

# Public Document Pack

## Policy, Governance & Finance

### Committee Meeting of Witney Town Council



**Monday, 21st July, 2025 at 6.00 pm**

To members of the Policy, Governance & Finance Committee - R Smith, J Aitman, R Crouch, A Bailey, J Doughty, T Ashby, G Doughty and S Simpson (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](mailto: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](mailto:derek.mackenzie@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

**Standing Order 8(e)(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 - 15)**

- a) To adopt and sign as a correct record the minutes of the Policy, Governance and Finance Committee meetings held on 9 June & 23 June 2025
- 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.

Date of Publication 15 July 2025

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 25. Matters raised shall relate to the following items on the agenda.

5. **Annual Residents Survey Results**

To receive and consider the report of the Deputy Town Clerk concerning the results of the 2025 annual residents satisfaction survey for this Committee.

**Policy**

6. **Social Media Policy Review**

To receive and consider a revised Social Media Policy for Witney Town Council as discussed at the Stronger Communities Committee on 14 July 2025.

7. **Councillor Training Policy Review** (Pages 16 - 23)

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

**Governance**

8. **Payment of Accounts** (Pages 24 - 43)

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

9. **Model Publication Scheme**

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

Due to time restraints, this item will now be deferred until the Council meeting on 6<sup>th</sup> October 2025.

**Finance**

10. **Finance Report** (Pages 44 - 114)

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2025/26.

11. **Financial Matters referred from Spending Committees** (Pages 115 - 116)

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

12. **Grants & Subsidised Lettings** (Pages 117 - 186)

To receive and consider the report of the Deputy Town Clerk

13. **Exclusion of Press and Public**

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

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

14. **Youth Services Grants**

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

15. **IT Provision**

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

16. **Draft Medium Term Financial Strategy 2025-2031** (Pages 187 - 192)

To receive and consider the joint report of the Town Clerk/CEO and Responsible Financial Officer (RFO).

17. **Draft Corporate Strategic Plan 2025-2029** (Pages 193 - 220)

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

18. **Property, Legal & Insurance Matters**

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

19. **Staffing Matters**

To receive and consider the confidential minutes of the Personnel Sub-Committee meeting held on 9 July 2025, and approve the recommendations contained therein. (Sent under separate cover)



Town Clerk

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

**Held on Monday, 9 June 2025**

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

**Present:**

Councillor R Smith (Chair)

Councillors:	J Aitman	D Edwards-Hughes (In place of T Ashby)
	R Crouch	D Temple (In place of J Doughty)
	A Bailey	J Treloar (In place of G Doughty)
	S Simpson	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Nigel Warner	Responsible Financial Officer
	Mark Lewis	Head of Estates & Operations
	Angus Whitburn	Operations Manager
Others:	None.	

**F319 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs G Doughty, J Doughty, and T Ashby. They were substituted by Cllrs J Treloar, D Temple and D Edwards-Hughes respectively.

**F320 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or Officers at this point of the meeting.

Cllr R Crouch later made a *personal, non-prejudicial interest in Agenda Item 14*

**F321 ELECTION OF VICE-CHAIR**

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

It was proposed by Cllr A Bailey and seconded by Cllr R Crouch that Cllr J Aitman be elected. There being no other nominations it was:

**Resolved:**

That, Councillor Joy Aitman be elected Vice-Chair of the Committee for the 2025/26 municipal year.



F322 **MINUTES**

The minutes of the Policy, Governance & Finance Committee meeting held on 31 March 2025 and the Special Policy, Governance & Finance Committee meeting held on 14 April 2025 were received.

F195 Property, Legal & Insurance Matters – The Chair advised the Pavilion task and finish group should be a Working Party due to the ongoing nature of its work. All were in agreement.

In response to a Member, the Town Clerk advised Cllr J Aitman had been added to the Pavilion Working Party at the Annual Council meeting and that Cllr D Newcombe had retained membership.

**Resolved:**

That, the minutes of the Policy, Governance & Finance Committee meeting held on 31 March 2025 and the Special Policy, Governance & Finance Committee meeting held on 14 April 2025 be approved as correct records of the meetings and be signed by the Chair.

F323 **PUBLIC PARTICIPATION**

There was no public participation.

F324 **COMMITTEE TERMS OF REFERENCE**

The Committee received the report from the Deputy Town Clerk, which included proposed amendments to the current terms.

A verbal update was also provided, recommending that the terms and committee objectives be reviewed further to ensure they remained aligned.

**Resolved:**

That, agreement of the Committee terms of reference be deferred to the Special meeting of the Committee scheduled for 23 June 2025.

F325 **COMMITTEE OBJECTIVES & WORK PROGRAMME FOR THE MUNICIPAL YEAR**

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

Like the terms of reference, a verbal update was also provided, recommending that the terms and committee objectives be reviewed further to ensure they remained aligned with policy, properties and finances.

**Resolved:**

That, agreement of the Committee objectives and works programme for the municipal year be deferred to the Special meeting of the Committee scheduled for 23 June 2025.

F326 **BRIDGE STREET DESILTING**

The Committee received and considered the report from the Operations Manager.

Members were informed that this item had been agreed by the Council in 2024 as part of a broader report on riparian watercourse works for which it held responsibility in Witney. Although the area in question fell outside the Council's formal remit, it was agreed that the Council should set a positive example in riparian management by carrying out desilting work near the bridge, in the interest of the wider community.

Persistent high-water levels throughout 2024 had delayed the project, and the method of desilting now proposed differed from the original plan. Further information was still required, but current thinking suggested the revised approach would involve a road closure and incur higher costs than initially anticipated.

The Committee welcomed the renewed momentum behind the project and remained fully supportive of the scheme. It was agreed that all opportunities to secure funding for both the project itself and the potential road closure should be thoroughly explored by officers.

**Resolved:**

1. That, the report be noted and;
2. That, further information is sought on costs and presented to the next meeting of the Committee and;
3. That, the budget be increased to a maximum of £15,000 if required but;
4. That, funding opportunities be sought for the project and possible road closure from other sources wherever possible.

F327 **MEMORIAL BENCH POLICY**

The Committee received the current memorial bench policy and agreed the process had expediated requests and therefore should be re-adopted and reviewed every two years.

**Recommended:**

That, the Memorial Bench Policy be re-adopted by the town council and reviewed every two years.

*The Operations Manager left the meeting at 6.24pm*

F328 **FINANCIAL REGULATIONS ADOPTION**

The Committee received and considered the report of the Responsible Financial Officer (R.F.O) along with the proposed new Financial Regulations approved on 31 March 2025.

The RFO confirmed the regulations complied with audit legislation and the updated sector Practitioner's Guide. Based on the NALC model, they had been adapted to reflect the Council's diverse services. Minor changes since March were noted, and Members were invited to adopt the final version.

The Chair thanked officers for their work. In response to a query, officers explained that risk management was addressed separately to ensure effective controls.

Key amendments proposed were updates to sections 7.1 (electronic payment authorisation) and 7.2 (insertion of “on request”). Regarding section 11, the Town Clerk/CEO clarified that while Councillors did not currently claim allowances, the clause should remain for flexibility. It was agreed the document would be reviewed annually or sooner if legislation changed.

**Recommended:**

That, the updated Financial Regulations, subject to the above amendments, be adopted by the town council and reviewed annually or when legislation dictated.

**F329 PAYMENT OF ACCOUNTS**

The Committee received the report of the Responsible Financial Officer (R.F.O) with the accompanying payment schedules, bank statements and reconciliations.

In response to a Member’s query it was confirmed that an issue with direct debits was in hand and that Members would notice an increase in electronic payments moving forward due to the time and cost of processing cheque transactions.

In addition, the RFO tabled an addendum to the report at the meeting concerning the banking mandate for the Council’s CCLA investments. A correspondent for the investments was required along with Councillor signatories for payments.

**Recommended:**

1. That, Sharon Groth (Town Clerk/CEO) and the Members of the Policy, Governance & Finance Committee, Cllrs Ruth Smith, Joy Aitman, Rachel Crouch, Andy Bailey, Jane Doughty, Thomas Ashby, Geoff Doughty, and Sandra Simpson, be appointed as signatories for the Council’s Public Sector Deposit Fund and the Local Authorities Property Fund and,
2. That, Nigel Warner, RFO, act as correspondent for the Local Authorities Property Fund and main contact for the Public Sector Deposit Fund and,
3. That, the report, bank statements and reconciliations be noted, and the following schedule of payments be approved:

<b>Payment reference/ Cheque Numbers</b>	<b>In the sum of:</b>	<b>Account</b>
Cheque 101277, DDs, ELPs 14 to 29 (electronic payments) and Standing Orders February 2025	£204,277.60	General CB 1
Cheques 35116-35119; DDs, BACs and Standing Orders February 2025	£16,883.13	Imprest CB 2
DDs, ELPs 30 to 41 and Standing Orders March 2025	£153,723.16	General CB 1
Cheques 35120-35158, cancelled cheques 34935 & 35115, DDs and Standing Orders March 2025	£28,302.47	Imprest CB 2

*The Responsible Financial Office left the meeting at 6.49pm*

*Cllr J Treloar left the meeting briefly at 6.52pm during the following item.*

F330 **COMMUNITY ENGAGEMENT STRATEGY**

The Committee received a Community Engagement Strategy, recommended for approval by the Stronger Communities Committee on 2 June.

Members thanked the Communications & Community Engagement Officer for producing the document, which outlined the Council's approach to community engagement, how it was currently being achieved, and how its success would be measured moving forward.

**Recommended:**

That, the Community Engagement Policy be adopted by the town council and reviewed every two years.

*Cllr D Edwards-Hughes left the meeting briefly at 6.59pm during the following item.*

F331 **VOLUNTEER POLICY**

The Committee received a draft Volunteer Policy from the Council's Operations team and heard the Council currently had approximately eight interested parties.

The policy would apply to all volunteers, not just those supporting the Lake & Country Park. It outlined roles, responsibilities, and health and safety provisions. It did not cover volunteers involved in activities outside the Council's remit or individuals under the age of 16. A tailored induction would be provided, and reimbursement would be limited to minimal refreshments.

**Recommended:**

That, the Volunteer Policy be adopted by the town council and reviewed every two years or when any relevant legislation was changed.

F332 **FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES**

The Committee received and considered the report of the Deputy Town Clerk. Members noted the financial implications from decisions taken by the Council's standing Committees during the last meetings cycle.

PR273 – Members commended the Committee for resolving to engage professional services to deal with the issue of tax for the West Witney renovations.

**Resolved:**

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

*Cllr R Crouch declared a personal, non-prejudicial interest in the following item.*

**F333 GRANTS & SUBSIDISED LETTINGS**

The Committee considered the Deputy Town Clerk's report on local grant activity.

Members welcomed the new round of applications and approved subsidised use of the Corn Exchange for Witney in Pink, OCVA, and a centenarian birthday party. They also approved free use and a £500 budget to support hosting the Le Touquet Youth Council in July.

The discretionary grant application from Apollos Clothing was deferred to the next meeting pending clarification.

Members also noted grant monitoring updates on the £50 for 50 grants scheme, West Oxfordshire Community Transport, and thanked the Witney Town Hall Charity for its contribution toward Leys play equipment.

**Resolved:**

1. That, the report be noted and;
2. That, a grant request from Apollos Clothing be deferred to the meeting of 23 June to allow further information to be submitted and;
3. That, Witney in Pink be awarded a subsidised let of the Corn Exchange for the sum of £287 and;
4. That, subsidised letting of the Corn Exchange for the Oxfordshire Community & Voluntary Action Group (OCVA) to host a public awareness event for the sum of £140 be approved and;
5. That, the use of the Main Hall at the Corn Exchange for a centenarian birthday party be approved and;
6. That, subsidised hire for the sum of £70 and a budget of £500 be approved an event to welcome the Le Touquet Youth Council to Witney in July and;
7. That, the above grants be provided under the General Power of Competence and recipients be asked to acknowledge the Town Council in any promotional material and;
8. That, a grant of £1,236.24 from Witney Town Hall Charity for replacement play equipment at The Leys be welcomed and;
9. That, the usage figures from West Oxfordshire Community Transport for the previous six months be welcomed and;
10. That, the update on grant monitoring for the Council's £50 for 50 scheme be noted.

**F334 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.

**F335 PROPERTY, LEGAL & INSURANCE MATTERS**

The Town Clerk/CEO advised that instead of providing a verbal update at the meeting she would provide a report for the newly scheduled Special Committee meeting on 23 June.

**Resolved:**

That, a report of these matters be deferred to the Special meeting of the Committee scheduled for 23 June 2025.

F336 **WITNEY SWIFTS LICENCE AGREEMENT**

The Committee received and considered the report of the Head of Estates & Operations.

Members welcomed the report which included a draft copy of the final licence agreement between the Council and Witney Swifts Cricket Club for use of the cricket pitch at West Witney Sports Ground.

Members were advised the agreement offered security of tenure to the Club and covered any concerns of the Council so was therefore agreeable to both parties.

The Committee thanked officers and representatives for their positivity in negotiations and agreed to approve the licence.

**Resolved:**

1. That, the report be noted and;
2. That, the licence agreement between Witney Town Council and Witney Swifts Cricket Club for use of the cricket pitch at West Witney Sports Ground be approved and signed.

*The Responsible Financial Officer rejoined the meeting at 7.20pm during the following item.*

F337 **WEST WITNEY CONSULTATION & PROJECT UPDATE**

The Committee received and considered the confidential report of the Project Officer concerning funding for proposed West Witney Sports Ground projects.

Members were pleased with the positive public response to the consultation on the projects and the Council's decision to take out a loan to achieve their delivery. The comprehensive details provided in communications, including historical context and rationale, reflected the professionalism of the officers involved.

The Committee was unanimous in recommending to the Council that public works loan should be applied for to complete these projects.

**Recommended:**

1. That, the report be noted and;
2. That, based on the approval ratings noted in the report, the Council proceeds to apply for a public works loan, not exceeding £1,250,516, to fund both parts of the West Witney Project.

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The meeting closed at: 7.25 pm

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Chair

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

**Held on Monday, 23 June 2025**

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

**Present:**

Councillor R Smith (Chair)

Councillors:	J Aitman R Crouch A Bailey J Doughty	T Ashby G Doughty S Simpson
Officers:	Sharon Groth Adam Clapton Derek Mackenzie Nigel Warner	Town Clerk Deputy Town Clerk Senior Administrative Officer & Committee Clerk Responsible Financial Officer
Others:	One members of the public.	

**F338 APOLOGIES FOR ABSENCE**

No apologies for absence were received however Cllr T Ashby had advised he would arrive late.

**F339 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

**F340 PUBLIC PARTICIPATION**

*The Committee adjourned for this item.*

The Committee received representations from the spokesperson of the Witney Flood Group concerning Agenda Item 9.

Members heard of the progress of the Witney Flood Group (WFG) in relation to their target to mitigate flood risk within the town. They had recently received a quote from a contractor in respect of the cost to improve the area from Langel Common to Farm Mill Lane which would include lowering the level of the footpath that crossed the common and acted as a dam, as well as the removal of trees and other riverbank obstructions. Additional work required to carry out desilting of the riverbed was projected to raise the entire costs to approx. £500,000.

WFG welcomed the assistance already provided by both West Oxfordshire District Council and Witney Town Council and asked that they continue to set a good example of maintenance in the areas where they were riparian owners which would hopefully be cascaded down to other landowners.

The Council was thanked for their offer of assistance to other residential groups looking to utilise the Oxfordshire County Council flood alleviation grant scheme. This was currently under consideration and the Town Council was asked if they would be happy to accept these grant awards and facilitate works using the specialised equipment, such as its winch for the removal of trees from the river.

The Spokesperson advised that the Flood Warden scheme was well established and that its volunteers were eager to engage and assist with the above works, however Officers advised that the group should clarify with OCC that flood wardens engagement in such work was covered by the insurance cover. Officers also recommended that WFG engaged with the Local Member for Parliament and other agencies to further advance the potential large funding gap needed to carry out the work they proposed.

*The Committee reconvened.*

*Cllr T Ashby joined the meeting toward the end of the following agenda item at 6:25pm.*

**F341 BRIDGE STREET DESILTING**

With the permission of the Chair, this item was moved up the agenda so the member of public could hear the discussion and outcome.

The Chair provided a summary of the current situation which had been discussed at the meeting of the Committee on 9 June 2025.

Officers provided a verbal update to the Committee on the costs received in relation to a road closure to carry out the desilting work at Bridge Street. Four companies had been approached however, only one had responded with a proposed cost for a three day road closure of between £1,925 and £2,620. These quotes were dependent on whether automatic or manually operated traffic lights were used. It was noted that the cost would need to be taken from the £15,000 agreed budget if required, but other avenues should be sought by officers.

In response to a Member's suggestion, it was unanimously agreed that Officers consider an amount to be put aside each year to build an earmarked reserve to repeat this work in the future. Once the work was completed it was felt the situation should be reviewed regularly to see when it required completing again.

Additionally, it was raised that Oxfordshire County Council could levy a fee for the closure of the road and although the amount was unknown, it was suggested that it be requested to be waived in light of the reasoning for the works.

The proposed desilting project was welcomed by the spokesperson of Witney Flood Group present who agreed the worth of carrying out the work and assessing its success.

**Resolved:**

1. That, the verbal update be noted and,
2. That, de-silting work at Bridge Street should proceed without further delay and,
3. That, Officers and Town Councillors who are also OCC members, engage with Oxfordshire County Council regarding the waiving of any road closure permit cost and,



4. That, Officers consider an amount to be budgeted each year to build an earmarked reserve for further de-silting work.

*The spokesperson for WFG left the meeting at 6:30pm*

**F342 COMMITTEE TERMS OF REFERENCE**

The committee considered the changes to the Committee Terms of Reference as deferred from the meeting of the Committee on 9 June 2025 (Minute F324 refers)

Members welcomed the changes and agreed unanimously.

**Recommended:**

That, the Terms of Reference as detailed be approved at the meeting of the Council to be held later the same evening.

**F343 COMMITTEE OBJECTIVES & WORK PROGRAMME FOR THE MUNICIPAL YEAR**

As the Committee with strategic oversight of the Council, Members considered the objectives and work programme of all the Council's Committees, this item having been deferred from the meeting of the Committee on 9 June 2025 (Minute F325 refers)

Members welcomed the changes and agreed unanimously to their acceptance.

**Recommended:**

That, the Council's objectives and work programme for the 2025/26 municipal year be approved.

**F344 ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) 2024-25**

The Council received the report of the Responsible Financial Officer (RFO) concerning the Annual Governance & Accountability Return (AGAR) 2024/25 under its obligations of the Accounts & Audit (England) Regulations 2015

The RFO gave a verbal explanation of each question comprising Section 1, Regarding Question 4 following debate a vote was taken on answering "yes" to the question as members believed that by the Council advertising the publication of the AGAR and Internal Audit information for one day longer than required by the legislation in both 2023 & 2024 it had indeed provided proper opportunity to the electorate. The result of the vote being seven in favour with one abstention.

It was therefore agreed 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 the meeting of the Council later that evening. All Members were in agreement.

It was further agreed that the Accounting Statement which formed section 2 be recommended to Full Council for agreement and adoption. All Members were in favour.

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 inspect the documents which would be published following adoption.

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 2025 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 2025 be approved, and formally adopted by the Council and,
4. That, in light of the above the Annual Governance & Accountability Return (AGAR) for 2024/25 be formally agreed and adopted by the Council.

**F345 INTERNAL AUDIT 2024-25**

The Council received the final report of the Council's independent Internal Auditor.

Members were advised this was the final report for the fiscal year 2024-25 and there were no issues to draw members attention to.

The Responsible Financial Officer (RFO) explained the reasoning behind the auditor's responses to questions (m) & (n) in the Annual Internal Audit Report of the AGAR documents which arose due to the Council advertising the publication of the information for one day longer than required by the legislation in 2024. All Members were in agreement that this only increased the transparency of the Council's records.

The RFO assured members that the Notice of Public Rights and Publication once signed would be advertised for the regulatory 30 working days.

The Leader of the Council thanked Officers, particularly the RFO for their diligence in preparation of the Council's finances.

**Recommended:**

1. That, the internal Audit report for 2024/25 be approved and,
2. That, the draft notice advertising electors' rights for 2024/25 be noted.

**F346 GRANTS & SUBSIDISED LETTINGS**

The Committee considered the Deputy Town Clerk's report on local grant activity.

Following its deferment from the meeting of the Committee on 9 June Members welcomed the additional information provided by Apollos Clothing in support of their discretionary grant application (Minute Ref: F333 refers).

**Resolved:**

1. That, the report be noted and;
2. That, a grant of £1,080 be awarded to Apollos Clothing be awarded under the General Power of Competence and that they be asked to acknowledge the Council's financial contribution in their promotional literature.

F347 **EXCLUSION OF PRESS & 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.

F348 **PROPERTY, INSURANCE & LEGAL MATTERS**

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

Updates were provided on lease agreements with Courtside Hubs CIC, Witney Lawn Tennis Club, ICE Centre, Witney Allotment Association, Madley Park Hall, and West Witney Sports & Social Club along with Madley Park and Waterford Road Play Areas.

An issue concerning a piece of land under the town council's ownership was discussed, with the Council agreeing that further information was required from its solicitor to progress the matter.

**Resolved:**

1. That, the confidential report and updates be noted and,
2. That, further information on the historical designation of the land identified in the report be explored further by the Council's solicitor up to the value of £1,000.

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The meeting closed at: 6.58 pm

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Chair

## POLICY, GOVERNANCE & FINANCE COMMITTEE



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**Agenda Item:** Councillor Training Policy

**Meeting Date:** Monday, 21 July 2025

**Contact Officer:** Deputy Town Clerk

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The purpose of this report is to present the Committee with an updated draft Training & Development Policy for Councillors.

### Background

The Council has a Councillor training policy based on a statement agreed on 29<sup>th</sup> July 2024 (minute no. 443(5) refers).

### Current Situation

As the Council is aspiring to attain the NALC silver Local Council Award Scheme accreditation, officers have reviewed the above statement and created a dedicated training and development policy which is attached as **Appendix A**.

The policy outlines the Council's commitment to supporting the ongoing learning and development of its elected members, ensuring they have the necessary knowledge, skills, and understanding to effectively carry out their roles and responsibilities. It aims to promote good governance, informed decision-making, and continuous improvement in line with best practices.

A current list of training opportunities for Members is also attached to this report as **Appendix B**.

### Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – Training opportunities are available online and in-person, allowing Members to tailor their personal needs to what is on offer.
- b) Biodiversity – no direct impact from the contents of the report.
- c) Crime & Disorder – no direct impact from the contents of the report.
- d) Environment & Climate Emergency – no direct impact from the contents of the report.

## **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.

## **Social Value**

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

## **Financial implications**

- The Council has a limited annual budget towards Council training. £1,500 (4008/702)

## **Recommendations**

Members are invited to note the report and;

1. Consider adopting the Councillor Training & Development Policy.
2. Consider the list of training currently available by the Council's training partners.



## **Councillor Training Policy**

### **Purpose**

The purpose of this policy is to clearly define Witney Town Council's position on the provision of training and development opportunities for its elected Councillors. The Council recognises the importance of equipping Councillors with the necessary knowledge, skills, and competencies to effectively carry out their roles and represent the interests of their community.

Ongoing training is essential for ensuring that Councillors are kept up to date with legislative changes, emerging best practices, and evolving issues within the local government sector. Accordingly, the Council allocates an annual budget specifically for Councillor training and development.

### **Commitment to Learning and Development**

The Council is committed to fostering a culture of continuous professional development among its Members. Participation in training and learning opportunities enables Councillors to develop a deeper understanding of governance, policymaking, and the complex matters affecting residents and stakeholders.

To support this commitment, the Council strongly encourages and endorses participation in the following forms of training and development:

- Attendance at conferences, seminars and short courses
- Online or external training
- In house training
- Shared in-house learning resources (books, journals)

These formats provide flexibility in how training is accessed and ensure a diverse range of topics and learning styles are catered to.

### **Partnership with Training Providers**

The Town Council maintains subscriptions with, and works collaboratively alongside, several established public sector training and support organisations. These partnerships ensure that Councillors have access to high-quality, relevant training materials and opportunities.

The organisations the Council engages with include:

- Oxfordshire Association of Local Councils (National Association of Local Councils)
- Society of Local Council Clerks
- West Oxfordshire District Council
- Southeast Employers
- Breakthrough Communications

These bodies provide structured training programmes, informative resources, and professional advice designed to support effective local governance.

