

Notice of a meeting of the

Finance & General Purposes Committee

20th November 2023 at 7.30pm

All Saints Room, Civic Hall, Didcot



All members of the Finance and General Purposes Committee are summoned to attend this meeting for the transaction of the business on the agenda.

Admission of the public and media

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

Reports and minutes

We add reports and minutes to our website.

Recording, photographs and filming

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting. We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

Public participation

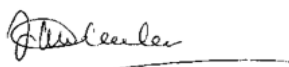
The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee).

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. Please contact the Town Clerk to participate on email – jwheeler@didcot.gov.uk

Agenda

Please note that Didcot Foodbank will be speaking to members at the start of the meeting.

1. To receive apologies
2. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct.
3. To agree the Minutes of the meeting held on 23rd October 2023 –*attached*.
4. Questions on the Minutes as to the progress of any item.
5. To consider three grant applications (Anna Gattrell – free Christmas lunches); Restore Charity (Mental health project) and Abingdon Bridge charity – mental health project) – *see attached*.
6. To receive the draft budget figures for November 2023 – *see attached papers*
7. To receive the initial budget figures for 2024 – 2025 financial year – *see attached report – spread sheet to be circulated via email later in the week*.
8. To receive the Edmonds Park Community & Sports Pavilion – cost report 6 – *see attached papers*.
9. To receive the first report from the internal auditor – *see attached*.
10. To review the response from the football clubs re agreement – *verbal update from the Officers*.
11. To approve the motor insurance from the end of November 2023 – *see attached report and two quotes*.
12. To note the Clear Channel VAT agreement – *Town Clerk to explain*.
13. To note the CCLA investment fact sheet for October 2023 – *see attached*
14. To review the progress report – *see attached*.



Janet Wheeler
Town Clerk
14th November 2023

Voting members:

Cllr Tony Worgan (Chair)
Cllr Gavin Roberts (Deputy Chair)
Cllr David Aragao
Cllr James Broadbent
Cllr Nick Hards
Cllr Jim Loder
Cllr George Ryall

Nominated Substitute members:

Cllr Olly Glover
Cllr Luke Hislop
Cllr Tony Hudson
Cllr Chris Jennings
Cllr Mocky Khan
Cllr Hugh Macdonald
Cllr David Rouane

Didcot Town Council

Finance and General Purposes Committee

23rd October 2023 at 7.30pm

All Saints Room, Didcot Civic Hall



Minutes

Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

Present:

Councillor T Worgan (Chair)
Councillor N Hards
Councillor G Ryall
Councillor O Glover (sub for Cllr D Aragao)
Councillor J Loder
Councillor A Jones (sub for Cllr G Roberts)

Officers:

Mrs J Wheeler – Town Clerk

The Chair proposed amending the agenda to discuss item 15 – To review the Edfest and Hatwells Funfair reports, first, following agenda items 1-4. All members agreed.

80. Apologies

Apologies were received from Cllrs J Broadbent, D G Aragao, G Roberts and the Deputy Town Clerk. Cllrs O Glover and A Jones attended as substitutes.

81. Declarations of interests

No declarations were made.

82. To approve the Minutes of the Finance & General Purposes Committee meeting held on 25th September 2023

The Chair paged through the minutes. It was proposed by Cllr G Ryall and seconded by Cllr N Hards and RESOLVED to approve the minutes as an accurate record and note them as such. The vote was unanimous.

83. Questions on the minutes as to the progress of any item

There were no questions.

84. To review the Edfest and Hatwells Funfair reports and make a recommendation to Full Council

The Committee discussed this report at length. Historically the 'Summer Fayre Working Group' reported back to the Finance and General Purposes Committee on progress and spending, but this hadn't been the case in recent years.

Cllr T Worgan discussed the letter addressed to the Council from Hatwells Funfair, explaining their first and second choices on dates for their event in Edmonds Park for 2024 - their second choice of dates was for the second weekend in August. The Committee agreed these dates would be the best solution for both parties. Cllr T Worgan proposed that Hatwells should be asked to hold their event between 5th – 19th August 2024, which would allow for Edfest to be held on the first weekend in August. The Committee were keen to keep the Funfair in Didcot and would recommend that both Hatwells and Edfest work together on a joint event, should these dates not be suitable.

It was proposed by Cllr T Worgan and RESOLVED by the Committee to recommend these dates be considered by Hatwells Funfair. All members agreed.

Discussions were had on the increased charges paid by Hatwells Funfair for park hire in 2023 – Hatwells had requested that the Committee reconsider the costs due to the '35%' increase on previous years fees.

The Town Clerk explained that suggested charges were submitted by the Environment and Climate Committee last year for the 2023-2024 financial year and approved by Full Council. She also suggested considerations for next year's charges be discussed at the next meeting of the Environment and Climate Committee – 13th November 2023. All members agreed.

There were some concerns on the future governance of the Edfest event. It was the recommendation of the Town Clerk that the event be kept separate from the Town Council's finances due to the rigorous procedures the Council has to adhere to when spending public monies. It was suggested that in future, Edfest apply to the Council for Grant Aid to help finance the event. Councillors were keen to support the event but wanted to ensure finances were regulated more efficiently.

It was proposed by Cllr T Worgan, seconded by Cllr O Glover and RESOLVED to recommend to Full Council that Edfest organisers set up a separate company for their event, and apply to Didcot Town Council for Grant Aid. This would mean the company would need to adhere to Didcot Town Council's 'Events on Town Council Land' policies and procedures, as do all other hirers. All members agreed.

The Edfest Committee were invited to issue a report on the future organisation of their event for the next meeting of the F&GP Committee.

The Chair then took the rest of the meeting in order.

85. To note the grant report from TRAIN and Ridgeway Education Trust

The Committee noted the report from TRAIN thanking the Town Council on their continued support and detailed their various sessions and activities they hold to support the teenagers and young adults in Didcot.

The Committee also noted the report from the Ridgeway Education Trust thanking the Town Council for their grant which enabled the Trust to provide sixteen keyboards and headphones to improve the quality of education throughout All Saints Church of England Primary School. Cllr T Worgan requested that these letters should be put onto the DTC website. It was agreed that TRAIN would be asked to summarise their submission.

86. To review the grant payments made since April 2023

The Committee noted the review of the grant payments awarded to date. It was noted that there was £22,826 remaining to be awarded for the rest of the 2023-2024 financial year (cost centre 201/3188).

The Town Clerk also confirmed that Didcot Foodbank had been contacted but no response had yet been received. *NB The Foodbank will be attending the November meeting of the F&GP Committee.*

Cllr T Worgan informed members that the District Councillor Community Grant deadline for applications had been extended from 20th October to 1st December 2023.

87. To approve the monthly reports for August 2023 and September 2023

Cllr N Hards queried two debits which the Town Clerk confirmed were refunds from the cancelled Edfest event.

Cllr N Hards also had a question regarding the outstanding amount of £234. The Clerk informed members of the background to this booking – a small party (50 people) had amounted to a much larger event, resulting in the hirers bringing in their own alcohol and using more rooms than originally hired, plus the kitchen. The outstanding amount was for the additional use billed to the customer – this is unlikely to be received.

The Committee were concerned about the staff's safety in situations where they could be outnumbered and wanted to ensure systems were put in place to safeguard staff in future - It is current Council Policy to hire security for events involving over 100 people. Thames Valley Police would be contacted to see if there was a system the Council could implement where they could be called for extra 'back up' should the need arise.

All outstanding invoices would be 'chased'. There were a couple of other cost centre queries which would be answered by the Town Clerk before the next meeting.

It was proposed by Cllr N Hards, seconded by Cllr O Glover and RESOLVED to approve the monthly accounts for August 2023 and September 2023. All members agreed.

88. To receive the draft budget figures for September and October 2023

The Chair paged through the report, no questions were asked and so the Committee noted the budget figures for September and October 2023.

The Town Clerk informed members that the report shows the full effect of the loan hence budget income of £1,596,000 has been inflated by up to £3,936,996. Most of the money has now been put into the Town Council's CCLA account. The Clerk will be drawing down approximately £300,000 next week for the next payment due to Life and Ridge. The October report will show a more realistic summary of the figures.

89. To review the response to the AGAR query from Moore

The Town Clerk explained that no response had been received. Moore would be contacted again. This was noted by the Committee.

90. Edmonds Park Community & Sports Pavilion – cost report 5

The Committee noted the document from Ridge. The estimate of the construction costs is £2,196,472 and the overall project cost is £2,305,822. There is a contingency balance of £94,178 out of the total authorised expenditure of £2.4m.

Cllr N Hards questioned the client extras in the executive summary. The Town Clerk explained this was due to small amendments to plugs, AV and access control but a more detailed report would be presented towards the end of the build. She also explained that work is being taken on the procurement of the EV charging units to ensure they will be the same as those Croudace are fitting at the North Brook Community building.

91. To receive the partial exemption calculations from the 2022 – 2023 financial year

The Town Clerk explained to the Committee that when the original calculations were done, Didcot Town Council were informed that they owed £14,000 due to the Council breaching the de minimus level. The consultant was asked to factor in the option to tax the Civic Hall and the new Edmonds Park Pavilion. Once those actions had been taken into account, the calculations were shown to be within the de minimus levels of £7,500 VAT. Larger items of expenditure such as a new build can be back-dated for four years – and can be apportioned over a period - to 'smooth out' the excess. This is a specialist area of knowledge and DTC is reliant on the consultants to do these calculations.

92. To review the response from the football clubs re: agreement – verbal update

The Town Clerk gave a verbal update on the responses from both local Football Clubs and informed members of an arranged meeting with Didcot Casuals on Monday 30th October at 6pm.

Discussions were ongoing and it was hoped an agreement could be reached for the use of the pitches and welfare units/small pavilion use.

A question was raised from Didcot Town Youth regarding fencing in the ‘compound’ in Edmonds Park. As temporary planning permission had been granted for the units, SODC would need to be contacted regarding this.

93. To note the CIL funding of £709.50

The Committee noted the CIL funding. Members had concerns regarding the potential to ‘lose’ CIL funding if it wasn’t spent in time. The Town Clerk assured members that Officers routinely check these monies and are in regular contact with the SODC Officer in charge of the funds to ensure everything is spent correctly and in line with the terms of the legal agreements between the District Council and the Developers.

Cllr T Worgan enquired as to how much of the CIL money is unearmarked. The Town Clerk confirmed there was £110,730. The Town Clerk also updated members on a recently obtained updated quote for the Splash Park - £426,000 – in addition to this the company would need to install a temporary road to access the site at an additional cost of £9,900. To install the benches and bin could cost an additional £5,228 (total quote for Splash Park, temporary road, benches, and bins was approximately £441,128).

Funds already allocated for this project included:

- £200,000 in the Town Council’s earmarked reserves
- £121,000 in the CIL earmarked reserves
- 2x S106 monies already reserved (£34,207 and £57,403)

Which in total amounts to **£412,610.00**. The shortfall of approximately £28,518 would need to be taken from the unearmarked reserves, leaving a remainder of just over £82,000.

It was RESOLVED for Officers to draft a tender document for this project.

The Town Clerk also informed the Committee of the invoice received for the recent bi-election which totalled £13,400. The invoice for the full local election had not yet been received. The Committee wanted to ensure that a cost centre is written into the budget for each financial year going forward, for a bi-election. The Town Clerk confirmed that this would be done when setting the budget in November.

94. To discuss the verges grass cutting for 2024-2025

Options on the cutting of the grass verges in Didcot were discussed.

At this stage any tender document would be written to gather more details on costings, which would include costs per cuts, per year for all the locations which were covered under the original agreement with OCC.

Cllr T Worgan asked if CIL monies could be used for expenditure, for example, a new machine to enable the outdoor team to cut some of the verges 'in house' and it was confirmed this could be done.

It was proposed by Cllr N Hards, seconded by Cllr J Loder, and **RESOLVED** for Officers to draft a tender document for this work, which would be forwarded to members for their consideration.

95. To consider waiving the £50 a year agreement for the Bowls Club

The Committee considered the report.

It was **RESOLVED** to continue to charge the Bowls Club £50 per year as peppercorn rent. All members agreed.

96. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

97. To review the progress report

The Committee discussed the items in the progress report.

The Town Clerk confirmed that the Wayleave agreements were currently being worked on and the surveyor's fees would be covered by the National Grid.

98. To receive an update on CCTV projects

The Committee noted the update on the CCTV projects.

Meeting closed at 9.00pm

Signed: _____(Chair)

Date: _____

Finance and General Purposes Committee

20th November 2023

Report author: Janet Wheeler



Grant Aid applications

Introduction

1. The Committee is asked to consider three grant aid applications as set out in this report.

Recommendation

2. The Committee should consider these grant aid applications and agree an amount to award if the Committee decides to provide a grant.

Background

3. Didcot Town Council has a policy of providing grant funding for organisations. The following applications have been received and is summarised below for consideration:

a) Christmas Day Lunch	
Date received:	November 2023
Amount:	£500
Application summary:	Free Christmas Day lunch and gift hampers for people on their own
Previous awards/ applications in the current and the preceding 2 financial years:	2022 - £500 2021 - £500
Supporting documentation held in the office:	Application form and supporting data

b) Abingdon Bridge (mental health for young people aged 13 - 25)	
Date received:	November 2023
Amount:	£5000
Application summary:	Offers mental health counselling for vulnerable people in Didcot

Previous awards/ applications in the current and the preceding 2 financial years:	None
Supporting documentation held in the office:	Application form and supporting data

c) Restore Charity (mental health project)	
Date received:	November 2023
Amount:	£8510
Application summary:	To help people with mental health
Previous awards/ applications in the current and the preceding 2 financial years:	None
Supporting documentation held in the office:	Application form and supporting data

Financial Implications

4. A total of £22,826 (FY 23/24) is in the grant aid budget (201/ 3188). If we award the full sums requested we will have £8,816 left until the end of the financial year.

