

Notice of a meeting of the

Finance & General Purposes Committee

25th September 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

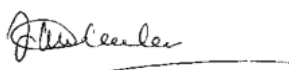
The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30-32 on a matter before the Committee).

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

Mr Derek Kemp from DCK Accounting Solutions will attend the meeting from 7pm to answer questions on the recent medium term finance plan.

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 21 August 2023 –*attached*.
4. Questions on the Minutes as to the progress of any item.
5. To note the grant report from the Baptist Church – *see attached*.
6. To approve the monthly reports for July 2023 – *see attached papers*.
7. To receive the budget figures for August 2023 – *see attached papers*
8. To note the completed AGAR and to review the comments regarding the general reserve – *see attached papers*.
9. To suggest any major projects for the next financial year 2024-2025 or projects to save towards - *see attached report (to link in with the medium term finance plan; coloured spread sheet and balance sheet)*.
10. Edmonds Park Community & Sports Pavilion – cost report 4 – *see attached papers*
11. To note the investment report fact sheet for the CCLA Investment Bond – *see attached*.
12. To review the grant policy amendments – *see attached report*.
13. To review the football suggestions from the Deputy Town Clerk – *see attached papers*.
14. To note the managed disc encryption expenditure of £1499.00 + vat– *verbal report from the Town Clerk*.
15. To discuss the verges grass cutting for 2024-2025 – *see attached report*.
16. To review the progress report – *see attached*



Janet Wheeler
Town Clerk
19th September 2023

Voting Committee members:

Councillors

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 Committee 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

21st August 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 G Roberts (Deputy Chair)
Councillor C Jennings
Councillor N Hards
Councillor J Loder
Councillor G Ryall
Councillor J Broadbent

Officers:

Mrs J Wheeler – Town Clerk
Mrs L Blake – Deputy Town Clerk

Two Grant Aid applicants attended virtually, via Teams.

Cllr G Roberts took the Chair for this meeting.

47. Apologies

Apologies were received from Cllr D Aragao and Cllr T Worgan (Chair). Cllr C Jennings attended as a substitute.

48. Declarations of interests

No declarations were made.

49. To approve the Minutes of the Finance & General Purposes Committee meeting held on 24th July 2023

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

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

There were no questions.

51. To note the grant report from Didcot Barramundi Club

The Committee noted the report.

52. To consider three grant applications – Be Free Young Carers £5000; Whispering Jungle Show £6,200 and Clean Slate £500

Standing orders were suspended.

Daniel Swift from Concrete Youth addressed the Committee virtually and spoke to support their application of £6,200. He explained how the grant, if successful, would enable two productions a day of the Whispering Jungle show to be performed, over two days, at Cornerstone in Didcot. The shows would be aimed at audiences with learning difficulties.

The Councillors asked questions to clarify the project. The Chair thanked Daniel for his presentation, and he left the meeting.

Kizzie Wilson from Be Free Young Carers, spoke virtually regarding their application for £5,000 to enable the charity to take young carers, between the ages of 8-12 years, out on day trips throughout the summer holidays. The aim was to allow the young carers some respite from their role within their home setting. This initiative was called the 'Summer Holiday Activity Programme'.

Councillors also asked questions to clarify the project and thanked Kizzie for attending. Kizzie then left the meeting.

Standing orders were reinstated.

The Committee discussed the applications in the order they were presented.

Concrete Youth's application for £6,200 for the Whispering Jungle show was discussed first. Members were keen to support the project but felt that the charity should also investigate funding from other avenues, since the show would benefit not only Didcot residents, but people from outside of Didcot.

It was proposed by Cllr C Jennings, seconded by Cllr N Hards, and RESOLVED to award half of the cost; £3,100. All members agreed. The Council would also encourage the charity to contact other local authorities for additional funding.

The second application discussed was from Be Free Young Carers for £5,000. Members were hugely supportive of this project.

It was proposed by Cllr C Jennings, seconded by Cllr G Ryall, and RESOLVED to approve the full amount; £5,000. All members agreed.

The third application, for £500, was from Clean Slate.

It was proposed by Cllr G Ryall, seconded by Cllr N Hards, and RESOLVED to approve the full amount; £500. All members agreed.

Cllr C Jennings asked the Deputy Town Clerk to investigate the Grant Aid process to ensure it was made clear to applicants that projects needed to benefit the residents of Didcot. Suggested amendments to the process and/or website would be presented at a future meeting.

53. To approve the monthly reports for June 2023

It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to approve the monthly reports for June. All members agreed.

54. To receive the budget for July/August 2023

The Committee noted the budget for July/August 2023. The Town Clerk also gave out a version of the budget that highlighted cost centres that may be overspent by the end of the financial year.

55. To note the budget setting timetable for the 2024-2025 financial year

The Town Clerk explained the document and the process in which the Town Council usually follow to set their budgets. The 'first round' usually discussed by each Committee considers 'larger items' such as the pavilion, new vehicles, and new play parks (capital projects), that may require additional funding in the form of a grant or loan. The 'second round' usually includes 'smaller, every day' revenue items relating to the everyday provision of services and facilities.

The Town Clerk also discussed the process of receiving the Tax Base from South Oxfordshire District Council, which enables the Town Council to set their precept. This is calculated by SODC based on new housing numbers but also on the families with income to pay council tax. The tax base will be confirmed in December so the Council will need to calculate the budget on historic tax bases until confirmed.

The budget setting timetable for the 2024-2025 financial year, was noted.

56. Edmonds Park Community & Sports Pavilion – cost report 3

The Committee noted the cost report. The project is on budget and completion will be January 2024.

57. To note the PWLB final repayment and the interest rate

The Committee noted the document and the drawdown of the remainder of the £2.4m loan from the Public Works Loans Board (PWLB).

To enable the building of the new Community and Sports Pavilion in Edmonds Park, the first tranche of £750,000 was drawn down in May 2023.

The decision to draw down the remaining loan was taken by the Finance and General Purposes Committee at their July meeting. This was due to rising interest rates.

The sum of £1,650,000.00 was drawn down on 9th August 2023. The repayments will finish on 9th August 2048 – a repayment period of 25 years. The interest rate is 5.530%.

The arrangement fees are £577.50 which is taken from source. This leaves the sum of £1,649,422.50 to enter the Council's bank account on 9th August 2023.

The Town Clerk would then transfer this sum (in multiples of £150,000) into the Town Council's CCLA investment account.

58. To review the first draft of the medium-term finance plan

Cllr N Hards noted there were two misspellings of 'Edmonds Park' in the document, which would be amended.

The Town Clerk explained that a training session with Derek Kemp from DCK, could be arranged for all those wanting it to enable them to understand the plan in more detail. Members AGREED for the Town Clerk to arrange the training.

There was a discussion on Neighbourhood Plans, but this would be an item for a future meeting of the Planning and Development Committee.

59. To consider the budget proposal from DCK

Members considered the budget proposal. Questions were asked regarding the CIL funds and the Town Clerk explained that these funds could only be used for capital projects.

The Town Clerk also explained that budget training could be arranged to go through this proposal, at an approximate cost of £570 per day, for those who felt it would be of benefit.

It was proposed by Cllr C Jennings, seconded by Cllr G Roberts, and RESOLVED to arrange training. All members agreed.

60. To note the investment report fact sheet for the CCLA Investment Bond

The Committee noted the fact sheet. The Town Clerk confirmed that the figures represented in the report were from June and in fact the interest rate was now over 5%.

61. To consider the cost of removing two damaged hanging basket columns

The Committee considered the report and the two options to remove the damaged columns.

It was proposed by Cllr G Ryall, seconded by Cllr C Jennings, and RESOLVED to go with the Officer's recommendation of using company one, SCS OXON Ltd at a cost of £825.00 (ex. VAT).
All members agreed.

62. To approve the award from SODC's "Everyone Active" fund of £1,000 for the 'Sow & Grow' project

The Committee approved the £1,000 award for the 'Sow & Grow' Community Planting project.

63. To review the progress report

The Committee discussed the items on the progress report.

Meeting closed at 21.10pm.

Signed: _____(Chair)

Date: _____

Grant Aid Report – Baptist Church (defib)

The Congregation of Didcot Baptist Church wish to say thank you to the Didcot Town Council for the grant of £1770.30 towards the Defib cabinet and its fixture costs.

As you will recall the defib had been originally donated to the church for use only within the church building.

But after discussions with the congregation, it was decided that we should try to make this more widely available.

The grant given helped to fund the necessary parts needed, which in turn has enabled us to make this facility available to our community.

As you can see from the photo, the Defib is on the wall to the right of the church porch, by the bike rack, ready for use.

It has also been registered on The Circuit.

Thank you once again.

Julie



Karen (one of the defib guardians), Julie & George

Finance and General Purposes Committee

25th September 2023

Report author: Janet Wheeler



Financial Statements

Introduction

1. This report presents a summary of the Council's financial activities throughout the month of July 2023. *NB: The next item on the agenda shows the budget figures which will include some of August and September 2023 figures.*

Recommendation

2. That the Committee formally notes and approves the financial statements for July 2023.

Background

3. Attached are monthly reports that present a summary of the Council's financial activities at 31st July 2023:
 - (a) the Cash and Investment reconciliations at 31st July 2023
 - (b) the detailed income and expenditure report by budget heading for 31st July 2023
 - (c) detailed balance sheet (excluding stock movement)
 - (d) detailed profit and loss (excluding stock movement)
 - (e) Purchase Ledger aged account balances at 31st July 2023
 - (f) Sales Ledger aged account balances at 31st July 2023
 - (g) List of payments made between 1/07/23 and 31/07/23

Delegated authority

- (a) Under Standing Order 100, the administration of the Finance and General Purposes budget is delegated to this Committee.

Legal and risk implications

- (b) The Council is required to arrange for the proper administration of its financial affairs: this will include regular reporting.

- (c) The Accounts and Audit Regulations require local councils to ensure that financial management is adequate and effective and have a sound system of internal control.

Janet Wheeler
Town Clerk

Didcot Town Council

Bank - Cash and Investment Reconciliation as at 31 July 2023

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/07/2023 Unity Trust Current Account	527,209.98
2	30/09/2022 Santander	0.00
3	31/03/2023 Income Cash Book	0.00
4	31/07/2023 Unity Bank Civic Hall Account	89,632.86
5	31/07/2023 CCLA Public Sector Deposit Fun	836,171.60
6	31/03/2021 NOT IN USE	0.00
7	31/07/2023 Barclaycard Commercial	-2,992.02
		1,450,022.42
<u>Other Cash & Bank Balances</u>		
	Civic Hall Bar Floats	260.00
	Petty Cash	10.47
		270.47
		1,450,292.89
<u>Receipts not on Bank Statement</u>		
0	31/07/2023 All Receipts Cleared	0.00
		0.00
Closing Balance		
		1,450,292.89
<u>All Cash & Bank Accounts</u>		
1	Unity Current Account	527,209.98
2	Santander	0.00
3	Income Cash Book	0.00
4	Civic Hall Current Account	89,632.86
5	CCLA Deposit Fund	836,171.60
6	Barclaycard - NOT IN USE	0.00
7	Barclaycard Account	-2,992.02
	Other Cash & Bank Balances	270.47
	Total Cash & Bank Balances	1,450,292.89

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Unity Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current Account	31/07/2023		527,209.98
			<u>527,209.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			527,209.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			527,209.98
		Balance per Cash Book is :-	527,209.98
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Janet Wheeler
Didcot Town Council
Civic Hall Britwell Road
Didcot
OX11 7HN

Date: 31/07/2023

Account Name: Didcot Town Council

Swift Code (BIC): NWBKGB2L

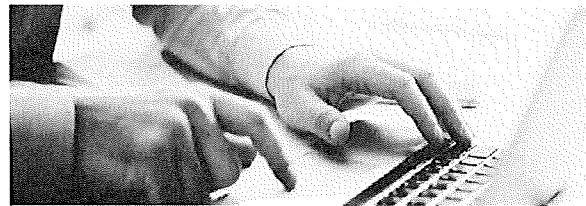
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20459521

Your arranged overdraft limit is £0.00

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us



Call us: **0345 140 1000**



Email us: us@unity.co.uk



Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/06/2023		Balance brought forward	£0.00	£0.00	£854,551.13
03/07/2023	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£181.00	£0.00	£854,370.13
03/07/2023	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£720.00	£0.00	£853,650.13
03/07/2023	Direct Debit	Direct Debit (SWALEC)	£1,064.23	£0.00	£852,585.90

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/07/2023	Direct Debit	Direct Debit (LEX AUTOLEASE)	£318.94	£0.00	£852,266.96
03/07/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£2,622.82	£0.00	£849,644.14
03/07/2023	Credit	BCARD8276784300623 BCARD	£0.00	£18.00	£849,662.14
03/07/2023	Credit	Kieran Mackay	£0.00	£99.25	£849,761.39
04/07/2023	Credit	WEST BERKS COUNCIL	£0.00	£86.40	£849,847.79
04/07/2023	Credit	Credit 000018	£0.00	£405.52	£850,253.31
04/07/2023	Credit	Girobank Core Business 204595	£0.00	£0.75	£850,254.06
04/07/2023	Credit	Girobank Core Business 204595	£0.00	£713.85	£850,967.91
04/07/2023	Credit	Florian Ziousti	£0.00	£54.25	£851,022.16
05/07/2023	Direct Debit	Direct Debit (CASTLE WATER LTD)	£28.79	£0.00	£850,993.37
06/07/2023	Direct Debit	Direct Debit (OPUS ENERGY CORPOR)	£9,877.48	£0.00	£841,115.89
06/07/2023	Direct Debit	Direct Debit (BRITISH GAS BUSINE)	£419.34	£0.00	£840,696.55
06/07/2023	Credit	BCARD8276784050723 BCARD	£0.00	£30.00	£840,726.55
06/07/2023	Transfer	FLEET MEADOW COMMU	£0.00	£19.20	£840,745.75
06/07/2023	Transfer	FLEET MEADOW COMMU	£0.00	£98.27	£840,844.02
06/07/2023	Credit	SET IN STONE DIDCO	£0.00	£120.00	£840,964.02
07/07/2023	Credit	BCARD8276784060723 BCARD	£0.00	£43.92	£841,007.94
10/07/2023	Direct Debit	Direct Debit (BARCLAYCARD)	£94.30	£0.00	£840,913.64
10/07/2023	Credit	BCARD8276784070723 BCARD	£0.00	£63.60	£840,977.24
10/07/2023	Credit	M J DIDCOCK FUNE	£0.00	£745.00	£841,722.24
11/07/2023	Credit	PACKHAM M	£0.00	£90.00	£841,812.24
12/07/2023	Credit	Hatwell Williams	£0.00	£2,800.00	£844,612.24
12/07/2023	Credit	PAYALBEN PATEL	£0.00	£108.50	£844,720.74
13/07/2023	Faster Payment Debit	B/P to: OALC	£348.00	£0.00	£844,372.74