## **Training Categories**

In order to facilitate clarity and consistency with training, all development opportunities are categorised according to their relevance and importance to the Councillor's role. These categories also assist in prioritising training within the available budget.

### **1. Mandatory Training**

Mandatory training is a core requirement for all Councillors upon election to Witney Town Council. This training ensures that all Members are fully briefed on their statutory obligations, Council policies, and operational protocols.

If a Councillor has completed equivalent training with another organisation prior to their election to Witney Town Council, evidence of this training will be requested for review.

Examples of mandatory training include:

#### Generic training

- Councillor Induction (Witney Town Council specific)
- Code of Conduct
- Data Protection & Cyber Security

### **2. Desirable Training**

Desirable training is strongly recommended and is tailored to enhance a Councillor's understanding of specific areas related to their roles and responsibilities within the Council. This training helps to build capacity and ensures effective and informed participation in decision-making.

Examples of desirable training include:

#### Role specific

- Roles & Responsibilities – Relevant to all Councillors

- Councillor Skills - Relevant to all Councillors
- Chair-ship - Relevant to those elected as Mayor, Deputy Mayor and Chairs of Committees
- Planning - Relevant to those elected to serve on the Planning & Development Committee
- Finance including budgeting, audit and risk management - Relevant to those elected to serve on the Council's Policy, Governance & Finance Committee
- Human resources & Employment – Relevant to those elected to the Personnel Sub-Committee
- Climate, Environment & Biodiversity – Relevant to all Councillors and those elected to serve on the Climate & Biodiversity Committee.

Officers will circulate details of upcoming training opportunities throughout the year as they arise, to ensure that Councillors are kept informed of what is available.

Should you wish to discuss your individual training needs or would like support in identifying appropriate courses, please contact the Deputy Town Clerk.




## Councillor Training Opportunities

The following course are currently being advertised by the Oxfordshire Association of Local Councils. Please click the link for further details.

### ESSENTIALS OF EMPLOYING PEOPLE

The session run by Chris Moses, OALC Employment Consultant, is aimed at Councillors and Clerks who want to avoid the numerous legal and practical pitfalls associated with being an Employer. It will provide an overview of the essentials of getting it right when employing a Clerk or other members of staff. The course starts with recruitment and interviews, moves to induction and the lega...

Date	Location	Price per Delegate
Wednesday 8th of October 2025	Online (Zoom)	Member Council: £35.00 + VAT Non-Member Council: £70.00 + VAT



[More Info / Book](#)

<https://www.oalc.org.uk/event-detail/00000000261>

### COUNCILLOR FUNDAMENTALS - ONLINE

An on line training evening session using Zoom over two hours duration run by Kim Bedford, experienced trainer. In this session we will set the scene of local government;- Roles and responsibilities concerning the five main components of the council - Council, Councillor, Chairman, Clerk and Responsible Finance Officer (RFO) The importance of the law in meetings with an ...

Date	Location	Price per Delegate
Thursday 9th of October 2025	Online (Zoom)	Member Council: £65.00 + VAT Non-Member Council: £130.00 + VAT



[More Info / Book](#)

<https://www.oalc.org.uk/event-detail/00000000262>

### ROLES AND RESPONSIBILITIES

Parish and town councils play a vital role in representing the interests of the communities they serve and improving the quality of life for local people. This one-day course, aimed at newly elected councillors and also suitable for new clerks, will outline the roles and responsibilities of clerks and councillors so that they can work together effectively. It will also provide an introductio...

Date	Location	Price per Delegate
Tuesday 2nd of December 2025	Benson Parish Hall, Sunnyside, Benson, OX10 6LZ	Member Council: £115.00 + VAT Non-Member Council: £230.00 + VAT


[More Info / Book](#)

<https://www.oalc.org.uk/event-detail/00000000265>

## COUNCILLOR FUNDAMENTALS - ONLINE

An online training evening session run by Kim Bedford, experienced trainer. In this session we will set the scene of local government;- Roles and responsibilities concerning the five main components of the council - Council, Councillor, Chairman, Clerk and Responsible Finance Officer (RFO) The importance of the law in meetings with an effective agenda and accurate minute...

### Date

Wednesday 7th of January 2026

### Location

Online (Zoom)

### Price per Delegate

Member Council: £65.00 + VAT

Non-Member Council: £130.00 + VAT



[More Info / Book](#)

<https://www.oalc.org.uk/event-detail/00000000266>

## LEADING YOUR COUNCIL

This new course with experienced trainer and parish councillor, Alison Sercombe, will cover skills and techniques for leading your council. This course is aimed at Chairs, Vice-Chairs, Mayors, and Deputy Mayors, as well as those who aspire to be a Chair, and any councillors or clerks who are interested in learning coaching and facilitation skills with a focus on parish and town councils. Th...

### Date

Saturday 17th of January 2026

### Location

Benson Parish Hall, Sunnyside,  
Benson, OX10 6LZ

### Price per Delegate

Member Council: £65.00 + VAT

Non-Member Council: £130.00 + VAT



[More Info / Book](#)

<https://www.oalc.org.uk/event-detail/00000000267>

The following training opportunities are available via Breakthrough Communications online.

## Councillors training: Social media skills for parish and town councillors

It has never been more important for councillors to understand social media. In the session we will go through the confusing world of social media communications. It is designed for both social media users and those new to it. During the session you will learn where to focus your time and effort. We will point out the pitfalls. Consider difficult situations. Most importantly we will help you as a councillor to get the most from social media

22 September @ 6pm

## **Dealing with difficult people and conversations in our local councils**

Handling professional relationships within local councils is critical. However, it can be tough dealing with challenging people and situations. In this session, we discuss practical techniques for managing difficult conversations and situations.

31 July @ 9.30am

16 September @ 10am

## **Councillors training: chairing council and public meetings effectively**

The effective chairing of meetings is a good skill for a councillor to have. This session is for councillors that have been recently elected. It is also aimed at those wanting a refresher. During the session we will consider how to effectively prepare for meetings. How to get the most out of the meetings you chair and dealing with tricky situations.

18 August @ 6pm

## **Emotional Intelligence and Resilience in Practice for Clerks, Officers and Councillors**

This a practical workshop to help you thrive in your council role. We provide council officers and councillors with an understanding of where our behaviour comes from, we consider what resilience means in the context of our council roles and how to build emotional intelligence. We'll explore council-focused scenarios and how best to respond to each of them.

6 August @ 1pm

## POLICY, GOVERNANCE & FINANCE COMMITTEE



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**Agenda Item:** Payment of Accounts

**Meeting Date:** Monday, 21 July 2025

**Contact Officer:** Responsible Financial Officer

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### 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.

Cheque payments over £5,000 and Electronic Payments are made from the General Account. Cheque payments of less than £5,000 are made from 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 February and March 2025.

#### 2. Payment of Accounts

Attached are the payment schedules for April and May 2025.

It should be noted that the Council made no cheque payments during May 2025 for the first time in many years. Payments previously made by cheque are now made electronically. This has reduced the Council's environmental impact through reducing use of paper, printing and postage.

## Recommendations

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

<b>Payment reference/ Cheque Numbers</b>	<b>In the sum of:</b>	<b>Account</b>
DDs, ELPs 42-63 ;65- 68 (electronic payments) and Standing Orders April 2025	£245,991.45	General CB 1
Cheques 35161-35179, cancelled cheques 34988 & 35064; DDs, BACs and Standing Orders April 2025	£20,389.67	Imprest CB 2
DDs, ELPs 64 & 69 to 96 and Standing Orders May 2025	£338,626.58	General CB 1
Cancelled cheques 351589, DDs and Standing Orders May 2025	£9,112.47	Imprest CB 2

Report ends.

**WITNEY TOWN COUNCIL****BARCLAYS GENERAL A/C****List of Payments made between 01/04/2025 and 30/04/2025**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/04/2025	Wodc Ctax Ndr - 30421105	Std Ord	£211.68	WODC - Rates Burwell Hall
01/04/2025	Wodc Ctax Ndr - 30623704	Std Ord	£381.40	WODC - Rates Tower Hill
01/04/2025	Wodc Ctax Ndr - 30685600	Std Ord	£320.55	WODC - Rates Corn Exchange
01/04/2025	Wodc Ctax Ndr - 30903104	Std Ord	£949.00	WODC - Rates Town Hall
01/04/2025	Wodc Ctax Ndr - 90024629	Std Ord	£802.00	WODC - Rates Windrush Cemetery
01/04/2025	Wodc Ctax Ndr - 90170575	Std Ord	£1,022.50	WODC Rates - 51 Market Square
03/04/2025	EMPLOYEE	ELP-42-1	£427.07	Reimburse Bowls Green adhesive
04/04/2025	Green-Tech Limited	ELP-43-1	£7,092.00	22886/grass seed
04/04/2025	Treework Services Ltd	ELP-43-2	£8,214.00	22869/tree inspection 24-25
04/04/2025	Ue Coffee Roasters Ltd	ELP-43-3	£1.00	Café/bar supplies
04/04/2025	Zurich Municipal	ELP-43-4	£27,832.81	Insurance premium 2025-26
04/04/2025	EMPLOYEE	ELP-44-8	£81.99	23097/moden router
04/04/2025	BARCLAYS BANK	DD	£121.64	BANK CHARGES 13FEB/13MAR
07/04/2025	Surrey Hills Solicitors	ELP-45	£4,514.00	22889/Coseley bldg lease fee
07/04/2025	Fuel Card Services Ltd	DD	£6.00	23151/fuel
09/04/2025	Restore Datashred	DD	£86.82	23161/confidential/paper disposal
09/04/2025	Fuel Card Services Ltd	DD1	£53.52	Fuel
09/04/2025	BARCLAYCARD	DD	£124.60	ACCOUNT CHARGES BARCLAYCARD
09/04/2025	BARCLAYCARD	DD	£40.40	BARCLAYCARD ACCOUNT CHARGES
10/04/2025	WEST OXON COMMUNITY TRANSPORT	SO	£1,750.00	GRANT/APRIL
11/04/2025	Drax Energy Solutions Limited	ELP-46-1	£114.08	Electricity - Unterhaching Park
11/04/2025	Oldham Council	ELP-46-2	£250.00	23098/CCIN membership 24/25
11/04/2025	Fenland Leisure Products Ltd	ELP-46-3	£376.80	Play equipment
11/04/2025	South East Employers	ELP-46-4	£216.00	22982/chairing skills course
11/04/2025	SSE Energy Solutions	ELP-46-5	£209.30	22983/floodlights & memorial
11/04/2025	Travis Perkins Trading Company	ELP-46-6	£1,758.14	22868/aggregate & ballast
11/04/2025	West Oxfordshire District Coun	ELP-46-8	£845.00	23077/credit for 33517369
11/04/2025	Ue Coffee Roasters Ltd	ELP-46-7	£1,011.50	Café/bar supplies
11/04/2025	HTF Holdings	ELP-47	£3,799.85	22994/service charge unit 29
14/04/2025	Dean Barrett	ELP-48-1	£200.00	22979/Take@That event deposit
14/04/2025	CPL Learning Limited	ELP-48-2	£120.00	22980/age verification course
14/04/2025	House and Carriage Ltd	ELP-48-3	£74.39	Storage
14/04/2025	M S Mechanical Ltd	ELP-48-4	£756.89	Vehicle expenses
14/04/2025	OakApple	ELP-48-5	£546.00	Memorial monolith - Windrush cemetery
14/04/2025	Witney Music Festival Ltd	ELP-50	£4,500.00	GRANT
14/04/2025	Agrovista UK Ltd	ELP-49	£4,840.31	22822/grounds maintenance supplies
15/04/2025	Rupert Goodydy Plants Ltd	ELP-53-1	£538.92	22978/scattering bed plants
15/04/2025	Fine Print (Services) Ltd	ELP-53-2	£2,413.00	22799/spring newsletter
15/04/2025	British Gas	ELP-53-3	£136.08	22990/unit 29 - 6.3.25-1.4.25
15/04/2025	Binder Loans Ltd	ELP-51-1	£11,610.24	22882/rootzone - grounds maintenance
15/04/2025	OXFORDSHIRE COUNTY COUNCIL	ELP-51-2	£22,173.91	LGPS MARCH 2025
15/04/2025	EMPLOYEE PAYMENT	ELP-52	£3,161.50	SALARIES
16/04/2025	Castle Water Ltd - Corn Exchan	DD2	£465.00	Water charges
16/04/2025	Sage UK	DD3	£248.40	Payroll software
17/04/2025	Torrin Cuthill	ELP-54	£60.00	22981/civic reception music
22/04/2025	EMPLOYEE	ELP-6	£49.54	23096/NACO training event
22/04/2025	Witney Trophy Centre Ltd	ELP-56	£147.56	Civic reception
22/04/2025	Chew Valley Trees Ltd	ELP-55-1	£4,579.03	22884/prunus & tilia trees
22/04/2025	The Play Inspection Company Lt	ELP-55-2	£420.00	23052/timber inspection
22/04/2025	Fuel Card Services Ltd	DD4	£175.87	Fuel
25/04/2025	Triump Technologies Ltd (NOW R	ELP-59	£6,717.93	22993/IT
25/04/2025	EMPLOYEE SALARIES	ELP-58	£71,082.23	EMPLOYEE SALARIES - APRIL
25/04/2025	HMRC	DD	£21,402.07	HMRC - PAYE & NICs MARCH 2025
28/04/2025	EMPLOYEE	ELP-60-1	£61.34	23080/banners & flags on poles
28/04/2025	EMPLOYEE	ELP-60-2	£150.38	Works expenses/reimbursement
28/04/2025	EMPLOYEE	ELP-60-3	£195.00	23082/CDM for designers - ACo
28/04/2025	Barlow and Sons (Hermitage) Li	ELP-61-1	£1,584.24	23011/posts & rails
28/04/2025	Brake Bros Limited	ELP-61-2	£864.57	23015/cafe supplies
28/04/2025	Brunel Engraving Company Limit	ELP-61-3	£111.00	23018/plaque - Wondrak
28/04/2025	C J Clarke (Timber Merchants)	ELP-61-4	£78.00	23020/post crete
28/04/2025	Copy Right Systems Ltd	ELP-61-5	£227.63	23026/printing costs
28/04/2025	Keep Britain Tidy	ELP-61-6	£516.00	22773/green flag application
28/04/2025	Weston Entertainments Ltd	ELP-61-7	£976.62	22986/young Elton tribute
28/04/2025	West Oxfordshire District Coun	ELP-62	£7,985.49	23078/town byelection Nov 24

28/04/2025	Fuel Card Services Ltd	DD5	£37.37	Fuel
30/04/2025	EMPLOYEE	ELP-66	£129.77	23112/DPS fee/fasthosts
30/04/2025	West Witney Bowls Club	ELP-68	£1,700.00	22873/rental 08.02.25-08.03.25
30/04/2025	Bower & Bailey LLP	ELP-63-1	£1,821.60	22883/legal fees
30/04/2025	The Grass Factory Ltd	ELP65-1	£1,080.00	23038/artificial turf
30/04/2025	Plant & Safety Limited	ELP65/2	£480.00	23051/loler tests on loader
30/04/2025	Pear Technology Services Ltd	ELP65-3	£165.60	23050/cemetery map prints
30/04/2025	Trade UK	ELP65-4	£91.94	23060/works supplies
30/04/2025	Travis Perkins Trading Company	ELP65-5	£477.70	23068/planed hardwood
30/04/2025	Ue Coffee Roasters Ltd	ELP65-6	£1,721.15	23074/cafe supplies
30/04/2025	TIMES NEWSPAPERS	DD	£1.00	UNAUTHORISED DD
30/04/2025	Restore Datashred	DD6	£86.82	23162/confidential/paper waste
30/04/2025	David Parry Employment Law	ELP-67/1	£480.00	23084/legal fees
30/04/2025	Filmbankmedia	ELP67-2	£208.80	23129/Film licences
30/04/2025	Smith & Sons (Bletchington) Lt	ELP67-3	£1,974.72	23064/self-binding path gravel
30/04/2025	The HR & OD Consultancy Ltd	ELP67-4	£1,570.80	Employment support
30/04/2025	Dab Lift & Electrical Services	ELP65-3	£300.00	23027/annual lift maint 25/26
30/04/2025	Direct Publicity Limited	ELP63-3	£174.00	23028/windrush place delivery
30/04/2025	Glasdon UK Ltd	ELP63-4	£1,707.49	23037/bench & picnic table
30/04/2025	House and Carriage Ltd	CORR/ELP48	-£0.10	Storage fees
			<u>£245,991.45</u>	

WITNEY TOWN COUNCIL  
GENERAL ACCOUNT

Sort Code 20-97-48  
Account No 00974935

SWIFT BIC BUKGB22

IBAN GB78 BUKB 2097 4800 9749 35

Issued on 07 May 2025

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

## Your Business Current Account

## At a glance

**30 Apr - 06 May 2025**

Date	Description	Money out £	Money in £	Balance £
30 Apr	Start Balance			28,330.68
	DD Direct Debit to Times Newspapers Ref: Apdaaaaa099087008 This Is A New Direct Debit Payment	1.00		28,329.68
	Direct Debit to Restore Datashred Ref: 4788117	86.82		28,242.86
	Payment to BX25042940770163 Ref: Elp-66	129.77		28,113.09
	Payment to BX25042940779810 Ref: Elp-68	1,700.00		26,413.09
	Payment to BX25042940690700 Ref: Elp-63	4,003.09		22,410.00
	Payment to BX25042940706117 Ref: Elp-65	4,016.39		18,393.61
	Payment to BX25042940775622 Ref: Elp-67	4,234.32		14,159.29
	Direct Credit From Epos Now (UK Ltd Ref: Swpe423C82233DB55M		491.97	14,651.26
	Giro Direct Credit From Ccla Investment MA Ref: LA3077549, Witney		681.20	15,332.46
	Direct Credit From Peter Smith & Son Ref: Smithp		1,316.00	16,648.46
	Deposit Re 45Witney 101436		1,681.20	18,329.66
1 May	Direct Debit to Castle Water Ltd Ref: TW2482548230	332.15		17,997.51
	DD Direct Debit to Wod Ndr DD Ref: 03 90170575	1,023.00		16,974.51
	Direct Debit to Wod Ndr DD Ref: 30421105	216.00		16,758.51

Continued

Start balance £28,330.68

Money out £23,289.71

Commission charges £0.00

Interest paid £0.00

Money in £21,368.36

End balance £26,409.33

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



Date:11/06/2025

WITNEY TOWN COUNCIL Current Year

Page 1

Time: 16:31

**Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 1 - BARCLAYS GENERAL A/C**

User: NW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	30/04/2025		18,329.66
			<u>18,329.66</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18,329.66
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,329.66
		<b>Balance per Cash Book is :-</b>	<b>18,321.04</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>8.62</b>
<u>Adjustments to Reconciliation</u>			
06/03/2025 CORRECT WRONG ACCOUNT		8.62	
			<u>8.62</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....




**WITNEY TOWN COUNCIL****BARCLAYS GENERAL A/C****List of Payments made between 01/05/2025 and 31/05/2025**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/05/2025	Wodc Ctax Ndr - 30421105	Std Ord	£216.00	WODC - Rates Burwell Hall
01/05/2025	Wodc Ctax Ndr - 30623704	Std Ord	£379.00	WODC - Rates Tower Hill
01/05/2025	Wodc Ctax Ndr - 30685600	Std Ord	£322.00	WODC - Rates Corn Exchange
01/05/2025	Wodc Ctax Ndr - 30903104	Std Ord	£948.00	WODC - Rates Town Hall
01/05/2025	Wodc Ctax Ndr - 90024629	Std Ord	£798.00	WODC - Rates Windrush Cemetery
01/05/2025	Wodc Ctax Ndr - 90170575	Std Ord	£1,023.00	WODC Rates - 51 Market Square
01/05/2025	Castle Water Ltd - Tower Hill	DD	£332.15	Water charges
02/05/2025	Oxfordshire Association of Loc	ELP-64	£5,060.71	23109/OALC membership 25/26
06/05/2025	Fuel Card Services Ltd	DD1	£39.46	Vehicle Fuel
07/05/2025	EMPLOYEE EXPENSE	ELP-71a	£100.20	23119/cake stands & food
07/05/2025	EMPLOYEE EXPENSE	ELP-71a-2	£66.65	23118/Mayors Gala supplies
07/05/2025	Aspect Plumbing & Heating (Wit	ELP-73-1	£180.00	23124/boiler fault
07/05/2025	Oxfordshire Play Association	ELP-73-2	£1,000.00	20012/annual play day grant
07/05/2025	Pest Solutions Oxfordshire	ELP-73-3	£664.80	23132/pest control annual fee
07/05/2025	West Oxfordshire District Coun	ELP-73-4	£216.00	23135/food waste 14.04-30.09
07/05/2025	Les Steward	ELP-72-1	£180.00	23134/stocktake 31.03.25
07/05/2025	Witney Music Festival Ltd	ELP-72-2	£4,500.00	GRANT PAYMENT NO.2
07/05/2025	Nisbets	ELP-70-1	£2,333.98	Commercial glass/dishwasher
07/05/2025	Peter B Ledbury Limited	ELP-70-2	£459.98	Equipment
07/05/2025	Adam Blizzard	ELP-70-3	£180.00	23122/Mayors gala security
07/05/2025	Filmbankmedia	ELP-70-4	£208.80	23035/Film licences
07/05/2025	Lyd's Bakes and Cakes	ELP-70-5	£1,019.50	23130/café/bar supplies
07/05/2025	OakApple	ELP-70-6	£264.00	Memorial monolith - Windrush cemetery
07/05/2025	British Gas	ELP-70-7	£26.01	23123/unit 29 02/04-09/04/25
07/05/2025	Castle Water Ltd - Leys Pavili	ELP-70-8	£222.38	23126/adjustment 01.03-31.03
07/05/2025	Castle Water Ltd - Town Hall O	ELP-70-9	£44.76	23127/01.03.25 - 31.03.25
07/05/2025	SSE Energy Solutions	ELP-70-10	£231.70	23133/floodlights & memorial
07/05/2025	Restore Datashred	DD2	£83.94	Conf waste annual care
08/05/2025	BARCLAYS BANK	DD	£105.60	BANK CHARGES 13MAR/13APR
12/05/2025	EMPLOYEE EXPENSE	ELP-69a	£292.35	Reimbursement for expenses
12/05/2025	Owen Collins	ELP-80	£375.00	Mayoral allowance
12/05/2025	Harri-Stone Masonry Ltd	ELP-75	£10,511.53	23041/Holy Trinity ; Tower Hil
12/05/2025	Binder Loams Ltd	ELP-74-1	£11,610.24	22881/rootzone - grounds maintenance
12/05/2025	Cotswold Security Systems Ltd	ELP-74-2	£7,758.59	23172/intruder alarm system
12/05/2025	Ustigate Ltd	ELP-77	£55,199.71	23114/splashpark
12/05/2025	Ustigate Ltd	ELP-76	£55,199.71	23113/splashpark
12/05/2025	BARCLAYCARD	DD	£131.28	BARCLAYCARD - MONTHLY & TRANS
12/05/2025	Fuel Card Services Ltd	DD	£45.46	Vehicle Fuel
12/05/2025	WEST OXON COMMUNITY TRANSPORT	STD ORD	£1,750.00	GRANT/MAY 2025
12/05/2025	DEPT OF WORKS & PENSIONS	ELP-79	£397.54	PAYROLL- DIRECT EARNINGS ATT.
12/05/2025	OXFORDSHIRE COUNTY COUNCIL	ELP-78	£21,870.51	APRIL 2025 - LGPS CONTRIBUTION
12/05/2025	BARCLAYCARD PAYMENTS	DD	£131.28	BARCLAYCARD PAYMENTS
12/05/2025	Fuel Card Services Ltd	DD2	£37.88	Fuel
12/05/2025	BARCLAYCARD	DD	£40.40	BARCLAYCARD charges for payments taken
13/05/2025	Witney Mowers	ELP-81	£549.00	Mower
13/05/2025	Berrys	ELP-81-2	£1,944.00	23116/fees
13/05/2025	Ultra Secure	ELP81/3	£501.86	23601/panic alarms
15/05/2025	Lighting & Illumination Techno	ELP82	£21,354.72	23107/2025 Christmas light deposit 40%
16/05/2025	Sage UK	DD	£248.40	Payroll software
19/05/2025	EMPLOYEE EXPENSE	ELP83-6	£35.96	Reimbursement - travel costs
19/05/2025	EMPLOYEE EXPENSE	ELP83-11	£69.60	Reimburesment - payslip stationery
19/05/2025	APCAM	ELP84-1	£3,600.00	23083/game session/drop-in
19/05/2025	Toolchimp Limited	ELP84-2	£286.74	23086/works supplies
20/05/2025	Castle Water Ltd - Tower Hill	DD3	£197.17	TH Cem April
20/05/2025	Castle Water Ltd - Burwell Hal	DD1	£33.38	Burwell charges april
21/05/2025	HALLS CUSTOMER	ELP85/1	£150.00	C Ex Dam Dep 10.05
21/05/2025	HALLS CUSTOMER	ELP85/2	£1,405.00	C Ex Dam Ref 03.05