Legal Implications

5. The Council can give grants to organisations and the Council sets out its rules within its grants policy.

Risk Implications

6. The Council has a grant aid policy with which application(s) should comply.

6 - DRAFT BUDGET FIGURES FOR NOVEMBER 2023

Didcot Town Council

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Central Administration									
1195 Miscellaneous Income	0	25,025	0	21	21	0	0	0	0
32581 Grant Received	0	7,189	0	0	0	0	0	0	0
Total Income	0	32,214	0	21	21	0	0	0	0
1101 Salaries - Admin	216,590	143,420	242,500	132,506	261,835	0	274,928	0	0
1102 Salaries - Admin Er's NI	26,986	15,196	16,699	13,549	26,566	0	27,894	0	0
1103 Salaries - Admin Er's Superann	44,035	31,103	33,427	28,754	56,818	0	59,659	0	0
1104 Agency Staffing	12,000	14,359	12,000	7,553	14,500	0	14,790	0	0
1108 Training and Conferences	8,000	8,927	8,000	5,009	8,000	0	8,000	0	0
1109 Staff Travel	2,500	4,354	3,500	2,264	3,500	0	3,500	0	0
1111 Rate Admin Offices	7,000	6,861	7,000	5,044	7,204	0	11,000	0	0
1121 Telephone/Fax/Internet	4,000	2,690	3,000	1,938	3,000	0	3,000	0	0
1123 Stationery	2,300	1,842	2,300	1,639	2,300	0	2,300	0	0
1124 Subscriptions	4,000	4,158	4,000	4,127	4,127	0	4,160	0	0
1125 Insurance	12,000	22,342	23,000	0	23,000	0	25,475	0	0
1126 Photocopier	2,500	2,377	2,500	1,445	2,500	0	2,500	0	0
1128 Postage-Franking	2,000	1,187	2,000	381	800	0	800	0	0
1129 Miscellaneous Admin Costs	200	427	500	261	500	0	500	0	0
1130 Recruitment Advertising	2,000	895	2,000	0	2,000	0	2,000	0	0
1132 Outside Service Provider HR/HS	4,000	1,372	3,000	800	3,000	0	3,000	0	0
1160 IT Maintenance/Website	26,000	19,166	20,000	20,765	30,000	0	30,000	0	0
1171 Contingency	30,000	6,063	20,000	825	825	0	0	0	0
1173 Green Projects	10,000	14,801	10,000	1,095	10,000	0	15,245	0	0

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6-1

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1197 Office water cooler	250	299	250	155	250	0	310	0	0
3152 Electricity	0	0	0	134	134	0	0	0	0
3155 Security	0	-40	0	-385	0	0	500	0	0
99134 Tfr from EMR Community Project	0	-653	0	0	0	0	0	0	0
99135 Tfr from EMR Bus Shelt/Street	0	-175	0	0	0	0	0	0	0
Overhead Expenditure	416,361	300,972	415,676	227,858	460,859	0	489,561	0	0
Movement to/(from) Gen Reserve	(416,361)	(268,758)	(415,676)	(227,837)	(460,838)		(489,561)		
102 Civic and Democratic									
1205 Members Training	800	0	800	725	800	0	800	0	0
1206 Mayors Allowance	3,200	3,233	3,520	3,250	3,520	0	3,330	0	0
1235 Civic Functions	2,300	3,189	3,000	2,292	3,000	0	3,500	0	0
1268 Election Fund	0	0	0	0	0	0	15,000	0	0
1269 Election Costs	0	0	0	13,085	13,085	0	0	0	0
99129 Tfr from EMR Elections	0	0	0	-13,085	-13,085	0	0	0	0
Overhead Expenditure	6,300	6,423	7,320	6,267	7,320	0	22,630	0	0
Movement to/(from) Gen Reserve	(6,300)	(6,423)	(7,320)	(6,267)	(7,320)		(22,630)		
104 Community Services									
1245 Jubilee Celebrations	2,500	1,098	0	0	0	0	0	0	0
1271 CCTV Contribution	10,000	5,635	10,000	1,730	10,000	0	15,000	0	0
1272 Speed Surveys	750	0	750	0	0	0	0	0	0
Overhead Expenditure	13,250	6,733	10,750	1,730	10,000	0	15,000	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
105									
Movement to/(from) Gen Reserve									
	<u>(13,250)</u>	<u>(6,733)</u>	<u>(10,750)</u>	<u>(1,730)</u>	<u>(10,000)</u>		<u>(15,000)</u>		
Corporate Management									
1152 Bank Charges	600	1,300	700	1,473	2,140	0	1,300	0	0
1155 Internal Audit	1,600	1,440	1,680	500	1,500	0	1,680	0	0
1157 External Audit	2,000	2,000	2,200	100	2,520	0	2,100	0	0
1158 Legal & Professional Fees	8,000	3,050	5,000	285	5,000	0	5,000	0	0
1159 Accounting Support	1,000	1,611	1,000	2,519	5,000	0	4,000	0	0
Overhead Expenditure	<u>13,200</u>	<u>9,401</u>	<u>10,580</u>	<u>4,876</u>	<u>16,160</u>	<u>0</u>	<u>14,080</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(13,200)</u>	<u>(9,401)</u>	<u>(10,580)</u>	<u>(4,876)</u>	<u>(16,160)</u>		<u>(14,080)</u>		
108 Willowbrook Community Centre									
1769 Willowbrook Income	40,000	55,737	60,000	53,794	0	0	0	0	0
32580 S 106 Devel's Cont's Received	0	405	0	1,833	0	0	0	0	0
32581 Grant Received	0	15,299	0	0	0	0	0	0	0
32587 CIL Income	0	0	6,000	0	0	0	0	0	0
Total Income	<u>40,000</u>	<u>71,441</u>	<u>66,000</u>	<u>55,627</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
1701 Salaries Willowbrook	0	0	40,000	22,103	58,374	0	61,293	0	0
1702 Employers NI Willowbrook	0	0	0	0	2,101	0	2,206	0	0
1703 Employers Superann Willowbrook	0	0	0	94	5,185	0	5,444	0	0
1710 Willowbrook Business Rates	0	36,608	38,000	-8,384	-8,384	0	10,600	0	0
1720 Willowbrook Contracts	0	0	10,000	8,287	0	0	0	0	0
1725 Willowbrook ICT/Internet	0	0	3,000	1,413	0	0	0	0	0

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6-3

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1730 Willowbrook Equipment	0	0	5,000	709	0	0	0	0	0
1764 Willowbrook Consultancy	10,000	10,000	0	0	0	0	0	0	0
1766 Willowbrook Utilities	25,000	55,512	40,000	37,073	0	0	0	0	0
1767 Willowbrook Site Maintenance	10,000	54,165	0	5,998	0	0	0	0	0
Overhead Expenditure	45,000	156,285	136,000	67,293	57,276	0	79,543	0	0
Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(84,844)</u>	<u>(70,000)</u>	<u>(11,666)</u>	<u>(57,276)</u>		<u>(79,543)</u>		
109 Capital and Projects									
1999 Loan Proceeds	0	0	0	2,400,000	0	0	0	0	0
32580 S 106 Devel's Cont's Received	0	3,102	0	0	0	0	0	0	0
Total Income	0	3,102	0	2,400,000	0	0	0	0	0
1940 Building Maintenance Fund	10,000	0	0	0	0	0	0	0	0
1944 Christmas Lights	18,500	11,056	15,000	4,764	0	0	0	0	0
1947 Office Equipment & Furniture	1,000	0	1,000	395	0	0	0	0	0
1948 PWLB-Repayments	122,604	122,604	242,604	34,331	0	0	0	0	0
1949 PWLB-Interest	0	0	0	26,971	0	0	0	0	0
1952 Groundskeeping Equipment	0	17,779	0	2,420	0	0	0	0	0
1953 CAP - Solar Panels	0	43,374	0	48,896	0	0	0	0	0
1954 CAP - Wheelchair Swing	0	26,125	0	0	0	0	0	0	0
1955 CAP - Edmonds Park Pavilion	0	0	0	1,326,605	0	0	0	0	0
99029 Tfr to EMR Elections	0	0	0	34,260	0	0	0	0	0
99060 Tfr to EMR Grounds Equip	0	259	0	0	0	0	0	0	0
99127 Tfr from EMR Building Proj Fee	0	0	0	-34,260	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24				2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
99128 Tfr from EMR CiL	0	-46,948	0	-48,896	0	0	0	0	0
99134 Tfr from EMR Community Project	0	-7,650	0	0	0	0	0	0	0
99160 Tfr from EMR Grounds Equip	0	-18,038	0	-2,420	0	0	0	0	0
Overhead Expenditure	152,104	148,561	258,604	1,393,067	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(152,104)</u>	<u>(145,458)</u>	<u>(258,604)</u>	<u>1,006,933</u>	<u>0</u>				
111 Services to Others									
1805 Income -Materials Fleet Meadow	0	293	0	98	0	0	0	0	0
1806 Income -Labour Fleet Meadow	0	1,860	0	1,969	0	0	0	0	0
1807 Income - Course's	0	1,225	0	0	0	0	0	0	0
Total Income	0	3,378	0	2,067	0	0	0	0	0
1866 Materials - Fleet Meadow	0	178	0	33	0	0	0	0	0
Overhead Expenditure	0	178	0	33	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>3,200</u>	<u>0</u>	<u>2,035</u>	<u>0</u>				
120 Other Costs & Income									
1176 Precept	1,241,562	1,241,562	1,331,855	1,331,855	1,331,855	0	0	0	0
1196 Interest Received	300	15,403	5,000	23,671	0	0	0	0	0
Total Income	1,241,862	1,256,965	1,336,855	1,355,526	1,331,855	0	0	0	0
Movement to/(from) Gen Reserve	<u>1,241,862</u>	<u>1,256,965</u>	<u>1,336,855</u>	<u>1,355,526</u>	<u>1,331,855</u>				
201 Arts & Grants-Empowered									
9041 Summer Fayre - Income	0	0	0	100	0	0	0	0	0

Continued on next page

6-5

Didcot Town Council

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	0	0	100	0	0	0	0	0
2165 Remembrance Parade & Service	4,000	3,065	4,000	849	0	0	0	0	0
2187 Summer Fayre	4,000	2,450	4,000	8,726	0	0	0	0	0
3188 Grant Aid Fund	45,000	43,240	45,000	22,174	0	0	0	0	0
99039 Tfr to EMR Summer Fayre	0	12,550	0	0	0	0	0	0	0
Overhead Expenditure	53,000	61,305	53,000	31,749	0	0	0	0	0
Movement to/(from) Gen Reserve	(53,000)	(61,305)	(53,000)	(31,649)	0	0	0	0	0
301 External Works-Central Costs									
3101 Salaries - Works	194,329	183,900	232,000	121,163	231,857	0	280,388	0	0
3102 Salaries - Works Er's NI	16,914	16,994	16,800	11,120	20,789	0	25,141	0	0
3103 Salaries - Works Er's Superann	38,479	36,469	36,100	26,293	50,311	0	60,842	0	0
3104 Events Staffing	2,200	0	2,200	0	0	0	0	0	0
3105 Agency Staffing	1,000	0	1,000	0	0	0	0	0	0
3108 Staff Travel	2,370	1,189	2,370	918	0	0	0	0	0
3120 Protective Clothing	2,575	1,318	2,000	1,057	0	0	0	0	0
3124 Telephone-Works	1,500	0	1,000	0	0	0	0	0	0
3127 Subscriptions	150	100	150	55	0	0	0	0	0
3140 Vehicle Insurance	2,932	2,993	2,932	0	0	0	0	0	0
3141 Vehicle Fuel	6,000	7,898	6,000	3,741	0	0	0	0	0
3144 Equipment & Small Tools	0	0	0	14	0	0	0	0	0
3145 Machinery Costs	10,000	3,307	10,000	3,366	0	0	0	0	0
3154 Maintenance	546	3,668	2,000	1,217	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9034 Ford Ranger Pick Up	3,863	3,229	3,863	2,143	0	0	0	0	0
9039 Ransomes HR300 Rotary	5,110	6,332	5,110	3,397	0	0	0	0	0
9045 Ransomes Parkway 3	1,200	3,814	1,200	1,539	0	0	0	0	0
9062 John Deere Gator	0	7,123	2,000	2,992	0	0	0	0	0
9063 ALKE ATX 340 ED	0	3,552	1,000	285	0	0	0	0	0
99160 Tfr from EMR Grounds Equip	0	-350	0	0	0	0	0	0	0
Overhead Expenditure	289,168	281,537	327,725	179,299	302,957	0	366,371	0	0
Movement to/(from) Gen Reserve	(289,168)	(281,537)	(327,725)	(179,299)	(302,957)		(366,371)		
302 Allotments									
3282 Allotment Rents	12,500	13,327	14,500	15,511	0	0	0	0	0
32581 Grant Received	0	0	0	1,000	0	0	0	0	0
Total Income	12,500	13,327	14,500	16,511	0	0	0	0	0
3151 Water Charges	2,500	4,037	2,500	1,215	0	0	0	0	0
3154 Maintenance	0	1,364	0	0	0	0	0	0	0
3233 Allotment Competition	350	150	350	0	0	0	0	0	0
3244 Allotment Maintenance	2,000	3,694	4,000	1,231	0	0	0	0	0
3250 Allotment -Polytunnel	0	0	0	1,800	0	0	0	0	0
Overhead Expenditure	4,850	9,245	6,850	4,246	0	0	0	0	0
Movement to/(from) Gen Reserve	7,650	4,082	7,650	12,264	0		0		
303 Cemetery									
3383 Cemetery Fees	17,000	18,070	18,000	14,890	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	17,000	18,070	18,000	14,890	0	0	0	0	0
3151 Water Charges	1,200	172	1,000	9	0	0	0	0	0
3154 Maintenance	5,000	583	0	2,210	0	0	0	0	0
3340 Rates - Cemetery	0	848	600	905	0	0	0	0	0
99121 Tfr from EMR Cemetery Fund	0	-150	0	0	0	0	0	0	0
Overhead Expenditure	6,200	1,454	1,600	3,124	0	0	0	0	0
Movement to/(from) Gen Reserve	10,800	16,616	16,400	11,766	0	0	0	0	0
304 Edmonds Park									
3151 Water Charges	1,200	148	1,200	860	0	0	0	0	0
3152 Electricity	1,800	972	1,800	1,339	0	0	0	0	0
3154 Maintenance	10,000	11,087	10,000	6,305	0	0	0	0	0
3155 Security	4,000	5,878	6,000	776	0	0	0	0	0
3170 Waste Recycling	9,500	8,252	9,500	4,250	0	0	0	0	0
3387 Pre-fab Toilets	0	19,531	0	0	0	0	0	0	0
99137 Tfr from EMR Pre-Fab Toilet	0	-8,378	0	0	0	0	0	0	0
Overhead Expenditure	26,500	37,491	28,500	13,530	0	0	0	0	0
Movement to/(from) Gen Reserve	(26,500)	(37,491)	(28,500)	(13,530)	0	0	0	0	0
305 Ladygrove Park									
3183 Lady Grove Park Income	2,000	4,602	3,000	200	0	0	0	0	0
3185 Ladygrove Lakes Income	300	3,429	3,000	2,188	0	0	0	0	0
Total Income	2,300	8,031	6,000	2,388	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24				2024/25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
3152 Electricity	0	0	0	-43	0	0	0	0	0
3154 Maintenance	5,000	7,563	7,000	7,247	0	0	0	0	0
3163 Sandpit & Train	0	5,185	0	0	0	0	0	0	0
3165 Ladygrove Lakes	0	9,249	0	7,459	0	0	0	0	0
99025 Tfr to EMR Ladygrove Park	0	182	0	0	0	0	0	0	0
99124 Tfr from EMR Ladygrove Lakes	0	-4,754	0	-3,328	0	0	0	0	0
99126 Tfr from EMR L'grove Staging	0	0	0	-1,800	0	0	0	0	0
Overhead Expenditure	5,000	17,425	7,000	9,534	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(2,700)</u>	<u>(9,394)</u>	<u>(1,000)</u>	<u>(7,146)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
306 Loyd Park									
1195 Miscellaneous Income	0	10	0	0	0	0	0	0	0
Total Income	0	10	0	0	0	0	0	0	0
3151 Water Charges	80	-314	550	-1,324	0	0	0	0	0
3152 Electricity	200	462	350	141	0	0	0	0	0
3154 Maintenance	0	3,301	0	44,046	0	0	0	0	0
99120 Tfr from EMR Building Repair	0	0	0	-43,450	0	0	0	0	0
99138 Tfr from EMR Play Areas	0	-1,246	0	0	0	0	0	0	0
Overhead Expenditure	280	2,203	900	-587	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(280)</u>	<u>(2,193)</u>	<u>(900)</u>	<u>587</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
308 Other Parks & Recreation Areas									
3179 Carbon Return Income	0	0	0	2	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	0	0	2	0	0	0	0	0
3154 Maintenance	5,500	22,729	5,500	1,426	0	0	0	0	0
3166 Millennium Wood Upkeep	3,000	514	3,000	2,985	0	0	0	0	0
99134 Tfr from EMR Community Project	0	-3,695	0	0	0	0	0	0	0
Overhead Expenditure	8,500	19,548	8,500	4,411	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(8,500)</u>	<u>(19,548)</u>	<u>(8,500)</u>	<u>(4,409)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
309 Play Areas									
3149 Bark Top-up	3,000	2,084	3,000	1,033	0	0	0	0	0
3153 Play Equipment Maintenance	15,000	29,357	25,000	18,299	0	0	0	0	0
99128 Tfr from EMR CiL	0	-7,132	0	0	0	0	0	0	0
99134 Tfr from EMR Community Project	0	-3,287	0	0	0	0	0	0	0
99138 Tfr from EMR Play Areas	0	-11,647	0	0	0	0	0	0	0
Overhead Expenditure	18,000	9,374	28,000	19,332	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(18,000)</u>	<u>(9,374)</u>	<u>(28,000)</u>	<u>(19,332)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
310 Environmental Services									
1183 Bowls Club Rent	50	0	50	0	0	0	0	0	0
3180 Sports Hire	3,000	4,130	4,000	5,190	0	0	0	0	0
3184 Funfair Hires	4,000	2,000	4,000	2,080	0	0	0	0	0
3186 Agency Income OCC	13,424	0	0	0	0	0	0	0	0
3198 Bus Shelter Advertising Income	7,657	10,000	10,000	0	0	0	0	0	0
Total Income	<u>28,131</u>	<u>16,130</u>	<u>18,050</u>	<u>7,270</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Continued on next page