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
13/07/2023	Faster Payment Debit	B/P to: Fleet Line Markers	£71.42	£0.00	£844,301.32
13/07/2023	Faster Payment Debit	B/P to: Executive Alarms L	£904.80	£0.00	£843,396.52
13/07/2023	Faster Payment Debit	B/P to: Little Pixel Creat	£345.00	£0.00	£843,051.52
13/07/2023	Faster Payment Debit	B/P to: Trade UK	£269.66	£0.00	£842,781.86
13/07/2023	Faster Payment Debit	B/P to: Air IT Ltd	£1,376.93	£0.00	£841,404.93
13/07/2023	Faster Payment Debit	B/P to: Grundon Waste Mana	£457.47	£0.00	£840,947.46
13/07/2023	Faster Payment Debit	B/P to: Sun Water Coolers	£29.29	£0.00	£840,918.17
13/07/2023	Faster Payment Debit	B/P to: HMRC Shipley	£11,069.99	£0.00	£829,848.18
13/07/2023	Faster Payment Debit	B/P to: EcoElectrical Serv	£108.00	£0.00	£829,740.18
13/07/2023	Faster Payment Debit	B/P to: P A Turney Ltd	£421.24	£0.00	£829,318.94
13/07/2023	Faster Payment Debit	B/P to: SODC Rates	£3,968.00	£0.00	£825,350.94
13/07/2023	Faster Payment Debit	B/P to: EE Limited	£61.90	£0.00	£825,289.04
13/07/2023	Faster Payment Debit	B/P to: Spaldings Limited	£670.80	£0.00	£824,618.24
13/07/2023	Faster Payment Debit	B/P to: Windowflowers Ltd	£5,760.00	£0.00	£818,858.24
13/07/2023	Faster Payment Debit	B/P to: Blackburn IT Serv	£180.00	£0.00	£818,678.24
13/07/2023	Faster Payment Debit	B/P to: SSE Energy	£754.42	£0.00	£817,923.82
13/07/2023	Faster Payment Debit	B/P to: Playsafety Limited	£881.00	£0.00	£817,042.82
13/07/2023	Faster Payment Debit	B/P to: Carlton Services	£456.00	£0.00	£816,586.82
13/07/2023	Faster Payment Debit	B/P to: BH Doors	£397.96	£0.00	£816,188.86
13/07/2023	Transfer	B/P to: FMCHT	£2,253.32	£0.00	£813,935.54
13/07/2023	Faster Payment Debit	B/P to: OCC Pension Fund	£11,492.39	£0.00	£802,443.15
13/07/2023	Faster Payment Debit	B/P to: Scorpion Signs Ltd	£306.00	£0.00	£802,137.15
13/07/2023	Credit	BCARD8276784120723 BCARD	£0.00	£140.29	£802,277.44
13/07/2023	Credit	SET IN STONE DIDCO	£0.00	£5.00	£802,282.44

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
14/07/2023	Faster Payment Debit	B/P to: LIFE Build Solutio	£98,465.40	£0.00	£703,817.04
14/07/2023	Faster Payment Debit	B/P to: Ridge Partners	£9,977.80	£0.00	£693,839.24
14/07/2023	Credit	BCARD8276784130723 BCARD	£0.00	£43.92	£693,883.16
17/07/2023	Faster Payment Debit	B/P to: LIFE Build Solutio	£98,465.40	£0.00	£595,417.76
17/07/2023	Credit	BCARD8276784140723 BCARD	£0.00	£170.40	£595,588.16
18/07/2023	Direct Debit	Direct Debit (THE MIDCOUNTRIES CO)	£982.01	£0.00	£594,606.15
18/07/2023	Transfer	FLEET MEADOW COMMU	£0.00	£336.00	£594,942.15
18/07/2023	Transfer	FLEET MEADOW COMMU	£0.00	£87.45	£595,029.60
19/07/2023	Faster Payment Debit	B/P to: Mark Rayson	£500.00	£0.00	£594,529.60
19/07/2023	Faster Payment Debit	B/P to: Blewburton Ltd	£1,860.00	£0.00	£592,669.60
19/07/2023	Faster Payment Debit	B/P to: DCK Payroll Solut	£35,470.16	£0.00	£557,199.44
19/07/2023	Direct Debit	Direct Debit (GOCARDLESS)	£138.53	£0.00	£557,060.91
19/07/2023	Credit	Didcot Town Youth	£0.00	£4,960.00	£562,020.91
20/07/2023	Credit	BCARD8276784190723 BCARD	£0.00	£18.00	£562,038.91
21/07/2023	Credit	BCARD8276784200723 BCARD	£0.00	£43.92	£562,082.83
24/07/2023	Direct Debit	Direct Debit (SWALEC)	£828.36	£0.00	£561,254.47
24/07/2023	Direct Debit	Direct Debit (BCARD COMMERCIAL)	£2,033.38	£0.00	£559,221.09
25/07/2023	Direct Debit	Direct Debit (BOC MANCHESTER ACC)	£34.02	£0.00	£559,187.07
25/07/2023	Credit	BOE NOTE EXCHANGE	£0.00	£40.00	£559,227.07
25/07/2023	Credit	BCARD8276784240723 BCARD	£0.00	£177.60	£559,404.67
26/07/2023	Direct Debit	Direct Debit (CNH INDUSTRIAL CAP)	£425.77	£0.00	£558,978.90
27/07/2023	Credit	BCARD8276784260723 BCARD	£0.00	£12.00	£558,990.90
27/07/2023	Credit	BRUCE TGR	£0.00	£99.25	£559,090.15
28/07/2023	Direct Debit	Direct Debit (BARCLAYCARD)	£265.00	£0.00	£558,825.15

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/07/2023	Direct Debit	Direct Debit (CASTLE WATER LTD)	£5.00	£0.00	£558,820.15
28/07/2023	Credit	BCARD8276784270723 BCARD	£0.00	£26.52	£558,846.67
28/07/2023	Credit	I Walkiewicz	£0.00	£35.00	£558,881.67
31/07/2023	Direct Debit	Direct Debit (JOHN DEERE BANK)	£328.01	£0.00	£558,553.66
31/07/2023	Standing Order	S/O to: Personnel Advice	£120.00	£0.00	£558,433.66
31/07/2023	Faster Payment Debit	B/P to: J C Armitage	£200.00	£0.00	£558,233.66
31/07/2023	Faster Payment Debit	B/P to: Rentokil Initial	£188.16	£0.00	£558,045.50
31/07/2023	Faster Payment Debit	B/P to: Claire Long	£280.00	£0.00	£557,765.50
31/07/2023	Faster Payment Debit	B/P to: Three	£32.89	£0.00	£557,732.61
31/07/2023	Faster Payment Debit	B/P to: DCK Payroll Soluti	£297.24	£0.00	£557,435.37
31/07/2023	Faster Payment Debit	B/P to: Spaldings Limited	£174.78	£0.00	£557,260.59
31/07/2023	Faster Payment Debit	B/P to: Trade UK	£112.93	£0.00	£557,147.66
31/07/2023	Faster Payment Debit	B/P to: Amity Insulation S	£240.00	£0.00	£556,907.66
31/07/2023	Faster Payment Debit	B/P to: Sun Water Coolers	£48.30	£0.00	£556,859.36
31/07/2023	Faster Payment Debit	B/P to: Aitkens Sportsturf	£126.00	£0.00	£556,733.36
31/07/2023	Faster Payment Debit	B/P to: Grundon Waste Mana	£2,313.26	£0.00	£554,420.10
31/07/2023	Faster Payment Debit	B/P to: Pear Technology	£2,202.00	£0.00	£552,218.10
31/07/2023	Faster Payment Debit	B/P to: AgriGem Ltd	£130.63	£0.00	£552,087.47
31/07/2023	Faster Payment Debit	B/P to: Didcot Plant Ltd	£180.12	£0.00	£551,907.35
31/07/2023	Faster Payment Debit	B/P to: Polar Cooling Serv	£116.40	£0.00	£551,790.95
31/07/2023	Faster Payment Debit	B/P to: DCK Accounting Sol	£2,311.92	£0.00	£549,479.03
31/07/2023	Faster Payment Debit	B/P to: McFarlane Telfer	£286.70	£0.00	£549,192.33
31/07/2023	Faster Payment Debit	B/P to: Washington House	£250.00	£0.00	£548,942.33
31/07/2023	Faster Payment Debit	B/P to: Carlton Services	£72.00	£0.00	£548,870.33

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/07/2023	Faster Payment Debit	B/P to: Mobile Mini	£333.68	£0.00	£548,536.65
31/07/2023	Faster Payment Debit	B/P to: Rachel S Coles	£325.00	£0.00	£548,211.65
31/07/2023	Faster Payment Debit	B/P to: Microshade Business	£373.44	£0.00	£547,838.21
31/07/2023	Faster Payment Debit	B/P to: SODC Rates	£3,968.00	£0.00	£543,870.21
31/07/2023	Faster Payment Debit	B/P to: Lyreco UK Ltd	£1,276.58	£0.00	£542,593.63
31/07/2023	Faster Payment Debit	B/P to: Hawkins Roofing Ltd	£5,235.70	£0.00	£537,357.93
31/07/2023	Faster Payment Debit	B/P to: Table Football Plu	£900.00	£0.00	£536,457.93
31/07/2023	Faster Payment Debit	B/P to: Castle Water	£25.23	£0.00	£536,432.70
31/07/2023	Faster Payment Debit	B/P to: S R Cooper	£317.67	£0.00	£536,115.03
31/07/2023	Faster Payment Debit	B/P to: Vita Play Limited	£588.00	£0.00	£535,527.03
31/07/2023	Faster Payment Debit	B/P to: P A Turney Ltd	£974.13	£0.00	£534,552.90
31/07/2023	Faster Payment Debit	B/P to: BMS Control System	£600.00	£0.00	£533,952.90
31/07/2023	Faster Payment Debit	B/P to: Claire Goodall	£175.00	£0.00	£533,777.90
31/07/2023	Faster Payment Debit	B/P to: Mr Muddles Magical	£400.00	£0.00	£533,377.90
31/07/2023	Faster Payment Debit	B/P to: Farol Ltd	£410.40	£0.00	£532,967.50
31/07/2023	Faster Payment Debit	B/P to: Ever Brite Cleanin	£2,535.54	£0.00	£530,431.96
31/07/2023	Faster Payment Debit	B/P to: Air IT Ltd	£1,376.93	£0.00	£529,055.03
31/07/2023	Faster Payment Debit	B/P to: Collard Environmen	£1,223.04	£0.00	£527,831.99
31/07/2023	Faster Payment Debit	B/P to: Travis Perkins	£1,330.77	£0.00	£526,501.22
31/07/2023	Faster Payment Debit	B/P to: TULU Toilet Hire	£366.00	£0.00	£526,135.22
31/07/2023	Faster Payment Debit	B/P to: ControlSound	£418.86	£0.00	£525,716.36
31/07/2023	Credit	Credit 000019	£0.00	£593.62	£526,309.98
31/07/2023	Credit	REJECTED B/P TABLE FOOTBALL PLU	£0.00	£900.00	£527,209.98

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 4 - Civic Hall Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Civic Hall Account	31/07/2023	20	89,632.86
			<u>89,632.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89,632.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			89,632.86
		Balance per Cash Book is :-	89,632.86
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
 PO Box 7193
 Planetary Road
 Willenhall
 WV1 9DG

Mrs Janet Wheeler
 Didcot Town Council
 Civic Hall Britwell Road
 Didcot
 OX11 7HN

Date: 31/07/2023

Account Name: Didcot Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20459534

Your arranged overdraft limit is £0.00

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/06/2023		Balance brought forward	£0.00	£0.00	£75,524.09
03/07/2023	Direct Debit	Direct Debit (SOUTH OXFORDSHIRE)	£4,122.00	£0.00	£71,402.09
03/07/2023	Direct Debit	Direct Debit (DIRECT 365 ONLINE)	£121.00	£0.00	£71,281.09
03/07/2023	Credit	Adyen N.V.	£0.00	£42.76	£71,323.85

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/07/2023	Credit	PHOENIX TAEKWOND	£0.00	£696.00	£72,019.85
03/07/2023	Credit	Adyen N.V.	£0.00	£100.97	£72,120.82
03/07/2023	Credit	FROST GA	£0.00	£432.48	£72,553.30
03/07/2023	Credit	Full Fitness	£0.00	£120.00	£72,673.30
03/07/2023	Credit	Adyen N.V.	£0.00	£1,035.24	£73,708.54
03/07/2023	Credit	STYLE ACRE	£0.00	£364.20	£74,072.74
03/07/2023	Credit	DIDCOT TOWNSWOMENS	£0.00	£48.48	£74,121.22
03/07/2023	Credit	OXFORDDISTRICT	£0.00	£9.60	£74,130.82
03/07/2023	Credit	OCC AP	£0.00	£225.00	£74,355.82
03/07/2023	Credit	SNELL AJ+RM	£0.00	£20.00	£74,375.82
04/07/2023	Credit	Adyen N.V.	£0.00	£30.96	£74,406.78
04/07/2023	Credit	S IN MIND	£0.00	£109.20	£74,515.98
04/07/2023	Credit	TOTTERDELL D+S	£0.00	£20.00	£74,535.98
07/07/2023	Direct Debit	Direct Debit (MATTHEW CLARK BIBE)	£864.59	£0.00	£73,671.39
07/07/2023	Credit	Adyen N.V.	£0.00	£13.56	£73,684.95
07/07/2023	Credit	Bernadine Soul School of Dancing	£0.00	£1,964.85	£75,649.80
07/07/2023	Credit	WOODLAND MED CEN	£0.00	£29.38	£75,679.18
10/07/2023	Credit	BARRESI LAJ	£0.00	£40.00	£75,719.18
10/07/2023	Credit	Adyen N.V.	£0.00	£26.05	£75,745.23
10/07/2023	Credit	BABY SENSOR T/AS	£0.00	£714.00	£76,459.23
10/07/2023	Credit	G Ainley	£0.00	£45.00	£76,504.23
11/07/2023	Credit	A Gunter	£0.00	£40.00	£76,544.23
11/07/2023	Credit	A Hall	£0.00	£40.00	£76,584.23
12/07/2023	Credit	ST JOHN AMBULANCE	£0.00	£872.85	£77,457.08