22/05/2025	Drax Energy Solutions Limited	ELP87-2	£93.73	Electricity Unterhaching Park
22/05/2025	Justin Daish	ELP87-3	£970.14	Event fee
22/05/2025	Green-Tech Limited	ELP87-4	£854.40	23040/works supplies
22/05/2025	Green-Tech Limited	ELP87-5	£270.00	23039/works supplies
22/05/2025	GS Window Cleaning	ELP87-6	£136.00	Window cleaning
22/05/2025	Monarch Hose & Hydraulics Ltd	ELP87-7	£817.74	23048/soakaway hosepipe
22/05/2025	Castle Water Ltd - Leys Pavili	ELP87/1	£164.65	23542/May 2025
22/05/2025	Witney Dramatic Society	ELP92/2	£1,500.00	Grant - new lighting
23/05/2025	Oliver Tabor	ELP88-1	£1,166.05	Event fee - Magic show
23/05/2025	Oliver Tabor	ELP88-2	£737.86	Event fee - Magic show
23/05/2025	House and Carriage Ltd	ELP88-3	£74.29	Storage fee
23/05/2025	The HR & OD Consultancy Ltd	ELP88-4	£1,570.80	23085/employment support
23/05/2025	Berrys	ELP88-5	£1,147.80	Project fees West Witney
23/05/2025	Berrys	ELP92-1	£3,384.00	Project fees West Witney
23/05/2025	Harri-Stone Masonry Ltd	ELP91-1	£6,732.00	Tower Hill cemetery wall repairs
23/05/2025	EMPLOYEE EXPENSE	ELP94	£126.00	Reimbursement - public hall expenses
23/05/2025	Castle Water Ltd - Leys Splash	ELP93A-1	£1,313.25	Water charges
23/05/2025	The Candy Girls	ELP93a-2	£700.00	VE Day 80 Event
23/05/2025	Commercial Play Ltd	ELP95-1	£900.00	Leys play repairs
23/05/2025	Halcyon HR Consulting Ltd	ELP95-3	£1,536.00	Employment support
23/05/2025	Halcyon HR Consulting Ltd	ELP95-4	£144.00	Employment support
23/05/2025	HMRC	DD	£25,415.54	HMRC - PAYE & NICs APRIL 2025
23/05/2025	EMPLOYEE SALARIES	ELP-89	£68,487.50	MAY SALARIES ELP-89
27/05/2025	Amber Utilities Ltd	ELP95-1	£990.00	Drainage survey
27/05/2025	Fuel Card Services Ltd	DD4	£124.85	Fuel
27/05/2025	Customer	ELP95/5	£150.00	C Ex Damage Ref
27/05/2025	EMPLOYEE SALARIES	ELP-90	£710.01	EMPLOYEE SALARIES - ELP-90
28/05/2025	Siemens Financial Services Ltd	DD	£646.92	Copier Rental May-Aug
28/05/2025	Castle Water Ltd - Corn Exchan	DD	£470.90	23616/01.04.25 - 30.04.25
29/05/2025	EMPLOYEE EXPENSE	ELP86/5	£30.99	Works Expenses May
29/05/2025	EMPLOYEE SALARIES	ELP-96	£240.41	EMPLOYEE SALARIES - ELP-96
30/05/2025	Restore Datashred	DD3	£86.82	Paper/ conf waste
			<u>£338,626.58</u>	

## Appendix

Witney Town Council General Account: Sort Code 20-97-48 Account No 00974935

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			9,081.32
30 May	 Deposit Re 45Witney 101439		1,598.60	10,679.92
	Witney Town Coun * 220440*Barclays B*		13,000.00	23,679.92
2 Jun	DD Direct Debit to Motia/Fuelcardserv Ref: Shb303621	115.98		23,563.94
	Direct Debit to Wod Ndr DD Ref: 03 90170575	1,023.00		22,540.94
	DD Direct Debit to Wod Ndr DD Ref: 30421105	216.00		22,324.94
	Direct Debit to Wod Ndr DD Ref: 30623704	379.00		21,945.94
	DD Direct Debit to Wod Ndr DD Ref: 30685600	322.00		21,623.94
	Direct Debit to Wod Ndr DD Ref: 30903104	948.00		20,675.94
	DD Direct Debit to Wod Ndr DD Ref: 90024629	798.00		19,877.94
	Payment to BX25053043770635 Ref: Elp-99	2,175.20		17,702.74
	 Payment to BX25053043765422 Ref: Epl-98	3,984.05		13,718.69
	Payment to BX25053043728225 Ref: Elp-97	4,001.01		9,717.68
	STO Standing Order From Lily's Attic Ltd Ref: - Rent		1,662.50	11,380.18
	Direct Credit From Witney Branch Labo Ref: Inv B5902		44.50	11,424.68
	Giro Direct Credit From Ostma Ref: B5867		78.00	11,502.68
	Direct Credit From Ostma Ref: B5879		156.00	11,658.68
	Giro Direct Credit From The Arts Society W Ref: Inv B5919		160.00	11,818.68
	Direct Credit From C Codd Ref: B5918		232.00	12,050.68
	Giro Direct Credit From Epos Now (UK) Ltd Ref: Swpe423CF2232J375M		540.37	12,591.05
	Direct Credit From Epos Now (UK) Ltd Ref: Swpe423CF2232J375M		1,120.01	13,711.06
	 Direct Credit From Mynt Image Ltd F Ref: Invoice B5907 Mynt		670.00	14,381.06
3 Jun	Direct Credit From West Oxfordshire F Ref: WO Filling Sta		49.72	14,430.78
	Giro Direct Credit From Maha Music Ltd Ref: Witney Town Hire		174.00	14,604.78

Continued

Date:09/07/2025

WITNEY TOWN COUNCIL Current Year

Page 1

Time: 11:07

**Bank Reconciliation Statement as at 31/05/2025  
for Cashbook 1 - BARCLAYS GENERAL A/C**

User: NW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS GENERAL A/C	31/05/2025		23,679.92
			<u>23,679.92</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,679.92
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,679.92
		<b>Balance per Cash Book is :-</b>	<b>23,671.30</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>8.62</b>
<u>Adjustments to Reconciliation</u>			
06/03/2025 CORRECT WRONG ACCOUNT		8.62	
			<u>8.62</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**WITNEY TOWN COUNCIL****BARCLAYS IMPREST A/C****List of Payments made between 01/04/2025 and 30/04/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
04/04/2025	BARCLAYS BANK	DDR	£14.20	CHARGES 13FEB/12MAR
08/04/2025	BOOKER LIMITED	DD1	£88.75	23140/cafe supplies
14/04/2025	Health Assured Ltd	DD	£300.02	23167/employee support
15/04/2025	Green Energy (UK) Plc	DD2	£7,836.27	Gas & Electricity
15/04/2025	BNP Paribas Leasing Solutions	Std Ord	£556.58	HP Grillo Mower
17/04/2025	5A's Tool & Plant Hire	35161	£228.00	22995/digger & post borer hire
17/04/2025	A Podbery	35162	£330.00	22996/Mill meadow move bales
17/04/2025	Amazon Payments UK Ltd	35163	£432.86	23007/various supplies
17/04/2025	BASICS	35164	£99.07	23009/cafe supplies
17/04/2025	George Browns Ltd	35165	£40.04	23036/chain oil
17/04/2025	Broxap Limited	35166	£679.20	23016/timber bollards x6
17/04/2025	C & C Tyre & Exhaust Services	35167	£223.20	23019/Can-Am tyre
17/04/2025	Thames & Chilterns in Bloom As	35168	£50.00	23065/entry fee for Leys
17/04/2025	Cotteswold Dairy Ltd (Cheltenham)	35169	£498.40	23025/milk delivery
17/04/2025	Executive Safety Solutions Ltd	35170	£462.00	23029/annual extinguisher serv
17/04/2025	Eynsham Cellars	35171	£314.70	23032/civic reception
17/04/2025	The Keyholding Company	35172	£176.74	23042/admin office alarm calls
17/04/2025	KJ's Motor Car Engineers Ltd	35173	£452.27	23044/EJ17YNK engine reps
17/04/2025	M & M Skip Hire Limited	35174	£1,524.48	23047/skip exchange
17/04/2025	Newsquest Media Group	35175	£135.24	23049/annual town mtg advert
17/04/2025	Reeves Memorial Co Ltd	35176	£504.00	23053/Pratley memorial reps
17/04/2025	Royal Mail Group Ltd	35177	£69.84	23054/response services
17/04/2025	Seldram Supplies Oxford Ltd	35178	£382.22	23062/black & clear sacks
17/04/2025	Viking Payments	35179	£337.94	23076/paper, card, parchment
22/04/2025	Watson Fuels	DD3	£986.55	23165/ diesel
22/04/2025	BNP Paribas Leasing Solutions	Std Ord	£360.70	Trimax Mower HP
25/04/2025	Epos Now Ltd	DD4	£22.80	Epos system
25/04/2025	Epos Now Ltd	DD5	£128.40	Epos system
25/04/2025	Biffa Waste Services Limited	DD6	£1,264.34	23139/waste disposal
30/04/2025	SSE Energy Solutions	DD7	£33.35	Electricity
30/04/2025	STL Communications Ltd T/A Foc	DD8	£1,997.27	WiFi/telephony etc
30/04/2025	Witney Fairtrade Action Group	34988C	-£32.00	Purchase Ledger Payment
30/04/2025	Junior Parkrun	35064C	-£50.00	Purchase Ledger Payment
30/04/2025	BARCLAYCARD	DD	-£57.76	CORRECTION - DUPLICATED
			<u>£20,389.67</u>	

WITNEY TOWN COUNCIL  
IMPREST ACCOUNT

Sort Code 20-97-48  
Account No 70974765

SWIFT BIC: BUKBGB22

IBAN GB04 BUKB 2097 4870 9747 65

Issued on 07 May 2025

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

## Your Business Current Account

## At a glance

### 30 Apr - 06 May 2025

Date	Description	Money out £	Money in £	Balance £
30 Apr	Start Balance			1,000.00
	DD Direct Debit to Sse Energy Supply Ref: 0085171-DD00999074	33.35		966.65
	Direct Debit to Stl Communications Ref: 0319-383	1,997.27		-1,030.62
	Cheque Issued Ref: 035164	99.07		-1,129.69
	Transfer From Account 70974641		2,129.69	1,000.00
1 May	Cheque Issued Ref: 035160	55.44		944.56
	Cheque Issued Ref: 035166	679.20		265.36
	Cheque Issued Ref: 035177	69.84		195.52
	Transfer From Account 70974641		804.48	1,000.00
6 May	Cheque Issued Ref: 035175	135.24		864.76
	Cheque Issued Ref: 035176	504.00		360.76
	Giro Transfer From Account 70974641		639.24	1,000.00
6 May	Balance carried forward			1,000.00
	Total Payments/Receipts	3,573.41	3,573.41	

Start balance	£1,000.00
Money out	£3,573.41
Commission charges	£0.00
Interest paid	£0.00
Money in	£3,573.41
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.

Date:10/06/2025

WITNEY TOWN COUNCIL Current Year

Page 1

Time: 16:02

**Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 2 - BARCLAYS IMPREST A/C**

User: NW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	30/04/2025		1,000.00
			<u>1,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
13/12/2024 35080 Tower Hill Football Club		50.00	
13/12/2024 35084 Witney & District Twinning Ass		50.00	
06/03/2025 35130 Friends of Witney Community Su		50.00	
06/03/2025 35138 Witney Grandparent & Toddler G		50.00	
31/03/2025 35151 M & M Skip Hire Limited		540.00	
31/03/2025 35160 Witney Steelstock Company		55.44	
31/03/2025 35158 Witney Trophy Centre Ltd		147.56	
17/04/2025 035162 A Podbery		330.00	
17/04/2025 035165 George Browns Ltd		40.04	
17/04/2025 035166 Broxap Limited		679.20	
17/04/2025 035167 C & C Tyre & Exhaust Services		223.20	
17/04/2025 035168 Thames & Chilterns in Bloom As		50.00	
17/04/2025 035169 Cotteswold Dairy Ltd (Cheltenham)		498.40	
17/04/2025 035170 Executive Safety Solutions Ltd		462.00	
17/04/2025 035174 M & M Skip Hire Limited		1,524.48	
17/04/2025 035175 Newsquest Media Group		135.24	
17/04/2025 035176 Reeves Memorial Co Ltd		504.00	
17/04/2025 035177 Royal Mail Group Ltd		69.84	
17/04/2025 035178 Seldram Supplies Oxford Ltd		382.22	
			<u>5,841.62</u>
			-4,841.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-4,841.62
		<b>Balance per Cash Book is :-</b>	<b>-4,841.62</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



**WITNEY TOWN COUNCIL**  
**BARCLAYS IMPREST A/C**

**List of Payments made between 01/05/2025 and 31/05/2025**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
08/05/2025	BARCLAYS BANK	DD	£32.70	CHARGES 13MAR/13APR
15/05/2025	BNP Paribas Leasing Solutions	Std Ord	£556.58	HP Grillo Mower
15/05/2025	Green Energy (UK) Plc	DD	£3,888.02	Electricity & Gas
15/05/2025	STL Communications Ltd T/A Foc	DD	£2,285.96	IT/telephony charges etc
22/05/2025	BNP Paribas Leasing Solutions	Std Ord	£360.70	Trimax Mower HP
27/05/2025	Biffa Waste Services Limited	DD1	£1,169.77	Contract Waste-Burwell
27/05/2025	Epos Now Ltd	DD	£22.80	Epos system
28/05/2025	Epos Now Ltd	DD2	£128.40	Epos system
30/05/2025	SSE Energy Solutions	DD3	£32.24	Buttercross
31/05/2025	Watson Fuels	DD	£782.86	Diesel
31/05/2025	Witney Trophy Centre Ltd	35158C	-£147.56	Cancelled chq (ELP made)
	Total Payments		<u>£9,112.47</u>	

WITNEY TOWN COUNCIL  
IMPREST ACCOUNT

Sort Code 20-97-48  
Account No 70974765

SWIFT BIC: BUKBGB22

IBAN GB04 BUKB 2097 4870 9747 65

Issued on 04 June 2025

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

## Your Business Current Account

## At a glance

### 28 May - 03 Jun 2025

Date	Description	Money out £	Money in £	Balance £
28 May	Start Balance			1,000.00
	DD Direct Debit to Gocardless Ref: Eposnowltd-7YV2Xgh	128.40		871.60
	Transfer From Account 70974641		128.40	1,000.00
30 May	DD Direct Debit to Sse Energy Supply Ref: 0085171-DD01045198	32.24		967.76
	Direct Debit to Stl Communications Ref: 0319-383	2,285.96		-1,318.20
	Giro Transfer From Account 70974641		2,318.20	1,000.00
3 Jun	Balance carried forward			1,000.00
	Total Payments/Receipts	2,446.60	2,446.60	

Start balance £1,000.00

Money out £2,446.60

u Commission charges £0.00

u Interest paid £0.00

Money in £2,446.60

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.

Date:09/07/2025

WITNEY TOWN COUNCIL Current Year

Page 1

Time: 10:06

**Bank Reconciliation Statement as at 31/05/2025  
for Cashbook 2 - BARCLAYS IMPREST A/C**

User: NW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
BARCLAYS IMPREST A/C	20/05/2025		1,000.00
			<u>1,000.00</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
06/03/2025 35138 Witney Grandparent & Toddler G		50.00	
17/04/2025 035162 A Podbery		330.00	
17/04/2025 035168 Thames & Chilterns in Bloom As		50.00	
17/04/2025 035178 Seldram Supplies Oxford Ltd		382.22	
			<u>812.22</u>
			187.78
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			187.78
		<b>Balance per Cash Book is :-</b>	<b>187.78</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

WITNEY TOWN COUNCIL NO 3  
ACCOUNT

Sort Code 20-97-48  
Account No 70974641

SWIFT BIC BUKBGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 07 May 2025

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

## Your Business Premium Account At a glance

**30 Apr - 06 May 2025**

Date	Description	Money out £	Money in £	Balance £	
30 Apr	Start Balance			2,972,885.71	Start balance £2,972,885.71
	<b>Giro</b> to 70974765 Automatic	2,129.69		2,970,756.02	Money out £3,573.41
1 May	to 70974765 Automatic	804.48		2,969,951.54	Money in £0.00
6 May	<b>Giro</b> to 70974765 Automatic	639.24		2,969,312.30	Gross interest earned £0.00
6 May	Balance carried forward			2,969,312.30	End balance £2,969,312.30
	Total Payments/Receipts	3,573.41	0.00		

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 30/04/2025  
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	30/04/2025		2,970,756.02
			<u>2,970,756.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,970,756.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,970,756.02
		<b>Balance per Cash Book is :-</b>	<b>2,970,756.02</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

WITNEY TOWN COUNCIL NO 3  
ACCOUNT

Sort Code 20-97-48  
Account No 70974641

SWIFT BIC BUKBGB22

IBAN GB54 BUKB 2097 4870 9746 41

Issued on 04 June 2025

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

## Your Business Premium Account

At a glance

28 May - 03 Jun 2025

Date	Description	Money out £	Money in £	Balance £
28 May	Start Balance			2,711,060.75
	<b>Giro</b> to 70974765 Automatic	128.40		2,710,932.35
30 May	Transfer * 220440*Wit Town C*	13,000.00		2,697,932.35
	<b>Giro</b> to 70974765 Automatic	2,318.20		2,695,614.15
2 Jun	Interest Earned Gross For The Period 3 Mar - 1 Jun		9,777.72	2,705,391.87
3 Jun	Transfer * 165228*Wit Town C*	27,000.00		2,678,391.87
3 Jun	Balance carried forward			2,678,391.87
	Total Payments/Receipts	42,446.60	9,777.72	

Start balance	£2,711,060.75
Money out	£42,446.60
Money in	£9,777.72
Gross interest earned	£9,777.72
End balance	£2,678,391.87

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 31/05/2025  
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	31/05/2025		2,695,614.15
			<u>2,695,614.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,695,614.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,695,614.15
		<b>Balance per Cash Book is :-</b>	<b>2,695,614.15</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## POLICY, GOVERNANCE & FINANCE COMMITTEE



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**Agenda Item:** Finance Report

**Meeting Date:** Monday 21 July 2025

**Contact Officer:** Responsible Financial Officer

---

***Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Monday 21 July to allow for a full response at the meeting.***

### Background

The Council has previously approved the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025. This is the document which is submitted for audit.

To provide a fuller picture of 2024-25 the RFO now presents the detailed final management accounts for the year. These are supplemented by a statement of the Council's reserves.

This report also includes the usual statement in relation to investments since the last meeting, the formal review of investment activity in relation to 2024-25 and bar stocktake reports to 30 June 2025.

### Current Situation

#### A Management accounts for 2024-25 (Appendix A)

The Council has appointed committees which have delegated powers to make decisions, including financial decisions, regarding the services which are included within their terms of reference, subject to the committee having the necessary budget. The Council's coding system and management accounts reflect the committee structure.

The Committee's terms of reference details the various responsibilities of the Policy, Governance and Finance Committee.

- The Committee has budgets which are its direct responsibility.
- The Committee also has the responsibility for oversight of all the Council's resources, its terms of reference including: "b. To conduct effectively the Council's budgetary, financial and precepting responsibilities in accordance with statutory requirements, and to keep the smooth functioning of the Council's work under review" and "d. To consider the resources available to meet the Council's objectives in terms of land, property, finance and manpower and to advise other committees and



the Council as required.” Consequently, the management accounts of other committees are also brought forward to the Policy, Finance and Governance Committee, by committee.

Within each committee, there are individual **cost centres**, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

The cost centres for which this committee has **direct responsibility** are:

Cost centre (CC)	Service
401	Civic activities
407	Grants and donations
502	Town Hall Maintenance
505	Precept
506	Interest received
601	Works department
602	Central support
604	Works depot, vehicles , equipment etc
700	Strategic planning initiatives
701	Corporate management
702	Democratic representation and management
800	Capital Projects

In relation to the Committee’s **oversight responsibilities** these are in the detailed management accounts and, for 2024-25, were as follows:

Committee	Cost centres
Parks and Recreation	201, 202, 203, 204, 205, 207, 208, 209, 211, 212, 213, 214, 215,216,217,218,219,299
Stronger Communities	402, 408
Halls, Cemeteries and Allotments	102, 103, 104, 105, 106, 301,302, 303, 305
Climate, Biodiversity and Planning	206, 403

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “3” or “4” are expenditure codes.

The format of this report is as follows:

- (i) 2023-24 - the first two columns relate to the original budget from 2023/24 against the actual figures for last year.
- (ii) 2024-25. (a) Brought forward – sums brought forward from last year against specific codes. (b) Net virement – this represents in year transfers between

budget lines. (c) Agreed budget – estimate agreed by the Council in January 2025. (d) EMR – budgeted use of earmarked reserves. (e) Total – this is the total amount approved in the current year budget, the total of columns (a) to (e) inclusive. (f) Spend during 2024-25.

- (iii) 2025-26. The three columns show, respectively, the agreed budget to be funded from precept, the contribution to or from earmarked reserves and any sums which are budgeted to be carried forward.

The Omega financial programme has several different report this format has been chosen because it shows much more clearly the use of earmarked reserves by including columns showing the earmarked reserve movements. The downside is that this report format does not show the revised 2024-25 estimates agreed in January 2025 and for these I would refer Members to the report submitted to the meeting of 6 January 2025.

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and the subsequent Policy Governance and Finance Committee and full Council meetings. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further details.

The final management accounts include the Reserve movements which were processed and as part of the year end process. This include an allowance for some underspends against specific codes to be transferred into the earmarked reserves to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will be in future years.

## **B Statement of general and earmarked reserves (Appendix B)**

As previously agreed, please see attached the schedule of general and earmarked reserves at 31 March 2025 and a statement of s.106 deferred grants held.

## **C Investment statement to 30 June 2025**

At each meeting members receive the latest updates in relation to the Council's investments.

The Council holds the following investments:

At each meeting members receive the latest updates in relation to the Council's investments.

The Council holds the following investments:

1. Public Sector Deposit Fund (CCLA Investment Management Ltd.) – Value of as of 30 June 2025 - £1,186,900 (*Value of £1,169,650 as of 28 February 2025*) an increase of £17,250 over the three-month period (1.5% over the three months).

2. The Local Authorities' Property Fund (CCLA Fund Managers Ltd.) – Value as of 30 June 2025 = £58,802 (*Value as of 31 December 2024 = £58,214*). This represents an increase in value of £588 over that period. Income is credited to the Council on a quarterly basis and the sum of £681.20 was credited on 30 April 2025.

The Council has received notification from CCLA that, subject to regulatory approval, they are being acquired by Juniper Investment Management Group Ltd. Please see link [here](#) for further details. I will report further at a future meeting in this regard.

#### D **Report on investment activity during 2024-25**

Under the Council's investment policy the RFO presents a report on the Investment activity to Full Council following the end of each financial year (31 March).

The Council invests in the two funds above – [the Public Sector Deposit Fund](#) and the [Local Authorities' Property Fund](#).

These funds are managed by the CCLA (Churches, Charities and Local Authorities (CCLA) Investment Management Limited) an organisation owned by local authorities, charities and churches.

A summary of the returns on these two funds is detailed in the following table:

Name of fund	Fund value 01.04.24	Fund value 31.03.25	Increase/ (decrease) in value	%age change 24-25	%age change 23-24	Notes
Public Sector Deposit Fund (CCLA Investment Management Ltd.)	£1,116,735	£1,173,745	£57,010	5.1%	5.0%	Dividends are automatically reinvested in the Council's fund holding
The Local Authorities' Property Fund (CCLA Fund Managers Ltd.)	£57,600	£58,710	£1,110	1.9%	-3.9%	Although the fund lost value during the year, dividends of £2,974 were paid to the Council and credited to code 1190/506
Inflation rate – year to March 2025 (CPI)				2.6%	3.8%	

With regard to the Public Sector Deposit Fund, this comprises the bulk (95%) of the Council's investments. This a low-risk investment but is good to note that the increase in fund value was significantly higher than the rate of inflation for the period.