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 7)
Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
3148 Bus Shelter Contract	7,657	10,000	10,000	0	0	0	0	0	0
3150 Plants	2,000	580	1,000	5,311	0	0	0	0	0
3157 Dog Fouling Clean-up Service	1,350	2,912	3,100	1,941	0	0	0	0	0
3158 Trees	8,500	6,135	8,500	300	0	0	0	0	0
3159 Grass Cutting	25,000	34,960	0	0	0	0	0	0	0
3162 Football pitch maintenance	8,000	2,687	8,000	2,715	0	0	0	0	0
3168 Street Furniture Maintenance	3,000	2,147	3,000	3,390	0	0	0	0	0
99134 Tfr from EMR Community Project	0	0	0	-7,000	0	0	0	0	0
99135 Tfr from EMR Bus Shelter/Street	0	-815	0	0	0	0	0	0	0
Overhead Expenditure	55,507	58,606	33,600	6,657	0	0	0	0	0
Movement to/(from) Gen Reserve	(27,376)	(42,476)	(15,550)	613	0	0	0	0	0
325 Projects									
32587 CIL Income	6,000	12,097	0	3,751	0	0	0	0	0
90005 Edmonds Park	0	240	0	0	0	0	0	0	0
Total Income	6,000	12,337	0	3,751	0	0	0	0	0
3162 Football pitch maintenance	0	1,792	0	0	0	0	0	0	0
9031 Tree Management - Contract	5,000	0	5,000	0	0	0	0	0	0
9050 Play Equipment St Annes	0	15,603	0	0	0	0	0	0	0
9051 Memorial WW1 Commemorative Seat	500	499	0	0	0	0	0	0	0
9059 Bus shelters	5,000	0	5,000	0	0	0	0	0	0
32518 Edmonds Park	0	-80	0	-700	0	0	0	0	0
32525 Pavilion build	10,000	158,425	0	7,680	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 7)

14:07

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
32591 Skatepark Refurbishment	0	772	0	0	0	0	0	0	0
32599 Splash Park	0	7,585	0	0	0	0	0	0	0
99028 Tfr to EMR CiL	0	181,383	0	3,751	0	0	0	0	0
99123 Tfr from EMR Skatepark	0	-772	0	0	0	0	0	0	0
99127 Tfr from EMR Building Proj Fee	0	-10,800	0	0	0	0	0	0	0
99134 Tfr from EMR Community Project	0	-10,603	0	0	0	0	0	0	0
99138 Tfr from EMR Play Areas	0	-5,000	0	0	0	0	0	0	0
99152 Tfr from EMR Pavilions	0	-4,300	0	-1,953	0	0	0	0	0
99154 Tfr from EMR Rolling Budgets	0	-13,866	0	0	0	0	0	0	0
Overhead Expenditure	20,500	320,637	10,000	8,778	0	0	0	0	0
Movement to/(from) Gen Reserve	(14,500)	(308,300)	(10,000)	(5,026)	0	0	0	0	0
401 C H General Administration									
1000 Main Hall	30,000	43,278	55,000	29,466	0	0	0	0	0
1001 Northbourne Room	5,000	11,482	12,000	7,871	0	0	0	0	0
1002 Ladygrove Room	20,000	27,277	25,000	19,480	0	0	0	0	0
1003 All Saints Room	8,000	9,133	10,000	5,863	0	0	0	0	0
1004 Park Room	8,000	6,616	8,000	4,170	0	0	0	0	0
1005 Weddings	0	500	0	592	0	0	0	0	0
1009 Events Package Income	0	0	0	7,726	0	0	0	0	0
1011 Millbrook Room	2,000	1,790	2,000	25	0	0	0	0	0
1020 Other Income	0	1,420	1,000	1,740	0	0	0	0	0
Total Income	73,000	101,495	113,000	76,934	0	0	0	0	0

Continued on next page

6-12

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
3155 Security	0	0	0	650	0	0	0	0	0
4001 Salaries - Civic Hall	73,200	168,000	48,000	36,910	40,866	0	42,909	0	0
4002 Salaries - Civic Hall Er's Ni	7,750	10,141	0	1,469	888	0	932	0	0
4003 Salaries - C.Hall Er's Superan	21,000	27,383	0	6,649	6,783	0	7,122	0	0
4012 Water Charges	6,000	3,240	12,000	-3,049	0	0	0	0	0
4014 Light & Heat	38,000	20,310	40,000	16,138	0	0	0	0	0
4015 Cleaning and Hygiene	25,000	27,919	30,000	17,598	0	0	0	0	0
4016 Uniform	1,000	250	1,000	0	0	0	0	0	0
4018 Waste Disposal	3,000	3,384	3,500	2,331	0	0	0	0	0
4022 Telephone	1,000	385	1,000	50	0	0	0	0	0
4023 Licenses	1,000	4,578	4,000	2,786	0	0	0	0	0
4024 Event Costs	0	0	0	150	0	0	0	0	0
4027 Advertising/Marketing	1,000	200	1,000	0	0	0	0	0	0
4042 Equipment	5,000	17,120	10,000	1,204	0	0	0	0	0
4043 Repairs and Maintenance	15,000	37,021	10,000	32,696	0	0	0	0	0
4044 Maintenance Contracts	15,000	13,769	15,000	16,471	0	0	0	0	0
4045 Repair/Upgrade PA System	2,500	234	2,000	349	0	0	0	0	0
4051 Stocktakers Fees	300	0	300	0	0	0	0	0	0
4052 Accountancy Charges	500	1,551	500	882	0	0	0	0	0
4054 NNDR	45,000	44,800	50,000	-12,096	0	0	0	0	0
4103 Sundry Expenses	1,000	0	1,000	0	0	0	0	0	0
4104 Training & Prof Development	1,000	0	1,000	0	0	0	0	0	0
4105 Stationery	0	224	0	-2	0	0	0	0	0
99120 Tfr from EMR Building Repair	0	0	0	-22,651	0	0	0	0	0

Continued on next page

6-13

Didcot Town Council

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
99154 Tfr from EMR Rolling Budgets	0	-5,145	0	0	0	0	0	0	0
Overhead Expenditure	263,250	375,363	230,300	98,535	48,537	0	50,963	0	0
Movement to/(from) Gen Reserve	<u>(190,250)</u>	<u>(273,868)</u>	<u>(117,300)</u>	<u>(21,601)</u>	<u>(48,537)</u>		<u>(50,963)</u>		
402 C H Bar									
1050 Bar Sales	12,000	18,859	15,000	10,036	0	0	0	0	0
Total Income	<u>12,000</u>	<u>18,859</u>	<u>15,000</u>	<u>10,036</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
3000 Bar Purchases	8,000	8,720	7,500	5,937	0	0	0	0	0
3010 Salaries - Bar Staff	1,500	0	0	1,009	0	0	0	0	0
3020 Bar Sundries	500	181	500	163	0	0	0	0	0
3154 Maintenance	0	2,468	3,000	1,200	0	0	0	0	0
Overhead Expenditure	<u>10,000</u>	<u>11,369</u>	<u>11,000</u>	<u>8,309</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>2,000</u>	<u>7,490</u>	<u>4,000</u>	<u>1,727</u>	<u>0</u>		<u>0</u>		
403 C H Catering									
1075 Food and Beverage Income	5,000	3,802	3,000	5,793	0	0	0	0	0
1100 Catering Income - Food	0	8,767	6,000	5,705	0	0	0	0	0
Total Income	<u>5,000</u>	<u>12,569</u>	<u>9,000</u>	<u>11,498</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
3100 Food and Beverage Costs	0	4,432	4,500	3,619	0	0	0	0	0
4350 CH Kitchen Maintenance	0	792	2,500	120	0	0	0	0	0
Overhead Expenditure	<u>0</u>	<u>5,224</u>	<u>7,000</u>	<u>3,739</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>5,000</u>	<u>7,345</u>	<u>2,000</u>	<u>7,758</u>	<u>0</u>		<u>0</u>		

Continued on next page

6-14

Annual Budget - By Centre (Actual YTD Month 7)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
955 Earmarked Reserves									
90001 VAT Payment	6,000	0	0	0	0	0	0	0	0
99150 Tfr from EMR VAT Contingency	0	-120,972	0	0	0	0	0	0	0
Overhead Expenditure	6,000	-120,972	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(6,000)</u>	<u>120,972</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget Income	1,437,793	1,567,929	1,596,405	3,956,620	1,331,876	0	0	0	0
Expenditure	1,412,970	1,718,362	1,592,905	2,091,780	903,109	0	1,038,148	0	0
Movement to/(from) Gen Reserve	<u>24,823</u>	<u>(150,433)</u>	<u>3,500</u>	<u>1,864,841</u>	<u>428,767</u>	<u>(1,038,148)</u>	<u>(1,038,148)</u>	<u>0</u>	<u>0</u>

G-15

Finance and General Purposes Committee 20th November 2023

Report author: Janet Wheeler



Report for consideration of the budget for 2024 - 2025

We now have some budget suggestions from the Environment and Climate Committee (13th November meeting) and the Property & Facilities Committee to come at meeting on 29th November 2023. This report is to assist the F&GP Committee to make recommendations on projects and spend for the next financial year. There are some key final figures to come but we have enough information to make informed choices on most of the long-standing cost centres.

The F&GP Committee receive regular financial reporting including monthly final accounts; reports on the status of the current budget in the 2023-2024 financial year and individual reporting on the major flow of income and expenditure on defined projects.

Edmonds Park Community and Sports Pavilion

The building of the new Community Centre at Edmonds Park using £2.4m loan from the Public Works Loans Board is probably the largest project that this Council will do for the foreseeable future. The handling of the loan; the payment of the builders; payment of the project management team and the start of the loan repayments has required much additional work for the Town Clerk.

This project means that the final income and expenditure figures will “distort” the totals from more usual years. The Town Clerk will try to explain this distortion as we go through this project – and a payments tracker is being kept so that members are informed. Completion of the building is due the second week of January 2024 – which keeps the build in one financial year. There will be additional works which will no doubt run into the next financial year such as the new planting scheme.