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
14/07/2023	Direct Debit	Direct Debit (MATTHEW CLARK BIBE)	£1,469.67	£0.00	£75,987.41
14/07/2023	Credit	Isla Kennedy Matthew Andrew	£0.00	£2,281.33	£78,268.74
14/07/2023	Credit	Isla Kennedy Matthew Andrew	£0.00	£710.59	£78,979.33
14/07/2023	Credit	AGE UK OXFORDSHIRE	£0.00	£480.48	£79,459.81
14/07/2023	Credit	SODC ACCOUNTS PAYA	£0.00	£510.00	£79,969.81
17/07/2023	Credit	Adyen N.V.	£0.00	£32.43	£80,002.24
17/07/2023	Credit	Adyen N.V.	£0.00	£117.09	£80,119.33
17/07/2023	Credit	SILVER SLIPPER C	£0.00	£174.38	£80,293.71
17/07/2023	Credit	OXFORD HEALTH	£0.00	£218.40	£80,512.11
18/07/2023	Credit	Adyen N.V.	£0.00	£3.59	£80,515.70
18/07/2023	Credit	ABINGDON FREESTY	£0.00	£19.80	£80,535.50
19/07/2023	Credit	Adyen N.V.	£0.00	£1.42	£80,536.92
19/07/2023	Credit	OXFORDDISTRICT	£0.00	£9.60	£80,546.52
19/07/2023	Credit	Fabio Di Donato	£0.00	£20.00	£80,566.52
19/07/2023	Credit	SIMMONDS N K S	£0.00	£40.00	£80,606.52
20/07/2023	Credit	Adyen N.V.	£0.00	£1.87	£80,608.39
20/07/2023	Credit	OCC AP	£0.00	£48.00	£80,656.39
21/07/2023	Credit	Adyen N.V.	£0.00	£11.29	£80,667.68
21/07/2023	Credit	MY LOCAL PITCH LTD T A PLAYFINDER	£0.00	£6,773.81	£87,441.49
21/07/2023	Credit	WARWICK S L	£0.00	£40.00	£87,481.49
24/07/2023	Credit	D + E BLACKFORD	£0.00	£40.00	£87,521.49
24/07/2023	Credit	Adyen N.V.	£0.00	£135.00	£87,656.49
25/07/2023	Credit	Adyen N.V.	£0.00	£86.53	£87,743.02
25/07/2023	Credit	Isla Kennedy Matthew Andrew	£0.00	£306.00	£88,049.02

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
25/07/2023	Credit	S Appleton	£0.00	£80.00	£88,129.02
26/07/2023	Credit	PORTER JD	£0.00	£201.60	£88,330.62
26/07/2023	Credit	Adyen N.V.	£0.00	£1.37	£88,331.99
26/07/2023	Credit	OXFORDDISTRICT	£0.00	£9.60	£88,341.59
26/07/2023	Credit	OXFORDDISTRICT	£0.00	£9.60	£88,351.19
26/07/2023	Credit	Slack Lauren	£0.00	£20.00	£88,371.19
27/07/2023	Credit	Adyen N.V.	£0.00	£2.26	£88,373.45
27/07/2023	Credit	S Barratt	£0.00	£20.00	£88,393.45
27/07/2023	Credit	ABINGDON FREESTY	£0.00	£99.00	£88,492.45
27/07/2023	Credit	MAREN ORTH	£0.00	£40.00	£88,532.45
27/07/2023	Credit	ELITE YOUTH SPORTS LTD	£0.00	£205.75	£88,738.20
28/07/2023	Credit	WEIGHT WATCHERS UK	£0.00	£146.88	£88,885.08
31/07/2023	Credit	Adyen N.V.	£0.00	£144.84	£89,029.92
31/07/2023	Credit	Riverside Counsell	£0.00	£174.44	£89,204.36
31/07/2023	Credit	SOFEA	£0.00	£20.00	£89,224.36
31/07/2023	Credit	PHOENIX TAEKWOND	£0.00	£348.00	£89,572.36
31/07/2023	Credit	PHOENIX TAEKWOND	£0.00	£60.50	£89,632.86

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 5 - CCLA Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/07/2023		836,171.60
			<u>836,171.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			836,171.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			836,171.60
		Balance per Cash Book is :-	836,171.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**THE PUBLIC
SECTOR
DEPOSIT FUND**

One Angel Lane, London, EC4R 3AB

Client Service:
Freephone: 0800 022 3505
Fax: 0207 489 6126

STATEMENT

Mrs J Wheeler
Didcot Town Council
Civic Hall
Britwell Road
Didcot
Oxfordshire
OX11 7HN

CLIENT: DIDCOT TOWN COUNCIL
ACCOUNT NAME: Didcot Town Council
ACCOUNT NUMBER: 0125830001PC

Statement at 31 July 2023

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/07/23	Brought Forward			833,045.45	
03/07/23	Dividend reinvested		3,126.15	836,171.60	4
31/07/23	Carried Forward			836,171.60	4

Statement of Dividends paid during the month to 31 July 2023

Date	Receiving Account	Amount Paid £
03-07-23	Dividend reinvested	3,126.15

CCLA

CCLA Investment Management Limited (Registered in England No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London, EC4R 3AB. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		833,045.45					833,045.45	
Bacs	Banked: 03/07/2023	3,126.15						
Bacs	CCLA PSDF Dividend	3,126.15			1196	120	3,126.15	CCLA PSDF Dividend
Total Receipts for Month		3,126.15	0.00	0.00			3,126.15	
Cashbook Totals		<u>836,171.60</u>	<u>0.00</u>	<u>0.00</u>			<u>836,171.60</u>	

SUMMARY FOR DIDCOT TOWN COUNCIL

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

02 AUG 2023

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

The Bank of England Base Rate has increased from 4.5% to 5%. As your simple standard and cash interest rates move in line with the Base Rate, they've also increased by 0.5%. These rates take effect immediately and will show on your next monthly statement, but rest assured they won't apply to any promotional rates you may have.

Company reference: [REDACTED]
Statement date: 28 July 2023
Page number: 1 of 4
Monthly spend limit: £8,000.00

Date of previous statement: 28 June 2023
Previous balance: £2,033.38
Payment received: £2,033.38 CR
Total of charges and adjustments: £0.00
Total of new spending: £2,992.02
New balance: £2,992.02
Minimum payment: £29.92
Payment due by: 22 August 2023
Available to spend: £5,007.98

Payment instructions

Thank you for using Barclaycard Commercial. Your bank account [REDACTED] will be debited with the agreed payment or the minimum payment (whichever is greater) on or immediately after 22 August 2023. If your balance is lower than your agreed payment, we will debit the full balance. If you are unable to make the minimum payment please contact us as soon as possible by calling the telephone number listed above.

If you wish to pay any additional amount, please allow sufficient time for your payment to reach us.

- By Debit Card: Payments can be made over the phone by the payment due date shown on your statement. Please make the payment before 6.00 pm on this date.
 - By Bank Transfer: From a Barclays UK account using telephone /online banking, please make the payment before 6.00pm on the payment due date shown on your statement. From a non-Barclays UK account, allow 2 working days before the payment due date and we will process the payment when received. Please refer to your bank for specific payment timescales as they will usually be shorter. Barclaycard details are: Sort code: [REDACTED], Account Number: [REDACTED]. Please use your card number/account number as the reference.
 - At a Branch: Payments in cash can be made at a Barclays Branch and must be made on or before the payment due date shown on your statement.
 - If paying by cheque at Barclays Branch allow 2 working days. At other banks, allow 2 working days before the payment due date, for both cash and cheque payments.
 - By Post: Payments by cheque (made payable to Barclaycard Commercial) must be received 4 working days before the payment due date shown on your statement. Send your cheque and giro to Barclaycard Commercial, Po Box 291, Sheffield, S98 1SB. Please write your name, account number and post code on the back of the cheque.
- Additional payments received will not be deducted from the direct debit amount to be taken.

Interest information

Total of next months estimated interest : £107.82

Balance	Value	Monthly Rate	Estimated Interest*	Expiry Date
PURCHASE	2,992.02	2.183%	107.82	
CASH	0.00	2.388%	0.00	
Totals	£2,992.02		£107.82	

Simple Standard Rate p.a: 26.19% (29.6% compound equivalent) Simple Cash Rate p.a: 28.65% (32.7% compound equivalent)

* See reverse for details

Paid in by and date

bank giro credit ABC

2992.02

29.92

22 August 2023

Please make your cheque payable to Barclaycard Commercial and include your company reference number on the payee line.

Cashier's Stamp and Initials

[REDACTED]
MRS WHEELER
DIDCOT TOWN COUNCIL
CIVIC HALL
BRITWELL ROAD
DIDCOT
OX11 7HN



Barclays Bank PLC
Automated Bulk Credit Clearing
Barclaycard
Commercial
[REDACTED]

Total Cash *

Cheques +

£

Please do not write or mark below this line - Please enclose this with your payment

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 7 - Barclaycard Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard Commercial	31/07/2023		-2,992.02
			<u>-2,992.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-2,992.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-2,992.02
		Balance per Cash Book is :-	-2,992.02
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Balance Brought Fwd :	2,033.38					2,033.38	
28/06/2023	Cowshed Restaurant	63/24	59.50			1129	101	59.50	Cowshed -Refreshments
28/06/2023	ICS Learn	62/24	936.00		134.50	1108	101	801.50	ICS Learn -ILM Level 3/MB
29/06/2023	B&M Didcot	64/24	33.00		5.50	4043	401	27.50	B&M Didcot -Hydrangea Plants
05/07/2023	ManoMano	65/24	299.97			2187	201	299.97	ManoMano -Gazebo x3
05/07/2023	B&M Didcot	66/24	24.00		4.00	4043	401	20.00	B&M Didcot -Compost
07/07/2023	Milton Garden Machinery Ltd	67/24	201.80		33.63	3145	301	168.17	MGM -Honda Mower Servicing
08/07/2023	EposNow Ltd	68/24	70.80		11.80	3154	402	59.00	EposNow -Bar Till Software
08/07/2023	Facebook Advertising	69/24	3.59			2187	201	3.59	Facebook Advertising -Ed Fest
10/07/2023	Three	71/24	61.03	61.03		500			P/L Pymnt Page 2319
10/07/2023	Amazon	70/24	49.98		8.34	4042	401	27.06	Amazon -Wind Cup Anemometer
						4042	401	14.58	Amazon -Projector Remote Contr
12/07/2023	Babylon Plants	72/24	128.82		21.47	4043	401	107.35	Babylon Plants
14/07/2023	Booker	73/24	348.39		55.07	3000	402	293.32	Booker -Bar Supplies
18/07/2023	Digital Printing	74/24	25.42			2187	201	25.42	Digital Printing -Ed Fest
20/07/2023	Milton Garden Machinery Ltd	75/24	469.00		78.17	3145	301	390.83	MGM -Honda Lawnmower
20/07/2023	Milton Garden Machinery Ltd	76/24	203.92		33.99	3145	301	169.93	MGM -Stihl Strimmer Repairs
24/07/2023	The Sandwich Shop	77/24	54.00		9.00	1129	101	45.00	The Sandwich Shop - Refreshment
24/07/2023	EposNow Ltd	78/24	22.80		3.80	3154	402	19.00	EposNow -Bar Till Software
	Total Payments for Month		2,992.02	61.03	399.27			2,531.72	
	Cashbook Totals		5,025.40	61.03	399.27			4,565.10	