The Fitch rating for the Fund was 'AAAmmf (December 2024), the same as previously reported and their report states: "The affirmations are driven by the stability of the funds' credit, market and liquidity risk profiles during the review periods. The ratings are also driven by the funds' key risk metrics, which are all within Fitch's ranges for their current ratings. The ratings also reflect the capabilities and resources of CCLA as investment manager."

The Council holds shares in the fund ( 1,173,745 as at 31 March 2025) and shares can be sold on a daily basis.

The Council's investment in the Local Authorities' Property Fund is much smaller (5% on investments). The Fund's objective is that it "provides facilities exclusively for local authorities and other public sector organisations to invest in commercial and industrial property on a collective basis so as to obtain a spread of risk with constant expert property management. The Fund aims to provide investors with a high level of income and long-term capital appreciation." After losses in recent years during 2024-25 there was a profit of £1,110 against the value of the Council's holdings and dividends paid of £2,891 - (23-24 £2,974) . Members will be aware that there can be significant variation in property values which is why this type of investment is considered one for the long-term.

The RFO previously reported in relation to the sustainability of the funds and for the purposes of this report I would confirm that in the judgement of the RFO the CCLA investments deliver on the Council's investment objective 7 which requires that:

*"The power to invest must be exercised in accordance with the provisions of this Strategy and what is best for the financial position of the Council in terms of investment returns. However subject to these requirements, the precise choice of investment may then be influenced by wider social, ethical or environmental considerations. The Council has declared a Climate Change Emergency and therefore places a high priority on sustainability in order to meet the needs of the present without compromising the ability of future generations to meet their needs. The Council will consider these matters when making investment decisions but also recognises that there are limitations on the extent to which it can make environmental, social and governance comparisons and assessments including:*

*"(a) Multiple and diverse sustainability frameworks and standards including on sustainability disclosure.*

*"(b) The lack of common definition of sustainable activities.*

*"(c) Greenwashing (a difficulty establishing the depth of claimed green credentials)."*

As previously reported the CCLA are an organisation owned by local authorities, charities and churches.

The RFO considers that the Council's investments are low risk and currently returning a good yield. I recommend that the Council's investments should continue to be with CCLA.

Previously the RFO has mentioned consideration of investment in the CCLA Better World Cautious Fund, which had enhanced sustainability criteria. The products on offer from CCLA

have now changed, with this product no longer on the market, at least not in that name. I will explore this further in terms of the criteria, liquidity and yields and report back to Members.

#### **E      Bar stocktake reports (Appendix C)**

Bar stocktake reports for the quarters to 31 March and 30 June 2025 are attached.

These reports show that the bar stock is being well-managed, with reasonable levels of stock, appropriate margins and minimal wastage. The RFO does not consider that there are any matters of concern arising from these reports.

Members are requested to note these reports.

### **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

### **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 provision of regular financial reports and associated matters is part of the Council's risk management system.

### **Social Value**

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

### **Financial implications**

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

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

## **Recommendations**

Members are invited:

1. To approve the report and the management accounts of the Committee's services to 31 March 2025.
2. To approve the statement of Council reserves as at 31 March 2025.
3. To approve the report on investments to the period to 30 June 2025.
4. To approve the report on investment activity during 2024-25.
5. To note the bar stocktake report for the quarters to 31 March and 30 June 2025.

WITNEY TOWN COUNCIL 2024-25

Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>Policy, Governance &amp; Finance</u></b>												
<b><u>401</u></b>	<b><u>CIVIC ACTIVITIES</u></b>											
4000	MAYORS ALLOWANCE	3,000	2,999	0	0	3,000	0	3,000	1,568	3,000	0	0
4150	CIVIC FUNCTIONS	2,000	2,092	0	0	2,000	0	2,000	1,326	2,000	0	0
4152	MAYOR'S CHAIN	300	0	0	0	300	0	300	0	300	0	0
4153	ANNUAL CIVIC AWARDS	200	227	0	0	200	0	200	467	200	0	0
4892	C/S STAFF RCHG	35,934	32,843	0	0	36,861	0	36,861	35,653	42,713	0	0
4893	C/S O'HEAD RCHG	10,352	12,982	0	0	10,429	0	10,429	12,400	11,280	0	0
<b>Overhead Expenditure</b>		51,786	51,142	0	0	52,790	0	52,790	51,414	59,493	0	0
<b>Movement to/(from) Gen Reserve</b>		(51,786)	(51,142)			(52,790)		(52,790)	(51,414)	(59,493)		
<b><u>407</u></b>	<b><u>GRANTS &amp; DONATIONS</u></b>											
1170	GRANTS RECEIVED	0	0	0	0	0	0	0	159	0	0	0
1171	DONATIONS RECEIVED	0	33	0	0	0	0	0	33	0	0	0
<b>Total Income</b>		0	33	0	0	0	0	0	193	0	0	
4099	MISCELLANEOUS	0	159	0	0	0	0	0	0	0	0	
4100	GRANTS GENERAL	20,000	22,370	0	0	20,000	0	20,000	19,000	20,000	0	
4101	GRANT CAB	2,000	2,000	0	0	2,000	0	2,000	2,000	2,000	0	
4107	Witney Dementia Alliance	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4108	GRANT - WITNEY MUSIC FESTIVAL	0	0	0	0	0	0	0	0	10,000	0	0
4110	SUBSIDIZED LETTINGS	1,800	1,068	0	0	1,800	0	1,800	852	1,325	0	0
4160	TOWN TWINNING	0	-500	0	0	0	0	0	0	0	0	0
4162	GRANT VOLUNTEER LINK-UP	2,000	2,000	0	0	2,000	0	2,000	2,000	2,000	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>Overhead Expenditure</b>	26,800	27,098	0	0	26,800	0	26,800	23,852	36,325	0	0
	<b>407 Net Income over Expenditure</b>	-26,800	-27,064	0	0	-26,800	0	-26,800	-23,659	-36,325	0	0
6000	plus Transfer from EMR	0	12,100	0	0	0	0	0	-1,450	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(26,800)</u>	<u>(14,964)</u>			<u>(26,800)</u>		<u>(26,800)</u>	<u>(25,109)</u>	<u>(36,325)</u>		
<b>502</b>	<b><u>TOWN HALL MAINTENANCE</u></b>											
1050	RENT RECEIVED	13,950	21,613	0	0	19,950	0	19,950	19,950	19,950	0	0
	<b>Total Income</b>	13,950	21,613	0	0	19,950	0	19,950	19,950	19,950	0	0
4013	RENT PAID	16,500	16,500	0	0	16,500	0	16,500	16,500	16,500	0	0
4025	INSURANCE	1,000	1,085	0	0	1,087	0	1,087	1,131	1,150	0	0
4036	PROPERTY MAINTENANCE	6,500	8,251	0	0	4,500	0	4,500	1,011	4,500	0	0
4038	OTHER MAINTENANCE	2,000	4,222	0	0	2,000	0	2,000	4,018	2,140	0	0
4041	EQUIPMENT HIRE	1,000	751	0	0	1,000	0	1,000	746	800	0	0
4059	OTHER PROF FEES	2,500	0	0	0	2,500	0	2,500	0	2,500	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	1,256	0	1,256	1,187	2,500	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	115	0	115	102	160	0	0
4892	C/S STAFF RCHG	4,492	4,105	0	0	4,608	0	4,608	4,463	5,340	0	0
4893	C/S O'HEAD RCHG	1,294	1,622	0	0	1,304	0	1,304	1,549	1,410	0	0
4896	MTCE STAFF RECHARGE	1,277	1,513	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	125	93	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	133	228	0	0	228	0	228	258	353	0	0
	<b>Overhead Expenditure</b>	36,821	38,370	0	0	35,098	0	35,098	30,966	37,353	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	<b>502 Net Income over Expenditure</b>	-22,871	-16,758	0	0	-15,148	0	-15,148	-11,016	-17,403	0	0
6000	plus Transfer from EMR	0	1,751	0	0	0	0	0	450	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(22,871)</u>	<u>(15,006)</u>			<u>(15,148)</u>		<u>(15,148)</u>	<u>(10,566)</u>	<u>(17,403)</u>		
<b>505</b>	<b><u>PRECEPT</u></b>											
1176	PRECEPT	1,861,708	1,861,708	0	0	1,984,834	0	1,984,834	1,984,834	2,297,745	0	0
	<b>Total Income</b>	1,861,708	1,861,708	0	0	1,984,834	0	1,984,834	1,984,834	2,297,745	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>1,861,708</u>	<u>1,861,708</u>			<u>1,984,834</u>		<u>1,984,834</u>	<u>1,984,834</u>	<u>2,297,745</u>		
<b>506</b>	<b><u>INTEREST RECEIVED</u></b>											
1190	INTEREST RECEIVED	36,000	70,263	0	0	39,804	0	39,804	86,554	40,600	0	0
	<b>Total Income</b>	36,000	70,263	0	0	39,804	0	39,804	86,554	40,600	0	0
4051	BANK CHARGES	3,000	3,153	0	0	3,387	0	3,387	2,317	3,450	0	0
	<b>Overhead Expenditure</b>	3,000	3,153	0	0	3,387	0	3,387	2,317	3,450	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>33,000</u>	<u>67,110</u>			<u>36,417</u>		<u>36,417</u>	<u>84,237</u>	<u>37,150</u>		
<b>601</b>	<b><u>WORKS DEPARTMENT</u></b>											
4001	SALARIES	0	0	0	-30,239	471,872	0	441,633	392,493	514,276	0	0
4002	ER'S NIC	0	0	0	-2,237	46,283	0	44,046	37,533	65,261	0	0
4003	ER'S SUPERANN	0	0	0	-5,492	102,395	0	96,903	86,067	111,596	0	0
4007	PROTECTIVE CLOTHING	0	0	0	0	7,000	0	7,000	5,538	6,300	0	0
4008	TRAINING	0	0	0	0	10,500	0	10,500	6,799	7,500	0	0
4017	CONTRACT CLEAN/WASTE	0	0	0	0	0	0	0	43	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4143	REFRESHMENT COSTS	0	0	0	0	0	0	0	184	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	-612,869	0	-612,869	-516,092	-691,133	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	-54,737	0	-54,737	-55,593	-45,011	0	0
4892	C/S STAFF RCHG	0	0	0	0	23,038	0	23,038	22,281	26,695	0	0
4893	C/S O'HEAD RCHG	0	0	0	0	6,518	0	6,518	7,749	4,515	0	0
	<b>Overhead Expenditure</b>	0	0	0	-37,968	0	0	-37,968	-13,000	-1	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	-13,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		37,968	0	1		
<b>602</b>	<b><u>CENTRAL SUPPORT</u></b>											
4001	SALARIES	340,761	312,778	0	0	350,135	0	350,135	338,444	404,372	0	0
4002	ER'S NIC	34,467	30,684	0	0	35,042	0	35,042	33,857	48,278	0	0
4003	ER'S SUPERANN	73,944	67,033	0	0	75,566	0	75,566	73,395	81,259	0	0
4007	PROTECTIVE CLOTHING	0	0	0	0	0	0	0	0	0	0	0
4008	TRAINING	7,500	6,502	0	0	7,500	0	7,500	7,841	7,500	0	0
4009	TRAVELLING	1,500	154	0	0	1,500	0	1,500	79	1,000	0	0
4010	MISC STAFF COSTS	200	0	0	0	200	0	200	638	500	0	0
4011	RATES	21,000	18,613	0	0	19,860	0	19,860	19,451	20,100	0	0
4012	WATER RATES	550	446	0	0	460	0	460	263	550	0	0
4014	ELECTRICITY	24,000	16,918	0	0	14,502	0	14,502	14,290	9,000	0	0
4016	CLEANING MATERIALS	1,000	252	0	0	1,000	0	1,000	18	500	0	0
4017	CONTRACT CLEAN/WASTE	2,200	2,099	0	0	1,821	0	1,821	1,597	1,900	0	0
4018	PHOTOCOPIER COSTS	1,500	2,526	0	0	2,185	0	2,185	1,218	2,185	0	0
4020	COPIER RENTAL	4,000	654	0	0	4,000	0	4,000	2,216	4,000	0	0

Continued on next page

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4021	TELEPHONE/FAX	6,000	7,237	0	0	6,485	0	6,485	6,920	7,600	0	0
4022	POSTAGE	2,000	1,947	0	0	1,814	0	1,814	1,768	600	0	0
4023	STATIONERY	2,500	2,776	0	0	3,000	0	3,000	2,467	3,000	0	0
4025	INSURANCE	3,250	3,291	0	0	3,511	0	3,511	4,376	4,470	0	0
4026	BOOKS/PUBLICATIONS	300	192	0	0	300	0	300	104	300	0	0
4028	I.T.	18,000	18,531	0	0	21,340	0	21,340	21,576	22,000	0	0
4030	RECRUITMENT ADVT'G	2,500	-205	0	0	2,500	0	2,500	0	1,500	0	0
4036	PROPERTY MAINTENANCE	0	337	0	0	0	0	0	50	0	0	0
4038	OTHER MAINTENANCE	0	1,011	0	0	0	0	0	0	0	0	0
4042	EQUIPMENT INC. FURNITURE	5,000	7,575	0	0	5,000	0	5,000	4,571	5,100	0	0
4054	INTERNAL AUDIT	2,300	2,000	0	0	2,300	0	2,300	2,040	2,590	0	0
4055	ACCOUNTANCY FEES	3,500	4,436	0	0	1,000	0	1,000	0	1,000	0	0
4059	OTHER PROF FEES	20,000	43,664	0	4,930	30,000	0	34,930	56,893	45,000	0	0
4064	HEALTH & SAFETY	250	754	0	0	250	0	250	333	250	0	0
4099	MISCELLANEOUS	50	3	0	0	50	0	50	20	50	0	0
4143	REFRESHMENT COSTS	300	248	0	0	300	0	300	266	300	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	0	0	0	0	0	0	0	6	0	0	0
4892	C/S STAFF RCHG	-449,172	-410,538	0	0	-460,761	0	-460,761	-445,696	-533,909	0	0
4893	C/S O'HEAD RCHG	-129,400	-162,270	0	0	-130,360	0	-130,360	-155,000	-140,995	0	0
	<b>Overhead Expenditure</b>	0	-20,354	0	4,930	500	0	5,430	-6,000	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	-6,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	20,354			(500)		(5,430)	0	0		
<b>604</b>	<b><u>WORKS DEPOT/VEH/EQUIP ETC</u></b>											

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1099	MISCELLANEOUS INCOME	0	741	0	0	0	0	0	13,254	0	0	0
<b>Total Income</b>		0	741	0	0	0	0	0	13,254	0	0	0
4007	PROTECTIVE CLOTHING	0	0	0	0	0	0	0	0	0	0	0
4008	TRAINING	0	0	0	0	0	0	0	0	0	0	0
4014	ELECTRICITY	4,000	5,818	0	0	22,125	0	22,125	12,425	5,000	0	0
4016	CLEANING MATERIALS	400	1,519	0	0	1,421	0	1,421	1,666	1,750	0	0
4017	CONTRACT CLEAN/WASTE	2,000	8,306	0	13,191	9,157	0	22,348	25,838	21,000	0	0
4021	TELEPHONE/FAX	2,250	3,165	0	0	2,990	0	2,990	4,755	3,050	0	0
4023	STATIONERY	150	0	0	0	150	0	150	50	153	0	0
4025	INSURANCE	250	141	0	0	141	0	141	148	150	0	0
4028	I.T.	1,250	974	0	0	1,250	0	1,250	165	1,250	0	0
4030	RECRUITMENT ADVT'G	0	0	0	0	500	0	500	0	500	0	0
4036	PROPERTY MAINTENANCE	2,000	852	0	0	2,000	0	2,000	920	2,000	0	0
4038	OTHER MAINTENANCE	1,750	1,240	0	0	1,750	0	1,750	431	1,785	0	0
4039	HORTICULTURE	0	0	0	-42,618	57,052	0	14,434	13,155	4,500	0	0
4041	EQUIPMENT HIRE	3,500	4,872	0	0	3,500	0	3,500	4,673	4,000	0	0
4042	EQUIPMENT INC. FURNITURE	2,250	2,944	0	0	2,964	0	2,964	3,307	3,500	0	0
4043	SMALL TOOLS & EQUIPT	1,500	1,528	0	0	1,500	0	1,500	1,876	1,600	0	0
4044	FUEL	14,000	13,391	0	0	15,725	0	15,725	16,301	20,375	0	0
4045	LICENCES	2,000	2,323	0	0	2,874	0	2,874	2,228	2,900	0	0
4050	VEHICLE MAINTENANCE	5,000	22,621	0	0	12,000	0	12,000	26,652	16,500	0	0
4052	VEHICLE INSURANCE	3,500	2,727	0	0	3,500	0	3,500	4,159	4,300	0	0
4062	SPORTS PITCH MATERIALS	0	0	0	0	8,003	0	8,003	3,176	3,100	0	0
4064	HEALTH & SAFETY	250	455	0	0	250	0	250	404	500	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4099	MISCELLANEOUS	0	9	0	0	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	0	0	0	0	360	0	360	0	367	0	0
4899	DEPOT REALLOCATION	-46,050	-90,419	0	0	-149,214	0	-149,214	-109,076	-98,280	0	0
	<b>Overhead Expenditure</b>	0	-17,534	0	-29,427	-2	0	-29,429	13,254	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	18,275			2		29,429	0	0		
<b>605</b>	<b><u>GENERAL MAINT./NOW 601</u></b>											
4001	SALARIES	326,143	276,679	0	0	0	0	0	0	0	0	0
4002	ER'S NIC	43,752	26,277	0	0	0	0	0	0	0	0	0
4003	ER'S SUPERANN	70,773	57,970	0	0	0	0	0	0	0	0	0
4007	PROTECTIVE CLOTHING	4,000	4,688	0	0	0	0	0	0	0	0	0
4008	TRAINING	6,000	4,967	0	0	0	0	0	0	0	0	0
4009	TRAVELLING	0	27	0	0	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	4,000	0	0	0	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	200	48	0	0	0	0	0	0	0	0	0
4892	C/S STAFF RCHG	22,459	20,527	0	0	0	0	0	0	0	0	0
4893	C/S O'HEAD RCHG	6,470	8,355	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	-440,668	-360,926	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	-43,129	-37,648	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	0	-725	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	240	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(240)			0		0	0	0		
<b>606</b>	<b><u>GROUNDS MAINT. NOW 601</u></b>											

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1099	MISCELLANEOUS INCOME	0	121	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	121	0	0	0	0	0	0	0	0	0
4001	SALARIES	128,859	52,170	0	0	0	0	0	0	0	0	0
4002	ER'S NIC	11,504	4,689	0	0	0	0	0	0	0	0	0
4003	ER'S SUPERANN	27,963	11,321	0	0	0	0	0	0	0	0	0
4007	PROTECTIVE CLOTHING	3,000	1,353	0	0	0	0	0	0	0	0	0
4008	TRAINING	4,500	4,057	0	0	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	4,000	6,327	0	0	0	0	0	0	0	0	0
4030	RECRUITMENT ADVT'G	500	125	0	0	0	0	0	0	0	0	0
4039	HORTICULTURE	45,000	46,946	0	0	0	0	0	0	0	0	0
4062	SPORTS PITCH MATERIALS	5,000	3,992	0	0	0	0	0	0	0	0	0
4143	REFRESHMENT COSTS	150	0	0	0	0	0	0	0	0	0	0
4894	GROUND'S STAFF RECHARGE	-168,326	-68,180	0	0	0	0	0	0	0	0	0
4895	GROUND'S O'HEAD RECHARGE	-62,150	-61,989	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	811	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	(690)			0		0	0	0		
<b>700</b>	<b><u>STRATEGIC PLANNING INITIATIVES</u></b>											
4892	C/S STAFF RCHG	33,688	46,114	0	0	55,291	0	55,291	47,106	64,069	0	0
4893	C/S O'HEAD RCHG	9,705	18,944	0	0	15,643	0	15,643	18,602	16,907	0	0
	<b>Overhead Expenditure</b>	43,393	65,058	0	0	70,934	0	70,934	65,708	80,976	0	0
	<b>Movement to/(from) Gen Reserve</b>	(43,393)	(65,058)			(70,934)		(70,934)	(65,708)	(80,976)		
<b>701</b>	<b><u>CORPORATE MANAGEMENT</u></b>											

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4022	POSTAGE	300	0	0	0	300	0	300	214	200	0	0
4025	INSURANCE	2,225	1,982	0	0	2,114	0	2,114	1,544	1,575	0	0
4031	OTHER ADVERTISING	250	793	0	0	250	0	250	113	260	0	0
4057	AUDIT FEES	2,520	2,520	0	0	2,689	0	2,689	2,600	2,600	0	0
4892	C/S STAFF RCHG	76,359	69,793	0	0	78,329	0	78,329	75,786	90,764	0	0
4893	C/S O'HEAD RCHG	21,998	27,596	0	0	22,161	0	22,161	26,351	23,969	0	0
<b>Overhead Expenditure</b>		103,652	102,684	0	0	105,843	0	105,843	106,608	119,368	0	0
<b>Movement to/(from) Gen Reserve</b>		(103,652)	(102,684)			(105,843)		(105,843)	(106,608)	(119,368)		
<b>702</b>	<b><u>DEMOCRATIC REP'N &amp; MGMT</u></b>											
4008	TRAINING	2,500	1,370	0	0	2,500	0	2,500	2,254	1,400	0	0
4024	SUBSCRIPTIONS	6,250	6,298	0	0	6,414	0	6,414	7,079	7,200	0	0
4028	I.T.	4,000	5,504	0	0	5,872	0	5,872	2,930	5,990	0	0
4034	NEWSLETTER	3,000	1,731	0	0	3,798	0	3,798	2,616	3,875	0	0
4042	EQUIPMENT INC. FURNITURE	0	108	0	0	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	8	0	0	0	0	0	0	0	0	0
4120	ROOM HIRE/MEETING EXPS	2,250	3,131	0	0	3,709	0	3,709	3,749	3,783	0	0
4155	MODERN GOV/MTNG DIGITALISATION	9,500	9,411	0	0	9,788	0	9,788	9,939	10,140	0	0
4180	ELECTION EXPENSES	15,000	20,496	0	0	5,124	0	5,124	7,985	5,125	0	0
4892	C/S STAFF RCHG	67,600	61,785	0	0	69,344	0	69,344	67,091	80,353	0	0
4893	C/S O'HEAD RCHG	19,474	24,420	0	0	19,618	0	19,618	23,326	21,220	0	0
<b>Overhead Expenditure</b>		129,574	134,262	0	0	126,167	0	126,167	126,969	139,086	0	0
6000	plus Transfer from EMR	0	5,496	0	0	0	0	0	2,861	0	0	0

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**WITNEY TOWN COUNCIL 2024-25**  
**Annual Budget - By Committee (Actual YTD Month 12)**  
**Note: Management accounts**