The precept

The precept request will not be finalised until SODC has confirmed the tax base for the next financial year along with the numbers of new housing. This information is generally

available in early December which should give us time to amend our budget and finalise our precept request for the Finance & General Purposes Committee meeting on 18th December 2023. The precept and the budget proposals must then be considered and approved at the full Council meeting on 8th January 2024. A working precept with a 5% increase has been included until we have the base rate information.

Background

The Report below should be read in conjunction with the spread sheet. It details the current budget (2022-2023) and this year's proposed budget for 2024 – 2025. It does not go through all the cost centres but concentrates on the major fluctuations. Figures in red are still being worked on and may change.

101	Central Administration	Previous budget	
		2022 – 2023	Budget 24/25

1101	Salaries - Admin	£242,500	£274,928
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The 2023 pay award negotiated by the Unions has now been agreed. This saw a flat rate increase over all scales of £1925 and an increase of 3.55% for the Town Clerk – backdated to April 2023.

This cost centre is purely for salaries with NI and pension costs itemised in the next two cost centres.

1102	Salaries – Admin Er’s NI	£16,699	£27,894
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This cost centre covers national insurance contributions from the employer.

1103	Salaries – Admin Superann	£33,427	£59,659
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This cost centre covers pension contributions from the employer.

1109	Staff Travel	£3,500	£4,484
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Staff travel around Didcot servicing the buildings at Willowbrook; Loyd; Edmonds Park; Fleet Meadow and outdoor venues. Staff use their own cars and therefore receive an essential car users allowance. Mileage is paid also at 45p per mile including for travel to training, conferences and meetings. As Didcot gets larger and the Town Council takes on more buildings – this cost centre will increase with more travel. Some staff use the bikes where they can.

1701 Willowbrook Salaries £40,000 **£61,293**

This includes one permanent member of staff and 2871 casual hours.

1702 Willowbrook NI (new cost centre) £0 **£3,000**

1703 Willowbrook Superann £0 **£5,444**

1710 Business rates £38,000 **£38,000**

Not sure how the rebate from the last two years will affect this year.

1766 Willowbrook Utilities £40,000 **£45,000**

We are due to go on a new deal in the new year. Also need to see the effect of the solar panels.

1767 Willowbrook Site Maintenance £0 **£10,000**

Ongoing maintenance for a building that is over twenty years old.

109 Capital and Projects	Previous budget	
	2023 – 2024	Budget 24/25

1999 Loan Proceeds £2,400,000 **£0**

PWLB Loan for the Edmonds Park Community & Sports Pavilion.

1948 PWLB - Repayments £242,604 **£TBC**

To be confirmed.

1949 PWLB interest – check with Rachel for this cost centre.

1952 Groundskeeping Equipment £0 **£20,000**

Equipment needs to be repaired and replaced due to considerable wear and tear.

120 Other costs and income	Previous budget	
	2023 – 2024	Budget 24/25

1176 Precept £1,331,855 **£1,398,448**

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9039 Ransomes HR300 Rotary £5,110 **£8,000**

We have a standing order of £425.77 per month but repairs are also coming into this cost centre.

9045 Ransomes Parkway 3 £1,200 **£5,000**

The spend is for repairs on this mower.

302 Allotments	Previous budget	
	2023 – 2024	Budget 24/25

3244 Allotment Maintenance £4,000 **£6,000**

Clearance of unworked allotments can be expensive.

303 Cemetery	Previous budget	
	2023 – 2024	Budget 24/25

3154 Maintenance £0 **£5,000**

A public cemetery should have a budget for small repairs and works.

304 Edmonds Park	Previous budget	
	2023 – 2024	Budget 24/25

3154 Maintenance £10,000 **£15,000**

305 Ladygrove Park	Previous budget	
	2023 – 2024	Budget 24/25

3150 Plants £1,000 **£6,000**

Community Officer will need a budget for additional planting and for the gardening club events and related projects.

3159 Grass Cutting £0 **£30,000**

Contract to go on the Government portal – Council to decide whether to re-instate the service.

3180 Sports Hire income £4000 **TBC**

3184 Fun Fair Hires income £4,000 **TBC**

3186 Agency Income OCC £0 **£13,424?**

Members to decide whether to go into another service level agreement.

325 Projects	Previous budget	
	2023 – 2024	Budget 23/24

No new fluctuations.

401 General Administration – Civic Hall	Previous budget	
	2023 – 2024	Budget 23/24

4001 Civic Hall Salaries £48,000 **£42,909**

Fluctuation due to the removal of the Property and Facilities manager and another office to the 101 office cost centre. This is now covering the permanent evening staff and around 800 hours of casual help.

This cost centre is purely for salaries with NI and pension costs itemised in the next two cost centres.

4002 Salaries – Civic Hall NI £0 **£932**

This cost centre covers national insurance contributions from the employer.

4003 Salaries – Civic Hall Superann £0 **£7,122**

This cost centre covers pension contributions from the employer.

4014 Light & Heat	£40,000	£30,000
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New fixed tariff to be sourced in new year. Also effect of solar panels to be defined.

4042 Equipment	£10,000	£15,000
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There is an on-going need to replace equipment as it wears out or becomes unfit for use.

4043 Repairs and maintenance	£10,000	£35,000
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On-going decoration and maintenance programme to include: Boiler service; door repairs and service; Gfast set up £804; toilet repairs; smoke detectors; supply of roller blinds; asbestos surveys; fire equipment maintenance; ventilation unit maintenance; repairs to front wall; external bollard repairs; electrical maintenance; new entry access system; kitchen equipment maintenance and more.

4044 Maintenance Contracts	£15,000	£18,000
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Handryers contract; software control; Intruder Alarm maintenance; water hygiene contract; legionella testing; window cleaning; emergency lighting maintenance; key holding service and more.

4046 IT/Website (20/21 £1,211)	£0	(£0)
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Dedicated Civic Hall website has been taken down.

4054 NNDR (Business rates)	£50,000	£40,000
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TBC after rebates.

INCOME

1000 Main Hall	£55,000	£60,000
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1001 Northbourne Room	£12,000	£14,000
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1002 Ladygrove Room	£25,000	£35,000
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1003 All Saints Room	£10,000	£11,000
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1004 Park Room	£8,000	£8,500
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1011 Millbrook Room	£1,000	£1,000
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402 Bar – Civic Hall

Previous budget

2023 – 2024

Budget 24/25

No fluctuations

403 Catering

Previous budget

2023 – 2024

Budget 24/25

No fluctuations

New cost centres to come for splash park; Edmonds Park pavilion; youth council.

TOTAL BUDGET EXPENDITURE TBC

TOTAL PREDICTED INCOME TBC

TOTAL CURRENT BALANCE (DEFICIT) TBC

Risk Implications

The primary risk of any budget is that it is forecast based on assumptions and, as such, there is risk that these assumptions may prove to be incorrect. There are also further risks that either cannot be fully predicted or lie outside the control of the Council.

Janet Wheeler
Town Clerk

Actual Last Year Actual Year To Date Current Annual Bud Variance Annual Total **Draft budget 24-25** % Spent

101 Central Administration

1195 Miscellaneous Income	25,025	11	0	(11)	0
32581 Grant Received	7,189	0	0	0	0

Central Administration:- Income 32,214 11 0 (11)

1101 Salaries - Admin	143,420	132,506	242,500	109,994	274,928	54.6%
1102 Salaries - Admin ER's NI	15,196	13,549	16,699	3,150	27,894	81.1%
1103 Salaries - Admin ER's Superan	31,103	28,754	33,427	4,673	59,659	86.0%
1104 Agency Staffing	14,359	6,624	12,000	5,376	14,790	55.2%
1108 Training and Conferences	8,927	5,009	8,000	2,991	9,194	62.6%
1109 Staff Travel	4,354	2,264	3,500	1,236	4,484	64.7%
1111 Rate Admin Offices	6,861	5,044	7,000	1,956	6,900	72.1%
1121 Telephone/Fax/Internet	2,690	1,938	3,000	1,062	2,770	64.6%
1123 Stationery	1,842	1,639	2,300	661	1,900	71.3%
1124 Subscriptions	4,158	4,127	4,000	(127)	4,160	103.2%
1125 Insurance	22,342	0	23,000	23,000	25,475	0.0%
1126 Photocopier	2,377	1,445	2,500	1,055	2,448	57.8%
1128 Postage - Franking	1,187	381	2,000	1,619	2,000	19.1%
1129 Misc Admin Costs	427	261	500	239	500	52.2%
1130 Recruitment Advertising	895	0	2,000	2,000	2,000	0.0%
1132 Outside Services Provider HR/HS	1,372	800	3,000	2,200	3,000	26.7%
1160 IT Maintenance/Website	19,166	20,765	20,000	(765)	30,000	103.8%
1171 Contingency	6,063	825	20,000	19,175	20,000	4.1%
1173 Green Projects	14,801	1,095	10,000	8,905	15,245	11.0%
1197 Office Water Cooler	299	155	250	95	310	62.0%
3152 Electricity	0	134	0	(134)	0	#DIV/0!
3155 Security	(40)	(385)	0	385	500	#DIV/0!
99134 Tfr from EMR Community Project	(653)	0	0	0	0	#DIV/0!
99135 Tfr from EMR Bust Shelt/Street	(175)	0	0	0	0	#DIV/0!
Central Administration:- Indirect Expenditure	300,971	226,930	415,676	188,746	508,157	54.6%
Net Income over Expenditure	(268,757)	(226,919)	(415,676)	(188,757)		

102 Civic and Democratic

1205 Members Training	0	725	800	75	824	90.6%
1206 Mayors Allowance	3,233	3,250	3,520	270	3,330	92.3%
1235 Civic Functions	3,189	2,292	3,000	708	3,284	76.4%
1269 Election Costs	0	13,085	0	0	15,000	#DIV/0!
99129 Tfr from EMR Elections	0	(13,085)	0	0	0	#DIV/0!
Civic and Democratic:- Indirect Expenditure	6,422	6,267	7,320	1,053	22,438	85.6%
Net Expenditure	(6,422)	(6,267)	(7,320)	(1,053)		

104 Community Services

1245 Jubilee Celebrations	1,098	0	0	0	0	#DIV/0!
1271 CCTV Contribution	5,635	1,730	10,000	8,270	15,000	17.3%
1272 Speed surveys	0	0	750	750	0	0.0%
Community Services:- Indirect Expenditure	6,733	1,730	10,750	9,020	15,000	16.1%
Net Expenditure	(6,733)	(1,730)	(10,750)	(9,020)		

105 Corporate Management

1152 Bank Charges	1,300	1,473	700	(773)	1,300	210.4%
1155 Internal Audit	1,440	500	1,680	1,180	1,680	29.8%
1157 External Audit	2,000	100	2,200	2,100	2,200	4.5%
1158 Legal & Professional Fees	3,050	285	5,000	4,715	5,000	5.7%
1159 Accounting Support	1,611	3,447	1,000	(2,447)	4,000	344.7%
Corporate Management:- Indirect Expenditure	9,401	5,805	10,580	4,775	14,180	54.9%
Net Expenditure	(9,401)	(5,805)	(10,580)	(4,775)		

108 Willowbrook Community Centre

1769 Willowbrook Income	55,737	53,794	60,000	6,206	65,000	89.7%
32580 S106 Devel's Cont's Received	405	1,833	0	(1,833)	0	#DIV/0!
32581 Grant Received	15,299	0	0	0	0	#DIV/0!
32587 CIL Income	0	0	6,000	6,000	5,000	0.0%
Willowbrook Community Centre:- Income	71,441	55,627	66,000	10,373	70,000	84.3%

1701 Salaries Willowbrook	0	22,103	40,000	17,897	61,293	55.3%
1703 Employers Superann Willowbrook	0	94	0	0	5,444	#DIV/0!
1710 Willowbrook Business Rates	36,608	(8,384)	38,000	46,384	38,000	-22.1%
1720 Willowbrook Contracts	0	8,287	10,000	1,713	12,000	82.9%
1725 Willowbrook ICT/Internet	0	1,413	3,000	1,587	3,000	47.1%
1730 Willowbrook Equipment	0	709	5,000	4,291	5,000	14.2%
1764 Willowbrook Consultancy	10,000	0	0	0	0	#DIV/0!
1766 Willowbrook Utilities	55,512	37,073	40,000	2,927	45,000	92.7%
1767 Willowbrook Site Maintenance	54,165	5,998	0	(5,998)	10,000	#DIV/0!
Willowbrook Community Centre:- Indirect Expenditure	156,285	67,293	136,000	68,801	179,737	49.5%
Net Income over Expenditure	(84,844)	(11,666)	(70,000)	(58,428)		

109 Capital and Projects

1999 Loan Proceeds	0	2,400,000	0	(2,400,000)	0	#DIV/0!
32580 S106 Devel's Cont's Received	3,102	0	0	0 tbc	0	#DIV/0!
Capital and Projects:- Income	3,102	2,400,000	0	(2,400,000)	0	

1940 Building Maintenance Fund	0	0	0	0	0	0.0%
1944 Christmas Lights	11,056	4,764	15,000	10,236	15,000	31.8%
1947 Office Equipment & Furniture	0	395	1,000	605	1,000	39.5%
1948 PWLB - Repayments	122,604	34,331	242,604	208,273 TBC		14.2%
1949 PWLB - Interest	0	26,971	0	(26,971) TBC		#DIV/0!
1952 Groundskeeping Equipment	17,779	2,420	0	(2,420)	20,000	#DIV/0!
1953 CAP - Solar Panels	43,374	48,896	0	(48,896)	0	#DIV/0!
1954 CAP - Wheelchair Swing	26,125	0	0	0	0	#DIV/0!
1955 CAP - Edmonds Park Pavilion	0	1,326,605	0	(1,326,605)	0	#DIV/0!
99029 Tfr to EMR Elections	0	34,260	0	(34,260)	0	#DIV/0!
99060 Tfr to EMR Grounds Equipment	259	0	0	0	0	#DIV/0!
99127 Tfr from EMR Building Proj Fee	0	(34,260)	0	34,260	0	#DIV/0!
99128 Tfr from EMR CiL	(46,948)	(48,896)	0	48,896	0	#DIV/0!
99134 Tfr from EMR Community Project	(7,650)	0	0	0	0	#DIV/0!
99160 Tfr from EMR Grounds Equip	(18,038)	(2,420)	0	2,420	0	#DIV/0!
Capitals and Projects:- Indirect Expenditure	148,561	1,393,066	258,604	(1,134,462)	36,000	538.7%
Net Income over Expenditure	(145,459)	1,006,934	(258,604)	(1,265,538)		