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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Banked: 24/07/2023		2,033.38						
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DD	Unity Current Account	2,033.38			200		2,033.38	Barclaycard Commercial
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Total Receipts for Month		2,033.38	0.00	0.00			2,033.38	
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Balance Carried Fwd		2,992.02						
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Cashbook Totals		<u>5,025.40</u>	<u>0.00</u>	<u>0.00</u>			<u>5,025.40</u>	
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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Central Administration</u>							
1195 Miscellaneous Income	5	11	0	(11)			0.0%
Central Administration :- Income	<u>5</u>	<u>11</u>	<u>0</u>	<u>(11)</u>			
1101 Salaries - Admin	19,456	78,015	242,500	164,485	164,485		32.2%
1102 Salaries - Admin Er's NI	1,996	8,010	16,699	8,689	8,689		48.0%
1103 Salaries - Admin Er's Superann	4,222	16,929	33,427	16,498	16,498		50.6%
1104 Agency Staffing	1,205	3,989	12,000	8,011	8,011		33.2%
1108 Training and Conferences	802	2,846	8,000	5,154	5,154		35.6%
1109 Staff Travel	365	1,454	3,500	2,046	2,046		41.5%
1111 Rate Admin Offices	720	2,884	7,000	4,116	4,116		41.2%
1121 Telephone/Fax/Internet	261	1,124	3,000	1,876	1,876		37.5%
1123 Stationery	135	746	2,300	1,554	1,554		32.4%
1124 Subscriptions	0	4,127	4,000	(127)	(127)		103.2%
1125 Insurance	0	0	23,000	23,000	23,000		0.0%
1126 Photocopier	0	325	2,500	2,176	2,176		13.0%
1128 Postage-Frinking	0	130	2,000	1,870	1,870		6.5%
1129 Miscellaneous Admin Costs	105	195	500	305	305		39.1%
1130 Recruitment Advertising	0	0	2,000	2,000	2,000		0.0%
1132 Outside Service Provider HR/HS	100	800	3,000	2,200	2,200		26.7%
1160 IT Maintenance/Website	6,506	14,677	20,000	5,323	5,323		73.4%
1171 Contingency	0	0	20,000	20,000	20,000		0.0%
1173 Green Projects	0	1,095	10,000	8,905	8,905		10.9%
1197 Office water cooler	12	81	250	169	169		32.6%
3152 Electricity	0	134	0	(134)	(134)		0.0%
3155 Security	225	(300)	0	300	300		0.0%
Central Administration :- Indirect Expenditure	<u>36,109</u>	<u>137,262</u>	<u>415,676</u>	<u>278,414</u>	<u>0</u>	<u>278,414</u>	<u>33.0%</u>
Net Income over Expenditure	<u>(36,104)</u>	<u>(137,251)</u>	<u>(415,676)</u>	<u>(278,425)</u>			
<u>102 Civic and Democratic</u>							
1205 Members Training	0	635	800	165	165		79.4%
1206 Mayors Allowance	0	3,250	3,520	270	270		92.3%
1235 Civic Functions	0	0	3,000	3,000	3,000		0.0%
Civic and Democratic :- Indirect Expenditure	<u>0</u>	<u>3,885</u>	<u>7,320</u>	<u>3,435</u>	<u>0</u>	<u>3,435</u>	<u>53.1%</u>
Net Expenditure	<u>0</u>	<u>(3,885)</u>	<u>(7,320)</u>	<u>(3,435)</u>			
<u>104 Community Services</u>							
1271 CCTV Contribution	0	477	10,000	9,523	9,523		4.8%
1272 Speed Surveys	0	0	750	750	750		0.0%
Community Services :- Indirect Expenditure	<u>0</u>	<u>477</u>	<u>10,750</u>	<u>10,273</u>	<u>0</u>	<u>10,273</u>	<u>4.4%</u>
Net Expenditure	<u>0</u>	<u>(477)</u>	<u>(10,750)</u>	<u>(10,273)</u>			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>105 Corporate Management</u>							
1152 Bank Charges	47	642	700	58		58	91.8%
1155 Internal Audit	0	0	1,680	1,680		1,680	0.0%
1157 External Audit	0	(2,000)	2,200	4,200		4,200	(90.9%)
1158 Legal & Professional Fees	0	150	5,000	4,850		4,850	3.0%
1159 Accounting Support	1,242	1,715	1,000	(715)		(715)	171.5%
Corporate Management :- Indirect Expenditure	<u>1,290</u>	<u>508</u>	<u>10,580</u>	<u>10,072</u>	<u>0</u>	<u>10,072</u>	<u>4.8%</u>
Net Expenditure	<u>(1,290)</u>	<u>(508)</u>	<u>(10,580)</u>	<u>(10,072)</u>			
<u>108 Willowbrook Community Centre</u>							
1769 Willowbrook Income	7,846	31,989	60,000	28,011			53.3%
32580 S 106 Devel's Cont's Received	0	1,833	0	(1,833)			0.0%
32587 CIL Income	0	0	6,000	6,000			0.0%
Willowbrook Community Centre :- Income	<u>7,846</u>	<u>33,822</u>	<u>66,000</u>	<u>32,178</u>			<u>51.2%</u>
1701 Salaries Willowbrook	3,052	12,155	40,000	27,845		27,845	30.4%
1710 Willowbrook Business Rates	3,968	19,840	38,000	18,160		18,160	52.2%
1720 Willowbrook Contracts	486	2,591	10,000	7,409		7,409	25.9%
1725 Willowbrook ICT/Internet	78	524	3,000	2,476		2,476	17.5%
1730 Willowbrook Equipment	0	50	5,000	4,950		4,950	1.0%
1766 Willowbrook Utilities	1,166	31,065	40,000	8,935		8,935	77.7%
1767 Willowbrook Site Maintenance	888	3,362	0	(3,362)		(3,362)	0.0%
Willowbrook Community Centre :- Indirect Expenditure	<u>9,638</u>	<u>69,586</u>	<u>136,000</u>	<u>66,414</u>	<u>0</u>	<u>66,414</u>	<u>51.2%</u>
Net Income over Expenditure	<u>(1,793)</u>	<u>(35,764)</u>	<u>(70,000)</u>	<u>(34,236)</u>			
<u>109 Capital and Projects</u>							
1999 Loan Proceeds	0	750,000	0	(750,000)			0.0%
Capital and Projects :- Income	<u>0</u>	<u>750,000</u>	<u>0</u>	<u>(750,000)</u>			
1944 Christmas Lights	121	121	15,000	14,879		14,879	0.8%
1947 Office Equipment & Furniture	0	395	1,000	605		605	39.5%
1948 PWLB-Repayments	0	0	242,604	242,604		242,604	0.0%
1953 CAP - Solar Panels	0	48,896	0	(48,896)		(48,896)	0.0%
1955 CAP - Edmonds Park Pavilion	242,109	683,720	0	(683,720)		(683,720)	0.0%
99029 Tfr to EMR Elections	34,260	34,260	0	(34,260)		(34,260)	0.0%
99127 Tfr from EMR Building Proj Fee	(34,260)	(34,260)	0	34,260		34,260	0.0%
99128 Tfr from EMR CiL	0	(48,896)	0	48,896		48,896	0.0%
Capital and Projects :- Indirect Expenditure	<u>242,229</u>	<u>684,236</u>	<u>258,604</u>	<u>(425,632)</u>	<u>0</u>	<u>(425,632)</u>	<u>264.6%</u>
Net Income over Expenditure	<u>(242,229)</u>	<u>65,764</u>	<u>(258,604)</u>	<u>(324,368)</u>			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>111 Services to Others</u>							
1805 Income -Materials Fleet Meadow	0	98	0	(98)			0.0%
1806 Income -Labour Fleet Meadow	297	1,124	0	(1,124)			0.0%
Services to Others :- Income	<u>297</u>	<u>1,222</u>	<u>0</u>	<u>(1,222)</u>			
1866 Materials - Fleet Meadow	0	33	0	(33)		(33)	0.0%
Services to Others :- Indirect Expenditure	<u>0</u>	<u>33</u>	<u>0</u>	<u>(33)</u>	<u>0</u>	<u>(33)</u>	
Net Income over Expenditure	<u>297</u>	<u>1,190</u>	<u>0</u>	<u>(1,190)</u>			
<u>120 Other Costs & Income</u>							
1176 Precept	0	665,928	1,331,855	665,928			50.0%
1196 Interest Received	3,126	11,841	5,000	(6,841)			236.8%
Other Costs & Income :- Income	<u>3,126</u>	<u>677,768</u>	<u>1,336,855</u>	<u>659,087</u>			<u>50.7%</u>
Net Income	<u>3,126</u>	<u>677,768</u>	<u>1,336,855</u>	<u>659,087</u>			
<u>201 Arts & Grants-Empowered</u>							
9041 Summer Fayre - Income	400	1,107	0	(1,107)			0.0%
Arts & Grants-Empowered :- Income	<u>400</u>	<u>1,107</u>	<u>0</u>	<u>(1,107)</u>			
2165 Remembrance Parade & Service	0	0	4,000	4,000		4,000	0.0%
2187 Summer Fayre	2,409	4,854	4,000	(854)		(854)	121.3%
3188 Grant Aid Fund	1,920	13,574	45,000	31,426		31,426	30.2%
Arts & Grants-Empowered :- Indirect Expenditure	<u>4,329</u>	<u>18,428</u>	<u>53,000</u>	<u>34,572</u>	<u>0</u>	<u>34,572</u>	<u>34.8%</u>
Net Income over Expenditure	<u>(3,929)</u>	<u>(17,321)</u>	<u>(53,000)</u>	<u>(35,679)</u>			
<u>301 External Works-Central Costs</u>							
3101 Salaries - Works	16,870	68,265	232,000	163,735		163,735	29.4%
3102 Salaries - Works Er's NI	1,529	6,220	16,800	10,580		10,580	37.0%
3103 Salaries - Works Er's Superann	3,661	14,814	36,100	21,286		21,286	41.0%
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	185	540	2,370	1,830		1,830	22.8%
3120 Protective Clothing	6	506	2,000	1,494		1,494	25.3%
3124 Telephone-Works	0	0	1,000	1,000		1,000	0.0%
3127 Subscriptions	0	0	150	150		150	0.0%
3140 Vehicle Insurance	0	0	2,932	2,932		2,932	0.0%
3141 Vehicle Fuel	818	1,457	6,000	4,543		4,543	24.3%
3145 Machinery Costs	729	2,038	10,000	7,963		7,963	20.4%
3154 Maintenance	1,744	3,135	2,000	(1,135)		(1,135)	156.8%

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9034 Ford Ranger Pick Up	266	1,329	3,863	2,534		2,534	34.4%
9039 Ransomes HR300 Rotary	426	2,159	5,110	2,951		2,951	42.2%
9045 Ransomes Parkway 3	92	1,539	1,200	(339)		(339)	128.3%
9062 John Deere Gator	1,003	1,987	2,000	13		13	99.4%
9063 ALKE ATX 340 ED	285	285	1,000	715		715	28.5%
External Works-Central Costs :- Indirect Expenditure	<u>27,614</u>	<u>104,273</u>	<u>327,725</u>	<u>223,452</u>	<u>0</u>	<u>223,452</u>	<u>31.8%</u>
Net Expenditure	<u>(27,614)</u>	<u>(104,273)</u>	<u>(327,725)</u>	<u>(223,452)</u>			
302 Allotments							
3282 Allotment Rents	81	7,891	14,500	6,609			54.4%
Allotments :- Income	<u>81</u>	<u>7,891</u>	<u>14,500</u>	<u>6,609</u>			<u>54.4%</u>
3151 Water Charges	0	1,496	2,500	1,004		1,004	59.8%
3233 Allotment Competition	0	0	350	350		350	0.0%
3244 Allotment Maintenance	0	173	4,000	3,827		3,827	4.3%
Allotments :- Indirect Expenditure	<u>0</u>	<u>1,669</u>	<u>6,850</u>	<u>5,181</u>	<u>0</u>	<u>5,181</u>	<u>24.4%</u>
Net Income over Expenditure	<u>81</u>	<u>6,222</u>	<u>7,650</u>	<u>1,428</u>			
303 Cemetery							
3383 Cemetery Fees	1,305	6,800	18,000	11,200			37.8%
Cemetery :- Income	<u>1,305</u>	<u>6,800</u>	<u>18,000</u>	<u>11,200</u>			<u>37.8%</u>
3151 Water Charges	0	9	1,000	991		991	0.9%
3154 Maintenance	0	60	0	(60)		(60)	0.0%
3340 Rates - Cemetery	181	362	600	238		238	60.4%
Cemetery :- Indirect Expenditure	<u>181</u>	<u>430</u>	<u>1,600</u>	<u>1,170</u>	<u>0</u>	<u>1,170</u>	<u>26.9%</u>
Net Income over Expenditure	<u>1,124</u>	<u>6,370</u>	<u>16,400</u>	<u>10,030</u>			
304 Edmonds Park							
3151 Water Charges	7	753	1,200	447		447	62.8%
3152 Electricity	(7,224)	578	1,800	1,222		1,222	32.1%
3154 Maintenance	607	2,628	10,000	7,372		7,372	26.3%
3155 Security	0	76	6,000	5,924		5,924	1.3%
3170 Waste Recycling	208	2,298	9,500	7,202		7,202	24.2%
Edmonds Park :- Indirect Expenditure	<u>(6,402)</u>	<u>6,334</u>	<u>28,500</u>	<u>22,166</u>	<u>0</u>	<u>22,166</u>	<u>22.2%</u>
Net Expenditure	<u>6,402</u>	<u>(6,334)</u>	<u>(28,500)</u>	<u>(22,166)</u>			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
305 Ladygrove Park							
3183 Lady Grove Park Income	0	200	3,000	2,800			6.7%
3185 Ladygrove Lakes Income	0	0	3,000	3,000			0.0%
Ladygrove Park :- Income	<u>0</u>	<u>200</u>	<u>6,000</u>	<u>5,800</u>			<u>3.3%</u>
3152 Electricity	0	(43)	0	43		43	0.0%
3154 Maintenance	248	5,237	7,000	1,763		1,763	74.8%
3165 Ladygrove Lakes	259	1,824	0	(1,824)		(1,824)	0.0%
99124 Tfr from EMR Ladygrove Lakes	(159)	(159)	0	159		159	0.0%
Ladygrove Park :- Indirect Expenditure	<u>348</u>	<u>6,858</u>	<u>7,000</u>	<u>142</u>	<u>0</u>	<u>142</u>	<u>98.0%</u>
Net Income over Expenditure	<u>(348)</u>	<u>(6,658)</u>	<u>(1,000)</u>	<u>5,658</u>			
306 Loyd Park							
3151 Water Charges	(1,324)	(1,324)	550	1,874		1,874	(240.7%)
3152 Electricity	141	141	350	209		209	40.3%
3154 Maintenance	24,350	43,663	0	(43,663)		(43,663)	0.0%
99120 Tfr from EMR Building Repair	(24,290)	(43,450)	0	43,450		43,450	0.0%
Loyd Park :- Indirect Expenditure	<u>(1,123)</u>	<u>(969)</u>	<u>900</u>	<u>1,869</u>	<u>0</u>	<u>1,869</u>	<u>(107.7%)</u>
Net Expenditure	<u>1,123</u>	<u>969</u>	<u>(900)</u>	<u>(1,869)</u>			
308 Other Parks & Recreation Areas							
3179 Carbon Return Income	0	2	0	(2)			0.0%
Other Parks & Recreation Areas :- Income	<u>0</u>	<u>2</u>	<u>0</u>	<u>(2)</u>			
3154 Maintenance	556	1,214	5,500	4,286		4,286	22.1%
3166 Millennium Wood Upkeep	0	2,985	3,000	15		15	99.5%
Other Parks & Recreation Areas :- Indirect Expenditure	<u>556</u>	<u>4,199</u>	<u>8,500</u>	<u>4,301</u>	<u>0</u>	<u>4,301</u>	<u>49.4%</u>
Net Income over Expenditure	<u>(556)</u>	<u>(4,197)</u>	<u>(8,500)</u>	<u>(4,303)</u>			
309 Play Areas							
3149 Bark Top-up	0	0	3,000	3,000		3,000	0.0%
3153 Play Equipment Maintenance	0	3,138	25,000	21,862		21,862	12.6%
Play Areas :- Indirect Expenditure	<u>0</u>	<u>3,138</u>	<u>28,000</u>	<u>24,862</u>	<u>0</u>	<u>24,862</u>	<u>11.2%</u>
Net Expenditure	<u>0</u>	<u>(3,138)</u>	<u>(28,000)</u>	<u>(24,862)</u>			
310 Environmental Services							
1183 Bowls Club Rent	0	0	50	50			0.0%

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3180 Sports Hire	4,960	4,870	4,000	(870)			121.8%
3184 Funfair Hires	0	0	4,000	4,000			0.0%
3198 Bus Shelter Advertising Income	0	0	10,000	10,000			0.0%
Environmental Services :- Income	4,960	4,870	18,050	13,180			27.0%
3148 Bus Shelter Contract	0	0	10,000	10,000		10,000	0.0%
3150 Plants	0	5,253	1,000	(4,253)		(4,253)	525.3%
3157 Dog Fouling Clean-up Service	243	971	3,100	2,129		2,129	31.3%
3158 Trees	0	0	8,500	8,500		8,500	0.0%
3162 Football pitch maintenance	948	2,038	8,000	5,962		5,962	25.5%
3168 Street Furniture Maintenance	0	2,032	3,000	968		968	67.7%
99134 Tfr from EMR Community Project	0	(7,000)	0	7,000		7,000	0.0%
Environmental Services :- Indirect Expenditure	1,190	3,294	33,600	30,306	0	30,306	9.8%
Net Income over Expenditure	3,770	1,576	(15,550)	(17,126)			
<u>325 Projects</u>							
32587 CIL Income	0	3,751	0	(3,751)			0.0%
Projects :- Income	0	3,751	0	(3,751)			
9031 Tree Management - Contract	0	0	5,000	5,000		5,000	0.0%
9059 Bus shelters	0	0	5,000	5,000		5,000	0.0%
32518 Edmonds Park	0	(700)	0	700		700	0.0%
32525 Pavilion build	0	7,680	0	(7,680)		(7,680)	0.0%
99028 Tfr to EMR CiL	0	3,751	0	(3,751)		(3,751)	0.0%
99152 Tfr from EMR Pavilions	0	(1,953)	0	1,953		1,953	0.0%
Projects :- Indirect Expenditure	0	8,778	10,000	1,222	0	1,222	87.8%
Net Income over Expenditure	0	(5,027)	(10,000)	(4,974)			
<u>401 C H General Administration</u>							
1000 Main Hall	2,131	17,374	55,000	37,626			31.6%
1001 Northbourne Room	255	4,921	12,000	7,079			41.0%
1002 Ladygrove Room	2,090	13,367	25,000	11,633			53.5%
1003 All Saints Room	185	2,997	10,000	7,003			30.0%
1004 Park Room	306	2,768	8,000	5,232			34.6%
1005 Weddings	592	592	0	(592)			0.0%
1009 Events Package Income	0	4,128	0	(4,128)			0.0%
1011 Millbrook Room	0	25	2,000	1,975			1.3%
1020 Other Income	442	932	1,000	68			93.2%
C H General Administration :- Income	6,000	47,104	113,000	65,896			41.7%