				<u>2023-24</u>		<u>2024-25</u>					<u>2025-26</u>			
				Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve				(129,574)	(128,766)			(126,167)		(126,167)	(124,108)	(139,086)		
Policy, Governance & Finance - Income				1,911,658	1,954,479	0	0	2,044,588	0	2,044,588	2,104,785	2,358,295	0	0
Expenditure				395,026	384,932	0	-62,465	421,517	0	359,052	402,088	476,050	0	0
Net Income over Expenditure				1,516,632	1,569,547	0	62,465	1,623,071	0	1,685,536	1,702,697	1,882,245	0	0
plus Transfer from EMR				0	19,347	0	0	0	0	0	(17,139)	0	0	0
Movement to/(from) Gen Reserve				1,516,632	1,588,894			1,623,071		1,685,536	1,685,558	1,882,245		
Parks & Recreation														
201	SPLASHPARK													
1052	EXPENSES RECOVERED			0	12,988	0	0	0	0	0	0	0	0	0
Total Income				0	12,988	0	0	0	0	0	0	0	0	0
4012	WATER RATES			12,000	35,996	0	0	12,000	0	12,000	19,404	15,000	0	0
4014	ELECTRICITY			0	1,576	0	0	0	0	0	0	0	0	0
4016	CLEANING MATERIALS			300	348	0	0	300	0	300	0	305	0	0
4036	PROPERTY MAINTENANCE			5,000	180	0	0	5,000	651	5,651	5,841	5,100	0	0
4047	PLAY EQUIP MAINTENCE			2,500	0	0	0	2,668	0	2,668	0	2,500	0	0
4048	ENG.INSPEC.(VATABLE)			500	432	0	0	500	0	500	0	510	0	0
4099	MISCELLANEOUS			0	0	0	0	0	0	0	51	0	0	0
4888	O/S STAFF RECHARGE			0	0	0	0	9,315	0	9,315	4,956	7,500	0	0
4890	O/S O'HEAD RECHARGE			0	0	0	0	854	0	854	392	488	0	0
4896	MTCE STAFF RECHARGE			9,474	5,283	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE			927	628	0	0	0	0	0	0	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	990	1,799	0	0	1,699	0	1,699	1,256	1,067	0	0
	<b>Overhead Expenditure</b>	31,691	46,241	0	0	32,336	651	32,987	31,900	32,470	0	0
	<b>Movement to/(from) Gen Reserve</b>	(31,691)	(33,253)			(32,336)		(32,987)	(31,900)	(32,470)		
<b>202</b>	<b><u>THE LEYS RECREATION GROUND</u></b>											
1020	SPORTS - FOOTBALL	2,000	2,436	0	0	3,400	0	3,400	3,147	2,600	0	0
1043	GREEN FEES - WTBC	5,080	5,080	0	0	5,420	0	5,420	5,420	5,500	0	0
1050	RENT RECEIVED	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
1051	GROUND HIRE	15,000	15,534	0	0	16,038	0	16,038	15,991	17,650	0	0
1052	EXPENSES RECOVERED	150	60	0	0	160	0	160	1,228	165	0	0
1054	EASEMENTS/WAYLEAVES	0	0	0	0	0	0	0	6	6	0	0
1058	WATER RECOVERED	150	175	0	0	190	0	190	2,370	195	0	0
1059	ELECTRICITY RECOVER	20,000	6,162	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	43,380	30,448	0	0	26,208	0	26,208	29,162	27,116	0	0
4012	WATER RATES	0	1,269	0	0	3,000	0	3,000	8,445	1,350	0	0
4014	ELECTRICITY	24,800	19,422	0	0	5,202	0	5,202	2,422	3,600	0	0
4017	CONTRACT CLEAN/WASTE	10,000	10,185	0	-13,191	13,800	0	609	869	425	0	0
4025	INSURANCE	240	224	0	0	256	0	256	112	120	0	0
4036	PROPERTY MAINTENANCE	7,500	1,423	0	0	7,500	0	7,500	6,991	5,000	0	0
4037	GROUNDS MAINTENANCE	5,000	849	0	3,120	5,000	0	8,120	8,118	5,000	0	0
4038	OTHER MAINTENANCE	2,500	0	0	0	2,500	0	2,500	0	0	0	0
4041	EQUIPMENT HIRE	0	0	0	0	0	0	0	38	0	0	0
4046	SPORTS EQUIPMENT	4,000	0	0	0	4,000	0	4,000	3,495	2,000	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	5,000	1,050	0	0	5,000	0	5,000	1,728	5,000	0	0
4048	ENG.INSPEC.(VATABLE)	550	989	0	0	1,055	0	1,055	1,043	1,060	0	0
4049	PLAY RISK ASSESSMENT	500	135	0	0	144	0	144	420	140	0	0
4062	SPORTS PITCH MATERIALS	0	934	0	0	0	0	0	0	0	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	8	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	4,545	0	0	10,000	0	10,000	4,855	5,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	0	0	1,000	0	1,000	50	1,000	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	66,175	0	66,175	75,610	80,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	15,690	0	15,690	7,751	5,210	0	0
4892	C/S STAFF RCHG	17,967	16,422	0	0	18,431	0	18,431	17,825	21,358	0	0
4893	C/S O'HEAD RCHG	5,176	6,491	0	0	5,214	0	5,214	6,201	5,650	0	0
4894	GROUNDSTAFF RECHARGE	23,566	8,257	0	0	0	0	0	0	0	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	8,701	6,121	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	41,731	34,538	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	4,084	3,842	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	4,361	11,331	0	0	7,483	0	7,483	14,657	11,376	0	0
<b>Overhead Expenditure</b>		176,676	128,027	0	-10,071	171,450	0	161,379	160,638	153,789	0	0
<b>202 Net Income over Expenditure</b>		-133,296	-97,579	0	10,071	-145,242	0	-135,171	-131,476	-126,673	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	-1,000	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(133,296)</u>	<u>(97,579)</u>			<u>(145,242)</u>		<u>(135,171)</u>	<u>(132,476)</u>	<u>(126,673)</u>		
<b>203</b>	<b>WEST WITNEY SPORTS GROUND</b>											
1020	SPORTS - FOOTBALL	6,500	6,597	0	0	8,536	0	8,536	10,464	8,050	0	0
1021	SPORTS - CRICKET	1,500	1,374	0	0	1,500	0	1,500	1,470	1,500	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1041	RENTAL - TENNIS CLUB	4,970	0	0	0	0	0	0	4,970	0	0	0
1042	RENTAL- PROJ.RANGE	2,915	2,915	0	0	3,110	0	3,110	3,110	3,175	0	0
1044	GREEN FEES - WMBC	3,050	3,050	0	0	3,254	0	3,254	3,250	3,325	0	0
1045	GREEN FEES - WWBC	3,050	3,050	0	0	3,254	0	3,254	3,250	3,325	0	0
1050	RENT RECEIVED	9,850	10,350	0	0	10,366	0	10,366	10,352	10,366	0	0
1052	EXPENSES RECOVERED	0	1,429	0	0	0	0	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	0	0	6	0	6	6	6	0	0
1060	INSURANCE RECOVERED	400	435	0	0	427	0	427	457	455	0	0
<b>Total Income</b>		<b>32,241</b>	<b>29,206</b>	<b>0</b>	<b>0</b>	<b>30,453</b>	<b>0</b>	<b>30,453</b>	<b>37,329</b>	<b>30,202</b>	<b>0</b>	<b>0</b>
4025	INSURANCE	725	749	0	0	774	0	774	681	695	0	0
4036	PROPERTY MAINTENANCE	1,500	4,012	0	0	1,500	0	1,500	2,708	3,300	0	0
4037	GROUNDS MAINTENANCE	2,500	1,531	0	9,000	2,500	0	11,500	11,374	11,600	0	0
4046	SPORTS EQUIPMENT	0	1,354	0	0	1,000	0	1,000	156	1,000	0	0
4047	PLAY EQUIP MAINTENCE	0	17	0	0	0	0	0	6	0	0	0
4048	ENG.INSPEC.(VATABLE)	200	185	0	0	213	0	213	207	210	0	0
4059	OTHER PROF FEES	2,000	1,745	0	0	2,000	0	2,000	0	2,000	0	0
4062	SPORTS PITCH MATERIALS	0	900	0	0	0	0	0	1,665	1,285	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	8	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	37,622	0	37,622	65,701	70,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	13,071	0	13,071	7,977	4,559	0	0
4894	GROUNDS STAFF RECHARGE	23,566	10,234	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	8,701	7,477	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	12,690	18,257	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1,242	1,927	0	0	0	0	0	0	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	1,326	6,293	0	0	2,275	0	2,275	14,337	9,954	0	0
	<b>Overhead Expenditure</b>	54,450	54,681	0	9,000	60,955	0	69,955	104,821	104,603	0	0
	<b>203 Net Income over Expenditure</b>	-22,209	-25,475	0	-9,000	-30,502	0	-39,502	-67,491	-74,401	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	-2,000	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(22,209)</u>	<u>(25,475)</u>			<u>(30,502)</u>		<u>(39,502)</u>	<u>(69,491)</u>	<u>(74,401)</u>		
<b>204</b>	<b><u>BURWELL (QE2) SPORTS GROUND</u></b>											
1020	SPORTS - FOOTBALL	3,850	6,378	0	0	8,000	0	8,000	6,859	7,150	0	0
	<b>Total Income</b>	3,850	6,378	0	0	8,000	0	8,000	6,859	7,150	0	0
4017	CONTRACT CLEAN/WASTE	0	0	0	0	0	0	0	700	0	0	0
4036	PROPERTY MAINTENANCE	1,000	0	0	0	1,000	0	1,000	1,626	1,000	0	0
4037	GROUNDS MAINTENANCE	0	420	0	9,745	0	0	9,745	9,745	9,950	0	0
4046	SPORTS EQUIPMENT	3,000	0	0	0	2,000	0	2,000	0	1,000	0	0
4047	PLAY EQUIP MAINTENCE	2,000	251	0	0	2,000	0	2,000	2,053	2,000	0	0
4048	ENG.INSPEC.(VATABLE)	550	529	0	0	587	0	587	546	560	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	21,124	0	21,124	37,944	35,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	8,809	0	8,809	4,182	2,279	0	0
4894	GROUNDS STAFF RECHARGE	16,833	5,422	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	6,215	3,727	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	3,217	7,066	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	315	736	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	336	2,230	0	0	577	0	577	8,920	4,977	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		33,566	20,449	0	9,745	36,197	0	45,942	65,785	56,841	0	0
<b>204 Net Income over Expenditure</b>		-29,716	-14,072	0	-9,745	-28,197	0	-37,942	-58,927	-49,691	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	-1,000	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(29,716)</u>	<u>(14,072)</u>			<u>(28,197)</u>		<u>(37,942)</u>	<u>(59,927)</u>	<u>(49,691)</u>		
<b>205</b>	<b><u>KING GEORGE V / NEWLAND</u></b>											
1020	SPORTS - FOOTBALL	1,000	1,582	0	0	1,700	0	1,700	1,539	1,750	0	0
<b>Total Income</b>		1,000	1,582	0	0	1,700	0	1,700	1,539	1,750	0	0
4036	PROPERTY MAINTENANCE	500	0	0	0	534	0	534	0	0	0	0
4037	GROUNDS MAINTENANCE	2,000	140	0	2,003	2,000	0	4,003	4,003	5,700	0	0
4047	PLAY EQUIP MAINTENCE	500	893	0	0	500	0	500	38	500	0	0
4048	ENG.INSPEC.(VATABLE)	450	437	0	0	480	0	480	472	480	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4100	GRANTS GENERAL	500	0	0	0	500	0	500	0	500	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	15,699	0	15,699	13,570	20,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	3,502	0	3,502	1,507	1,303	0	0
4894	GROUNDS STAFF RECHARGE	5,050	1,659	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	1,865	1,319	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	10,487	7,023	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1,026	788	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	1,096	2,383	0	0	1,881	0	1,881	2,853	2,844	0	0
<b>Overhead Expenditure</b>		23,574	14,710	0	2,003	25,196	0	27,199	22,513	31,402	0	0

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

## Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>205 Net Income over Expenditure</b>		-22,574	-13,129	0	-2,003	-23,496	0	-25,499	-20,974	-29,652	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,000	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(22,574)</u>	<u>(13,129)</u>			<u>(23,496)</u>		<u>(25,499)</u>	<u>(19,974)</u>	<u>(29,652)</u>		
<b>207</b>	<b><u>MOORLAND ROAD PLAY AREA</u></b>											
4036	PROPERTY MAINTENANCE	0	30	0	0	0	0	0	60	0	0	0
4047	PLAY EQUIP MAINTENCE	500	251	0	0	500	0	500	905	500	0	0
4048	ENG.INSPEC.(VATABLE)	275	253	0	0	293	0	293	273	280	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	2,728	0	2,728	7,095	7,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	251	0	251	898	456	0	0
4896	MTCE STAFF RECHARGE	2,775	1,428	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	272	167	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	290	497	0	0	498	0	498	1,502	995	0	0
<b>Overhead Expenditure</b>		<u>4,212</u>	<u>2,694</u>	<u>0</u>	<u>0</u>	<u>4,370</u>	<u>0</u>	<u>4,370</u>	<u>10,824</u>	<u>9,306</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(4,212)</u>	<u>(2,694)</u>			<u>(4,370)</u>		<u>(4,370)</u>	<u>(10,824)</u>	<u>(9,306)</u>		
<b>208</b>	<b><u>WOOD GREEN/PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	500	354	0	0	500	0	500	574	500	0	0
4048	ENG.INSPEC.(VATABLE)	300	276	0	0	300	0	300	298	305	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	8,637	0	8,637	5,862	5,000	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RECHARGE	0	0	0	0	2,854	0	2,854	647	326	0	0
4894	GROUNDS STAFF RECHARGE	5,050	1,274	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	1,865	421	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	3,305	1,699	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	323	199	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	345	591	0	0	592	0	592	1,198	711	0	0
<b>Overhead Expenditure</b>		<b>11,788</b>	<b>4,882</b>	<b>0</b>	<b>0</b>	<b>12,983</b>	<b>0</b>	<b>12,983</b>	<b>8,670</b>	<b>6,917</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(11,788)</b>	<b>(4,882)</b>			<b>(12,983)</b>		<b>(12,983)</b>	<b>(8,670)</b>	<b>(6,917)</b>		
<b>209</b>	<b><u>ETON CLOSE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	250	0	0	0	250	0	250	38	250	0	0
4048	ENG.INSPEC.(VARIABLE)	200	184	0	0	200	0	200	199	205	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	100	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4222	TINY FOREST EXPENSES	150	0	0	0	150	0	150	0	150	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	6,037	6,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	687	391	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	1,344	853	0	0
<b>Overhead Expenditure</b>		<b>700</b>	<b>252</b>	<b>0</b>	<b>0</b>	<b>700</b>	<b>0</b>	<b>700</b>	<b>8,395</b>	<b>7,949</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(700)</b>	<b>(252)</b>			<b>(700)</b>		<b>(700)</b>	<b>(8,395)</b>	<b>(7,949)</b>		
<b>210</b>	<b><u>OXLEASE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	500	306	0	0	500	0	500	102	500	0	0
4048	ENG.INSPEC.(VARIABLE)	550	575	0	0	614	0	614	621	635	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	10,240	0	10,240	8,858	7,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	3,001	0	3,001	1,041	456	0	0
4894	GROUND STAFF RECHARGE	5,050	1,274	0	0	0	0	0	0	0	0	0
4895	GROUND O'HEAD RECHARGE	1,865	421	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	4,935	2,541	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	483	298	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	516	884	0	0	885	0	885	1,777	995	0	0
<b>Overhead Expenditure</b>		<b>13,999</b>	<b>6,366</b>	<b>0</b>	<b>0</b>	<b>15,340</b>	<b>0</b>	<b>15,340</b>	<b>12,490</b>	<b>9,661</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(13,999)</b>	<b>(6,366)</b>			<b>(15,340)</b>		<b>(15,340)</b>	<b>(12,490)</b>	<b>(9,661)</b>		
<b>211</b>	<b><u>FIELDMERE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENANCE	250	262	0	0	250	0	250	2,312	250	0	0
4048	ENG.INSPEC.(VATABLE)	300	276	0	0	300	0	300	298	305	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	4,810	0	4,810	5,743	4,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	441	0	441	606	261	0	0
4896	MTCE STAFF RECHARGE	4,892	2,516	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	479	295	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	511	875	0	0	877	0	877	1,038	569	0	0
<b>Overhead Expenditure</b>		<b>6,532</b>	<b>4,292</b>	<b>0</b>	<b>0</b>	<b>6,778</b>	<b>0</b>	<b>6,778</b>	<b>10,087</b>	<b>5,460</b>	<b>0</b>	<b>0</b>

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(6,532)</u>	<u>(4,292)</u>			<u>(6,778)</u>		<u>(6,778)</u>	<u>(10,087)</u>	<u>(5,460)</u>		
<b>212</b>	<b><u>QUARRY ROAD PLAY AREA</u></b>											
4036	PROPERTY MAINTENANCE	0	0	0	0	0	0	0	47	0	0	0
4047	PLAY EQUIP MAINTENANCE	250	1,798	0	0	250	0	250	66	250	0	0
4048	ENG.INSPEC.(VATABLE)	250	230	0	0	250	0	250	323	250	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	217	0	217	2,275	4,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	20	0	20	204	261	0	0
4896	MTCE STAFF RECHARGE	221	113	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	22	13	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	23	39	0	0	39	0	39	659	569	0	0
	<b>Overhead Expenditure</b>	<u>866</u>	<u>2,261</u>	<u>0</u>	<u>0</u>	<u>876</u>	<u>0</u>	<u>876</u>	<u>3,664</u>	<u>5,405</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(866)</u>	<u>(2,261)</u>			<u>(876)</u>		<u>(876)</u>	<u>(3,664)</u>	<u>(5,405)</u>		
<b>213</b>	<b><u>RALEGH CRESCENT PLAY AREA</u></b>											
1201	COMMUTED SUMS	0	0	0	0	0	0	0	7,748	0	0	0
	<b>Total Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,748</u>	<u>0</u>	<u>0</u>	<u>0</u>
4013	RENT PAID	5	0	0	0	5	0	5	0	5	0	0
4037	GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	4,625	0	0
4047	PLAY EQUIP MAINTENANCE	500	0	0	0	500	0	500	32	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	0	500	0	500	0	500	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	100	0	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	4,374	0	4,374	2,999	10,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	401	0	401	384	651	0	0
4896	MTCE STAFF RECHARGE	4,449	2,289	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	435	268	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	465	796	0	0	798	0	798	429	1,422	0	0
<b>Overhead Expenditure</b>		<b>5,954</b>	<b>3,354</b>	<b>0</b>	<b>0</b>	<b>6,678</b>	<b>0</b>	<b>6,678</b>	<b>3,934</b>	<b>17,778</b>	<b>0</b>	<b>0</b>
<b>213 Net Income over Expenditure</b>		<b>-5,954</b>	<b>-3,354</b>	<b>0</b>	<b>0</b>	<b>-6,678</b>	<b>0</b>	<b>-6,678</b>	<b>3,814</b>	<b>-17,778</b>	<b>0</b>	<b>0</b>
6001	less Transfer to EMR	0	0	0	0	0	0	0	7,748	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(5,954)</b>	<b>(3,354)</b>			<b>(6,678)</b>		<b>(6,678)</b>	<b>(3,934)</b>	<b>(17,778)</b>		
<b>214</b>	<b><u>PARK ROAD PLAY AREA</u></b>											
4013	RENT PAID	125	0	0	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	500	251	0	0	500	0	500	32	500	0	0
4048	ENG.INSPEC.(VATABLE)	275	0	0	0	275	0	275	0	275	0	0
4049	PLAY RISK ASSESSMENT	100	68	0	0	100	0	100	70	75	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	3,024	0	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	397	0	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	458	0	0	0
<b>Overhead Expenditure</b>		<b>1,000</b>	<b>319</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>4,001</b>	<b>975</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(1,000)</b>	<b>(319)</b>			<b>(1,000)</b>		<b>(1,000)</b>	<b>(4,001)</b>	<b>(975)</b>		

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>215</b>	<b><u>CEDAR DRIVE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	0	0	0	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	100	0	100	0	100	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	20	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	1,100	0	1,100	20	1,100	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			(1,100)		(1,100)	(20)	(1,100)		
<b>216</b>	<b><u>UNTERHACHING PLAY AREA</u></b>											
1201	COMMUTED SUMS	0	30,000	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	30,000	0	0	0	0	0	0	0	0	0
4014	ELECTRICITY	0	0	0	0	0	0	0	2,681	2,100	0	0
4047	PLAY EQUIP MAINTENCE	0	0	0	0	500	0	500	53	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	100	0	100	70	100	0	0
4056	LEGAL EXPENSES	0	1,609	0	0	0	0	0	0	0	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	1,572	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	2,780	0	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	246	0	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	701	0	0	0
	<b>Overhead Expenditure</b>	0	1,609	0	0	1,100	0	1,100	8,102	3,200	0	0
	<b>216 Net Income over Expenditure</b>	0	28,392	0	0	-1,100	0	-1,100	-8,102	-3,200	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,551	0	0	0
6001	less Transfer to EMR	0	30,000	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>(1,608)</u>			<u>(1,100)</u>		<u>(1,100)</u>	<u>(6,551)</u>	<u>(3,200)</u>		
<b>217</b>	<b><u>WATERFORD LANE PLAY AREA</u></b>											
4047	PLAY EQUIP MAINTENCE	0	0	0	0	500	0	500	0	510	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	0	500	0	500	0	510	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	100	0	100	0	102	0	0
<b>Overhead Expenditure</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>1,122</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>0</u>			<u>(1,100)</u>		<u>(1,100)</u>	<u>0</u>	<u>(1,122)</u>		
<b>218</b>	<b><u>WINDRUSH PLACE</u></b>											
4037	GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	9,250	0	0
4098	NET COSTS - PAVILION	0	0	0	0	0	0	0	0	50,000	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	0	20,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	0	1,303	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	0	2,844	0	0
<b>Overhead Expenditure</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>83,397</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(83,397)</u>		
<b>219</b>	<b><u>DEER PARK SPORTS PITCHES</u></b>											
4037	GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	4,625	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	0	10,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	0	651	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	0	1,422	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	16,698	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	0	(16,698)		
<b>299</b>	<b><u>P&amp;R UN ALLOC. WORKS OVERHEAD</u></b>											
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	0	0	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	0	0		
	<b>Parks &amp; Recreation - Income</b>	80,471	110,601	0	0	66,361	0	66,361	82,637	66,218	0	0
	<b>Expenditure</b>	365,008	290,135	0	10,677	378,159	651	389,487	455,844	548,073	0	0
	<b>Net Income over Expenditure</b>	-284,537	-179,535	0	-10,677	-311,798	-651	-323,126	-373,207	-481,855	0	0
	plus Transfer from EMR	0	0	0	0	0	0	0	(1,449)	0	0	0
	less Transfer to EMR	0	30,000	0	0	0	0	0	7,748	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(284,537)	(209,535)			(311,798)		(323,126)	(382,404)	(481,855)		