111 Services to Others

1805 Income - Materials Fleet Meadow	293	98	0	(98)	200	#DIV/0!
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1806 Income - Labour Fleet Meadow	1,860	1,969	0	(1,969)	2,500	#DIV/0!
1807 Income - Courses	1,225	0	0	0	0	#DIV/0!
Services to Others:- Income	3,378	2,067	0	(2,067)		

1866 Materials - Fleet Meadow	178	33	0	(33)	200	#DIV/0!
Services to Others:- Indirect Expenditure	178	33	0	(33)	200	#DIV/0!
Net Income over Expenditure	3,200	2,034	0	(2,034)		

120 Other Costs & Income

1176 Precept	1,241,562	1,331,855	1,331,855	0	1,398,448	100.0%
1196 Interest Received	15,403	23,671	5,000	(18,671)	30,000	473.4%
Other Costs & Income:- Income	1,256,965	1,355,526	1,336,855	(18,671)		

201 Art & Grants - Empowered

9041 Summer Fayre - Income	0	100	0	(100)	0	
Arts & Grants-Empowered:- Income	0	100	0	(100)		

2165 Remembrance Parade & Service	3,065	849	4,000	3,151	4,000	21.2%
2187 Summer Fayre	2,450	8,726	4,000	(4,726)	2,000	218.2%
3188 Grant Aid Fund	43,240	22,174	45,000	22,826	45,000	49.3%
99039 Tfr to EMR Summer Fayre	12,550	0	0	0	0	#DIV/0!
Arts & Grants-Empowered:- Indirect Expenditure	61,305	31,749	53,000	21,251		59.9%
Net Income over Expenditure	(61,305)	(31,649)	(53,000)	(21,351)		

301 External Works - Central Costs

3101 Salaries - Works	183,900	121,163	232,000	110,837	280,388	52.2%
3102 Salaries - Works Er's NI	16,994	11,120	16,800	5,680	25,141	66.2%
3103 Salaries - Works Er's Superan	36,469	26,293	36,100	9,807	60,842	72.8%
3104 Events Staffing	0	0	2,200	2,200	2,200	0.0%
3105 Agency Staffing	0	0	1,000	1,000	1,000	0.0%
3108 Staff Travel	1,189	918	2,370	1,452	4,000	38.7%
3120 Protective Clothing	1,318	1,057	2,000	943	2,000	52.9%
3124 Telephone - Works	0	0	1,000	1,000	1,000	0.0%
3127 Subscriptions	100	55	150	95	150	36.7%
3140 Vehicle Insurance	2,993	0	2,932	2,932	2,800	0.0%
3141 Vehicle Fuel	7,898	3,741	6,000	2,259	6,000	62.4%
3144 Equipment and Small Tools	0	14	0	(14)	500	#DIV/0!
3145 Machinery Costs	3,307	3,366	10,000	6,634	15,000	33.7%
3154 Maintenance	3,668	1,217	2,000	783	5,000	60.9%
9034 Ford Ranger Pick-Up	3,229	2,143	3,863	1,720	3,863	55.5%
9039 Ransomes HR300 rotary	6,332	3,397	5,110	1,713	8,000	66.5%
9045 Ransomes Parkway 3	3,814	1,539	1,200	(339)	5,000	128.3%
9062 John Deere Gator	7,123	2,992	2,000	(992)	4,000	149.6%
9063 ALKE ATX 340 ED	3,552	285	1,000	715	2,000	28.5%
99160 Tfr from EMR Grounds Equip	(350)	0	0	0	0	#DIV/0!
External Works - Central Costs:- Indirect Expenditure	281,536	179,300	327,725	148,425	428,884	54.7%
Net Expenditure	(281,536)	(179,300)	(327,725)	(148,425)		

302 Allotments

3282 Allotment Rents	13,327	15,511	14,500	(1,011)	16,000	107.0%
32581 Grant Received	0	1,000	0	(1,000)	0	#DIV/0!
Allotments:- Income	13,327	16,511	14,500	(2,011)		113.9%

3151 Water Charges	4,037	1,215	2,500	1,285	3,500	48.6%
3154 Maintenance	1,364	0	0	0	0	#DIV/0!
3233 Allotment Competition	150	0	350	350	350	0.0%
3244 Allotment Maintenance	3,694	1,231	4,000	2,769	6,000	30.8%
3250 Allotment Polytunnel	0	1,800	0	(1,800)	500	#DIV/0!
Allotments:- Indirect Expenditure	9,245	4,246	6,850	2,604	10,350	62.0%
Net Income over Expenditure	4,082	12,265	7,650	(4,615)		

303 Cemetery						
3383 Cemetery Fees	18,070	14,890	18,000	3,110	18,000	82.7%
Cemetery:- Income	18,070	14,890	18,000	3,110		82.7%

3151 Water Charges	172	9	1,000	991	1,000	0.9%
3154 Maintenance	583	2,210	0	(2,210)	5,000	#DIV/0!
3340 Rates - Cemetery	848	905	600	(305)	900	150.8%
99121 Tfr from EMR Cemetery Fund	(150)	0	0	0	0	#DIV/0!
Cemetery:- Indirect Expenditure	1,453	3,124	1,600	(1,524)	6,900	195.3%
Net Income over Expenditure	16,617	11,766	16,400	4,634		

304 Edmonds Park						
3151 Water Charges	148	860	1,200	340	1,200	71.7%
3152 Electricity	972	1,339	1,800	461	1,800	74.4%
3154 Maintenance	11,087	6,305	10,000	3,695	15,000	63.1%
3155 Security	5,878	776	6,000	5,224	6,000	12.9%
3170 Waste Recycling	8,252	4,250	9,500	5,250	9,500	44.7%
3387 Pre-fab Toilets	19,531	0	0	0	0	#DIV/0!
99137 Ftr from EMR Pre-Fab Toilets	(8,378)	0	0	0	0	#DIV/0!
Edmonds Park:- Indirect Expenditure	37,490	13,530	28,500	14,970	33,500	47.5%
Net Expenditure	(37,490)	(13,530)	(28,500)	(14,970)		

305 Ladygrove Park						
3183 Ladygrove Park Income	4,602	200	3,000	2,800	5,000	6.7%
3185 Ladygrove Lakes Income	3,429	2,188	3,000	812	4,000	72.9%
Ladygrove Park:- Income	8,031	2,388	6,000	3,612		

3152 Electricity	0	(43)	0	43	0	#DIV/0!
3154 Maintenance	7,563	7,247	7,000	(247)	8,000	103.5%
3163 Sandpit & Train	5,185	0	0	0	0	#DIV/0!
3165 Ladygrove Lakes	9,249	7,459	0	(7,459)	10,000	#DIV/0!
99025 Tfr to EMR Ladygrove Park	182	0	0	0	0	#DIV/0!
99124 Tfr from EMR Ladygrove Lakes	(4,754)	(3,328)	0	3,328	0	#DIV/0!
99126 Tfr from EMR Ladygrove Staging	0	(1,800)	0	1,800	0	#DIV/0!
Ladygrove Park:- Indirect Expenditure	17,425	9,535	7,000	(2,535)	18,000	136.2%
Net Income over Expenditure	(9,394)	(7,147)	(1,000)	6,147		

306 Loyd Park						
1195 Miscellaneous Income	10	0	0	0	50	
Loyd Park:- Income	10	0	0	0		

3151 Water Charges	(314)	(1,324)	550	1,874	550	-240.7%
3152 Electricity	462	141	350	209	150	40.3%

3154 Maintenance	3,301	44,046	0	(44,046)	3,000	#DIV/0!
99120 Tfr from EMR Building Repair	0	(43,450)	0	43,450	0	#DIV/0!
99138 Tfr from EMR Play Areas	(1,246)	0	0	0	0	#DIV/0!
Loyd Park:- Indirect Expenditure	2,203	(587)	900	1,487	3,700	-65.2%
Net Income over Expenditure	(2,193)	587	(900)	(1,487)		

308 Other Parks & Recreation Areas

3179 Carbon Return Income	0	2	0	(2) tbc		
Other Parks & Recreation Areas:- Income	0	2	0	(2)		

3154 Maintenance	22,729	1,426	5,500	4,074	22,000	25.9%
3166 Millennium Wood Upkeep	514	2,985	3,000	15	6,000	99.5%
99134 Tfr from EMR Community Project	(3,695)	0	0	0	0	#DIV/0!
Other Parks & Recreation Areas:- Indirect Expenditure	19,548	4,411	8,500	4,089	28,000	51.9%
Net Income over Expenditure	(19,548)	(4,409)	(8,500)	(4,091)		

309 Play Areas

3149 Bark Top-Up	2,084	1,033	3,000	1,967	3,000	34.4%
3153 Play Equipment Maintenance	29,357	18,299	25,000	6,701	30,000	73.2%
99128 Tfr from EMR CiL	(7,132)	0	0	0	0	#DIV/0!
99134 Tfr from EMR Community Project	(3,287)	0	0	0	0	#DIV/0!
99138 Tfr from EMR Play Areas	(11,647)	0	0	0	0	#DIV/0!
Play Areas:- Indirect Expenditure	9,375	19,332	28,000	8,668	33,000	69.0%
Net Expenditure	(9,375)	(19,332)	(28,000)	(8,668)		

310 Environmental Services

1183 Bowls Club Rent	0	0	50	50	50	0.0%
3180 Sports Hire	4,130	5,190	4,000	(1,190) TBC		129.8%
3184 Funfair Hires	2,000	2,080	4,000	1,920 TBC		52.0%
3186 Agency Income OCC	0	0	0	0 £13,646??		#DIV/0!
3198 Bus Shelter Advertising Income	10,000	0	10,000	10,000	10,000	0.0%
Environmental Services:- Income	16,130	7,270	18,050	10,780		40.3%

3148 Bus Shelter Contract	10,000	0	10,000	10,000	10,000	0.0%
3150 Plants	580	5,311	1,000	(4,311)	6,000	531.1%
3157 Dog Fouling Clean-Up Service	2,912	1,941	3,100	1,159	3,200	62.6%
3158 Trees	6,135	300	8,500	8,200	8,500	3.5%
3159 Grass Cutting	34,960	0	0	0 £30,000??		#DIV/0!
3162 Football Pitch Maintenance	2,687	2,715	8,000	5,285	8,000	33.9%
3168 Street Furniture Maintenance	2,147	3,390	3,000	(390)	5,000	113.0%
99134 Tfr from EMR Community Project	0	(7,000)	0	7,000	0	#DIV/0!
99135 Tfr from EMR Bus Shelt/Street	(815)	0	0	0	0	#DIV/0!
Environmental Services:- Indirect Expenditure	58,606	6,657	33,600	26,943	40,700	19.8%
Net Income over Expenditure	(42,476)	613	(15,550)	(16,163)		

325 Projects

32587 CIL Income	12,097	3,751	0	(3,751)	2,000	#DIV/0!
90005 Edmonds Park	240	0	0	0	0	#DIV/0!
Projects:- Income	12,337	3,751	0	(3,751)		#DIV/0!

3162 Football Pitch Maintenance	1,792	0	0	0	2,000	#DIV/0!
9031 Tree Management - Contract	0	0	5,000	5,000	5,000	0.0%

9050 Play Equipment - St Annes	15,603	0	0	0	0	#DIV/0!
9051 Memorial WW1 Commemorative Seat	499	0	0	0	1,000	#DIV/0!
9059 Bus Shelters	0	0	5,000	5,000	10,000	0.0%
32518 Edmonds Park	(80)	(700)	0	700	0	#DIV/0!
32525 Pavilion Build	158,425	7,680	0	(7,680)	0	#DIV/0!
32591 Skatepark Refurbishment	772	0	0	0	0	#DIV/0!
32599 Splash Park	7,585	0	0	0	0	#DIV/0!
99028 Tfr to EMR CiL	181,383	3,751	0	(3,751)	0	#DIV/0!
99123 Tfr from EMR Skatepark	(772)	0	0	0	0	#DIV/0!
99127 Tfr from EMR Building Proj Fee	(10,800)	0	0	0	0	#DIV/0!
99134 Tfr from EMR Community Project	(10,603)	0	0	0	0	#DIV/0!
99138 Tfr from EMR Play Areas	(5,000)	0	0	0	0	#DIV/0!
99152 Tfr from EMR Pavilions	(4,300)	(1,953)	0	1,953	0	#DIV/0!
99154 Tfr from EMR Rolling Budgets	(13,866)	0	0	0	0	#DIV/0!
Projects:- Indirect Expenditure	320,638	8,778	10,000	1,222	18,000	87.8%
Net Income over Expenditure	(308,301)	(5,027)	(10,000)	(4,973)		

401 C H General Administration

1000 Main Hall	43,278	29,466	55,000	25,534	60,000	53.6%
1001 Northbourne Room	11,482	7,871	12,000	4,129	14,000	65.6%
1002 Ladygrove Room	27,277	19,480	25,000	5,520	35,000	77.9%
1003 All Saints Room	9,133	5,863	10,000	4,137	11,000	58.6%
1004 Park Room	6,616	4,170	8,000	3,830	8,500	52.1%
1005 Weddings	500	592	0	(592)	500	#DIV/0!
1009 Events Package Income	0	7,726	0	(7,726)	0	#DIV/0!
1011 Millbrook Room	1,790	25	2,000	1,975	1,000	1.3%
1020 Other Income	1,420	1,740	1,000	(740)	1,000	174.0%
C H General Administration:- Income	101,496	76,933	113,000	36,067		68.1%

3155 Security	0	650	0	(650)	800	#DIV/0!
4001 Salaries - Civic Hall (inc casuals)	168,000	36,910	48,000	11,090	42,909	76.9%
4002 Salaries - Civic Hall Er's Ni	10,141	1,469	0	(1,469)	932	#DIV/0!
4003 Salaries - Civic Hall Er's Superan	27,383	6,649	0	(6,649)	7,122	#DIV/0!
4012 Water Charges	3,240	(3,049)	12,000	15,049	10,000	-25.4%
4014 Lights & Heating	20,310	16,138	40,000	23,862	30,000	40.3%
4015 Cleaning and Hygiene	27,919	17,598	30,000	12,402	30,000	58.7%
4016 Uniform	250	0	1,000	1,000	250	0.0%
4018 Waste Disposal	3,384	2,331	3,500	1,169	3,500	66.6%
4022 Telephone	385	50	1,000	950	1,000	5.0%
4023 Licenses	4,578	2,786	4,000	1,214	4,600	69.7%
4024 Event Costs	0	150	0	(150)	150	#DIV/0!
4027 Advertising/Marketing	200	0	1,000	1,000	1,000	0.0%
4042 Equipment	17,120	1,204	10,000	8,796	15,000	12.0%
4043 Repairs and Maintenance	37,021	32,696	10,000	(22,696)	35,000	327.0%
4044 Maintenance Contracts	13,769	16,471	15,000	(1,471)	18,000	109.8%
4045 Repair/Upgrade PA System	234	349	2,000	1,651	2,000	17.5%
4051 Stocktakers Fees	0	0	300	300	0	0.0%
4052 Accountancy Charges	1,551	882	500	(382)	1,500	176.4%
4054 NNDR	44,800	(12,096)	50,000	62,096	40,000	-24.2%
4103 Sundry Expenses	0	0	1,000	1,000	1,000	0.0%
4104 Training & Prof Development	0	0	1,000	1,000	500	0.0%
4105 Stationery	224	(2)	0	2	0	#DIV/0!