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3155 Security	0	50	0	(50)		(50)	0.0%
4001 Salaries - Civic Hall	5,452	21,462	48,000	26,538		26,538	44.7%
4002 Salaries - Civic Hall Er's Ni	196	798	0	(798)		(798)	0.0%
4003 Salaries - C.Hall Er's Superan	926	3,741	0	(3,741)		(3,741)	0.0%
4012 Water Charges	0	1,987	12,000	10,013		10,013	16.6%
4014 Light & Heat	869	11,773	40,000	28,227		28,227	29.4%
4015 Cleaning and Hygiene	2,889	10,890	30,000	19,110		19,110	36.3%
4016 Uniform	0	0	1,000	1,000		1,000	0.0%
4018 Waste Disposal	680	1,765	3,500	1,735		1,735	50.4%
4022 Telephone	0	50	1,000	950		950	5.0%
4023 Licenses	0	1,550	4,000	2,450		2,450	38.8%
4024 Event Costs	0	(3,224)	0	3,224		3,224	0.0%
4027 Advertising/Marketing	0	0	1,000	1,000		1,000	0.0%
4042 Equipment	42	971	10,000	9,029		9,029	9.7%
4043 Repairs and Maintenance	2,580	8,075	10,000	1,925		1,925	80.8%
4044 Maintenance Contracts	1,135	12,185	15,000	2,815		2,815	81.2%
4045 Repair/Upgrade PA System	349	349	2,000	1,651		1,651	17.5%
4051 Stocktakers Fees	0	0	300	300		300	0.0%
4052 Accountancy Charges	227	804	500	(304)		(304)	160.8%
4054 NNDR	4,122	16,484	50,000	33,516		33,516	33.0%
4103 Sundry Expenses	0	0	1,000	1,000		1,000	0.0%
4104 Training & Prof Development	0	0	1,000	1,000		1,000	0.0%
4105 Stationery	0	(2)	0	2		2	0.0%
C H General Administration :- Indirect Expenditure	19,465	89,710	230,300	140,590	0	140,590	39.0%
Net Income over Expenditure	(13,465)	(42,606)	(117,300)	(74,694)			
402 C H Bar							
1050 Bar Sales	2,112	7,392	15,000	7,608			49.3%
C H Bar :- Income	2,112	7,392	15,000	7,608			49.3%
3000 Bar Purchases	2,430	4,492	7,500	3,008		3,008	59.9%
3020 Bar Sundries	0	106	500	394		394	21.2%
3154 Maintenance	183	629	3,000	2,371		2,371	21.0%
C H Bar :- Indirect Expenditure	2,613	5,228	11,000	5,772	0	5,772	47.5%
Net Income over Expenditure	(501)	2,164	4,000	1,836			
403 C H Catering							
1075 Food and Berverage Income	75	2,192	3,000	808			73.1%
1100 Catering Income - Food	(32)	3,010	6,000	2,990			50.2%
C H Catering :- Income	43	5,202	9,000	3,798			57.8%

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
3100 Food and Beverage Costs	220	497	4,500	4,003		4,003	11.0%
4350 CH Kitchen Maintenance	0	60	2,500	2,440		2,440	2.4%
C H Catering :- Indirect Expenditure	220	557	7,000	6,443	0	6,443	8.0%
Net Income over Expenditure	(178)	4,645	2,000	(2,645)			
Grand Totals:- Income	26,174	1,547,142	1,596,405	49,263			96.9%
Expenditure	338,258	1,147,912	1,592,905	444,993	0	444,993	72.1%
Net Income over Expenditure	(312,084)	399,230	3,500	(395,730)			
Movement to/(from) Gen Reserve	(312,084)	399,230					

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Bookings Debtors	9,596
105	Vat Due	99,531
114	Cycle to Work Scheme	353
140	Bar Stock	4,415
200	Unity Current Account	527,210
201	Civic Hall Current Account	89,633
202	CCLA Deposit Fund	836,172
220	Petty Cash	10
224	Civic Hall Bar Floats	260
295	Barclaycard Account	(2,992)
Total Current Assets		1,564,187
<u>Current Liabilities</u>		
500	Creditors	329,023
503	Allotment Holding Deposit	11,083
505	Mayors Charity Account	(40)
525	PAYE/NI Due	10,940
526	Superannuation Due	11,426
540	Oxfordshire PTC (NHS)	305
565	CH Holding Deposits	1,623
580	Retentions	32,712
Total Current Liabilities		397,071
Net Current Assets		1,167,116
Total Assets less Current Liabilities		1,167,116
<u>Represented by :-</u>		
301	Current Year Fund	399,230
310	General Reserve	77,938
317	EMR CIL Splash Park	121,000
320	Building Repair Fund	75,267
321	Cemetery Fund	2,245
323	Skatepark Refurbishment	13,616
324	Ladygrove Lakes	5,087
325	Ladygrove Park	6,357
326	Ladygrove Lakes Staging Fund	20,000
328	CIL	110,730
329	EMR Election Fund	35,596
330	Planting	3,464
331	Arboriculture	8,989
332	Sports Pitches	11,001
333	Splash Park	200,000
334	EMR Community Projects	1,726
335	EMR Bus Shelters/Street Furnit	5,094
336	GDPR Fund	500
338	EMR Play Areas	688
339	EMR Summer Fayre	12,550
351	CCTV	13,405
352	Pavilions	32,747
360	EMR Groundskeeping Equipment	9,886

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>1,167,116</u>

13:00

Detailed Profit and Loss Account - Excluding Stock Movement

Month 4 Date 31/07/2023

<u>Account</u>	<u>Sales/Income</u>	<u>Month Actual</u>	<u>YTD Actual</u>
1000	Main Hall	2,131	17,374
1001	Northbourne Room	255	4,921
1002	Ladygrove Room	2,090	13,367
1003	All Saints Room	185	2,997
1004	Park Room	306	2,768
1005	Weddings	592	592
1009	Events Package Income	0	4,128
1011	Millbrook Room	0	25
1020	Other Income	442	932
1050	Bar Sales	2,112	7,392
1075	Food and Beverage Income	75	2,192
1100	Catering Income - Food	(32)	3,010
1176	Precept	0	665,928
1195	Miscellaneous Income	5	11
1196	Interest Received	3,126	11,841
1769	Willowbrook Income	7,846	31,989
1805	Income -Materials Fleet Meadow	0	98
1806	Income -Labour Fleet Meadow	297	1,124
1999	Loan Proceeds	0	750,000
3179	Carbon Return Income	0	2
3180	Sports Hire	4,960	4,870
3183	Lady Grove Park Income	0	200
3282	Allotment Rents	81	7,891
3383	Cemetery Fees	1,305	6,800
9041	Summer Fayre - Income	400	1,107
32580	S 106 Devel's Cont's Received	0	1,833
32587	CIL Income	0	3,751
	Total Sales/Income	26,174	1,547,142

<u>Account</u>	<u>Indirect/Overhead Expenditure</u>		
1101	Salaries - Admin	19,456	78,015
1102	Salaries - Admin Er's NI	1,996	8,010
1103	Salaries - Admin Er's Superann	4,222	16,929
1104	Agency Staffing	1,205	3,989
1108	Training and Conferences	802	2,846
1109	Staff Travel	365	1,454
1111	Rate Admin Offices	720	2,884
1121	Telephone/Fax/Internet	261	1,124
1123	Stationery	135	746
1124	Subscriptions	0	4,127
1126	Photocopier	0	325
1128	Postage-Frinking	0	130
1129	Miscellaneous Admin Costs	105	195
1132	Outside Service Provider HR/HS	100	800
1152	Bank Charges	47	642
1157	External Audit	0	(2,000)
1158	Legal & Professional Fees	0	150
1159	Accounting Support	1,242	1,715
1160	IT Maintenance/Website	6,506	14,677
1173	Green Projects	0	1,095
1197	Office water cooler	12	81

13:00

Detailed Profit and Loss Account - Excluding Stock Movement

Month 4 Date 31/07/2023

	Month Actual	YTD Actual
1205	Members Training	0
1206	Mayors Allowance	3,250
1271	CCTV Contribution	477
1701	Salaries Willowbrook	3,052
1710	Willowbrook Business Rates	19,840
1720	Willowbrook Contracts	486
1725	Willowbrook ICT/Internet	78
1730	Willowbrook Equipment	0
1766	Willowbrook Utilities	1,166
1767	Willowbrook Site Maintenance	888
1866	Materials - Fleet Meadow	0
1944	Christmas Lights	121
1947	Office Equipment & Furniture	0
1953	CAP - Solar Panels	0
1955	CAP - Edmonds Park Pavilion	242,109
2187	Summer Fayre	2,409
3000	Bar Purchases	2,430
3020	Bar Sundries	0
3100	Food and Beverage Costs	220
3101	Salaries - Works	16,870
3102	Salaries - Works Er's NI	1,529
3103	Salaries - Works Er's Superann	3,661
3108	Staff Travel	185
3120	Protective Clothing	6
3141	Vehicle Fuel	818
3145	Machinery Costs	729
3150	Plants	0
3151	Water Charges	(1,317)
3152	Electricity	(7,083)
3153	Play Equipment Maintenance	0
3154	Maintenance	27,688
3155	Security	225
3157	Dog Fouling Clean-up Service	243
3162	Football pitch maintenance	948
3165	Ladygrove Lakes	259
3166	Millennium Wood Upkeep	0
3168	Street Furniture Maintenance	0
3170	Waste Recycling	208
3188	Grant Aid Fund	1,920
3244	Allotment Maintenance	0
3340	Rates - Cemetery	181
4001	Salaries - Civic Hall	5,452
4002	Salaries - Civic Hall Er's Ni	196
4003	Salaries - C.Hall Er's Superann	926
4012	Water Charges	0
4014	Light & Heat	869
4015	Cleaning and Hygiene	2,889
4018	Waste Disposal	680
4022	Telephone	0
4023	Licenses	0
4024	Event Costs	0
4042	Equipment	42

13:00

Detailed Profit and Loss Account - Excluding Stock Movement

Month 4 Date 31/07/2023

		<u>Month Actual</u>	<u>YTD Actual</u>
4043	Repairs and Maintenance	2,580	8,075
4044	Maintenance Contracts	1,135	12,185
4045	Repair/Upgrade PA System	349	349
4052	Accountancy Charges	227	804
4054	NNDR	4,122	16,484
4105	Stationery	0	(2)
4350	CH Kitchen Maintenance	0	60
9034	Ford Ranger Pick Up	266	1,329
9039	Ransomes HR300 Rotary	426	2,159
9045	Ransomes Parkway 3	92	1,539
9062	John Deere Gator	1,003	1,987
9063	ALKE ATX 340 ED	285	285
32518	Edmonds Park	0	(700)
32525	Pavilion build	0	7,680
99028	Tfr to EMR CiL	0	3,751
99029	Tfr to EMR Elections	34,260	34,260
99120	Tfr from EMR Building Repair	(24,290)	(43,450)
99124	Tfr from EMR Ladygrove Lakes	(159)	(159)
99127	Tfr from EMR Building Proj Fee	(34,260)	(34,260)
99128	Tfr from EMR CiL	0	(48,896)
99134	Tfr from EMR Community Project	0	(7,000)
99152	Tfr from EMR Pavilions	0	(1,953)
	Total Indirect/Overhead Expenditure	338,258	1,147,912
	Operating Profit	(312,084)	399,230
	% Operating Profit	-1,192.32%	25.80%
<u>Account</u>	<u>Other Costs & Income</u>		
99999	Discounts	(0)	0
	Total Other Costs & Income	(0)	0
	Profit before Appropriations	(312,084)	399,230
	% Profit before Appropriations	-1,192.32%	25.80%

Outstanding Balances by Month as at 31/07/2023

A/C Code	Supplier Name	Balance	Jul 2023	Jun 2023	May 2023	Prior Months	On A/c Pymnts
Ledger No 1: Bought Ledger 1							
ACCESS	ACCESS FIRST AID	375.00	0.00	0.00	0.00	0.00	0.00
AVEVENTS	AV EVENTS	4,200.00	0.00	0.00	0.00	0.00	0.00
B05	BT 45763302	1,415.10	0.00	59.78	0.00	1,355.32	0.00
BGAS-	BRIT GAS 603752622	372.88	372.88	0.00	0.00	0.00	0.00
BOC	BOC	34.02	34.02	0.00	0.00	0.00	0.00
BT	BT 46746208	-23.57	0.00	0.00	0.00	-23.57	0.00
C2	COMPLETE WEED	468.00	468.00	0.00	0.00	0.00	0.00
C62	CALBER FACILITIES	1,056.00	1,056.00	0.00	0.00	0.00	0.00
CARLTON	CARLTON	2,142.00	2,142.00	0.00	0.00	0.00	0.00
CLYDE	CLYDE	129.60	129.60	0.00	0.00	0.00	0.00
CORONA	CORONA ENERGY	4,551.57	0.00	4,551.57	0.00	0.00	0.00
CW-ASR302	CASTLE WATER 2288227	-137.73	0.00	0.00	0.00	0.00	-137.73
CW-CH401	CASTLE WATER 2332129	-6,320.15	0.00	0.00	1,987.45	-8,307.60	0.00
CW-EP304	CASTLE WATER 2564747	10.79	0.00	0.00	0.00	0.00	0.00
CW-LP306	CASTLE WATER 2279303	-2,612.65	-1,588.68	0.00	0.00	-1,023.97	0.00
CW-TCEP304	CASTLE WATER 2374904	-976.88	0.00	0.00	0.00	-976.88	0.00
CW-WRA302	CASTLE WATER 2233060	-5.00	0.00	0.00	0.00	0.00	-5.00
DCKAS	DCK ACCOUNTING	2,604.72	2,604.72	0.00	0.00	0.00	0.00
DCKPS	DCK PAYROLL SOLUTION	332.40	332.40	0.00	0.00	0.00	0.00
DIRECT	DIRECT 365	110.97	0.00	0.00	0.00	0.00	0.00
EE	EE LTD	141.54	141.54	0.00	0.00	0.00	0.00
EVERBRITE	EVER BRITE	2,535.54	2,535.54	0.00	0.00	0.00	0.00
EXECALARM	EXECUTIVE ALARMS	126.00	0.00	126.00	0.00	0.00	0.00
F26	FAROL	920.40	110.40	810.00	0.00	0.00	0.00
GRUNDON	GRUNDON WASTE	586.68	586.68	0.00	0.00	0.00	0.00
L09	LYRECO	957.73	957.73	0.00	0.00	0.00	0.00
LEX	LEX AUTOLEASE	318.94	318.94	0.00	0.00	0.00	0.00
LIFTSAFE	LIFT SAFE	342.00	342.00	0.00	0.00	0.00	0.00
MATTHEWC	MATTHEW CLARK	-631.05	0.00	928.76	0.00	1,647.54	-3,207.35
O14	OPUS ENERGY	-8,782.49	-9,304.90	0.00	0.00	560.87	-38.46
P21	PLAYSAFETY	1,053.00	0.00	0.00	0.00	0.00	0.00
P44	POLAR COOLING	30,236.84	30,236.84	0.00	0.00	0.00	0.00
PEARTECH	PEARTECH	2,700.00	2,700.00	0.00	0.00	0.00	0.00
RET	RIDGEWAY EDUCATION	1,920.00	1,920.00	0.00	0.00	0.00	0.00
S01	SODC	295.00	0.00	0.00	0.00	0.00	0.00
S04	SODC(RATES)	3,968.00	0.00	0.00	0.00	0.00	0.00
S44	SCORPION SIGNS	72.00	72.00	0.00	0.00	0.00	0.00
S86	SUN WATER	13.80	13.80	0.00	0.00	0.00	0.00
S96	SHIRE PEST	386.00	96.50	96.50	96.50	96.50	0.00
S101	SCREWFIX	70.97	70.97	0.00	0.00	0.00	0.00
SHIELD	SHIELD MAINTENANCE	523.10	523.10	0.00	0.00	0.00	0.00
SLOANECUR	SLOANE CURTIS	137.46	0.00	0.00	0.00	0.00	0.00
SSE-EP304	SSE 321907170	207.39	207.39	0.00	0.00	0.00	0.00
SSE-LP306	SSE 381778590 219062	148.36	148.36	0.00	0.00	0.00	0.00
SSE-WB108	SSE 901865763 201908	1,046.32	0.00	1,064.23	0.00	0.00	-1,064.23
SSE-XMAS	SSE 5091975112	126.58	126.58	0.00	0.00	0.00	0.00
T01	TRAVIS PERKINS	84.77	50.40	0.00	0.00	32.45	0.00
Sub Total C/Fwd		47,231.95	37,404.81	7,636.84	2,083.95	-6,639.34	-4,452.77