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>Stronger Communities</u></b>												
<b><u>402</u></b>	<b><u>COMMUNITY INFRASTRUCTURE</u></b>											
1052	EXPENSES RECOVERED	0	1,252	0	0	1,336	0	1,336	500	1,350	0	0
1099	MISCELLANEOUS INCOME	0	0	0	0	0	0	0	1,000	0	0	0
1170	GRANTS RECEIVED	0	4,020	0	0	0	0	0	5,000	0	0	0
1171	DONATIONS RECEIVED	0	4,934	0	0	1,334	0	1,334	2,665	10,350	0	0
<b>Total Income</b>		0	10,206	0	0	2,670	0	2,670	9,165	11,700	0	0
4014	ELECTRICITY	4,100	2,284	0	0	3,411	0	3,411	3,323	3,400	0	0
4017	CONTRACT CLEAN/WASTE	3,000	2,665	0	0	3,000	0	3,000	169	3,000	0	0
4025	INSURANCE	120	112	0	0	112	0	112	112	115	0	0
4028	I.T.	0	0	0	0	0	0	0	117	0	0	0
4035	BUS SHELTER MAINTENANCE	2,000	168	0	0	3,000	0	3,000	484	3,000	0	0
4036	PROPERTY MAINTENANCE	2,630	1,021	0	0	2,630	0	2,630	1,490	2,600	0	0
4037	GROUNDS MAINTENANCE	3,000	54	0	0	3,000	0	3,000	646	1,500	0	0
4039	HORTICULTURE	750	10,228	0	18,750	750	0	19,500	16,277	19,500	0	0
4040	ARBORICULTURE	20,000	20,380	0	0	20,000	0	20,000	11,735	20,000	0	0
4066	TREE REPLACEMENT	8,000	7,191	0	0	8,000	0	8,000	6,159	4,000	0	0
4067	Tree Survey	8,000	5,270	0	0	8,000	0	8,000	6,845	7,500	0	0
4105	XMAS LIGHTS, TREE & INFRASTRUC	44,000	39,512	0	0	55,000	0	55,000	55,337	48,500	0	0
4113	XMAS SOCIAL CONTRN - SEE 1099	0	0	0	0	0	0	0	750	0	0	0
4166	DEFIBRILLATOR EXPENDITURE	4,000	2,833	0	0	4,000	0	4,000	1,685	4,000	0	0
4200	STREET FURNITURE	1,000	5,114	0	0	5,000	0	5,000	7,047	5,000	1,000	0
4208	COVID-19 MEMORIAL	0	634	0	0	0	0	0	0	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4210	CHURCH CLOCK	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	7,250	1,624	0	0	7,250	0	7,250	2,346	3,500	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	161,845	0	161,845	91,284	150,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	43,819	0	43,819	8,565	9,769	0	0
4892	C/S STAFF RCHG	17,967	16,422	0	0	18,431	0	18,431	17,824	21,362	0	0
4893	C/S O'HEAD RCHG	5,176	6,491	0	0	5,214	0	5,214	6,201	5,640	0	0
4894	GROUNDS STAFF RECHARGE	70,697	32,957	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	26,103	36,501	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	87,913	88,734	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	8,604	8,678	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	9,187	15,736	0	0	15,763	0	15,763	19,619	21,331	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	0	0	10,000	0	10,000	10,000	11,267	0	0
<b>Overhead Expenditure</b>		<b>344,997</b>	<b>314,608</b>	<b>0</b>	<b>18,750</b>	<b>379,725</b>	<b>0</b>	<b>398,475</b>	<b>268,013</b>	<b>346,484</b>	<b>1,000</b>	<b>0</b>
<b>402 Net Income over Expenditure</b>		<b>-344,997</b>	<b>-304,403</b>	<b>0</b>	<b>-18,750</b>	<b>-377,055</b>	<b>0</b>	<b>-395,805</b>	<b>-258,847</b>	<b>-334,784</b>	<b>-1,000</b>	<b>0</b>
6000	plus Transfer from EMR	0	4,114	0	0	0	0	0	-20,547	0	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	5,000	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(344,997)</b>	<b>(300,289)</b>			<b>(377,055)</b>		<b>(395,805)</b>	<b>(284,394)</b>	<b>(334,784)</b>		
<b>408</b>	<b>COMMUNITY ACTIVITIES</b>											
1099	MISCELLANEOUS INCOME	0	0	0	0	0	0	0	26	0	0	0
1170	GRANTS RECEIVED	0	0	0	0	0	0	0	1,500	1,500	0	0
<b>Total Income</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,526</b>	<b>1,500</b>	<b>0</b>	<b>0</b>
4001	SALARIES	4,778	4,581	0	0	4,888	0	4,888	5,022	15,118	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4002	ER'S NIC	502	475	0	0	498	0	498	482	1,949	0	0
4003	ER'S SUPERANN	1,037	994	0	0	1,061	0	1,061	1,004	3,281	0	0
4103	GRANT YOUTH COUNCIL	500	0	0	0	1,350	0	1,350	81	1,350	0	0
4104	GRANT CARNIVAL/XMAS ROTARY CLB	4,500	4,200	0	0	4,500	0	4,500	4,900	4,900	0	0
4106	GRANT - PLAY DAY	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
4109	BLUE PLAQUES	0	193	0	0	0	0	0	525	0	0	0
4111	WATER SAFETY/EDUCATION	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
4112	GRANT - WITNEY TOWN BAND	750	660	0	0	660	0	660	660	660	0	0
4141	EVENTS	9,000	3,410	0	0	10,000	0	10,000	4,961	7,500	0	0
4145	HM QUEEN'S JUBILEE (2022)	0	744	0	0	0	0	0	0	0	0	0
4146	HM KING'S CORONATION (2023)	3,000	2,591	0	0	0	0	0	0	0	0	0
4147	50th Anniversary Grants	0	0	0	0	0	0	0	1,100	0	0	0
4148	D-Day 80th Anniversary comm'n	0	60	0	0	1,500	0	1,500	862	1,500	0	0
4149	WTC 50th ANNIVERSARY	0	0	0	0	5,000	0	5,000	3,332	0	0	0
4154	EXPERIENCE OXFORDSHIRE M'SHIP	0	0	0	0	1,200	0	1,200	0	1,200	0	0
4160	TOWN TWINNING	500	0	0	0	500	0	500	0	500	0	0
4161	TOWN TWINNING ROOM HIRE	500	0	0	0	500	0	500	0	500	0	0
4167	BUS SERVICE	21,000	21,000	0	0	21,000	0	21,000	23,500	23,500	0	0
4169	CHILDREN & YOUTH PROVISION	40,000	19,600	0	0	40,000	0	40,000	30,200	0	20,000	0
4170	ADVENT FAYRE	2,000	2,020	0	0	2,000	0	2,000	2,064	1,000	0	0
4172	GRANT - DETACHED YOUTH WORK	0	0	0	0	0	0	0	0	18,000	0	0
4173	GRANT - HOME START	0	0	0	0	0	0	0	0	11,000	0	0
4892	C/S STAFF RCHG	71,867	65,686	0	0	73,721	0	73,721	71,310	85,443	0	0
4893	C/S O'HEAD RCHG	20,704	25,962	0	0	20,857	0	20,857	24,799	25,094	0	0

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WITNEY TOWN COUNCIL 2024-25  
Annual Budget - By Committee (Actual YTD Month 12)  
Note: Management accounts

2023-24			2024-25						2025-26		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	183,638	153,175	0	0	192,235	0	192,235	175,801	205,495	20,000	0
408 Net Income over Expenditure	-183,638	-153,175	0	0	-192,235	0	-192,235	-174,275	-203,995	-20,000	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	-13,500	0	0	0
Movement to/(from) Gen Reserve	(183,638)	(153,175)			(192,235)		(192,235)	(187,775)	(203,995)		
Stronger Communities - Income	0	10,206	0	0	2,670	0	2,670	10,691	13,200	0	0
Expenditure	528,635	467,784	0	18,750	571,960	0	590,710	443,813	551,979	21,000	0
Net Income over Expenditure	-528,635	-457,578	0	-18,750	-569,290	0	-588,040	-433,122	-538,779	-21,000	0
plus Transfer from EMR	0	4,114	0	0	0	0	0	(34,047)	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	5,000	0	0	0
Movement to/(from) Gen Reserve	(528,635)	(453,464)			(569,290)		(588,040)	(472,169)	(538,779)		

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Halls, Cemeteries &amp; Allotments</b>												
<b>102</b>	<b>LANGDALE HALL</b>											
1050	RENT RECEIVED	20,302	20,677	0	0	26,007	0	26,007	25,979	25,979	0	0
1052	EXPENSES RECOVERED	200	205	0	0	171	0	171	91	370	0	0
1060	INSURANCE RECOVERED	650	728	0	0	764	0	764	1,771	950	0	0
	<b>Total Income</b>	<b>21,152</b>	<b>21,610</b>	<b>0</b>	<b>0</b>	<b>26,942</b>	<b>0</b>	<b>26,942</b>	<b>27,841</b>	<b>27,299</b>	<b>0</b>	<b>0</b>
4021	TELEPHONE/FAX	200	230	0	0	171	0	171	304	310	0	0
4025	INSURANCE	750	818	0	0	928	0	928	765	950	0	0
4036	PROPERTY MAINTENANCE	1,000	1,345	0	0	1,000	2,000	3,000	679	1,000	0	0
4038	OTHER MAINTENANCE	1,000	340	0	0	1,000	0	1,000	0	1,000	0	0
4048	ENG.INSPEC.(VATABLE)	450	345	0	0	368	0	368	575	585	0	0
4059	OTHER PROF FEES	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	1,039	0	1,039	1,865	2,100	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	95	0	95	137	137	0	0
4892	C/S STAFF RCHG	4,492	4,105	0	0	4,607	0	4,607	4,456	5,311	0	0
4893	C/S O'HEAD RCHG	1,294	1,622	0	0	1,304	0	1,304	1,549	1,410	0	0
4896	MTCE STAFF RECHARGE	1,057	542	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	103	63	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	110	188	0	0	189	0	189	454	299	0	0
	<b>Overhead Expenditure</b>	<b>11,456</b>	<b>9,597</b>	<b>0</b>	<b>0</b>	<b>11,701</b>	<b>2,000</b>	<b>13,701</b>	<b>10,784</b>	<b>14,102</b>	<b>0</b>	<b>0</b>
	<b>102 Net Income over Expenditure</b>	<b>9,696</b>	<b>12,012</b>	<b>0</b>	<b>0</b>	<b>15,241</b>	<b>-2,000</b>	<b>13,241</b>	<b>17,057</b>	<b>13,197</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	-2,000	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		9,696	12,012			15,241		13,241	15,057	13,197		
<b>103</b>	<b>BAR/ CAFE</b>											
1000	C/EX. 1863 - SALES ALCOHOL	22,500	37,255	0	0	34,736	0	34,736	28,915	37,500	0	0
1001	C/EX. 1863 SALES - FOOD	20,000	27,405	0	0	28,660	0	28,660	36,511	35,700	0	0
1002	C/EX. 1863 BAR HIRE CHARGE	750	1,067	0	0	1,430	0	1,430	1,107	1,055	0	0
1003	C/EX. 1863 SALES - SOFT DRINKS	0	7,537	0	0	7,064	0	7,064	9,211	9,030	0	0
1009	CORN EX.1863 CAFE- HOT DRINKS	39,000	70,391	0	0	74,800	0	74,800	99,374	96,000	0	0
1014	EVENTS INCOME	0	0	0	0	0	0	0	217	0	0	0
1090	BURWELL HALL BAR - ALCOHOL	6,000	3,819	0	0	6,600	0	6,600	1,413	3,200	0	0
1091	BURWELL HALL BAR HIRE CHARGE	150	0	0	0	150	0	150	-100	153	0	0
	<b>Total Income</b>	<b>88,400</b>	<b>147,473</b>	<b>0</b>	<b>0</b>	<b>153,440</b>	<b>0</b>	<b>153,440</b>	<b>176,648</b>	<b>182,638</b>	<b>0</b>	<b>0</b>
3000	BAR PURCHASES - DRINK	11,500	22,782	0	0	21,000	0	21,000	18,056	22,875	0	0
3001	BAR PURCHASES - FOOD	10,000	18,970	0	0	17,196	0	17,196	20,970	21,420	0	0
3009	CAFE PURCHASES - HOT BEVERAGES	14,000	17,750	0	0	19,448	0	19,448	23,558	24,000	0	0
3010	PROMOTIONS	0	1,013	0	0	0	0	0	2,668	4,450	0	0
	<b>Direct Expenditure</b>	<b>35,500</b>	<b>60,516</b>	<b>0</b>	<b>0</b>	<b>57,644</b>	<b>0</b>	<b>57,644</b>	<b>65,252</b>	<b>72,745</b>	<b>0</b>	<b>0</b>
4001	SALARIES	66,953	113,788	0	0	105,307	0	105,307	113,561	107,000	0	0
4002	ER'S NIC	7,356	5,406	0	0	4,566	0	4,566	6,704	9,900	0	0
4003	ER'S SUPERANN	3,459	5,761	0	0	5,124	0	5,124	6,587	7,000	0	0
4007	PROTECTIVE CLOTHING	750	180	0	0	750	0	750	21	500	0	0
4016	CLEANING MATERIALS	300	66	0	0	100	0	100	73	100	0	0
4032	PUBLICITY	0	0	0	0	0	0	0	15	0	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4038	OTHER MAINTENANCE	750	495	0	0	500	0	500	0	500	0	0
4042	EQUIPMENT INC. FURNITURE	5,000	6,440	0	0	5,000	0	5,000	6,018	5,000	0	0
4059	OTHER PROF FEES	700	600	0	0	700	0	700	600	700	0	0
4099	MISCELLANEOUS	1,000	973	0	0	1,000	0	1,000	309	1,000	0	0
4892	C/S STAFF RCHG	11,229	5,155	0	0	4,608	0	4,608	6,578	5,339	0	0
4893	C/S O'HEAD RCHG	3,235	1,798	0	0	1,304	0	1,304	1,612	1,410	0	0
4896	MTCE STAFF RECHARGE	0	436	0	0	0	0	0	0	0	0	0
Overhead Expenditure		100,732	141,099	0	0	128,959	0	128,959	142,077	138,449	0	0
Movement to/(from) Gen Reserve		(47,832)	(54,143)			(33,163)		(33,163)	(30,681)	(28,556)		
<b>104</b>	<b>CORN EXCHANGE</b>											
1007	CORN EXCHNGE LETTING	38,500	62,539	0	0	57,314	0	57,314	64,006	68,000	0	0
1014	EVENTS INCOME	4,000	12,817	0	0	13,609	0	13,609	7,942	13,881	0	0
1015	TEA DANCE INCOME	1,500	2,114	0	0	2,400	0	2,400	2,743	2,400	0	0
1017	CORN EXCHANGE WEDDING LETTING	500	859	0	0	1,353	0	1,353	2,962	1,400	0	0
1052	EXPENSES RECOVERED	0	2,070	0	0	3,479	0	3,479	0	750	0	0
Total Income		44,500	80,399	0	0	78,155	0	78,155	77,654	86,431	0	0
4001	SALARIES	61,962	53,136	0	0	78,384	0	78,384	75,017	65,544	0	0
4002	ER'S NIC	4,395	4,267	0	0	5,927	0	5,927	6,365	7,342	0	0
4003	ER'S SUPERANN	9,387	10,140	0	0	12,971	0	12,971	11,837	9,811	0	0
4007	PROTECTIVE CLOTHING	300	285	0	0	300	0	300	154	300	0	0
4008	TRAINING	1,000	993	0	0	1,000	0	1,000	3,462	1,020	0	0
4011	RATES	4,500	1,166	0	0	1,244	0	1,244	1,282	3,167	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4012	WATER RATES	1,100	3,231	0	0	2,700	0	2,700	6,559	5,075	0	0
4014	ELECTRICITY	36,000	20,219	0	0	16,792	0	16,792	13,662	12,000	0	0
4015	GAS	26,250	14,495	0	0	8,987	0	8,987	9,339	8,000	0	0
4016	CLEANING MATERIALS	3,000	1,804	0	0	2,000	0	2,000	2,655	2,040	0	0
4017	CONTRACT CLEAN/WASTE	3,500	3,280	0	0	3,735	0	3,735	1,560	3,735	0	0
4018	PHOTOCOPIER COSTS	50	71	0	0	50	0	50	166	190	0	0
4021	TELEPHONE/FAX	900	1,487	0	0	960	0	960	1,697	1,260	0	0
4025	INSURANCE	850	937	0	0	1,126	0	1,126	930	950	0	0
4028	I.T.	1,400	2,384	0	0	1,400	0	1,400	1,698	1,500	0	0
4030	RECRUITMENT ADVT'G	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4032	PUBLICITY	3,000	1,995	0	0	3,000	0	3,000	1,035	3,000	0	0
4036	PROPERTY MAINTENANCE	8,000	11,496	0	0	8,000	0	8,000	12,175	12,000	0	0
4038	OTHER MAINTENANCE	4,000	12,194	0	0	4,000	0	4,000	7,086	4,000	0	0
4042	EQUIPMENT INC. FURNITURE	2,000	1,818	0	0	2,000	0	2,000	2,239	2,000	0	0
4043	SMALL TOOLS & EQUIPT	150	181	0	0	150	0	150	34	150	0	0
4045	LICENCES	4,000	2,208	0	0	2,500	0	2,500	2,590	2,900	0	0
4048	ENG.INSPEC.(VARIABLE)	350	337	0	0	373	0	373	364	370	0	0
4064	HEALTH & SAFETY	100	288	0	0	100	0	100	420	100	0	0
4141	EVENTS	10,000	13,825	0	0	10,000	0	10,000	10,036	10,000	0	0
4142	TEA DANCE COSTS	6,000	5,145	0	0	6,535	0	6,535	5,709	6,700	0	0
4144	FILM CLUB	0	6,150	0	0	4,481	0	4,481	3,551	4,600	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	3,856	0	3,856	5,684	5,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	354	0	354	567	326	0	0
4892	C/S STAFF RCHG	22,459	10,311	0	0	9,215	0	9,215	13,159	10,677	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	6,470	3,597	0	0	2,607	0	2,607	3,101	2,820	0	0
4896	MTCE STAFF RECHARGE	3,922	2,371	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	384	274	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	410	900	0	0	703	0	703	1,141	711	0	0
<b>Overhead Expenditure</b>		226,839	190,984	0	0	196,450	0	196,450	205,275	188,288	0	0
<b>104 Net Income over Expenditure</b>		-182,339	-110,585	0	0	-118,295	0	-118,295	-127,621	-101,857	0	0
6000	plus Transfer from EMR	0	10,632	0	0	0	0	0	3,175	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(182,339)</u>	<u>(99,954)</u>			<u>(118,295)</u>		<u>(118,295)</u>	<u>(124,446)</u>	<u>(101,857)</u>		
<b>105</b>	<b><u>BURWELL HALL</u></b>											
1005	BURWELL HALL LETTING	22,500	26,421	0	0	30,575	0	30,575	28,681	31,200	0	0
1052	EXPENSES RECOVERED	0	1,072	0	0	2,189	0	2,189	0	750	0	0
<b>Total Income</b>		22,500	27,492	0	0	32,764	0	32,764	28,681	31,950	0	0
4001	SALARIES	41,308	44,900	0	0	52,256	0	52,256	59,252	46,804	0	0
4002	ER'S NIC	2,930	3,574	0	0	3,951	0	3,951	5,106	4,925	0	0
4003	ER'S SUPERANN	6,258	7,519	0	0	8,647	0	8,647	8,785	5,744	0	0
4007	PROTECTIVE CLOTHING	300	7	0	0	300	0	300	0	300	0	0
4008	TRAINING	500	0	0	0	500	0	500	0	500	0	0
4011	RATES	3,000	786	0	0	839	0	839	865	2,150	0	0
4012	WATER RATES	1,200	371	0	0	420	0	420	909	825	0	0
4014	ELECTRICITY	11,920	3,401	0	0	3,362	0	3,362	2,987	2,500	0	0
4015	GAS	15,000	7,088	0	0	8,567	0	8,567	2,322	4,146	0	0
4016	CLEANING MATERIALS	2,000	1,839	0	0	2,000	0	2,000	2,213	2,050	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4017	CONTRACT CLEAN/WASTE	2,200	1,980	0	0	1,225	0	1,225	3,281	2,800	0	0
4021	TELEPHONE/FAX	300	235	0	0	268	0	268	235	260	0	0
4025	INSURANCE	550	585	0	0	592	0	592	437	445	0	0
4028	I.T.	1,000	900	0	0	1,000	0	1,000	1,494	1,000	0	0
4032	PUBLICITY	1,000	0	0	0	1,000	0	1,000	330	1,000	0	0
4036	PROPERTY MAINTENANCE	5,000	5,995	0	0	5,000	0	5,000	4,576	5,000	0	0
4038	OTHER MAINTENANCE	2,100	1,696	0	0	2,100	0	2,100	1,885	1,825	0	0
4042	EQUIPMENT INC. FURNITURE	1,500	300	0	0	1,500	0	1,500	378	1,500	0	0
4045	LICENCES	750	447	0	0	477	0	477	475	485	0	0
4048	ENG.INSPEC.(VATABLE)	325	319	0	0	340	0	340	1,790	1,825	0	0
4064	HEALTH & SAFETY	0	74	0	0	0	0	0	498	0	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	54	200	0	0
4142	TEA DANCE COSTS	0	0	0	0	0	0	0	113	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	19,324	0	19,324	2,020	5,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	1,773	0	1,773	159	326	0	0
4892	C/S STAFF RCHG	4,492	4,105	0	0	4,608	0	4,608	4,456	5,339	0	0
4893	C/S O'HEAD RCHG	1,294	1,622	0	0	1,304	0	1,304	1,549	1,410	0	0
4894	GROUNDST STAFF RECHARGE	0	122	0	0	0	0	0	0	0	0	0
4895	GROUNDST O'HEAD RECHARGE	0	36	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	19,654	13,425	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1,924	1,360	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	2,054	4,380	0	0	3,524	0	3,524	478	711	0	0
<b>Overhead Expenditure</b>		<b>128,559</b>	<b>107,068</b>	<b>0</b>	<b>0</b>	<b>124,877</b>	<b>0</b>	<b>124,877</b>	<b>106,648</b>	<b>99,070</b>	<b>0</b>	<b>0</b>
<b>105 Net Income over Expenditure</b>		<b>-106,059</b>	<b>-79,576</b>	<b>0</b>	<b>0</b>	<b>-92,113</b>	<b>0</b>	<b>-92,113</b>	<b>-77,967</b>	<b>-67,120</b>	<b>0</b>	<b>0</b>

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,940	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(106,059)</b>	<b>(79,576)</b>			<b>(92,113)</b>		<b>(92,113)</b>	<b>(76,027)</b>	<b>(67,120)</b>		
<b>106</b>	<b>MADLEY PARK COMMUNITY CENTRE</b>											
1052	EXPENSES RECOVERED	0	0	0	0	0	0	0	1,204	0	0	0
1060	INSURANCE RECOVERED	440	494	0	0	526	0	526	519	530	0	0
	<b>Total Income</b>	<b>440</b>	<b>494</b>	<b>0</b>	<b>0</b>	<b>526</b>	<b>0</b>	<b>526</b>	<b>1,724</b>	<b>530</b>	<b>0</b>	<b>0</b>
4025	INSURANCE	440	494	0	0	526	0	526	519	530	0	0
4036	PROPERTY MAINTENANCE	0	0	0	0	0	0	0	7,617	0	0	0
4038	OTHER MAINTENANCE	0	0	0	0	0	0	0	1,856	0	0	0
4048	ENG.INSPEC.(VATABLE)	700	0	0	0	747	0	747	0	760	0	0
4059	OTHER PROF FEES	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	15	0	15	0	533	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	1	0	1	0	35	0	0
4892	C/S STAFF RCHG	898	821	0	0	921	0	921	888	1,067	0	0
4893	C/S O'HEAD RCHG	259	324	0	0	261	0	261	247	282	0	0
4896	MTCE STAFF RECHARGE	15	10	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	1	1	0	0	1	0	1	0	1	0	0
4899	DEPOT REALLOCATION	2	3	0	0	3	0	3	0	76	0	0
	<b>Overhead Expenditure</b>	<b>3,815</b>	<b>1,654</b>	<b>0</b>	<b>0</b>	<b>3,975</b>	<b>0</b>	<b>3,975</b>	<b>11,127</b>	<b>4,784</b>	<b>0</b>	<b>0</b>
	<b>106 Net Income over Expenditure</b>	<b>-3,375</b>	<b>-1,160</b>	<b>0</b>	<b>0</b>	<b>-3,449</b>	<b>0</b>	<b>-3,449</b>	<b>-9,403</b>	<b>-4,254</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	6,117	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(3,375)	(1,160)			(3,449)		(3,449)	(3,286)	(4,254)		
<b>301</b>	<b><u>TOWER HILL CEMETERY</u></b>											
1050	RENT RECEIVED	13,620	13,620	0	0	13,260	0	13,260	13,620	13,620	0	0
1060	INSURANCE RECOVERED	225	249	0	0	194	0	194	262	200	0	0
1099	MISCELLANEOUS INCOME	0	850	0	0	0	0	0	183	0	0	0
1100	BURIAL FEES	4,000	7,627	0	0	9,283	0	9,283	9,284	8,850	0	0
1101	GRANT OF RIGHTS	1,000	1,387	0	0	2,828	0	2,828	1,060	1,200	0	0
1102	INTERMENT OF ASHES	9,000	10,754	0	0	12,324	0	12,324	17,596	13,000	0	0
1105	MEMORIAL FEES	3,500	5,285	0	0	5,692	0	5,692	5,771	6,500	0	0
1106	MEMORIAL PLAQUES	330	165	0	0	323	0	323	594	500	0	0
1108	CHAPEL FEES	214	363	0	0	384	0	384	508	450	0	0
	<b>Total Income</b>	<b>31,889</b>	<b>40,299</b>	<b>0</b>	<b>0</b>	<b>44,288</b>	<b>0</b>	<b>44,288</b>	<b>48,876</b>	<b>44,320</b>	<b>0</b>	<b>0</b>
4001	SALARIES	12,541	11,496	0	0	14,639	0	14,639	14,621	15,602	0	0
4002	ER'S NIC	1,103	1,002	0	0	1,193	0	1,193	1,306	1,915	0	0
4003	ER'S SUPERANN	2,722	2,521	0	0	3,177	0	3,177	3,173	3,385	0	0
4011	RATES	4,250	3,792	0	0	4,046	0	4,046	3,792	3,850	0	0
4012	WATER RATES	250	540	0	0	365	0	365	1,689	850	0	0
4014	ELECTRICITY	1,000	1,160	0	0	1,118	0	1,118	894	900	0	0
4016	CLEANING MATERIALS	30	0	0	0	30	0	30	0	30	0	0
4017	CONTRACT CLEAN/WASTE	1,000	1,350	0	0	1,000	0	1,000	1,325	1,500	0	0
4025	INSURANCE	225	249	0	0	435	0	435	0	445	0	0
4036	PROPERTY MAINTENANCE	6,000	500	0	0	6,000	0	6,000	7,466	6,000	0	0
4038	OTHER MAINTENANCE	0	67	0	0	0	0	0	52	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4041	EQUIPMENT HIRE	0	125	0	0	0	0	0	0	400	0	0
4042	EQUIPMENT INC. FURNITURE	100	735	0	0	100	0	100	178	100	0	0
4059	OTHER PROF FEES	0	0	0	0	0	0	0	0	100	0	0
4064	HEALTH & SAFETY	100	0	0	0	100	0	100	0	102	0	0
4099	MISCELLANEOUS	0	0	0	0	0	0	0	195	200	0	0
4110	SUBSIDIZED LETTINGS	200	0	0	0	200	0	200	0	200	0	0
4350	PLAQUES PURCHASED	300	263	0	0	291	0	291	326	605	0	0
4355	MEMORIAL MAINTENANCE	2,500	905	0	0	2,500	0	2,500	1,400	2,000	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	80,770	0	80,770	78,495	110,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	10,846	0	10,846	8,710	7,164	0	0
4892	C/S STAFF RCHG	13,475	12,316	0	0	13,823	0	13,823	13,369	16,017	0	0
4893	C/S O'HEAD RCHG	3,882	4,867	0	0	3,911	0	3,911	4,650	4,230	0	0
4894	GROUND STAFF RECHARGE	8,416	3,495	0	0	0	0	0	0	0	0	0
4895	GROUND O'HEAD RECHARGE	3,108	3,439	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	73,017	63,818	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	7,146	6,405	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	7,630	13,070	0	0	13,092	0	13,092	16,714	15,643	0	0
<b>Overhead Expenditure</b>		<b>148,995</b>	<b>132,116</b>	<b>0</b>	<b>0</b>	<b>157,636</b>	<b>0</b>	<b>157,636</b>	<b>158,356</b>	<b>191,238</b>	<b>0</b>	<b>0</b>
<b>301 Net Income over Expenditure</b>		<b>-117,106</b>	<b>-91,817</b>	<b>0</b>	<b>0</b>	<b>-113,348</b>	<b>0</b>	<b>-113,348</b>	<b>-109,480</b>	<b>-146,918</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,427	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(117,106)</b>	<b>(91,817)</b>			<b>(113,348)</b>		<b>(113,348)</b>	<b>(108,053)</b>	<b>(146,918)</b>		
<b>302</b>	<b>WINDRUSH CEMETERY</b>											
1100	BURIAL FEES	15,000	19,066	0	0	22,338	0	22,338	19,481	22,785	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1101	GRANT OF RIGHTS	20,000	23,204	0	0	27,091	0	27,091	21,261	27,633	0	0
1102	INTERMENT OF ASHES	5,500	4,781	0	0	5,288	0	5,288	3,642	5,394	0	0
1105	MEMORIAL FEES	6,000	8,634	0	0	7,448	0	7,448	6,028	7,597	0	0
1106	MEMORIAL PLAQUES	0	0	0	0	0	0	0	212	0	0	0
<b>Total Income</b>		<b>46,500</b>	<b>55,684</b>	<b>0</b>	<b>0</b>	<b>62,165</b>	<b>0</b>	<b>62,165</b>	<b>50,624</b>	<b>63,409</b>	<b>0</b>	<b>0</b>
4001	SALARIES	12,541	11,496	0	0	14,639	0	14,639	14,621	14,932	0	0
4002	ER'S NIC	1,103	1,002	0	0	1,193	0	1,193	1,306	1,217	0	0
4003	ER'S SUPERANN	2,721	2,521	0	0	3,177	0	3,177	3,173	3,241	0	0
4011	RATES	6,050	7,984	0	0	8,519	0	8,519	7,984	8,689	0	0
4012	WATER RATES	300	191	0	0	237	0	237	318	242	0	0
4014	ELECTRICITY	4,000	3,620	0	0	3,532	0	3,532	2,426	2,750	0	0
4016	CLEANING MATERIALS	30	0	0	0	30	0	30	0	31	0	0
4017	CONTRACT CLEAN/WASTE	1,000	952	0	0	777	0	777	1,157	793	0	0
4021	TELEPHONE/FAX	300	21	0	0	268	0	268	0	273	0	0
4025	INSURANCE	120	125	0	0	127	0	127	131	130	0	0
4036	PROPERTY MAINTENANCE	2,000	682	0	0	2,000	0	2,000	9,595	2,040	0	0
4037	GROUNDS MAINTENANCE	500	379	0	0	500	0	500	966	510	0	0
4038	OTHER MAINTENANCE	1,500	985	0	0	1,500	0	1,500	2,092	1,530	0	0
4042	EQUIPMENT INC. FURNITURE	1,500	1,018	0	0	1,500	0	1,500	54	1,530	0	0
4059	OTHER PROF FEES	1,000	0	0	0	1,000	0	1,000	0	1,020	0	0
4064	HEALTH & SAFETY	100	0	0	0	100	0	100	0	102	0	0
4099	MISCELLANEOUS	0	850	0	0	0	0	0	216	0	0	0
4350	PLAQUES PURCHASED	500	0	0	0	100	0	100	103	102	0	0
4355	MEMORIAL MAINTENANCE	2,000	1,133	0	0	2,000	0	2,000	1,085	1,790	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4888	O/S STAFF RECHARGE	0	0	0	0	138,044	0	138,044	67,030	110,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	16,101	0	16,101	6,583	7,164	0	0
4892	C/S STAFF RCHG	13,475	12,316	0	0	13,823	0	13,823	13,369	16,017	0	0
4893	C/S O'HEAD RCHG	3,882	4,867	0	0	3,911	0	3,911	4,650	4,230	0	0
4894	GROUNDS STAFF RECHARGE	8,416	2,611	0	0	0	0	0	0	0	0	0
4895	GROUNDS O'HEAD RECHARGE	3,108	1,631	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	131,269	89,914	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	12,848	9,641	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	13,718	23,375	0	0	23,539	0	23,539	15,125	15,643	0	0
	<b>Overhead Expenditure</b>	<b>223,981</b>	<b>177,313</b>	<b>0</b>	<b>0</b>	<b>236,617</b>	<b>0</b>	<b>236,617</b>	<b>151,984</b>	<b>193,976</b>	<b>0</b>	<b>0</b>
	<b>302 Net Income over Expenditure</b>	<b>-177,481</b>	<b>-121,629</b>	<b>0</b>	<b>0</b>	<b>-174,452</b>	<b>0</b>	<b>-174,452</b>	<b>-101,361</b>	<b>-130,567</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	6,215	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(177,481)</b>	<b>(121,629)</b>			<b>(174,452)</b>		<b>(174,452)</b>	<b>(95,146)</b>	<b>(130,567)</b>		
<b>303</b>	<b><u>CLOSED CH'YARDS ST MARYS/HOLY</u></b>											
4036	PROPERTY MAINTENANCE	11,000	4,925	0	0	16,000	0	16,000	34,588	11,000	0	0
4040	ARBORICULTURE	1,000	0	0	0	1,000	0	1,000	1,000	1,000	0	0
4059	OTHER PROF FEES	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	0	0	0	4,668	0	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	0	0	0	971	0	0	0
4899	DEPOT REALLOCATION	0	0	0	0	0	0	0	579	0	0	0
	<b>Overhead Expenditure</b>	<b>13,000</b>	<b>4,925</b>	<b>0</b>	<b>0</b>	<b>18,000</b>	<b>0</b>	<b>18,000</b>	<b>41,805</b>	<b>13,000</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	31,060	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(13,000)</u>	<u>(4,925)</u>			<u>(18,000)</u>		<u>(18,000)</u>	<u>(10,745)</u>	<u>(13,000)</u>		
<b>305</b>	<b><u>ALLOTMENTS</u></b>											
4013	RENT PAID	125	120	0	0	125	0	125	-125	125	0	0
4036	PROPERTY MAINTENANCE	500	5,000	0	0	500	0	500	1,866	1,600	0	0
4037	GROUND MAINTENANCE	500	0	0	0	500	0	500	0	500	0	0
4040	ARBORICULTURE	0	0	0	0	0	0	0	900	0	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	1,168	0	1,168	10,528	5,500	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	107	0	107	832	358	0	0
4892	C/S STAFF RCHG	3,369	3,078	0	0	3,456	0	3,456	3,347	4,004	0	0
4893	C/S O'HEAD RCHG	971	974	0	0	978	0	978	1,163	1,058	0	0
4896	MTCE STAFF RECHARGE	1,188	693	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	116	72	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	124	213	0	0	213	0	213	2,119	782	0	0
<b>Overhead Expenditure</b>		<u>6,893</u>	<u>10,149</u>	<u>0</u>	<u>0</u>	<u>7,047</u>	<u>0</u>	<u>7,047</u>	<u>20,630</u>	<u>13,927</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(6,893)</u>	<u>(10,149)</u>			<u>(7,047)</u>		<u>(7,047)</u>	<u>(20,630)</u>	<u>(13,927)</u>		
<b>Halls, Cemeteries &amp; Allotments - Income</b>		255,381	373,451	0	0	398,280	0	398,280	412,046	436,577	0	0
<b>Expenditure</b>		899,770	835,423	0	0	942,906	2,000	944,906	913,938	929,579	0	0
<b>Net Income over Expenditure</b>		<u>-644,389</u>	<u>-461,972</u>	<u>0</u>	<u>0</u>	<u>-544,626</u>	<u>-2,000</u>	<u>-546,626</u>	<u>-501,892</u>	<u>-493,002</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	10,632	0	0	0	0	0	47,934	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(644,389)</u>	<u>(451,340)</u>			<u>(544,626)</u>		<u>(546,626)</u>	<u>(453,958)</u>	<u>(493,002)</u>		

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>Climate,Biodiversity &amp;Planning</u></b>												
<b><u>206</u></b>	<b><u>WITNEY COUNTRY PARK</u></b>											
1030	FISHING RIGHTS	1,500	-1,678	0	0	978	0	978	978	1,000	0	0
1170	GRANTS RECEIVED	0	2,000	0	0	0	0	0	10,893	0	0	0
<b>Total Income</b>		<b>1,500</b>	<b>322</b>	<b>0</b>	<b>0</b>	<b>978</b>	<b>0</b>	<b>978</b>	<b>11,871</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4001	SALARIES	32,410	31,513	0	25,309	33,539	0	58,848	58,844	63,211	0	0
4002	ER'S NIC	3,217	3,094	0	2,237	3,348	0	5,585	5,610	7,982	0	0
4003	ER'S SUPERANN	7,033	6,806	0	5,492	7,239	0	12,731	12,707	13,716	0	0
4007	PROTECTIVE CLOTHING	400	300	0	0	400	0	400	1,076	1,000	0	0
4008	TRAINING	0	60	0	0	0	0	0	2,860	2,000	0	0
4017	CONTRACT CLEAN/WASTE	0	0	0	0	0	0	0	0	1,000	0	0
4026	BOOKS/PUBLICATIONS	100	9	0	0	100	0	100	55	100	0	0
4036	PROPERTY MAINTENANCE	500	4,361	0	0	2,000	0	2,000	4,207	2,040	0	0
4037	GROUNDS MAINTENANCE	0	0	0	0	0	0	0	0	7,000	0	0
4038	OTHER MAINTENANCE	0	208	0	0	0	0	0	205	0	0	0
4040	ARBORICULTURE	1,000	2,850	0	0	1,000	0	1,000	825	1,000	0	0
4041	EQUIPMENT HIRE	0	172	0	0	0	0	0	0	500	0	0
4042	EQUIPMENT INC. FURNITURE	15,000	4,861	0	0	11,000	0	11,000	4,223	2,000	0	0
4043	SMALL TOOLS & EQUIPT	0	0	0	0	0	0	0	0	2,500	0	0
4044	FUEL	0	0	0	0	0	0	0	0	1,000	0	0
4050	VEHICLE MAINTENANCE	0	0	0	0	0	0	0	0	1,000	0	0
4059	OTHER PROF FEES	1,000	2,665	0	0	5,000	0	5,000	340	1,500	0	0
4064	HEALTH & SAFETY	1,000	79	0	0	1,000	0	1,000	528	1,500	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4066	TREE REPLACEMENT	0	0	0	0	0	0	0	0	1,300	0	0
4099	MISCELLANEOUS	0	126	0	0	250	0	250	420	250	0	0
4163	GREEN FLAG APPLICATION	0	0	0	0	0	0	0	430	0	0	0
4222	TINY FOREST EXPENSES	0	0	0	0	0	0	0	0	200	0	0
4888	O/S STAFF RECHARGE	0	0	0	0	24,612	0	24,612	10,878	15,000	0	0
4890	O/S O'HEAD RECHARGE	0	0	0	0	2,832	0	2,832	2,049	977	0	0
4892	C/S STAFF RCHG	2,246	2,053	0	0	2,304	0	2,304	2,227	2,670	0	0
4893	C/S O'HEAD RCHG	647	811	0	0	652	0	652	775	705	0	0
4894	GROUNDST STAFF RECHARGE	1,683	874	0	0	0	0	0	0	0	0	0
4895	GROUNDST O'HEAD RECHARGE	622	895	0	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	23,179	16,717	0	0	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	2,269	1,899	0	0	0	0	0	0	0	0	0
4899	DEPOT REALLOCATION	2,422	5,332	0	0	4,156	0	4,156	1,460	2,133	0	0
	<b>Overhead Expenditure</b>	94,728	85,683	0	33,038	99,432	0	132,470	109,719	132,284	0	0
	<b>206 Net Income over Expenditure</b>	-93,228	-85,361	0	-33,038	-98,454	0	-131,492	-97,848	-131,284	0	0
6000	plus Transfer from EMR	0	1,000	0	0	0	0	0	1,900	0	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	10,887	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(93,228)</u>	<u>(84,361)</u>			<u>(98,454)</u>		<u>(131,492)</u>	<u>(106,835)</u>	<u>(131,284)</u>		
<b>403</b>	<b><u>PLANNING</u></b>											
4892	C/S STAFF RCHG	24,705	22,580	0	0	25,342	0	25,342	24,508	29,371	0	0
4893	C/S O'HEAD RCHG	7,117	8,924	0	0	7,170	0	7,170	8,526	7,755	0	0
	<b>Overhead Expenditure</b>	31,822	31,504	0	0	32,512	0	32,512	33,034	37,126	0	0

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WITNEY TOWN COUNCIL 2024-25  
Annual Budget - By Committee (Actual YTD Month 12)  
Note: Management accounts

	2023-24		2024-25						2025-26		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(31,822)	(31,504)			(32,512)		(32,512)	(33,034)	(37,126)		
Climate,Biodiversity &Planning - Income	1,500	322	0	0	978	0	978	11,871	1,000	0	0
Expenditure	126,550	117,187	0	33,038	131,944	0	164,982	142,753	169,410	0	0
Net Income over Expenditure	-125,050	-116,865	0	-33,038	-130,966	0	-164,004	-130,882	-168,410	0	0
plus Transfer from EMR	0	1,000	0	0	0	0	0	1,900	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	10,887	0	0	0
Movement to/(from) Gen Reserve	(125,050)	(115,865)			(130,966)		(164,004)	(139,869)	(168,410)		



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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Capital &amp; Assets</u>												
<u>800</u>	<u>CAPITAL PROJECTS</u>											
1085	INSURANCE CLAIMS RECEIVED	0	0	0	0	0	0	0	7,250	0	0	0
1170	GRANTS RECEIVED	0	57,975	0	0	30,000	0	30,000	0	255,000	0	0
1175	ASSET DISPOSALS	0	6,942	0	0	12,000	0	12,000	-292	0	0	0
1178	PWLB LOAN	0	0	0	0	800,516	0	800,516	0	1,250,516	0	0
1179	TENANT CONTRIBUTION	0	0	0	0	10,000	0	10,000	0	0	0	0
1200	S106 INCOME	0	0	0	0	0	0	0	0	301,975	0	0
<b>Total Income</b>		0	64,917	0	0	852,516	0	852,516	6,958	1,807,491	0	0
4291	HP CAPITAL REPAID	9,431	9,431	0	0	0	9,431	9,431	0	0	9,431	0
4295	HP INTEREST PAID	1,576	1,576	0	0	0	1,576	1,576	919	0	1,576	0
4490	CAP EXP FUNDED FROM RCP	-79,500	0	0	0	0	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	79,500	0	0	0	0	0	0	0	0	0	0
4492	TFR TO RENEWALS FUND	28,149	0	0	0	54,027	0	54,027	0	65,297	0	0
4493	TFR FROM RENEWALS FD	0	0	0	0	0	22,848	22,848	0	0	0	0
4495	TFR FROM EARMARKED R	-11,007	0	0	0	0	0	0	0	0	0	0
4901	CAP: REFURB L/DALE HALL	0	0	0	0	10,000	10,000	20,000	17,525	0	0	0
4902	CAP: REFURB C/EXCHANGE	0	4,993	0	0	0	5,000	5,000	13,058	0	15,000	0
4903	CAP: BURWELL HALL	0	13,152	0	0	0	0	0	0	0	0	0
4907	CAP: C/EX CINEMA EQPT	0	-286	0	0	0	0	0	0	0	0	0
4910	CAP: PLAY EQUIPT REPLACEMENT	0	34,841	0	0	75,000	0	75,000	0	75,000	0	0
4912	CAP: SPLASHPARK	0	14,900	0	0	0	0	0	0	0	0	0
4919	CAP:LAKE & CNTRY PRK	0	1,924	0	0	0	0	0	6,583	0	0	0

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

Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>						<u>2025-26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4921	CAP:WWSG TENNIS COURTS	0	-625	0	0	0	0	0	-625	0	0	0
4923	CAP: LEYS TRAFFIC CALMING	0	5,000	0	0	0	0	0	0	0	0	0
4924	CAP: SKATE PARK REFURB	0	164,371	0	0	0	0	0	559	0	0	0
4933	CAP: BUS SHELTERS	0	9,171	0	0	0	0	0	0	0	0	0
4943	CAP: BURWELL CHANGING ROOMS	0	0	0	0	0	72,030	72,030	0	0	72,030	0
4945	CAP:LEYS PARKING RESTRICTIONS	0	0	0	0	0	0	0	0	0	5,000	0
4951	CAP: LEYS MASTERPLAN	0	2,250	0	0	0	50,000	50,000	0	0	225,000	0
4952	CAP:WEST WITNEY SP.& SC. IMPRV	0	3,060	0	0	300,516	449,484	750,000	692	852,491	147,509	0
4953	CAP: FOOTPATHS	0	0	0	0	30,000	0	30,000	0	0	10,000	0
4954	CAP: BURWELL HEATING	0	33,225	0	0	0	0	0	-1,946	0	0	0
4957	CAP: WORKS DEPOT	0	15,351	0	0	500,000	250,000	750,000	78,102	700,000	150,000	0
4964	CAP:GROUNDS MTCE EQPT	0	32,193	0	0	0	48,664	48,664	13,699	0	0	0
4967	CAP:NEW COMPUTER EQUIPMENT	0	0	0	0	25,000	0	25,000	0	5,000	0	0
4971	CAP: NEW VEHICLES	0	89,647	0	0	12,000	22,000	34,000	30,986	0	0	0
4973	CAP: SPLASHPARK	0	0	0	0	0	0	0	80,500	0	174,600	0
4975	CAP:TOWN HALL WORKS	0	0	0	0	0	0	0	12,830	0	0	0
4978	CAP: BUTTERCROSS	0	0	0	0	0	0	0	0	225,000	75,000	0
4979	CAP:ALLOTMENTS	0	9,323	0	0	0	0	0	0	0	0	0
4980	CAP: CARGO BIKE SCHEME	0	0	0	0	0	0	0	0	5,500	0	0
4981	CE EQUIPMENT/STORAGE	0	0	0	0	0	0	0	0	0	3,144	0
4982	COMMUNITY WINDOW - DISPLAY	0	0	0	0	0	0	0	0	0	500	0
4992	PLAY AREA/REC INFRASTRUCTURE	0	0	0	0	4,000	0	4,000	3,285	0	0	0
4993	LOAN REPAYMENT WWSSC	0	0	0	0	12,185	0	12,185	0	34,937	12,185	0
4994	LOAN: WORKS DEPOT/LEYS	0	0	0	0	20,273	0	20,273	0	44,465	20,273	0

Continued on next page

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

## Note: Management accounts

		<u>2023-24</u>		<u>2024-25</u>					<u>2025-26</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		28,149	443,496	0	0	1,043,001	941,033	1,984,034	256,168	2,007,690	921,248	0
<b>800 Net Income over Expenditure</b>		-28,149	-378,580	0	0	-190,485	-941,033	-1,131,518	-249,210	-200,199	-921,248	0
6000	plus Transfer from EMR	0	138,066	0	0	0	0	0	134,749	0	0	0
6001	less Transfer to EMR	0	539,223	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(28,149)</u>	<u>(779,736)</u>			<u>(190,485)</u>		<u>(1,131,518)</u>	<u>(114,461)</u>	<u>(200,199)</u>		
<b>Capital &amp; Assets - Income</b>		0	64,917	0	0	852,516	0	852,516	6,958	1,807,491	0	0
<b>Expenditure</b>		28,149	443,496	0	0	1,043,001	941,033	1,984,034	256,168	2,007,690	921,248	0
<b>Net Income over Expenditure</b>		<u>-28,149</u>	<u>-378,580</u>	<u>0</u>	<u>0</u>	<u>-190,485</u>	<u>-941,033</u>	<u>-1,131,518</u>	<u>-249,210</u>	<u>-200,199</u>	<u>-921,248</u>	<u>0</u>
	plus Transfer from EMR	0	138,066	0	0	0	0	0	134,749	0	0	0
	less Transfer to EMR	0	539,222	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(28,149)</u>	<u>(779,736)</u>			<u>(190,485)</u>		<u>(1,131,518)</u>	<u>(114,461)</u>	<u>(200,199)</u>		
<b>Total Budget Income</b>		2,249,010	2,513,975	0	0	3,365,393	0	3,365,393	2,628,989	4,682,781	0	0
<b>Expenditure</b>		2,343,138	2,538,957	0	0	3,489,487	943,684	4,433,171	2,614,605	4,682,781	942,248	0
<b>Net Income over Expenditure</b>		<u>-94,128</u>	<u>-24,982</u>	<u>0</u>	<u>0</u>	<u>-124,094</u>	<u>-943,684</u>	<u>-1,067,778</u>	<u>14,384</u>	<u>0</u>	<u>-942,248</u>	<u>0</u>
	plus Transfer from EMR	0	173,159	0	0	0	0	0	131,948	0	0	0
	less Transfer to EMR	0	569,222	0	0	0	0	0	23,635	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(94,128)</u>	<u>(421,045)</u>			<u>(124,094)</u>		<u>(1,067,778)</u>	<u>122,697</u>	<u>0</u>		

**WITNEY TOWN COUNCIL**

## RESERVES HELD AS AT 31 MARCH 2025

**Earmarked reserves:**

N/L code	Description of reserve:	
315	ROLLING CAPITAL FUND	£423,396.50
318	E/M MEMORIAL MAINTENANCE	£25,547.96
319	E/M SPORTS CONTINGENCY	£154,133.70
320	E/M RENEWALS FUND	£288,495.50
321	E/M TOWN HALL MTCE	£48,323.88
323	E/M BLDG REPAIR GEN	£12,996.63
324	E/M ELECTION FUND	£934.25
325	E/M BUTTERCROSS	£74,999.85
326	E/M COMMITTED FUNDS	£102,937.00
327	E/M CEMETERY ACCESS ROAD	£153,138.00
328	E/M PUBLIC HALLS	£19,493.07
329	E/M MADLEY PARK	£12,662.99
361	E/M SPLASHPARK	£94,100.42
362	E/M TOWERHILL CEMETERY CHAPEL	£34,000.00
363	E/M C/EX LIFT	£41,831.30
364	E/M YOUTH COUNCIL	£1,972.81
365	E/M PLAY EQUIPMENT/RENEWALS	£88,350.00
366	E/M CLIMATE/ENVIRONMENT	£44,550.00
367	E/M LEYS PAVILION	£105,400.00
368	E/M BURWELL CHANGING ROOMS	£48,030.00
369	E/M INFRASTRUCTURE	£79,206.51
370	E/M ELECTRIC VEHICLES	£3,346.35
371	E/M OSS CONTINGENCY	£124,369.37
373	E/M LEYS TRAFFIC CALMING	£5,000.00
374	E/M SKATE PARK	£7,004.00
375	E/M CCTV Leys & Burwell	£9,629.20
376	E/M ST MARYS CHURCH WALL	£30,440.00
377	E/M UNTERHACHING PARK	£28,448.68
378	E/M LAKE & CP/ BIODIVERSITY	£51,694.66
379	E/M RALEGH CRESCENT	£7,748.00
380	E/M FRESHWATER HABITATS	£9,400.00
381	E/M LAKE &CP/WODC GRANT	£1,487.21
382	E/M TOWN CENTRE	£5,000.00
383	IT/ COMPUTING	£25,000.00
384	WEST WITNEY PROJECT	£32,458.00
		<hr/>
		£2,195,525.84
	<u>Restricted reserves</u>	£0.00
	<u>General reserves</u>	£473,386.89
		<hr/>
	<b>Total reserves</b>	<b>£2,668,912.73</b>

**Other items to note**

**Deferred grants unapplied (s.106 funds) as at 31 March 2025**

590 Allotments	£190,703
590 West Witney Sports	£301,975
590 Burwell Sports	£25,000
590 Wheeled sports (Skate Park)	£12,500
590 C/Ex, Play Areas	£5,750
590 Bus shelters	£3,295
	<b>£539,223</b>

**Long-term investment (fixed asset)**

FIXED ASSET	CCLA Property Fund at cost (Reserved for Amenity Lands)	£60,469.49
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## POLICY, GOVERNANCE & FINANCE COMMITTEE



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**Agenda Item:** Financial Matters referred from Spending Committees

**Meeting Date:** Monday, 21 July 2025

**Contact Officer:** Deputy Town Clerk

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### 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 – 30 June 2025

**PR395** Annual Residents Survey – The Committee recommended that Officers review the comments and schedule work to resolve any simple tasks. Any such tasks are expected to be from existing operational budgets.