99120 Tfr from EMR Building Repair	0	(22,651)			0	
99154 Tfr from EMR Rolling Budgets	(5,145)	0	0	0	0	#DIV/0!
C H General Administration:- Indirect Expenditure	375,364	98,535	230,300	109,114	245,263	42.8%
Net Income over Expenditure	(273,868)	(21,602)	(117,300)	(73,047)		

402 C H Bar						
1050 Bar Sales	18,859	10,036	15,000	4,964	20,000	66.9%
C H Bar:- Income	18,859	10,036	15,000	4,964		66.9%

3000 Bar Purchases	8,720	5,937	7,500	1,563	9,000	79.2%
3010 Salaries - Bar Staff	0	1,009	0	(1,009)	0	#DIV/0!
3020 Bar Sundries	181	163	500	337	500	32.6%
3154 Maintenance	2,468	1,200	3,000	1,800	3,000	40.0%
C H Bar:- Indirect Expenditure	11,369	8,309	11,000	2,691	12,500	75.5%
Net Income over Expenditure	7,490	1,727	4,000	2,273		

403 C H Catering						
1075 Food and Beverage Income	3,802	5,793	3,000	(2,793)	8,000	193.1%
1100 Cateromg Income - Food	8,767	5,705	6,000	295	8,000	95.1%
C H Catering:- Income	12,569	11,498	9,000	(2,498)		127.8%

3100 Food and Beverage Costs	4,432	3,619	4,500	881	5,000	80.4%
4350 CH Kitchen Maintenance	792	120	2,500	2,380	2,500	4.8%
C H Catering:- Indirect Expenditure	5,224	3,739	7,000	3,261	7,500	53.4%
Net Income over Expenditure	7,345	7,759	2,000	(5,759)		

955 Earmarked Reserves						
90001 VAT Payment	0	0	0	0	0	#DIV/0!
99150 Tfr from EMR VAT Contingency	(120,972)	0	0	0	0	#DIV/0!
Earmarked Reserves:- Indirect Expenditure	(120,972)	0	0	0	0	#DIV/0!
Net Expenditure	120,972	0	0	0		

GRAND TOTALS						
Income:	1,567,929	3,956,610	1,596,405	(2,360,205) TBC		247.8%
Expenditure:	1,718,360	2,091,782	1,592,905	(521,434) TBC		131.3%
Net Income over Expenditure	(150,431)	1,864,828	3,500	(1,838,771)		
Movement to/(from) Gen Reserve	(150,431)	1,864,828				

ITEM 8
EDMONDS PARK
COST REPORT

Janet Wheeler

From: Tika Paudel <TPaudel@ridge.co.uk>
Sent: 13 November 2023 16:42
To: Janet Wheeler
Cc: Stuart Mundy; Simon Keen
Subject: 5018614 - New Sports and Community Pavilion, Edmonds Park, Didcot - Cost Report nr 6
Attachments: 5018614 - New Sports and Community Pavilion - Cost Report Nr 6.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Janet,

Please find attached our Cost Report Nr 6 for the above.

The report details our estimated projected final sum for the Contract works and the overall Project costs.

In summary, the estimate of the final account value of LIFE is £2,182,694 and the overall project cost is £2,315,044. There is a contingency balance of £84,956 out of the total authorised expenditure of 2.4m.

We would draw your attention to the comments and information included in the 'Executive Summary'.

An updated copy of cashflow forecast has also been attached with this report.

Should you have any queries, please do not hesitate to contact.

Kind Regards,

Tika Paudel
Quantity Surveyor
Ridge and Partners LLP
07771 371238
01993 815066
TPaudel@ridge.co.uk



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Email Disclaimer



RIDGE

**COST REPORT NR 6
NEW SPORTS AND COMMUNITY PAVILION
DIDCOT TOWN COUNCIL**

13 November 2023



**NEW SPORTS AND COMMUNITY PAVILION
DIDCOT TOWN COUNCIL**

COST REPORT NR 6

Main Contract Works Package

13 November 2023

Prepared for

Didcot Town Council
Britwell Road
Didcot
Oxfordshire
OX11 7HN

Prepared by

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Version Control

Issue Date	13/11/23
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Checked Initials	MB
Version	6.00
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COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION



CONTENTS

1. EXECUTIVE SUMMARY	1
2. AUTHORISED EXPENDITURE	3
3. GENERAL SUMMARY	4
5. PROVISIONAL SUMS	5
6. CONTRACT VARIATIONS	6
7. ANTICIPATED VARIATIONS	9
8. LODGED/ANTICIPATED CLAIMS	11
A. PROJECT CASHFLOW COMPARISON	A/1

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

1. EXECUTIVE SUMMARY

1.1 Key Report Information

- Report based on information available on : 13 November 2023
- Report includes estimated values for the Contract Variations issued to date : CAI 1 to 9
- We understand other variations are possible but not confirmed in writing to date, these have been included and listed separately under the 'Anticipated Variations' Sections.
- No extensions of time have been granted to date.
- The report identifies 'Client Extra' items that are changes the original scope of the works. These are listed in the 'Authorised Expenditure' Section if applicable.
- We are at present reporting against the original 'Authorised Expenditure'.
- Please confirm whether the 'Authorised Expenditure' should be adjusted to include any of the 'Client Extra' items.
- We would point out that any further Client changes will probably increase costs and may delay the programme.
- We have included a comparison of the construction cashflow. We would point out that the current overall expenditure is less than the predicted cashflow but for October valuation, the expenditure is more than the predicted cashflow.
- The assessments of anticipated values are currently provisional, we are in the process of firming up the items and will report in due course on the final assessments.
- As previous report, anticipated cost for re-surfacing of carpark has not been included in this cost report. However, we have shown two different options with cost in the description section of the anticipated variations. We would note that both option would reduce the contingency allowance significantly and you may wish to delay any decision to instruct this work until latter in this project.
- In this cost report, white lining to carpark & soft landscaping works have been omitted from LIFE's scope and made an allowance under overall project cost for DTC to complete.
- Contract and Anticipated Instructions are colour codes to show the status of the agreed items with the Contractor

F Fixed Cost
B Budget Cost
A Agreed

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

1. EXECUTIVE SUMMARY

1.2 Key Report Analysis

• Contract Sum:	2,188,096.00
• Total Project Contingency:	102,554.00
• Current Authorised Expenditure for Construction:	£2,290,650.00
• Anticipated Final Account (Construction Cost):	£2,182,694.00
• Current overspend (+)/underspend (-) against Contract Sum	-£5,402.00
• Current overspend (+)/underspend (-) against Authorised Expenditure	-£107,956.00
• Current overall Project Cost:	£2,315,044.03
• Current balance of Contingency:	£84,955.97
• Overall construction cost change in the report since the last report :	-£13,778.00
• Main reasons for overall change in the report are :	

DESCRIPTION	TOTAL £
1 CAI 9.03: Omit white lining to the existing car park	(1,938)
2 Omission of Planting Plan	(13,485)
3 Cost uplift for DTC proposed EV charging point	1,000
4 Omission of white lining (further omission)	(97)
5 Allowance for planning fee for soft landscaping changes	500
6 Allowance for 2nr double sockets, incl associated BWIC	242
Total Overall	£ (13,778)

COST REPORT NR 6**NEW SPORTS AND COMMUNITY PAVILION****2. AUTHORISED EXPENDITURE**

REF	DESCRIPTION	VALUE OF CLIENT REQUESTED ITEMS	OMISSIONS £	ADDITIONS £
1.00	Original Authorised Expenditure for the project: £2,400,000.00			
	Out of which;			
	LIFE Contract Sum: £2,188,096.03			2,188,096
	Ridge Post Contract Fee: £98,350.00			
	Ridge PO for JCT Contract: £1,000.00			
	Allowance for DTC Furniture: £10,000.00			
	Total estimated cost: £2,297,446.03			
	Contingency Allowance: £102,553.97			102,554
	Further anticipated expenditure from contingency:			
	Variations (CAIs & Anticipated costs) -£5,402.00			
	Allowance for White lining to carpark (omitted in LIFE scope) £3,000.00			
	Allowance for Soft landscaping (omitted in LIFE scope) £20,000.00			
	Total anticipated expenditure: £17,598.00			
	Current overall Anticipated Project Cost: £2,315,044.03			
	Contingency Balance £84,955.97			
	Sub totals	-	-	2,290,650
	Deduct omissions			-
	Total to General Summary		£	2,290,650

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION

RIDGE**3. GENERAL SUMMARY****3.1 Construction Cost Report Collection**

REF	DESCRIPTION	CONTRACT SUM £	PREVIOUS REPORT £	THIS REPORT TOTAL £	MOVEMENT £
1	Contract Sum	2,188,096	2,188,096	2,188,096	–
2	Package Procurement (included above)		–	–	–
3	Prime Cost & Provisional Sums		–	–	–
4	Contract Variations		(929)	(2,866)	(1,938)
5	Anticipated Variations		9,305	(2,535)	(11,840)
6	Lodged/Anticipated Claims		–	–	–
	Anticipated Final Account Value	£ 2,188,096	2,196,472	2,182,694	(13,778)
	Contingency for Balance of Project		94,178	84,956	13,778
	Anticipated Total	£	2,290,650	2,267,650	--

3.2 Key Report Summary

Anticipated Final Account Value	2,196,472	2,182,694	(13,778)
Authorised Expenditure	2,290,650	2,290,650	–
Forecast underspend on Authorised Expenditure	£	(107,956)	

3.3 Key Report Notes

- Rounded to the nearest pound
- All figures exclude VAT
- Based on information available at the date of the report

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION



5. PROVISIONAL SUMS

REF	DESCRIPTION	CONTRACT VALUE	OMISSIONS	£	ADDITIONS £
Value Engineering - PROVISIONAL			As confirmed in the progress meeting 28th September, All provisional savings are achievable		
1.00	Mechanical				
1.01	Change HDPE drainage to UPVC	(900.00)			
1.02	Change all pumps to single head	(1,364.00)			
1.03	Omit BMS installation, allow for plant to run from local controls	(18,000.00)			
1.04	Omit pressurisation unit, leave quick fill loop	(1,750.00)			
1.05	Swapping Radiators to UFH	(3,700.00)			
2.00	Electrical				
2.01	Reduce hand dryer spec	(1,200.00)			
2.02	Alternative lighting specification	(850.00)			
2.03	Reduce CCTV; Reduction in cameras	(500.00)			
2.04	Access Control; allowed for standalone to 2nr doors	(1,000.00)			
2.05	M&E design review & BREEM check associated with VE	3,000.00			
3.00	Soft Flooring				
3.01	Standard backing altrowood instead of Altrowood comfort - Fixed saving	(1,068.00)			
3.02	Altro Walkway instead of Altro Stronghold - Fixed saving	(420.00)			
4.00	FF&E				
4.01	Omit Lockers - Fixed saving	(5,465.00)			
5.00	Doors				
5.01	Alternative door specification; primed and decorated on site	(1,488.00)			
5.02	Changing the vision panels to a 200x1450mm in lieu of 750 x 200 + 500 x 200	(432.00)			
6.00	Roof Tiling & Tile Hanging				
6.01	Change to concrete tile (subject to Struc. Engineer reviewing additional loading)	(8,000.00)			Saving not achievable. Refer to CAI Nr 5
7.00	Plastering				
7.01	Omit plastering Add paint grade block for main hall only	(2,000.00)			
Sub totals		(45,137.00)		-	-
Deduct omissions					-
Net Adjustment to General Summary				£	--

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

6. CONTRACT VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	Contract Instruction Nr 1 (18-04-23) Confirmation by Didcot Town Council that a performance bond is not required	(2,356.88)	
2.01	Contract Instruction Nr 2 (23-05-23) Omit Provisional Allowance for Statutory Authorities work	(31,425.00)	
2.02	Add: Accept Thames Water quotation 20125986 dated 19/03/2023 to provide 2 x 32mm MDPE commercial metered supplies off 6" PVC offsite in single trenches		4,178.22
2.03	Add: Accept Scottish & Southern Electricity Networks quotation ref EZC125/2 dated 02/05/2023 for contestable and non-contestable works		20,015.68
3.01	Contract Instruction Nr 3 (09-06-23) Supply 2nr 100 litre Prestige wall mounted water butts on to downpipes (location to be agreed), as James Cole's e-mail dated 31/05/2023 (inclusive of OH&P)		470.82
4.01	Contract Instruction Nr 4 (28-07-23) Further to the issue of the lightning protection risk management report we would confirm the Employer accepts the recommendations of the report to incorporate a lighting protection installation into the building.		TBC. Included in anticipated variations
5.01	Contract Instruction Nr 5 (28-07-23) We confirm the Employers acceptance that the proposed value engineering saving relating to the change from slate roof coverings and vertical wall tiling to concrete is not achievable due to the increased loading.		8,000.00
6.01	Contract Instruction Nr 6 (02-08-23) Confirm Employers requirement for the access control system to be Lockteq compatible so that it can like to Didcot Town Councils booking system. The Client confirmed that they usually use the BusinessWatch Group to install this.		tbc