Outstanding Balances by Month as at 31/07/2023

A/C Code	Supplier Name	Balance	Jul 2023	Jun 2023	May 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	47,231.95	37,404.81	7,636.84	2,083.95	-6,639.34	-4,452.77
Ledger No 1: Bought Ledger 1 (Continued)							
TABLEFOOT	TABLE FOOTBALL	900.00	0.00	0.00	0.00	0.00	900.00
	Total Purchase	48,131.95	37,404.81	7,636.84	2,083.95	-6,639.34	-3,552.77
	TOTAL PURCHASE LEDGER BALANCES	48,131.95	37,404.81	7,636.84	2,083.95	-6,639.34	-3,552.77

Outstanding Balances by Month as at 31/07/2023

A/C Code	Customer Name	Balance	Jul 2023	Jun 2023	May 2023	Prior Months	On A/c Pymnts
Ledger No 1: Bookings							
AAAAGEUK	AGE UK	670.36	328.20	360.36	0.00	-18.20	0.00
AAAYCSW	YOUNG CARERS SUPPORT	63.00	0.00	63.00	0.00	0.00	0.00
AABB	ELAINE BYWATERS	163.20	163.20	0.00	0.00	0.00	0.00
AABFYC	BE FREE YOUNG CARERS	10.50	0.00	0.00	0.00	109.20	-98.70
AABRIGHT	BRIGHT SPARKS SCIENC	1,020.00	1,020.00	0.00	0.00	0.00	0.00
AADCP	DCP	120.60	0.00	0.00	0.00	120.60	0.00
AAEDDFIT	EDDS FITNESS	204.48	24.84	0.00	74.88	104.76	0.00
AAJADEMO	JADE MORRIS	61.50	0.00	0.00	0.00	61.50	0.00
AAKWOOD	KINGWOOD	-142.84	0.00	0.00	0.00	119.99	-262.83
AALP	LAURA PEACOCK	507.60	0.00	504.00	0.00	3.60	0.00
AAOCFA	JANE HOSKINS	219.60	0.00	0.00	14.64	204.96	0.00
AAOD	OXFORD DIOCESE	-59.00	0.00	0.00	0.00	78.00	-137.00
AAQUAKER	QUAKERS	22.94	22.94	0.00	0.00	0.00	0.00
AARCOUNCI	RIVERSIDECOUNSELLING	-295.82	0.00	0.00	0.00	137.72	-433.54
AASA	STYLE ACRE	346.09	0.00	0.00	0.00	726.27	-380.18
AASD	SUSTAINABLE DIDCOT	32.76	0.00	0.00	32.76	0.00	0.00
AASEN	SENDIASS	175.00	0.00	0.00	0.00	175.00	0.00
AASSC	SILVERSLIPPERCLUB	137.67	174.38	0.00	0.00	0.00	-36.71
AATVI	THAMES VALLEY INITIA	-219.62	0.00	0.00	0.00	216.30	-435.92
AATVP	THAMES VALLEY POLICE	-18.00	0.00	0.00	0.00	0.00	-18.00
AAWWC	WELSHWRESTLING	80.00	0.00	80.00	0.00	0.00	0.00
ACTIVEOXF	ACTIVE OXFORDSHIRE	-72.80	0.00	0.00	0.00	-72.80	0.00
ADOPT-TV	ADOPT THAMES VALLEY	486.35	0.00	0.00	92.40	486.35	-92.40
ANTON	ANTONOCC	208.00	0.00	0.00	0.00	208.00	0.00
BABYBRAIN	BBRAINS	90.00	0.00	0.00	0.00	90.00	0.00
BACKOCC	CLAIRE	-24.48	0.00	0.00	0.00	4.22	-28.70
BRANDONT	BRANDON	127.32	0.00	0.00	0.00	127.32	0.00
CATEOXMIN	CATEMIND	42.00	42.00	0.00	0.00	0.00	0.00
DID SPEAK	DIDCOT SPEAKERS	276.03	112.20	58.66	53.54	247.97	-196.34
DIDCOTCASJDIDCOT	CASUALS JUN	-80.00	0.00	0.00	-80.00	0.00	0.00
DIDCOTHOS	DIDHOSP	428.40	428.40	0.00	0.00	0.00	0.00
DIDU3A	DIDCOT U3A	22.08	0.00	0.00	0.00	22.08	0.00
FLB	BELLO	682.64	448.64	234.00	0.00	0.00	0.00
FMCHT	FM CH TRUST	20.40	20.40	0.00	0.00	0.00	0.00
GILFROST	GILPILATES	457.98	457.98	0.00	0.00	0.00	0.00
HEADSPEACHSPEACH		195.60	0.00	0.00	0.00	195.60	0.00
JERLLOYD	JERESAND VALE	429.63	0.00	0.00	283.63	146.00	0.00
JOALLMOND	JOALLMO	15.00	0.00	0.00	0.00	15.00	0.00
KEEP FIT	KEEP FIT AND MOBILE	43.92	43.92	0.00	0.00	0.00	0.00
KINGDOMPR	KINGDOM	112.00	0.00	0.00	112.00	0.00	0.00
MARSHOCC	TMARSH	151.88	0.00	0.00	0.00	151.88	0.00
MISC	MISCELLANEOUS RECEIP	-69.00	0.00	0.00	0.00	0.00	-69.00
OCCSEN	SEN TEAM OCC	194.20	0.00	0.00	0.00	194.20	0.00
OSS	OXFORD SS	210.00	0.00	0.00	0.00	210.00	0.00
OXFWIMARY	OXFORD WI	105.00	0.00	0.00	0.00	214.98	-109.98
PAULLATHA	PLATHAM	9.60	0.00	9.60	0.00	0.00	0.00
PINTSIZED	PINT SIZED PEOPLE	-40.00	0.00	0.00	0.00	0.00	-40.00
Sub Total C/Fwd		7,121.77	3,287.10	1,309.62	583.85	4,280.50	-2,339.30

Outstanding Balances by Month as at 31/07/2023

A/C Code	Customer Name	Balance	Jul 2023	Jun 2023	May 2023	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	7,121.77	3,287.10	1,309.62	583.85	4,280.50	-2,339.30
Ledger No 1: Bookings (Continued)							
RGRIFFIN	ELVIS	97.80	0.00	0.00	0.00	226.80	-129.00
SECONDLIFE	SECONDLIFE	126.00	0.00	0.00	0.00	126.00	0.00
SEN	CHILDEDUOCC	714.80	0.00	0.00	0.00	714.80	0.00
SN1	SNAP	40.00	0.00	40.00	0.00	0.00	0.00
SODCCULLIFC	CULLIFORD	64.50	0.00	0.00	0.00	64.50	0.00
SOHAH	SOHA HOUSING	290.92	29.38	261.54	0.00	0.00	0.00
SOMA	SOMA	140.00	0.00	0.00	140.00	0.00	0.00
STYLEEMMA	STYLEEMMA	222.60	0.00	222.60	0.00	0.00	0.00
THT	TERRENCE HIGGINS	7.00	0.00	0.00	0.00	7.00	0.00
TRAUMARECTRAUMA		306.58	306.58	0.00	0.00	0.00	0.00
WESTBERKSWESTBERKS		201.60	0.00	21.60	0.00	180.00	0.00
WYNTERSWI	WYNTERS WISH	182.00	0.00	0.00	0.00	182.00	0.00
ZMBAGO	ZUMBA GOLD	30.24	30.24	0.00	0.00	0.00	0.00
Total Sales Ledger No 1		9,545.81	3,653.30	1,855.36	723.85	5,781.60	-2,468.30
TOTAL SALES LEDGER BALANCES		9,545.81	3,653.30	1,855.36	723.85	5,781.60	-2,468.30

Unity Current Account

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2023	SODC Cemetery Rates	Std Ord	181.00		SODC Cemetery Rates - 5025071
01/07/2023	SODC Office Rates	Std Ord	720.00		SODC Office Rates - 5335613
03/07/2023	SSE Energy Supply Ltd	DD1	1,064.23		Purchase Ledger Payment
03/07/2023	Lex Autolease Limited	DD2	318.94		4274/BP68MHX 3Jul-2Aug
03/07/2023	British Gas A/c 603752622	DD3	2,622.82		4252/Ac603752622 15Apr-14May
05/07/2023	Castle Water TW1488344306	DD4	28.79		Purchase Ledger Payment
06/07/2023	Opus Energy	DD5	9,877.48		4279/Electric 1Apr-9May
06/07/2023	British Gas A/c 603752622	DD6	419.34		4253/Ac603752622 15May-14Jun
10/07/2023	Barclaycard Charges Jun2023	DD	94.30		Barclaycard Charges Jun2023
13/07/2023	Air IT Limited	EBP1	1,376.93		4197/Internet line Jun2023
13/07/2023	Blackburn IT Services Ltd t/a	EBP2	180.00		4198/Allotment App renewal
13/07/2023	BH DOORS	EBP3	397.96		4199/Entrance door repairs
13/07/2023	Carlton Services	EBP4	456.00		4188/Replace faulty fan
13/07/2023	Eco-Lectrical Services Ltd	EBP5	108.00		4218/Electrical works
13/07/2023	EE Limited	EBP6	61.90		4219/Mobile phones Jun2023
13/07/2023	Executive Alarms Ltd	EBP7	904.80		4221/Replace emergency lights
13/07/2023	FLEET (LINEMARKERS) LTD	EBP8	71.42		4222/Charger for line marker
13/07/2023	Fleet Meadow Community Hall Tr	EBP9	2,253.32		4323/FMCHT income May2023
13/07/2023	Grundon Waste Management Ltd	EBP10	457.47		4190/Waste disposal May2023
13/07/2023	Little Pixel Creative	EBP11	345.00		4224/Millennium Woods map
13/07/2023	OALC	EBP12	348.00		4226/Councillor Fundamentals
13/07/2023	Playsafety Ltd	EBP13	881.00		4227/Playground inspections
13/07/2023	SOUTH OXFORDSHIRE DISTRICT	EBP14	3,968.00		4231/SODC Rates 5432455 Jul23
13/07/2023	Scorpion Signs	EBP15	306.00		4229/Vehicle stickers
13/07/2023	Spaldings (UK) Limited	EBP16	670.80		4233/Ransome wheel
13/07/2023	Sun Water Coolers Ltd	EBP17	29.29		4238/Office water cooler
13/07/2023	Screwfix Direct Ltd T/As Trade	EBP18	269.66		4230/Padlocks, cable ties
13/07/2023	SSE Energy Supply Ltd	EBP19	754.42		4237/Gas531905020 3May-1Jun
13/07/2023	P A Turney Ltd	EBP20	421.24		4240/OU15CHY Hydraulics repair
13/07/2023	Window Flowers Ltd	EBP21	5,760.00		4193/Hanging baskets
13/07/2023	HMRC PAYE/NI June 2023	EBP	11,069.99		HMRC PAYE/NI June 2023
13/07/2023	OCC Superann June 2023	EBP	11,492.39		OCC Superann June 2023
14/07/2023	LIFE Build Solutions Limited	EBP1	98,465.40		4275/Interim application 2
14/07/2023	Ridge & Partners LLP	EBP3	9,977.80		4282/Post contract prof fees
17/07/2023	LIFE Build Solutions Limited	EBP2	98,465.40		4275/Interim application 2
18/07/2023	Midcounties Co-Op	DD	982.01		Midcounties Co-Op Fuel May2023
19/07/2023	Salaries July 2023	EBP	35,470.16		Salaries July 2023
19/07/2023	Mark Rayson	EBP4	500.00		4357/Photography & video
19/07/2023	Blewburton Limited	EBP5	1,860.00		4324/Design stage pymnt 1
19/07/2023	Sloane Curtis Solutions Ltd	DD7	138.53		4309/Phone charges Jul2023
24/07/2023	Barclaycard Account	DD	2,033.38		Barclaycard Commercial
24/07/2023	SSE Energy Supply Ltd	DD8	828.36		4321/Ac201908289 1-30Jun2023
25/07/2023	BOC	DD9	34.02		4250/Bar gas bottle
28/07/2023	CNH Industrial	Std Ord	425.77		CNH Industrial - Rotary Mower
28/07/2023	Card Refund	CARD	265.00		Card Refund
28/07/2023	Castle Water TW4787187075	DD10	5.00		Purchase Ledger Payment
30/07/2023	John Deere	Std Ord	328.01		John Deere Gator
31/07/2023	Amity Insulation Services Ltd	EBP1	240.00		4248/Asbestos sampling

