wishes,
Hannah

Fundraising Coordinator

Be Free Young Carers

01235 838 554

[Be Free Young Carers - JustGiving](#)

To: Adam Clapton <adam.clapton@witney-tc.gov.uk>>

Subject: Re: 1st Witney Rangers Grant Application to Witney Town Council

Dear Adam

We are absolutely bowled over by the council's kindness, particularly when we heard of so many worthy causes that evening.

Please do pass on our very sincere thanks - we have been on a residential this weekend and been reminded again of what the girls (and volunteers!) get from these trips.

Sent from my iPhone

To: Adam Clapton <adam.clapton@witney-tc.gov.uk>

Subject: Re: Grant application form from Lowland Rescue Oxfordshire

Dear Adam,

First of all I would like to say a huge thank you to you all for awarding Lowland Rescue the full amount from our application. We really appreciate it and look forward to being able to enhance our TRiM capabilities within our team as a result of the councils generosity.

We are also very keen, as an organisation, to continue relationships with all the councils and their representatives we operate within...

Thank you again for your support and kind regards

Alexandra Bradbury

Fundraising Lead & Search Technician
Lowland Rescue Oxfordshire

Sent: Monday, June 3, 2024 8:53 AM
To: Adam Clapton <adam.clapton@witney-tc.gov.uk>
Subject: Witney Music Festival 2024

Hi Adam

Just wanted to say thank you to the Town Council for their continued support, it has made all the difference, and our partnership has secured the future of the festival so thank you.

.....

Cheers

Eric

To: Adam Clapton <adam.clapton@witney-tc.gov.uk>

Subject: Re: WAFTAG Subsidised Hire request to Witney Town Council

Thank you very much Adam, that's great news. Please pass on our thanks to the TC.

Best wishes, Michael

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted