

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday 28 September 2020

Title: Finance Report

Contact Officer: Town Clerk/RFO – Sharon Groth

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.

Background

Detailed income and expenditure statements for the whole of the Council's approved budgets are provided at appendix 1 for scrutiny. The period to which this report relates is Period 5, 1 April 2020 to 31 August 2020.

Unfortunately, due to time constraints, the financial reports do not include the recharges from the Works, Agency or Central Support departments, nor does it include the salary information where this is directly attributable. The Town Clerk/RFO hopes to be able to calculate this information when she carries out the review of the annual budgets in October 2020.

Additionally, it has not been possible to provide a full written report, however at this stage in the financial year budgets are not expected to be overspent – but members are reminded that expenditure isn't necessarily incurred evenly over the course of the year.

COVID-19 – Additional Costs

Officers have worked hard to get facilities open when government guidance has allowed. Obviously, Cemeteries continued to operate, and did see an increase in burials although very few were in fact COVID related. Hirer's are slowly returning to the halls as restrictions are relaxed – and the Compliance Officer has worked with the Venue Manager on COVID-19 Risk Assessments as needed. Football season has begun, although the changing rooms aren't currently available in line with FA guidance.

This ongoing situation has significantly hit the Council's income and additional expense has been incurred with increased cleaning regimes, equipment and measures put in place to become COVID secure workplaces etc.

Financial Implications of Recommendations made by Spending Committees

It is the Council's practice that all matters discussed and recommendations made by spending committees, which have financial implications not already covered within current budgets,

are reported to this committee, as this committee is responsible for the overall financial management of the Council.

Stronger Communities Committee

The Committee agreed to take on the defibrillator at West Witney Sports Ground, purchase two salt grit bins and fund the COVID Heroes awards – all of which had previously not been provided for in the original budget. However, the Town Clerk/RFO confirmed that they could be met from the following budget lines:

| | Budget Line | Amount |
|-----------------------------|--------------------|------------------------------|
| Defibrillator @ West Witney | 4166/402 | To be established |
| Salt Grit Bins | 4036/402 | £500 for 2 x bins |
| COVID Heroes Awards | 4141/408 | £500 for badges/certificates |

Environmental impact

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

Risk

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

All the Council's Committees receive financial reports in order to carry out its checks and balances, but ultimately the Council's Policy, Governance & Finance Committee has overall scrutiny of the Council's finances through Officer reports. This coupled with internal and external audits provides the Council with its assurances.

Financial implications

There are no financial implications arising directly from this report.

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

Recommendations

Members are invited to note the report and give consideration to the recommendations with financial implications from the committees as detailed below:

| | Budget Line | Amount |
|------------------------|--------------------|------------------------------|
| 1.Defibrillator @ WWSG | 4166/402 | To be established |
| 2.Salt Grit Bins | 4036/402 | £500 for 2 x bins |
| 3.COVID Heroes Awards | 4141/408 | £500 for badges/certificates |