COST REPORT NR 6**NEW SPORTS AND COMMUNITY PAVILION****6. CONTRACT VARIATIONS**

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
7.01	<p>Contract Instruction Nr 7 (21-09-23)</p> <p>Confirm Didcot Town Councils instruction for Bookteq/Lockteq to complete a site survey for £180+VAT to enable Bookteq/Lockteq to provide a quotation for the installation of Bookteq/Lockteq booking system software to enable access to the building via the main entrance door and external door to changing room using this system</p> <p>Further instruction to be issued to cover the installation cost/revision to existing costs once LIFE and their sub-contractors have received Bookteq/Lockteq's quotation.</p>		188.55
8.01	<p>Contract Instruction Nr 8 (28-09-23)</p> <p>AV Variation</p> <p>To Breakout Rooms 1 & 2 the Employer confirms the following amendments to the AV system are required:</p> <p>a) Omit Single socket, data and HDMI point to the ceiling of Breakout Rooms 1 & 2.</p> <p>b) Omit Double socket, data and HDMI points to Breakout Room 1 (to wall with internal door); Add 1nr double socket with USB and HDMI socket with USB @ approx. 930mm above FFL; Add 1nr double socket with USB and 1nr HDMI/Data socket with USB @ approx. 1700mm above FFL. HDMI points @ 930 and 1700 to be linked.</p> <p>c) Omit Data and HDMI points to Breakout Room 2 (to wall with internal door); Add 1nr double socket with USB and HDMI socket with USB @ approx. 930mm above FFL. Add 1nr double socket with USB and 1nr HDMI/Data socket with USB @ approx. 1700mm above FFL. HDMI points @ 930 and 1700 to be linked.</p> <p><u>Small Power Amendments</u></p> <p>d) Confirm sockets to Breakout Room 1 are to be USB sockets</p> <p>e) Breakout room 2 - Add 2nr additional double sockets to the left hand wall to provide 3nr in total</p> <p>Note; this Instruction is issued on the basis that there are no time implications associated with making the changes</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p>	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>See Anticipated Section</p>

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION

**6. CONTRACT VARIATIONS**

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
	Contract Instruction Nr 9 (13-10-23)		
9.01	Confirm the planting (excluding topsoil or any associated preparation and bark topping etc) and associated maintenance is to be omitted from the Contract. This work will be undertaken directly by the Client.	TBA. See anticipated section for omission and addition	
9.02	LIFE to obtain approval for the proposed alternative planting scheme (details to be provided by Client) and obtain a derogation to planning condition 10 regarding the implementation of the planting element of the landscaping scheme prior to first occupation to after occupation.		TBA. Ssee anticipated section for allowance
9.03	Confirm Client instruction to omit the white lining to the existing car park.	(1,937.88)	
	Sub totals	(35,719.76)	32,853.27
	Deduct omissions		(35,719.76)
	Net Adjustment to General Summary		£ (2,866.49)

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

7. ANTICIPATED VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	Allowance for Water butts 2nr x 100 litre capacity (Client request)	-	See CAI Nr 3
1.02	LBS attendances budget cost for Statutory Authority's services connection and trenching (as LIFE Valuation Nr 1 allowance)	-	5,000.00
1.03	Re-surfacing of Carpark (scope to be defined) a) Option 1 - To relay existing car park, including removing existing 30mm surface course then relaying, and removing and reinstating the channel drain: £46,806.00 b) Option 2 - To relay existing car park, including removing existing 30mm surface course and 70mm dense binder course then relaying, and removing and reinstating the channel drain: £99,426.00	-	Excluded Excluded
1.04	Lightning Protection	-	4,305.00
1.05	Hand dryer specification confirmation (saving of £1,200 included in VE saving achievable)	-	-
1.06	Changes to the AV requirements to meeting rooms		See CAI Nr 8
1.07	Changes to the planting as DTC landscaper does not like the planting as planning drawings. This will require a Non-Material Amendment to the current condition together with an amendment that the planting can be undertaken during the planting season. Omit soft landscaping from LIFE scope.	(13,485.13)	
1.08	EV Charging - DTC preferred EV charging "Rolec Pod Charger". LIFE proposed charger "EV-FLRSTAND EVA-07S-SE-RFID". There may have an additional cost implication for Rolac Pod Charger.		1,000.00
1.09	Omission of white Lining to Car park. This will be carried out directly by DTC after the completion of Splashpark (Total omission £2,034.77. Omitted in CAI 9.03: £1,937.88. Balance to be omitted £96.89)	(96.89)	

COST REPORT NR 6**NEW SPORTS AND COMMUNITY PAVILION****7. ANTICIPATED VARIATIONS**

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.10	Planning fee for soft landscaping changes		500.00
1.11	Changes to the soft landscaping: To be completed by DTC landscaper: Allowance included within contingency.		See authorised expenditure section
1.12	White lining: To be carried out by DTC: Allowance included within contingency		See authorised expenditure section
1.13	Allowance for 2nr double sockets, including associated BWIC as CAI Nr 8e		242.00
Sub totals		(13,582.02)	11,047.00
Deduct omissions			(13,582.02)
Net Adjustment to General Summary		£	(2,535.02)

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION



8. LODGED/ANTICIPATED CLAIMS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
	None	-	-
	Sub totals	-	-
	Deduct omissions		-
Net Adjustment to General Summary		£	--

A. PROJECT CASHFLOW COMPARISON

COST REPORT NR 6

NEW SPORTS AND COMMUNITY PAVILION

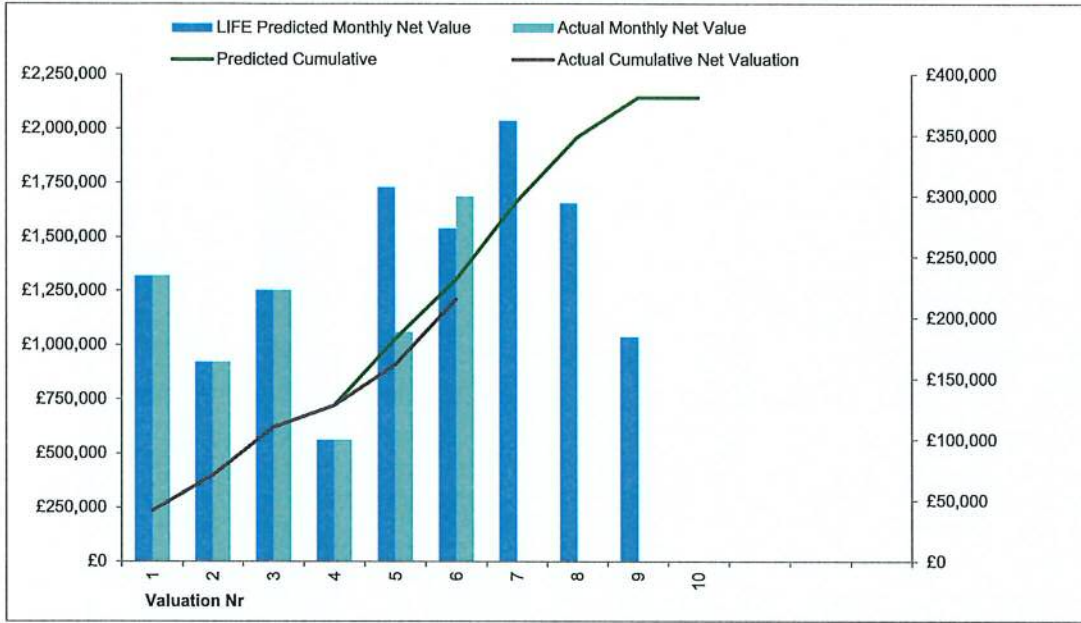


A. CASHFLOW FORECAST

Updated based upon Contractor's forecast FA

Cumulative

Monthly



Ref.		Predicted Cumulative	Actual Cumulative Net Valuation	LIFE Predicted Monthly Net Value	Actual Monthly Net Value
1	May-23	£234,624	£234,624	£234,624	£234,624
2	Jun-23	£398,733	£398,733	£164,109	£164,109
3	Jul-23	£621,521	£621,521	£222,788	£222,788
4	Aug-23	£721,514	£721,515	£99,993	£99,994
5	Sep-23	£1,028,774	£910,090	£307,260	£188,575
6	Oct-23	£1,302,312	£1,209,895	£273,538	£299,805
7	Nov-23	£1,664,060		£361,748	
8	Dec-23	£1,958,169		£294,109	
9	Jan-24	£2,142,474		£184,305	
10	Feb-24	£2,142,474			
11	Mar-24	£2,142,474			
12	Apr-24	£2,142,474			
13	May-24	£2,142,474			
14	Jun-24	£2,142,474			
15	Jul-24	£2,142,474			
16	Aug-24	£2,142,474			
17	Sep-24	£2,142,474			
18	Oct-24	£2,142,474			
19	Nov-24	£2,142,474			
20	Dec-24	£2,142,474			
21	Jan-25	£2,197,404		£54,930	
22	Feb-25				
23	Mar-25				
				£2,197,404	£1,209,895



RIDGE



www.ridge.co.uk

Didcot Town Council

Internal Audit Report (First interim) 2023-24

Chris Hackett

Consultant Auditor

For and on behalf of Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2023-24 financial year, during our first interim review of the Council's records for the year, which was undertaken on site on 16th October 2023. We wish to thank the Clerk and DCK for assisting the process, providing all necessary documentation to facilitate commencement of our review for the year.

Internal Audit Approach

In undertaking our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to advise that, based on the work undertaken to date, the Council continues to maintain adequate and effective internal control arrangements.

This report will be updated following our second interim review planned for early in the new year and our final review which will be timed to follow closedown of the year's Omega accounts in readiness for preparation and adoption of the year's AGAR.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Officers maintain the Council's accounting records using the Rialtas Omega software with cash books set up to record transactions on the main Unity Bank current account, a cash book for recording transactions on the Civic Hall and further cash books for the investment in the CCLA and to record Barclaycard transactions.

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

- Confirmed the External Auditor did not raise any additional matters on the 2022/23 AGAR requiring our follow up;
- Verified the accurate carry forward of closing trial balance detail in the 2022-23 Accounts to the current year's Omega records;
- Verified that the financial ledger remained "in balance" based on the back up provided to us in October 2023;
- Verified detail in the Council's Current and Civic Hall account cashbooks for September 2023 to the supporting Unity bank statements agreeing the reconciliations at 31st August and 30th September;
- Agreed the CCLA cash book reconciliation at 31st August and 30th September and agreed the transactions in September between the Omega record and the third party statement, agreeing also the internal transfers from the Current Account cash book;
- Agreed the reconciliation of the Barclaycard statement at 30th September between the bank and the Omega record and agreed all the transactions in September; and
- Noted that members have not been signing off bank reconciliations yet this year.

Conclusions

The Omega ledger is being maintained in balance and the bank accounts are being reconciled regularly. We note that Member sign-off of bank reconciliations is not up to date, but we understand this will be addressed by the Clerk.

We shall extend our testing at our later visits.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation, although it is for the Council to determine the legality of its actions.

- We have commenced our review of the Council's minutes as posted on the website, (except for Planning and Development Committee which we regard as outside the scope of our work);
- Confirmed the Council at its annual meeting in May 2023 approved its Financial Regulations and also that it considered its Standing Orders; and
- Noted the Council advertised the audit of its 2022/23 AGAR by posting the notice of public rights on its website in accordance with the timetable.

Conclusions

We are pleased to record that no issues arise in this area currently warranting formal comment or recommendation.

Review of Expenditure

Our aim here is to ensure that:

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

We discussed with officers the procedures in place for the approval of payments. To obtain assurance in this area we have commenced our testing of transactions. To date we have selected a total of 56 payments from the Unity Current account, Civic Hall account and Barclaycard cash books, including the Non-Domestic rates (NNDR) invoices paid over 10 months during the year. Our test sample includes all payments greater than £3,000 plus a more random sample of every 30th payment recorded in the cashbooks and totals £1,244,104 equating to 87% by value of non-pay related payments processed to 30th September 2023. Invoices were provided to support all the payments in our sample.

We note that monthly VAT reclaims for the Council are prepared and submitted to HMRC. We confirmed the VAT due at 31st March 2023 was recovered in the current financial year and reviewed the first three monthly re-claims.

Conclusions

No matters have arisen from our work to date. We will extend our test sample at our later visits.

Assessment and Management of Risk

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

We note that the Finance and General Purposes Committee reviewed the 2023/24 Strategic Risk Assessment in April and again in May 2023. The Clerk is continuing to do work on the detail, but we note the Strategic Assessment describes the risk and the impact and identifies the mitigations. It identifies a range of financial risks.

Conclusions

No issues arise in this area currently warranting formal comment or recommendation. We will continue to monitor arrangements at our later visits.

Review of Income

Our objective in this area is to ensure that the Council identifies and recovers all income to which it is entitled and has appropriate arrangements in place to ensure its prompt recovery. The Council receives income from a variety of sources including the annual precept; Civic Hall hire and bar / catering income; interment and associated fees; allotments; Section 106 and CIL moneys; bank interest and other miscellaneous sources.

We will focus further on income at our next visit, but at this stage we have:

- Confirmed the receipt of the 2023/24 precept into the accounts in accordance with the amount set and approved in the Council minutes;
- Reviewed the unpaid invoices report on the Council's sales ledgers to confirm there are no large material aged items; and
- As previously noted, test checked one month's income from the bank statements to the Council cash books with no issues arising.

Conclusion

There are no issues arising from our work to date requiring formal comment or recommendation. We will extend our testing at our next visit.

Petty Cash Account and Other Cash Holdings

The IA Certificate in the AGAR requires us to assess the Council's approach to and control of the management of petty cash account transactions.