Continued on Page 2

Date: 07/08/2023

Didcot Town Council

Page 2

Time: 16:35

Unity Current Account

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2023	Agri-gem Limited	EBP2	130.63		4245/Roundup weedkiller
31/07/2023	Air IT Limited	EBP3	1,376.93		4302/Internet line Jul2023
31/07/2023	Aitken's Sportsturf Ltd	EBP4	126.00		4247/Floral carpet flower mix
31/07/2023	BMS Control Systems Ltd	EBP5	600.00		4249/Remedial maintenance
31/07/2023	Carlton Services	EBP6	72.00		4313/Fridge maintenance
31/07/2023	Collard Environmental Ltd	EBP7	1,223.04		4260/Waste disposal 26Jun
31/07/2023	Control Sound	EBP8	418.86		4304/Sound equipment repairs
31/07/2023	Castle Water TW1589256343	EBP9	25.23		4303/TW1589256343 1-30Jun23
31/07/2023	DIDCOT PLANT LTD	EBP10	180.12		4265/Generator hire 23-30Jun
31/07/2023	DCK Accounting Solutions Ltd	EBP11	2,311.92		4261/Contract accounts Jun23
31/07/2023	DCK Payroll Solutions Ltd	EBP12	297.24		4262/Payroll services Jun23
31/07/2023	Ever Brite Cleaning Services L	EBP13	2,535.54		4266/Cleaning contract Jun23
31/07/2023	Farol Limited	EBP14	410.40		4267/Mower repairs OU19CUA
31/07/2023	Claire Long	EBP15	280.00		4269/Face Painting
31/07/2023	Rachel S Coles	EBP16	325.00		4268/Stilt walking & bubbles
31/07/2023	Grundon Waste Management Ltd	EBP17	2,313.26		4272/Dead fish disposal
31/07/2023	Hawkins Roofing Ltd	EBP18	5,235.70		4273/Roof & guttering works
31/07/2023	Rentokil Initial UK Limited	EBP19	188.16		4305/Sanitary waste disposal
31/07/2023	Lyreco UK Ltd	EBP20	1,276.58		4276/Stationery
31/07/2023	Microshade Business Consultant	EBP21	373.44		4306/Omega hosting Jul2023
31/07/2023	McFarlane Telfer Ltd	EBP22	286.70		4277/Glass washer maintenance
31/07/2023	Mobile Mini	EBP23	333.68		4319/Storage unit 3-30Jul
31/07/2023	Polar Cooling Services Ltd	EBP24	116.40		4281/Replace toilet seat
31/07/2023	Pear Technology Services Ltd	EBP25	2,202.00		4280/Pear GIS licence/support
31/07/2023	SOUTH OXFORDSHIRE DISTRICT	EBP26	3,968.00		4320/SODC rate 5432455 Aug23
31/07/2023	Spaldings (UK) Limited	EBP27	174.78		4285/Strimmer chord, oil
31/07/2023	Sun Water Coolers Ltd	EBP28	48.30		4289/Office water cooler
31/07/2023	Screwfix Direct Ltd T/As Trade	EBP29	112.93		4284/Dupont coveralls
31/07/2023	S R Cooper	EBP30	317.67		4308/Electric window repairs
31/07/2023	Travis Perkins Trading Company	EBP31	1,330.77		4294/Sleepers & postcrete
31/07/2023	P A Turney Ltd	EBP32	974.13		4296/Tractor repairs OU64AYB
31/07/2023	TULU Toilet Hire	EBP33	366.00		4310/Toilet hire 4Aug2023
31/07/2023	Vita Play Limited	EBP34	588.00		4297/Timber platform repairs
31/07/2023	Washington House Occupational	EBP35	250.00		4298/Occupational health svcs
31/07/2023	J C Armitage	EBP36	200.00		4332/Elsa Edfest visit
31/07/2023	Mr Muddle's Magical Mayhem	EBP37	400.00		4329/Mr Muddles Magical Mayhem
31/07/2023	Table Football Plus	EBP38	900.00		4362/Table football -Ed Fest
31/07/2023	Clare Goodall	EBP39	175.00		4367/Talks & tales -Ed Fest
31/07/2023	Three Business Services	EBP40	32.89		4368/Mobile phones Jul2023
31/07/2023	Personnel Advice & Solutions L	S/O	120.00		4390/Personnel advice svcs Jul
31/07/2023	Table Football Plus	BP Reject	-900.00		Purchase Ledger Payment
Total Payments			339,626.63		

641

Date: 21/08/2023

Didcot Town Council

Page 1

Time: 10:22

Civic Hall Current Account

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2023	SODC Civic Hall Rates	Std Ord	4,122.00		SODC Civic Hall Rates -5406166
03/07/2023	Direct 365	DD1	121.00		4217/Hand dryers 12Jun-11Jul
07/07/2023	Matthew Clark	DD2	864.59		Purchase Ledger DDR Payment
14/07/2023	Matthew Clark	DD3	1,469.67		4371/Bar supplies
Total Payments			<u>6,577.26</u>		

6-42

ITEM 7 BUDGET FIGS
FOR AUG/SEP 2023

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 5)
Note: Draft Budget Report

18/09/2023
17:47

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
101 Central Administration									
1195 Miscellaneous Income	0	25,025	0	11	0	0	0	0	0
32581 Grant Received	0	7,189	0	0	0	0	0	0	0
Total Income	0	32,214	0	11	0	0	0	0	0
1101 Salaries - Admin	216,590	143,420	242,500	98,262	0	0	0	0	0
1102 Salaries - Admin Er's NI	26,986	15,196	16,699	10,114	0	0	0	0	0
1103 Salaries - Admin Er's Superann	44,035	31,103	33,427	21,323	0	0	0	0	0
1104 Agency Staffing	12,000	14,359	12,000	5,157	0	0	0	0	0
1108 Training and Conferences	8,000	8,927	8,000	3,611	0	0	0	0	0
1109 Staff Travel	2,500	4,354	3,500	1,763	0	0	0	0	0
1111 Rate Admin Offices	7,000	6,861	7,000	3,604	0	0	0	0	0
1121 Telephone/Fax/Internet	4,000	2,690	3,000	1,418	0	0	0	0	0
1123 Stationery	2,300	1,842	2,300	917	0	0	0	0	0
1124 Subscriptions	4,000	4,158	4,000	4,127	0	0	0	0	0
1125 Insurance	12,000	22,342	23,000	0	0	0	0	0	0
1126 Photocopier	2,500	2,377	2,500	325	0	0	0	0	0
1128 Postage-Frinking	2,000	1,187	2,000	130	0	0	0	0	0
1129 Miscellaneous Admin Costs	200	427	500	195	0	0	0	0	0
1130 Recruitment Advertising	2,000	895	2,000	0	0	0	0	0	0
1132 Outside Service Provider HR/HS	4,000	1,372	3,000	800	0	0	0	0	0
1160 IT Maintenance/Website	26,000	19,166	20,000	16,103	0	0	0	0	0
1171 Contingency	30,000	6,063	20,000	0	0	0	0	0	0
1173 Green Projects	10,000	14,801	10,000	1,095	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

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	98	0	0	0	0	0
3152 Electricity	0	0	0	134	0	0	0	0	0
3155 Security	0	-40	0	-300	0	0	0	0	0
99134 Tfr from EMR Community Project	0	-653	0	0	0	0	0	0	0
99135 Tfr from EMR Bus Sheit/Street	0	-175	0	0	0	0	0	0	0
Overhead Expenditure	416,361	300,972	415,676	168,875	0	0	0	0	0
Movement to/(from) Gen Reserve	(416,361)	(268,758)	(415,676)	(168,865)	0	0	0	0	0
102 Civic and Democratic									
1205 Members Training	800	0	800	725	0	0	0	0	0
1206 Mayors Allowance	3,200	3,233	3,520	3,250	0	0	0	0	0
1235 Civic Functions	2,300	3,189	3,000	12	0	0	0	0	0
Overhead Expenditure	6,300	6,423	7,320	3,987	0	0	0	0	0
Movement to/(from) Gen Reserve	(6,300)	(6,423)	(7,320)	(3,987)	0	0	0	0	0
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	0	0	0	0	0
1272 Speed Surveys	750	0	750	0	0	0	0	0	0
Overhead Expenditure	13,250	6,733	10,750	1,730	0	0	0	0	0
Movement to/(from) Gen Reserve	(13,250)	(6,733)	(10,750)	(1,730)	0	0	0	0	0
105 Corporate Management									
1152 Bank Charges	600	1,300	700	1,276	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1155 Internal Audit	1,600	1,440	1,680	0	0	0	0	0	0
1157 External Audit	2,000	2,000	2,200	-2,000	0	0	0	0	0
1158 Legal & Professional Fees	8,000	3,050	5,000	150	0	0	0	0	0
1159 Accounting Support	1,000	1,611	1,000	2,165	0	0	0	0	0
Overhead Expenditure	13,200	9,401	10,580	1,591	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(13,200)</u>	<u>(9,401)</u>	<u>(10,580)</u>	<u>(1,591)</u>	<u>0</u>		<u>0</u>		
108 Willowbrook Community Centre									
1769 Willowbrook Income	40,000	55,737	60,000	40,625	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	40,000	71,441	66,000	42,458	0	0	0	0	0
1701 Salaries Willowbrook	0	0	40,000	15,794	0	0	0	0	0
1710 Willowbrook Business Rates	0	36,608	38,000	23,808	0	0	0	0	0
1720 Willowbrook Contracts	0	0	10,000	3,139	0	0	0	0	0
1725 Willowbrook ICT/Internet	0	0	3,000	799	0	0	0	0	0
1730 Willowbrook Equipment	0	0	5,000	444	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	32,311	0	0	0	0	0
1767 Willowbrook Site Maintenance	10,000	54,165	0	5,373	0	0	0	0	0
Overhead Expenditure	45,000	156,285	136,000	81,668	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(5,000)</u>	<u>(84,844)</u>	<u>(70,000)</u>	<u>(39,210)</u>	<u>0</u>		<u>0</u>		

Continued on next page

7-3

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 5)
Note: Draft Budget Report

	<u>2022/23</u>		<u>2023/24</u>			<u>2024/25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1805		293	0	98	0	0	0	0	0
1806		1,860	0	1,414	0	0	0	0	0
1807		1,225	0	0	0	0	0	0	0
			0	1,512	0	0	0	0	0
			0	178	0	0	0	0	0
			0	178	0	0	0	0	0
			0	3,200	0	0	0	0	0
			1,241,562	1,241,562	1,331,855	665,928	0	0	0
			300	15,403	5,000	11,841	0	0	0
			1,241,862	1,256,965	1,336,855	677,768	0	0	0
			1,241,862	1,256,965	1,336,855	677,768	0	0	0
			0	0	0	307	0	0	0
			0	0	0	307	0	0	0
			4,000	3,065	4,000	104	0	0	0
			4,000	2,450	4,000	8,726	0	0	0
			45,000	43,240	45,000	22,174	0	0	0
			0	12,550	0	0	0	0	0
			53,000	61,305	53,000	31,005	0	0	0

Continued on next page

7-5

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	121	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	15,259	0	0	0	0	0
1949 PWLB-Interest	0	0	0	11,410	0	0	0	0	0
1952 Groundskeeping Equipment	0	17,779	0	104	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	796,292	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
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	-104	0	0	0	0	0
Overhead Expenditure	152,104	148,561	258,604	823,477	0	0	0	0	0
Movement to/(from) Gen Reserve	(152,104)	(145,458)	(258,604)	1,576,523	0	0	0	0	0
111 Services to Others									

Continued on next page

7-4

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(53,000)</u>	<u>(61,305)</u>	<u>(53,000)</u>	<u>(30,698)</u>	<u>0</u>		<u>0</u>		
301 External Works-Central Costs									
3101 Salaries - Works	194,329	183,900	232,000	86,584	0	0	0	0	0
3102 Salaries - Works Er's NI	16,914	16,994	16,800	7,948	0	0	0	0	0
3103 Salaries - Works Er's Superann	38,479	36,469	36,100	18,789	0	0	0	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	672	0	0	0	0	0
3120 Protective Clothing	2,575	1,318	2,000	773	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	2,073	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	2,257	0	0	0	0	0
3154 Maintenance	546	3,668	2,000	3,252	0	0	0	0	0
9034 Ford Ranger Pick Up	3,863	3,229	3,863	1,611	0	0	0	0	0
9039 Ransomes HR300 Rotary	5,110	6,332	5,110	2,803	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	2,315	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	<u>289,168</u>	<u>281,537</u>	<u>327,725</u>	<u>130,971</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
<u>302 Allotments</u>									
3282 Allotment Rents	12,500	13,327	14,500	7,882	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	8,882	0	0	0	0	0
3151 Water Charges	2,500	4,037	2,500	1,462	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	209	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	3,471	0	0	0	0	0
Movement to/(from) Gen Reserve	7,650	4,082	7,650	5,411	0	0	0	0	0
<u>303 Cemetery</u>									
3383 Cemetery Fees	17,000	18,070	18,000	10,040	0	0	0	0	0
Total Income	17,000	18,070	18,000	10,040	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	590	0	0	0	0	0
3340 Rates - Cemetery	0	848	600	543	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	1,141	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>10,800</u>	<u>16,616</u>	<u>16,400</u>	<u>8,899</u>	<u>0</u>		<u>0</u>		
304 Edmonds Park									
3151 Water Charges	1,200	148	1,200	846	0	0	0	0	0
3152 Electricity	1,800	972	1,800	676	0	0	0	0	0
3154 Maintenance	10,000	11,087	10,000	3,072	0	0	0	0	0
3155 Security	4,000	5,878	6,000	76	0	0	0	0	0
3170 Waste Recycling	9,500	8,252	9,500	2,746	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	<u>26,500</u>	<u>37,491</u>	<u>28,500</u>	<u>7,416</u>	<u>0</u>		<u>0</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>(26,500)</u>	<u>(37,491)</u>	<u>(28,500)</u>	<u>(7,416)</u>	<u>0</u>		<u>0</u>		<u>0</u>
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	0	0	0	0	0	0
Total Income	<u>2,300</u>	<u>8,031</u>	<u>6,000</u>	<u>200</u>	<u>0</u>		<u>0</u>		<u>0</u>
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	5,291	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	-1,826	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	8,868	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,700)	(9,394)	(1,000)	(8,668)	0	0	0	0	0
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	43,663	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	-969	0	0	0	0	0
Movement to/(from) Gen Reserve	(280)	(2,193)	(900)	969	0	0	0	0	0
308 Other Parks & Recreation Areas									
3179 Carbon Return Income	0	0	0	2	0	0	0	0	0
Total Income	0	0	0	2	0	0	0	0	0
3154 Maintenance	5,500	22,729	5,500	1,216	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	4,201	0	0	0	0	0

Continued on next page

Didcot Town Council
Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
Movement to/(from) Gen Reserve									
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	9,852	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	10,885	0	0	0	0	0
Movement to/(from) Gen Reserve									
	(18,000)	(9,374)	(28,000)	(10,884)	0	0	0	0	0
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	4,870	0	0	0	0	0
3184 Funfair Hires	4,000	2,000	4,000	0	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	28,131	16,130	18,050	4,870	0	0	0	0	0
3148 Bus Shelter Contract	7,657	10,000	10,000	0	0	0	0	0	0
3150 Plants	2,000	580	1,000	5,253	0	0	0	0	0
3157 Dog Fouling Clean-up Service	1,350	2,912	3,100	1,213	0	0	0	0	0
3158 Trees	8,500	6,135	8,500	0	0	0	0	0	0
3159 Grass Cutting	25,000	34,960	0	0	0	0	0	0	0

Continued on next page

7-10

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMIR	Carried Forward
3162 Football pitch maintenance	8,000	2,687	8,000	2,038	0	0	0	0	0
3168 Street Furniture Maintenance	3,000	2,147	3,000	2,745	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 Shell/Street	0	-815	0	0	0	0	0	0	0
Overhead Expenditure	55,507	58,606	33,600	4,249	0	0	0	0	0
Movement to/(from) Gen Reserve	(27,376)	(42,476)	(15,550)	621	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
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