#### Halls Cemeteries & Allotments Committee – 7 July 2025

**H405** Newland Allotments Request for Sheds - The Committee recommended that the purchase of three new replacement sheds should be delegated to officers, utilising a £1,000 budget from the Allotments EMR.

#### Stronger Communities Committee – 14 July 2025

Winter Preparations – The Committee recommended the purchase of a salt bin for Springfield Oval, subject to necessary checks on land ownership – to be confirmed at the next meeting. The cost for the bins being £300, funded from 4200/402.

Youth Services Grants – The Committee delegated the recommendation of awards to the Deputy Town Clerk in conjunction with the Chair of the Committee, Leader & Deputy Leader. The recommendations being referred to this Committee via a separate report.

### Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – Covered in specific project reports.
- b) Biodiversity – Covered in specific project reports.
- c) Crime & Disorder – Covered in specific project reports.
- d) Environment & Climate Emergency - Covered in specific project reports.

## **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 agreeing the recommendations of the spending committees as detailed above.

## POLICY, GOVERNANCE & FINANCE COMMITTEE



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**Agenda Item:** Grants & Subsidised Lettings

**Meeting Date:** Monday, 21 July 2025

**Contact Officer:** Deputy Town Clerk/RFO

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The purpose of this report is to present the Committee with grant requests from local organisations so they may agree dispersal.

### 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) - £1,500
- Subsidised Lettings – The Leys/Other (4110/202) - £5,500
- Annual grants - There are also specific budgets for a number of annual grants to organisations. For this meeting, they are covered in a separate report.

### Current Situation

#### Discretionary Grant Application

1. Witney Flood Group – A grant application request for £800 has been received asking for funds towards providing the group's service – marketing, website, conferences/events, advice on planning applications and future mitigation solutions + any contribution to pay experts to provide the above. The full application and supporting documents are attached as **Appendix A**.

#### Subsidised Lettings

1. Witney Jazz – a subsidised letting request for £160 has been received towards the cost of the Corn Exchange for a Blues concert, with proceeds going to charity. The full application and supporting documents are attached as **Appendix B**.



2. Mayor of Witney - a subsidised letting request for three free uses of the Corn Exchange or Burwell Hall has been received to assist in fundraising throughout the mayoral year (£160 per session). The full application is attached as **Appendix C**.
3. Climate Fair – a proposal for use of the Corn Exchange in order to facilitate a Climate Fair event (£320) is expected from the Climate & Biodiversity Committee. Details are attached as **Appendix D**
4. Aspire – a subsidised letting request for hire of the Gallery Room at the Corn Exchange to showcase young people’s art following their art course – to celebrate their talents and introduce more people to the work of Aspire. Details are attached as **Appendix G**.

### **Correspondence**

1. Correspondence has been received from Apollos Clothing in relation to the grant awarded at the last meeting and is attached as **Appendix E**.
2. Correspondence has been received from Lowland Rescue Oxford in relation to the grant awarded by this Committee earlier in the year and is attached as **Appendix F**.

### **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council’s Climate Emergency declaration in 2019.

- a) Equality – no direct impact from the contents of the report.
- b) Biodiversity – Witney Flood Group continue to promote incentives via education and the maintenance of our rivers that should enhance local biodiversity within the town.
- c) Crime & Disorder – no direct impact from the contents of the report.
- d) Environment & Climate Emergency – Witney Flood Group exists to educate and lobby authorities on flooding and help find solutions to mitigate against it. Increased flooding events may be linked to climate change.

### **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 policies 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.

The Council must ensure they are satisfied with the information provided in order to award funds and request further information if not. To not do so could incur reputational risk.

## Social Value

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

Benefits to Witney's community - disadvantaged residents would benefit from the services provided by Witney Flood Group.

## 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.

- The remaining discretionary grants budget is £15,925\*
- The remaining subsidised lettings budget is £214\* *To award all of the requests would exceed the annual budget.*

\*These amounts do not include any carry forwards from the 2024/25 year and are based solely on what has been agreed at previous meetings.

## Recommendations

Members are invited to:

1. Consider the grant request from Witney Flood Group.
2. Consider the requests for subsidised use of the Corn Exchange from Witney Jazz, Climate Fair, Mayor of Witney and Aspire.
3. Note the correspondence from Apollos Clothing and Lowland Rescue Oxford.
4. Consider creating a policy specifically for Subsidised Lettings.



# WITNEY TOWN HALL CHARITY

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

### (1) Your Organisation

Name of Organisation	Witney Flood Group		
Registered Address*	[REDACTED]		
Post Code	[REDACTED]	Tel No.	[REDACTED]
Contact Name	Tony Stark		
Position in Organisation	Trustee and Treasurer (i.e. Chairman, Treasurer, Secretary)		
YES	YES	Registration No.	1204457

‘For the benefit of the community the preservation of human life and property by working with other stakeholders to preserve, maintain, restore, and/or improve flood defences and flood protection measures and flood damage in the area of Witney, Oxfordshire.’

### (2) Membership

How many members do you have?	100+ on our email distribution list
Approximately how many of your members live in Witney?	100+
Is membership restricted in any way?	No
What is your annual subscription, if any?	£0
Are you affiliated to a national organisation? If so, which one?	No
Local venue/meeting place	Blanket Hall. Witney

### (3) Grants

In order to provide this service and continue to exist we need funds for marketing, a website, attending and

presenting at local conferences and events and to employ experts to analyse and advise on planning applications and future flood mitigation solutions.

Below is a list of expenditure items and costs we would like you to consider giving us grant funding for:

1. Printing of flyers advertising our aims, achievements and needs **£250**
2. Display boards and mobile gazebo for conferences and external displays **£300**
3. Giveaway badges, items etc for marketing purposes **£200**
4. Website domain renewal and maintenance **£50**
5. Contribution to funds to pay experts to analyses and comment on flood risk assessments attached to planning applications **£ any contribution would be welcome**

Amount of grant applied for

**£800 + any contribution to pay experts as above**

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

No  
YES/NO

If YES please give details

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

YES/NO

If YES please give details

Westhive

### (4) Financial

*Charity Commission Receipts and Payments Accounts for period 1/9/23 to 30/8/24 attached separately. We currently have £254.33 in our account.*

### (5) Fundraising

Crowdfunding and Saturday stall to market the group. The main group consists of four Trustees who have been concentrating on building relationships with the main stakeholders. We realise now we need to market ourselves to Witney residents and businesses. Hence the need for funds to do this.

### (6) General

We have been formed since early 2021 and have become regarded as the local group of experts for OCC, EA, WODC and WTC to contact for our views and information regarding flood risk in Witney. We attend and provide input into the Multi-Agency meetings. We represent the whole of Witney, residents and businesses, in safe guarding Witney from future flooding.

*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



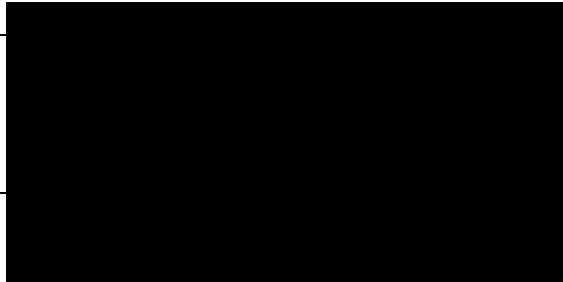
Date:6/4/25

*Please return your completed application form to the address overleaf, for the attention of the CLERK TO THE TRUSTEES OF WITNEY TOWN HALL CHARITY*

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:**

witneyfloodgroup@gmail.com

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# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation		THE LITTLE LIVE MUSIC CO.	
Registered Address*		[REDACTED]	
[REDACTED]		[REDACTED]	
Post Code	[REDACTED]	Tel No.	[REDACTED]
Contact Name		PAUL JEFFERIES	
Position in Organisation		PARTNER (i.e. Chairman, Treasurer, Secretary)	
Registered Charity		YES/NO	Registration No.
<p>What are the activities and/or aims of the organisation:</p> <p>THE LITTLE LIVE MUSIC COMPANY PROVIDES LIVE JAZZ, BLUES AND FOLK MUSIC PERFORMANCES IN VENUES THROUGHOUT OXFORDSHIRE AND BEYOND.</p>			
<b>(2) Membership</b>			
How many members do you have?		2	
Approximately how many of your members live in Witney?		2	
Is membership restricted in any way?		NO	
What is your annual subscription, if any?		NOT APPLICABLE	
Are you affiliated to a national organisation? If so, which one?		NO	
Local venue/meeting place		CORN EXCHANGE, WITNEY	

**(3) Grants**

Purpose for which the grant is required:

WE SHALL BE PROVIDING A  
BLUES CONCERT WITH ALL PROCEEDS  
GOING TO CHARITY (SEE ATTACHED)

Amount of grant applied for

£ 160-00

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

YES ☒ NO

If YES please give details

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

YES ☒ NO

If YES please give details

**(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?

JUST THE ONE AT POINT / QUESTION (3)

**(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  
authoris

best of my knowledge and belief, and that I am

Signed:

Date:

30<sup>th</sup> JUNE 2025

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

For office use only:

Acknowledged

Previously Applied

Grant Aid Awarded/Amount

Y / N

Chq No.



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

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

## **APPLICATION For GRANT AID**

### **Charity Blues & Rock Concert – 11th December 2025**

#### **All Proceeds Going to:**

**Homeless In Oxfordshire & Mind Oxfordshire**

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#### **INTRODUCTION**

The Little Live Music Company (LLMCO), in partnership with international blues and rock artist Krissy Matthews, is proposing to stage a charity concert at the Witney Corn Exchange. The primary aim of this event is to raise funds — with 100% of the net proceeds being donated equally to Homeless Oxfordshire ([www.homelessoxfordshire.uk](http://www.homelessoxfordshire.uk)) and Oxfordshire Mind ([www.oxfordshiremind.org.uk](http://www.oxfordshiremind.org.uk)).

#### **ABOUT THE LITTLE LIVE MUSIC COMPANY (LLMCO)**

LLMCO ([www.thelittlelivemusiccompany.co.uk](http://www.thelittlelivemusiccompany.co.uk)) is run by Paul and Jayne Jefferies. For over a decade, we have hosted monthly jazz events, initially at Burwell Hall and, since 2020, at the Witney Corn Exchange. Operating from our home in Hailey, Witney, we organise live jazz, blues, and folk music events across Witney, Burford, Thame, Woodstock, and Cirencester. Our events provide employment opportunities for over 200 musicians each year and attract more than 6,000 audience members annually.

#### **ABOUT KRISSY MATTHEWS**

Krissy ([www.krissymatthews.com](http://www.krissymatthews.com)) is an internationally acclaimed blues and rock singer and guitarist who relocated to Witney at the start of 2025. Krissy regularly performs across the UK, Europe, and beyond.

#### **OBJECTIVE**

We plan to sell tickets at £25.00 each (inclusive of VAT), with all proceeds — after deducting VAT, ticket agency fees, and minimal hospitality costs for the musicians — being donated equally to the two nominated charities.

#### **METHOD & COMMUNITY IMPACT**

Both the founders of LLMCO and Krissy Matthews have seen first-hand the challenges faced by people experiencing homelessness and the severe impacts of poor mental health, particularly in Oxfordshire and especially around the festive season. Through this concert, we aim not only to raise funds but also to increase public awareness of these issues and the vital work of these charities.

Thanks to our extensive network of musicians and Krissy's connections with prominent figures in the blues and rock scenes, we plan to involve up to ten musicians who will all generously perform free of charge. Neither Krissy nor LLMCO will take any profit from this event.

## **REQUEST TO WITNEY TOWN COUNCIL**

We kindly request that Witney Town Council supports this initiative by waiving the venue hire fee for the Witney Corn Exchange. Additionally, if possible, we would appreciate the provision of in-house lighting and sound equipment (along with technical support) for the event.

We believe this concert will be a wonderful opportunity for the community to come together, enjoy outstanding live music, and support two essential local charities.

Thank you very much for considering our application. We look forward to your response.



# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

(1) Your Organisation			
Name of Organisation	Mayor of Witney [Cllr Andy Bailey]		
Registered Address*	Witney Town Council, Town Hall, Witney		
Post Code	OX28 6AG	Tel No.	Secretary – Loraine Harwood 01993 704379
Contact Name	Loraine Harwood		
Position in Organisation	Secretary to the Mayor (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration No.	
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>This year the Mayor has chosen to fundraise for the following chosen charities:</p> <p><u>Apollos</u> Apollos Clothing is a Witney based charity focused on eliminating clothing poverty and reducing textile waste. They collect and refurbish preloved and outgrown clothes to provide clean, quality garments to families in need, especially through referral partnerships with schools, refuges, food banks, and social services. Their volunteer Sewing Squad upcycles garments fixing minor defects, so items avoid landfill. This ethos blends dignity, environmental care, waste reduction, and community empowerment.</p> <p><u>Witney &amp; West Oxfordshire Food Bank</u> Witney &amp; West Oxfordshire Foodbank is a volunteer-run charity that believes no one in the community should go hungry. Operating as part of the Trussell Trust network, it provides nutritionally balanced emergency food parcels (typically a minimum of three to five days' worth) and essential toiletry items to people in crisis—referred by frontline professionals such as GPs, social workers, schools, and Citizens Advice. Rooted in compassion and partnership, it offers practical support alongside a warm, non-judgmental welcome .</p>			
(2) Membership			
How many members do you have?		n/a	
Approximately how many of your members live in Witney?		n/a	
Is membership restricted in any way?		n/a	

What is your annual subscription, if any?	n/a
Are you affiliated to a national organisation? If so, which one?	n/a
Local venue/meeting place	n/a
<b>(3) Grants</b>	
<p>Purpose for which the grant is required:</p> <p>Request for three subsidised/ free uses of the Corn Exchange to hold events which help fundraise for the above charities during the mayoral term of office 2025/26</p> <p>The 4 Hour hire charge for a charity event in the Main Hall of the Corn Exchange is £160. Three events would equate to a total of £480.</p>	
Amount of grant applied for	£480
Has your organisation previously applied to the Town Council for a grant?	YES/NO
If YES please give details	This has provided to former Mayors of Witney in previous years
Have you applied for a grant to any other body or organisation?	YES/NO
If YES please give details	
<b>(4) Financial</b>	
<p><i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i></p>	
<b>(5) Fundraising</b>	
<p>What fundraising events or activities will your organisation be holding this year?</p> <p>Not yet known until provision has been given for the subsidised use.</p>	
<b>(6) General</b>	
<p>Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.</p> <p>Please provide or attach any additional information which may assist the Council in reaching its decision.</p>	
<p><i>I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.</i></p>	
Signed: D Mackenzie (Committee Clerk)	Date: 21 July 2025

## POLICY, GOVERNANCE & FINANCE COMMITTEE



**Agenda Item:** Climate Fair - Subsidised use of the Corn Exchange

**Meeting Date:** Monday 21 July 2025

**Contact Officer:** Compliance and Environment Officer

The purpose of this report is to update Councillors on a proposed Climate Fair and to seek approval for the subsidised use of the Corn Exchange, allowing planning of the event to proceed.

### Background

The Climate & Biodiversity Committee met on 12 May 2025 and agreed to several recommendations detailed in the report provided by the Compliance and Environment Officer. One of these recommendations is to investigate a Climate Roadshow event. The Communications and Community Engagement Officer also reported on facilitating a Climate Awareness event through the Community Engagement Report that was discussed at the Stronger Communities Committee meeting on 2 June 2025. Members were unanimous in agreement that the Town Council facilitate a Climate event to highlight the work of local organisations and Council bodies.

### Current Situation

The details of the event are to be confirmed, and this will be part of the Climate Action Working Parties remit with support from officers.

Provisional dates have been booked at the Corn Exchange for either the 25 September or 9 October 2025. The date will be confirmed following the Climate Action Working Party meeting in July. The time of the event will be agreed.

### Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality - The Climate Fair is being planned as an inclusive and accessible event for all members of the community. Promotion of the event will use multiple channels to reach a broad demographic, including underrepresented and vulnerable groups. Stallholders and

participants will be invited from a wide range of local organisations to ensure diverse representation and engagement.

- b) Biodiversity - Educational content around local wildlife, native species, and biodiversity will be incorporated into the event programme to raise awareness and promote conservation efforts.
- c) Crime & Disorder - The event is intended to promote community cohesion and civic pride, offering constructive opportunities for participation, volunteering, and engagement that may help reduce the potential for anti-social behaviour.
- d) Environment & Climate Emergency - In alignment with the Council's Climate Emergency declaration, the Climate Fair will prioritise sustainability throughout its planning and delivery. Measures being considered include minimising waste, discouraging single-use plastics, promoting low-carbon travel options, and highlighting circular economy principles. The fair will serve as a platform for informing and empowering residents on climate action, sustainable living, and local environmental initiatives.

## **Risk**

Careful and robust research into the order and content for the event along with engagement by key stakeholders will manage risk to reputation. In planning the Climate Fair, the Council is actively considering any potential risks to its operations and assets. These will be mitigated through risk assessments, public liability insurance, safeguarding protocols, and appropriate event management procedures. By taking these actions, the Council aims to limit or negate any liability associated with hosting the event.

## **Social Value**

The Climate Fair is expected to generate significant social value by fostering environmental awareness, encouraging community participation, and supporting local organisations and businesses. The event will provide a platform for education, engagement, and collaboration on sustainability and climate action, thereby strengthening community resilience and cohesion.

## **Financial Implications**

Officers have planned the dates available to avoid any clash with frequent hirers thus reducing the potential loss of hiring income from the Corn Exchange. The Climate Fair is considered a strategic investment in community engagement and environmental leadership. The long-term benefits of promoting climate awareness and social cohesion are expected to outweigh the short-term financial impact.

## **Recommendations**

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

1. Officers request that this Committee considers the subsidised use of the Corn Exchange for daytime use on either 25 September or 9 October 2025. This will enable the Town

Council to facilitate a Climate event to highlight the work of local organisations and Council bodies.



**From:** Apollos Clothing <info@apollos.uk>

**Sent:** 01 July 2025 14:23

**To:** Adam Clapton

**Subject:** Re: Witney TC - Grant Application

Hi Adam,

Thank you so much [for advising of the grant award]! Perfect timing for us. I will endeavour to produce a report after the funds have been spent and will of course promote the Town Council's generosity at every opportunity.

Thank you again,

Brgds,





# Lowland Rescue Oxfordshire

Registered charity 1186548

Working in Partnership:



Appendix F



**The Queen's Award  
for Voluntary Service**

Witney Town Council  
51B Market Square  
Witney  
OX28 6AG

9<sup>th</sup> June 2025

Dear Cara,

Re: Witney Town Council Grant Award

On behalf of the Lowland Rescue Oxfordshire team, I would like to thank Witney Town Council and its councillors for the very kind grant award of £2,495 to our search and rescue activities. The money went into the charity's bank account recently– and was very gratefully received.

The money is being put towards the purchase of a new water trailer for our team which will not only enable us to carry more equipment with us to call-outs but also provide our water team with an office. This office area will provide a quiet space in which to analyse data and pictures taken from our sonar as it aims to locate people missing in water.

Thank you very much for being part of this addition to our team that we're hoping will enable us to locate missing people faster – ultimately saving lives. We are always extremely grateful for any contributions at a time when funding is increasingly difficult to find. If you or any of your councillors are interested at any point in coming to see what your contribution can do, we would be very pleased to welcome you at one of our training sessions. Please can you also pass on our thanks to all the councillors and your colleagues.

Kind regards,

Alexandra Bradbury

Fundraising Officer and Search Technician  
([Alex.bradbury@oxsar.org.uk](mailto:Alex.bradbury@oxsar.org.uk))

[www.OxSAR.org.uk](http://www.OxSAR.org.uk)



@OxSAR



OxSAR.UK



# WITNEY TOWN COUNCIL

## Grant-aid to Local Organisations APPLICATION FORM

(PLEASE COMPLETE THE FORM IN BLOCK CAPITALS)

<b>(1) Your Organisation</b>			
Name of Organisation		ASPIRE OXFORD (Witney Youth Hub)	
Registered Address*		14 Church Green, Witney OX28 4AW (Head office – St Thomas's School, Osney Lane, Oxford OX1 1NJ)	
Post Code	OX28 4AW	Tel No.	
Contact Name	PAM GRANGER		
Position in Organisation	YOUTH HUB MANAGER (i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration No.	1117726
<p><i>What are the activities and/or aims of the organisation:</i></p> <p>AN EMPLOYMENT AND HOUSING CHARITY AND SOCIAL ENTERPRISE, SUPPORTING VULNERABLE AND MARGINALISED PEOPLE WITH HOUSING, EDUCATION, EMPLOYMENT AND SOCIAL INTEGRATION NEEDS.</p> <p>THE YOUTH HUB IN WITNEY AIMS TO EMPOWER YOUNG PEOPLE OVERCOME BARRIERS AND EQUIP THEM FOR A FRUITFUL AND PURPOSEFUL LIFE THROUGH HELP WITH EDUCATION, EMPLOYMENT AND TRAINING AS WELL AS SOCIAL PRESCRIBING AND WELLBEING ACTIVITIES.</p>			

<b>(2) Membership</b>	
How many members do you have?	60+
Approximately how many of your members live in Witney?	85% - the rest in surrounding villages
Is membership restricted in any way?	ONLY BY AGE – 16-24
What is your annual subscription, if any?	NONE
Are you affiliated to a national organisation? If so, which one?	ASPIRE
Local venue/meeting place	14 Church Green, Witney OX28 4AW
<b>(3) Grants</b>	
Purpose for which the grant is required: Hire of upstairs room to showcase young people's art following our Art course – to celebrate their talents and introduce more people to the work of Aspire.	
Amount of grant applied for	£70
Has your organisation previously applied to the Town Council for a grant?	YES/NO
If YES please give details	
Have you applied for a grant to any other body or organisation?	YES/NO
If YES please give details	Not for this purpose
<b>(4) Financial</b>	
<i>Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.</i>	
<b>(5) Fundraising</b>	
What fundraising events or activities will your organisation be holding this year?  Ongoing fundraising programme in planning by Fundraising team. Fundraising encompasses annual appeals, events, trusts & foundations, and more.	
<b>(6) General</b>	
Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.  Please provide or attach any additional information which may assist the Council in reaching its decision.	

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

Signed: Pam M GRANGER

Date: 17.07.2025

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

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

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

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

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