We note that the Omega ledger indicates the existence of a small petty cash balance plus till floats. We confirmed that DCK are periodically reconciling the cash held to the accounting records. We agreed the balance of cash held on the day of our visit, £10.47, to the accounting records.

Conclusions

No issues have arisen from our work in this area requiring formal comment or recommendation.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions. We further check the deduction of pension contributions in line with the nationally agreed rates and the employers rate for Didcot Town Council set by the Pension Administrator.

We discussed arrangements for processing payroll which we note is done by DCK, then we:

- Test checked one officer's signed contract to their gross pay per their September payslip;
- Obtained the August summary payroll reports and agreed the totals to the Omega cash book payments;
- Test checked the calculation of tax, national insurance and pension contributions for a sample of staff paid in August;
- Test checked the payment of overtime per a sample of August payslips to the amount authorised by the Clerk; and
- Commenced our month on month trend analysis of cash book payroll payments to identify any potential anomalies should they arise.

Conclusions

No issues requiring formal comment or recommendation have arisen from our work to date.

Investments and Loans

We aim here to ensure that the Council is maximising its interest earning potential through "investment/deposit" of surplus funds in interest bearing accounts/deposits. As noted previously in this report we have test checked the transactions on the CCLA account, in addition we:

- Note the Council has an investment policy in place; and
- Checked the receipt of new loan funds from the PWLB to supporting information and agreed the repayments in the year to date on pre-existing PWLB loans.

Conclusions

No issues arise in this area warranting formal comment or recommendation at present. We shall undertake further work at our final review ensuring the accurate disclosure of the investment balances and the residual loan liability recorded in the AGAR by reference to the UK Debt Agency website and third party statements.

Finance & General Purposes Committee

20th November 2023

Report author: Lucy Blake



Vehicle Insurance Renewal

Introduction

1. The insurance for Didcot Town Council's outdoor service vehicles is up for renewal from 29th November 2023.

Background

2. The Town Council has seven vehicles currently insured by ERS. These vehicles are:
 - John Deere Gator
 - Ransome Parkway Mower 3
 - Ransome Jacobsen HR300 Ride on Rotary Mower
 - Iseki Tractor TG
 - Ford Tractor 1520
 - Alke E Vehicle
 - Ford Ranger XLT
3. The current insurers have sent in the quote for renewal, at a cost of £3,428.32 (inc IPT).
4. A second insurance company was asked to quote, and the proposed premium came in at £2,804.95 (inc IPT).
5. The full documentation for both quotes can be made available to the Committee members on request.
6. Officers have looked through the various documents supplied by both companies and have added the most relevant costs/details in the table on the next page.

Make & Model of vehicle	Vehicle Type	Cover	Current Insurance Premium per vehicle (ex IPT)	Quote two – Premium per vehicle (ex IPT)
John Deere Gator	Agricultural	Comprehensive	£395.00	£256.17
Ransome Parkway 3	Agricultural	Comprehensive	£315.00	£158.40
Ransome Jacobsen	Agricultural	Comprehensive	£516.00	£222.05
Iseki Tractor	Agricultural	Comprehensive	£405.00	£256.25
Ford Tractor	Agricultural	Comprehensive	£75.00	£85.00
Alke E Vehicle	Agricultural	Comprehensive	£865.00	£662.43
Ford Ranger	Commercial	Comprehensive	£490.00	£819.48
Vehicle			Driver restrictions	
			Current Insurers	Quote Two
John Dere			Any Driver	Any Driver
Ransome Parkway 3			Any Driver	Any Driver
Ransome Jacobsen			Any Driver	Any Driver
Iseki Tractor			Any Driver	Any Driver
Ford Tractor			Any Driver	Any Driver
Alke E Vehicle			Any Driver	Any Driver
Ford Ranger			Any driver over the age of 25	Any driver over the age of 25
Policy Excess				
Standard		Current Insurers		Quote Two
All vehicles (Accidental, and Fire & theft)		£100		£100
Young and/or inexperienced drivers				
Ages		Current Insurers		Quote Two
Where a driver is aged 21 years or below		£300 (Under 21)		£250 (21 years and below)
Where a driver is between 21 – 24 years		£200 (aged 21-24 years)		£200 (aged 22-24 years)
Where a driver aged 25 years or more has not held a full UK/EU driving licence for 12 months or more		£200		£200
		<i>These prices do not apply if the loss is caused by fire & theft</i>		
Trailers		Current Insurers		Quote Two
Applied to any trailer which is attached to or detached from your vehicle		Provided it does not exceed £5,000		
Agrees to insure any trailer or implement				Provided the value does not exceed £100,000
Total premium for insurance from 29 th November 2023 – 28 th November 2024				
		Current Insurers		Quote Two
Total due		£3,428.32		£2,804.95

Recommendation

- The Committee is asked to consider the two quotes received to renew the Town Council's vehicle insurance and resolve to accept a quote - so that the vehicle insurance will commence from 29th November 2023.

Legal Implications

8. All road vehicles need to be insured, as per current UK law.

Financial Implications

9. The financial implications would be the premium for the year, either £2,804.95 or £3,428.32 – to be taken from cost centre 301/3140 'Vehicle Insurance'. The current budget for this cost centre is £2,932.

Risk Implications

10. The insurance needs to be approved and accepted so that it is in place to start on 29th November 2023.

Janet Wheeler

From: VATQueries <VATQueries@clearchannel.co.uk>
Sent: 18 October 2023 12:18
To: Janet Wheeler
Subject: Clear Channel UK Ltd - Didcot Town Council - Bus Shelter/Street Furniture Barter Invoice
Attachments: Didcot Town Council - Self Bill Invoice.pdf; Didcot Town Council - Invoice.pdf

Importance: High

Follow Up Flag: Follow up

Flag Status: Flagged

Clear Channel UK – VAT invoice and self-bill VAT invoice relating to VAT accounting for the barter element of the Bus Shelters/Street Furniture agreement dated 13/01/2001 between Clear Channel UK Ltd and Didcot Town Council

Dear Janet Wheeler,

Please find attached the Clear Channel VAT invoice for the barter element of the above contract, and the related equal and opposite self-bill VAT invoice raised on behalf of the Authority. This is for the period 01/10/2022 to 30/09/2023.

- The VAT shown on the Self-Bill invoice will be your Output Tax due to HMRC.
- The VAT shown on the Clear Channel invoice is input tax recoverable by the Council subject to the normal rules.
- No payment is due in respect of these invoices as they are payable by offset.

If you have any queries relating to the invoice please contact us at VATqueries@clearchannel.co.uk

Kind regards,

Corinne Bawn
Barter Manager

Clear Channel UK Ltd

SELF BILL INVOICE

From:
Didcot Town Council
Civic Hall, Britwell Road
Didcot
OX11 7HN

Didcot Town Council VAT Reg: GB199830703

To:
Clear Channel UK Ltd
Orion Gate, Guildford Road
Woking
Surrey
GU22 7NJ

Invoice Number: BSB000000112

Invoice Date: 15/10/2023
Payment Due: 14/11/2023
VAT Reg: GB 238 9402 44

Barter VAT invoice to reflect the non-monetary consideration provided by Clear Channel within the Bus Shelters contract in exchange for the Authority granting the right to advertise. For the period 01/10/2022 to 30/09/2023

Net value	£	10,000.00
VAT 20%	£	2,000.00
Total	£	12,000.00

The VAT shown is your output tax due to HMRC

Orion Gate, Guildford Road
Woking GU22 7NJ

TELEPHONE 01483 718800
VAT REGISTRATION NUMBER GB238940244
SORT CODE 206759
BANK ACCOUNT NUMBER 30102954

Didcot Town Council
Didcot Town Council
Britwell Road
Didcot OX11 7JN

VAT NUMBER 199830703

Invoice FTI-001703

15 October 2023

Our account number: CAC-004856

Payment terms: Net 30 days

Payment due 14/11/2023

£12,000.00

DESCRIPTION	QUANTITY	SALES PRICE	NET AMOUNT	VAT PERCENTAGE	GROSS AMOUNT
Barter VAT invoice to reflect the non-monetary consideration provided by Clear Channel within the Bus Shelters contract in exchange for the Authority granting the right to advertise. For the period 01/10/2022 - 30/09/2023	1	10,000.00	10,000.00	20.0%	10,000.00
SALES SUBTOTAL AMOUNT					10,000.00
VAT					2,000.00
GBP TOTAL					£12,000.00

The purchase of advertising services that are the subject of this invoice may give rise to rebates which do not appear on the invoice and which may be paid to media buying groups and other intermediaries in the advertising industry. The standard Clear Channel Terms & Conditions apply and are available for review at <http://www.clearchannel.co.uk/legal> or by application to the Financial Controller. Clear Channel UK Limited, Orion Gate, Guildford Road, Woking GU22 7NJ.

The Public Sector Deposit Fund

Fund fact sheet – 31 October 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Sustainability team.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

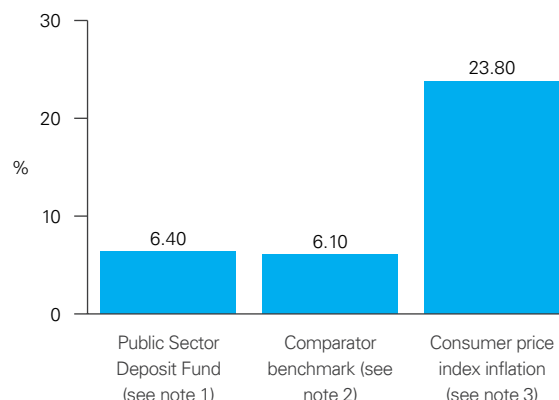
Top 10 counterparty exposures (%)

8.9%	HM Treasury
8.9%	Landesbank Baden-Wuerttemberg
8.9%	National Bank of Canada
8.9%	Nationwide Building Society
8.9%	Yorkshire Building Society
6.7%	DBS Bank Limited
3.6%	ABN Amro Bank N.V.
3.6%	Handelsbanken plc
3.6%	Mizuho Bank
3.6%	SMBC Bank International plc

Share class 4 yield as at 31 October 2023

5.26%

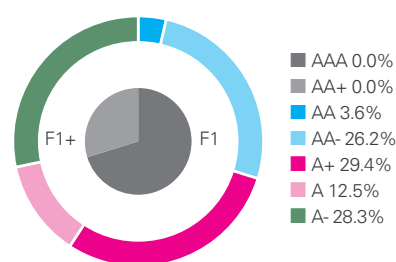
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

35.7%	UK
13.8%	Canada
9.8%	Japan
9.4%	Germany
8.5%	Singapore
5.1%	France
4.1%	Netherlands
3.6%	Sweden
2.7%	Belgium
2.7%	Denmark

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	5.22%
Yield at the month-end shown	5.26%

Total return performance by year

12 months to 31 October	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.42%	+0.03%	+0.84%	+4.29%
Comparator benchmark	+0.58%	+0.15%	+0.03%	+0.91%	+4.33%
Relative (difference)	+0.17%	+0.27%	+0.00%	-0.07%	-0.04%

Annualised total return performance

Performance to 31 October	1 year	3 years	5 years
The Public Sector Deposit Fund	+4.29%	+1.71%	+1.26%
Comparator benchmark	+4.33%	+1.74%	+1.19%
Relative (difference)	-0.04%	-0.03%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

In the UK, the latest gross domestic product (GDP) data estimated that the economy had grown by 0.2% in August compared to July, and by 0.3% for the three-month period June-August over the preceding quarter. Growth was dominated by the services sector, which expanded by 0.4% month-on-month in August while production fell by 0.7% and the construction sector by 0.5%. The annual rate of consumer price inflation (CPI) growth in the UK remained flat in September, at 6.7%. The core inflation rate, which ignores volatile components such as food and energy, was also little changed, coming down from 6.2% to 6.1%. Prices for food and non-alcoholic beverages fell back between August and September, for the first time in two years, however the rising cost of motor fuel was the main factor preventing inflation overall from falling further. Despite the persistence of inflation, the Bank of England's monetary policy committee refrained from raising its policy rate above the current 5.25% at its meeting on 2 November. However, the Bank's Chief Economist, Huw Pill, set out a clear expectation that rates would remain 'higher for longer' with his memorable description of the likely pattern of rates in the coming years as being much more like Table Mountain than the Matterhorn.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,120m
Fitch money-market fund rating	AAAmf
Weighted average maturity	41.79 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure	0.08% (see note 6)

Please Contact

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30 am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

Please refer to <https://www.ccla.co.uk/glossary> for explanations of some of the terminology used in this document.

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales number 2183088, at One Angel Lane, London EC4R 3AB), is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

FINANCE AND GENERAL PURPOSES COMMITTEE – PROGRESS REPORT

Agenda item 14

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
Minute 31 – 22-06-20 Minute 140 – 25-1-21 Minute 33 – 21-06	CCTV cameras and the case for an extra camera	Agreed for two extra cameras but DTC may have to pay for one.	SODC progressing
Various meetings	Status of Restore project and OSM's plans for the allotment site	Review of use of site	No further news
Minute 81 – risk assessments	Specific risk assessments	Professional input requested on these sheets	Specific /targeted risk register work started.
Minute 139 – reposition of CCTV camera	Costs, feasibility and potential funding to be explored	To be progressed	SODC progressing
Public participation Football clubs	Special agreement requested to help the clubs afford the hire fees.	Background work to be completed to see what is possible within the auditing guidelines.	Up-date for November meeting – agenda item
Wayleave agreements	Specialist surveyor recommended by SODC	Town Clerk to contact the company to represent us.	Company started work and confirmed that their costs will be covered by the National Grid. Town Clerk to chase.
Minute 84 - Edfest and Hatwells Fair	Hatwells contacted re second choice dates	Want to work with Edfest on first choice dates which clash. Environment to decide on their daily rate.	DTC need to clarify whether they are happy for both to work together.
Minute 87 - Security for DTC events and at the Civic Hall	Security and actions in an emergency	Town Clerk to speak to the Police in the first instance	TBC
Minute 87 - Cost centre queries	To be answered before the November meeting	To be confirmed	November meeting
Minute 89 – AGAR end of year reserves query	Query on information on end of year reserves	Letter sent but no reply	Will ask again for a response – then contact Smaller Authorities Audit Appointments (SAAA) to complain.