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
99134	0	-10,603	0	0	0	0	0	0	0
99138	0	-5,000	0	0	0	0	0	0	0
99152	0	-4,300	0	-1,953	0	0	0	0	0
99154	0	-13,866	0	0	0	0	0	0	0
	20,500	320,637	10,000	8,778	0	0	0	0	0
	(14,500)	(308,300)	(10,000)	(5,026)	0	0	0	0	0
401 C H General Administration									
1000	30,000	43,278	55,000	20,152	0	0	0	0	0
1001	5,000	11,482	12,000	5,682	0	0	0	0	0
1002	20,000	27,277	25,000	13,990	0	0	0	0	0
1003	8,000	9,133	10,000	3,886	0	0	0	0	0
1004	8,000	6,616	8,000	2,898	0	0	0	0	0
1005	0	500	0	592	0	0	0	0	0
1009	0	0	0	7,351	0	0	0	0	0
1011	2,000	1,790	2,000	25	0	0	0	0	0
1020	0	1,420	1,000	1,160	0	0	0	0	0
	73,000	101,495	113,000	55,736	0	0	0	0	0
Total Income									
3155	0	0	0	50	0	0	0	0	0
4001	73,200	168,000	48,000	27,668	0	0	0	0	0
4002	7,750	10,141	0	1,098	0	0	0	0	0
4003	21,000	27,383	0	4,830	0	0	0	0	0
4012	6,000	3,240	12,000	1,987	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4014 Light & Heat	38,000	20,310	40,000	13,187	0	0	0	0	0
4015 Cleaning and Hygiene	25,000	27,919	30,000	13,003	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	1,765	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	1,845	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	1,001	0	0	0	0	0
4043 Repairs and Maintenance	15,000	37,021	10,000	8,880	0	0	0	0	0
4044 Maintenance Contracts	15,000	13,769	15,000	12,738	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	804	0	0	0	0	0
4054 NNDR	45,000	44,800	50,000	20,606	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
99154 Tfr from EMR Rolling Budgets	0	-5,145	0	0	0	0	0	0	0
Overhead Expenditure	263,250	375,363	230,300	110,007	0	0	0	0	0
Movement to/(from) Gen Reserve	(190,250)	(273,868)	(117,300)	(54,271)	0	0	0	0	0
402 C.H Bar									
1050 Bar Sales	12,000	18,859	15,000	7,409	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	12,000	18,859	15,000	7,409	0	0	0	0	0
3000 Bar Purchases	8,000	8,720	7,500	5,754	0	0	0	0	0
3010 Salaries - Bar Staff	1,500	0	0	0	0	0	0	0	0
3020 Bar Sundries	500	181	500	106	0	0	0	0	0
3154 Maintenance	0	2,468	3,000	721	0	0	0	0	0
Overhead Expenditure	10,000	11,369	11,000	6,582	0	0	0	0	0
Movement to/(from) Gen Reserve	2,000	7,490	4,000	827	0	0	0	0	0
403 C H Catering									
1075 Food and Beverage Income	5,000	3,802	3,000	3,147	0	0	0	0	0
1100 Catering Income - Food	0	8,767	6,000	3,010	0	0	0	0	0
Total Income	5,000	12,569	9,000	6,156	0	0	0	0	0
3100 Food and Beverage Costs	0	4,432	4,500	531	0	0	0	0	0
4350 CH Kitchen Maintenance	0	792	2,500	60	0	0	0	0	0
Overhead Expenditure	0	5,224	7,000	591	0	0	0	0	0
Movement to/(from) Gen Reserve	5,000	7,345	2,000	5,565	0	0	0	0	0
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	(6,000)	120,972	0	0	0	0	0	0	0

Continued on next page

7-14

Annual Budget - By Centre (Actual YTD Month 5)

Note: Draft Budget Report

	2022/23		2023/24			2024/25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	1,437,793	1,567,929	1,596,405	3,219,103	0	0	0	0	0
Expenditure	1,412,970	1,718,362	1,592,905	1,408,556	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>24,823</u>	<u>(150,433)</u>	<u>3,500</u>	<u>1,810,546</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

7-15

Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Didcot Town Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website - <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

On review of year end reserves it was noted that the majority of the reserves held by the council appeared to be earmarked for a specific purpose. Whilst it is understood that councils should not hold large volumes of reserves without purpose, it needs to be recognised that it is highly unlikely that any budget will account for every eventuality for up to a year in advance and therefore an element of general reserve is a practical necessity. Best practice suggests this should be something between 0.5 and 2 times the annual precept. The Council should monitor its general reserve levels and ensure it takes appropriate action to redesignate any earmarked reserves for general purposes should it become necessary.

Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

bandaid card query
CCA query
Asset Register

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name



External Auditor Signature

MOORE

Date

13/09/2023

Smaller Authority Name: DIDCOT TOWN COUNCIL

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023
Accounts and Audit Regulations 2015

DIDCOT TOWN COUNCIL

1 The audit of accounts for (Smaller Authority Name) _____
for the year ended 31 March 2023 has been completed and the accounts have
been published.

2 The Annual Return is available for inspection by any local government elector
in the area of (Smaller Authority Name) DIDCOT
on application to

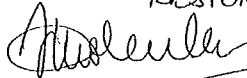
(a) (Name of Clerk) MRS J. WHEELER

(b) (Address of Clerk) COUNCIL OFFICES,
DIDCOT CIVIC HALL, BRITWELL Rd,
DIDCOT. OX11 7HN

(c) (Telephone/email, and hours and arrangements to view)
01235 812637 or email jwheeler@didcot.gov.uk
10-4pm hours only

3 Copies will be provided to any person on payment of £ 0 for each copy of
the Annual Return

Announcement made by (Name of Clerk)
MRS J. WHEELER - TOWN CLERK &
RESPONSIBLE FINANCE OFFICER

Date of Announcement 
18TH SEPTEMBER 2023

Finance and General Purposes Committee

25th September 2023



Report author: Janet Wheeler

Budget 2024 – 2025 – macro (large) projects

Introduction

This report is the start of the 2024-2025 budget. For the first time, we have the draft medium term finance plan to assist Councillors with their considerations. Derek Kemp from DCK Accounting Solutions will be present at the meeting from 7pm to answer your questions on the medium term finance plan and any other questions concerning the Town Council finances and the budget. The Town Clerk advises that members make the meeting for 7pm to take full advantage.

Background

In the reports for this meeting you will have received the following:

- Monthly reports for July 2023 – agenda item 6 (2022-2023 financial year)
- Budget figures for the current position – July and most of August figures – agenda item 7 (2022 – 2023 financial year)
- The Annual Return (AGAR) from the external auditor with comments on our general reserves – item 8 – (2022-2023 financial year)

For consideration

The F&GP Committee must now commence with the first stage of the budget for the 2024 – 2025 financial year. The first stage is to consider the larger (macro) projects which may require funding over several financial years. These projects are often capital expenditure, but not exclusively. The Town Clerk recommends that you read the medium term finance plan carefully as this will help you decide how you want to apportion the finances over the next five years.

The following information is included to help you:

- Current ear marked reserves balance sheet with most of August figures – attached to this report.
- Medium term finance plan

Agenda item 9 – Budget timetable 24-25

- Coloured spreadsheet to show the current cost centres that are likely to be overspent by the end of this financial year.
- Ten year properties upgrade plan.
- Estimate of splash park running costs.

Recommendation

It is planned to have the final budget and precept recommendation ready for the F&GP Committee meeting on 18th December 2023. This will be approved at the Council meeting on 8th January 2024.

The F&GP Committee must consider all the information provided by the Town Clerk and decide on any projects which require large expenditure and will need to form a part of the budget for the 2024 – 2025 financial year.

Legal and risk Implications

1. The Accounts and Audit Regulations require local councils to operate a robust budget. Evidence needs to be recorded that the Council has considered and debated the future budgetary programme for the 2024-2025 financial year.

Current ear-marked reserves attached.

Janet Wheeler
Town Clerk

ITEM 9 - CURRENT EAR MARKED RESERVES
WITH MOST AUG FIGURES

19/09/2023

Didcot Town Council

Page 1

14:00

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
317 EMR CIL Splash Park	0.00	121,000.00	121,000.00
320 Building Repair Fund	118,717.00	-43,449.75	75,267.25
321 Cemetery Fund	2,245.10		2,245.10
323 Skatepark Refurbishment	13,616.00		13,616.00
324 Ladygrove Lakes	5,246.00	-1,825.77	3,420.23
325 Ladygrove Park	5,537.00	820.00	6,357.00
326 Ladygrove Lakes Staging Fund	20,000.00	-1,800.00	18,200.00
327 Building Projects Fees Fund	34,260.00	-34,260.00	0.00
328 CIL	276,874.79	-166,144.88	110,729.91
329 EMR Election Fund	1,336.06	34,260.00	35,596.06
330 Planting	3,464.00		3,464.00
331 Arboriculture	8,989.00		8,989.00
332 Sports Pitches	11,001.00		11,001.00
333 Splash Park	200,000.00		200,000.00
334 EMR Community Projects	8,725.97	-7,000.00	1,725.97
335 EMR Bus Shelters/Street Furnit	5,093.55		5,093.55
336 GDPR Fund	500.00		500.00
338 EMR Play Areas	688.36		688.36
339 EMR Summer Fayre	12,550.00		12,550.00
351 CCTV	13,405.00		13,405.00
352 Pavilions	34,700.00	-1,953.00	32,747.00
360 EMR Groundskeeping Equipment	9,886.08	-104.16	9,781.92
	786,834.91	-100,457.56	686,377.35

Didcot Town Council

Property and Facilities Committee

10 Year Maintenance Plan

24th July 2023

Report author: Nick White and Stuart Mundy

The below have been ordered in priority, based on legal requirements and H&S concerns.



1. Planning

It is essential that the Council plans are funded and that there is adequate budget to allow for large maintenance and replacement projects.

This is considered to be a good financial planning measure and good management planning. Failure to carry out such planning could leave the Council in a difficult position when these works are required and need funding.

The list below is not exhaustive and there will be other items that need to be completed. These works listed are not currently in any of the budgets for maintenance and as such would need to be considered in addition to current budgets.

The figures below are budgeted at today's rates and do not account for inflation.

2. Civic Hall

Job	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2030/32	Total
Repaint Office Windows										£ -
Replace office Windows							£ 30,000.00			£ 30,000.00
Clean Carpets			£ 600.00			£ 600.00				£ 1,200.00
Main hall Floor Refurbishment				£ 1,500.00				£ 1,500.00		£ 3,000.00
All Saints Floor Replacement			£ 2,000.00							£ 2,000.00
Park Rm Floor Replacement				£ 1,000.00						£ 1,000.00
Hall and Stairs Floor Replacement		£ 3,000.00						£ 3,000.00		£ 6,000.00
Orchard Room Floor Replacement					£ 800.00					£ 800.00
Offices Floor Replacement			£ 3,000.00							£ 3,000.00
Boiler replacement		£ 65,000.00								£ 65,000.00
Toilet Refurbishment (customer)			£ 45,000.00	£ 45,000.00						£ 90,000.00
Fire Alarm Replacement				£ 15,000.00						£ 15,000.00
Carpark Relining				£ 2,000.00						£ 2,000.00
Foyer Redecoration		£ 2,000.00					£ 3,000.00			£ 5,000.00

Agenda item 9 – Budget 2024 - 2025

Ladygrove Redecoration	£ 2,000.00					£ 3,000.00				£ 5,000.00
All Saints Redecoration			£ 2,000.00					£ 3,000.00		£ 5,000.00
Park room Redecoration				£ 1,000.00						£ 1,000.00
Offices Redecoration			£ 2,000.00					£ 3,000.00		£ 5,000.00
Orchard Room Redecoration						£ 1,000.00				£ 1,000.00
Changing Room Redecoration	£ 2,000.00					£ 2,000.00				£ 4,000.00
Changing Room Floor Replacement	£ 2,000.00									£ 2,000.00
Hall Furniture replacement	£ 10,000.00			£ 3,000.00				£ 3,000.00		£ 16,000.00
Upstairs Furniture replacement		£ 5,000.00								£ 5,000.00
Led upgrade Program (inc Controls)	£ 2,000.00	£ 2,000.00	£ 2,000.00							£ 6,000.00
Reef / Gutter Repair allowance	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00		£ 16,000.00
Sound absorption work	£ 3,000.00									£ 3,000.00
Solar Batteries					£ 30,000.00					£ 30,000.00
Yearly Total	£ 23,000.00	£ 79,000.00	£ 58,600.00	£ 70,500.00	£ 32,800.00	£ 8,600.00	£ 35,000.00	£ 15,500.00		£ 323,000.00

It is recommended that that these figures are used for the range of the dates provided. Also £50,000 a year should be set aside to cover any additional works and to build up funds to begin roof repairs.

3. Willowbrook Leisure Centre

Job	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	Total
Repaint Office Windows									£ -
Clean Carpets									£ -
Main hall Floor Refurbishment		£ 8,000.00				£ 5,000.00			£ 13,000.00
Studio 1 Floor Refurbishment		£ 6,000.00					£ 4,000.00		£ 10,000.00
Studio 2 Floor Refurbishment			£ 3,000.00					£ 3,000.00	£ 6,000.00
Studio 3 Floor Replacement			£ 3,000.00					£ 3,000.00	£ 6,000.00
Function Room Floor Replacement		£ 3,000.00						£ 3,000.00	£ 6,000.00
Toilets rooms Refurbishment			£ 1,500.00					£ 2,000.00	£ 3,500.00
Office Floor replacement							£ 1,500.00		£ 1,500.00
Boiler replacement		£ 15,000.00	£ 45,000.00						£ 60,000.00
Toilet Refurbishment (customer)			£ 8,000.00					£ 10,000.00	£ 18,000.00
Fire Alarm Replacement		£ 15,000.00							£ 15,000.00
Solar- Batteries	£ 20,000.00								£ 20,000.00
Foyer Redecoration			£ 2,000.00				£ 2,000.00		£ 4,000.00
Studio 1 Redecoration				£ 2,000.00					£ 2,000.00
Studio 2 Redecoration						£ 2,000.00			£ 2,000.00
Studio 3 Redecoration					£ 2,000.00				£ 2,000.00

Agenda item 9 – Budget 2024 - 2025

Offices Redecoration							£ 1,000.00		£ 1,000.00
Function Room Redecoration					£ 2,000.00				£ 2,000.00
Changing Room Redecoration			£ 500.00				£ 1,000.00		£ 1,500.00
Changing Room Floor Replacement			£ 7,000.00						£ 7,000.00
Outdoor changing redcoration				£ 3,000.00					£ 3,000.00
led Replacement					£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 8,000.00
Insulation	£ 8,000.00								£ 8,000.00
Yearly Total	£ 28,000.00	£ 47,000.00	£ 70,000.00	£ 5,000.00	£ 6,000.00	£ 9,000.00	£ 11,500.00	£ 23,000.00	£ 199,500.00

It would be recommended to follow this planned spend but to also put £30,000 a year into a maintenance fund for future repairs such as the roof, £30,000 a year is a minimum recommendation.

4. Summary of spend

The chart below is a summary of the spend it is worth noting that Fleet Meadow is listed in here for reference and not funding, although the Trust may need support to cover some of these costs.

Building	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Civic hall	£ 23,000.00	£ 79,000.00	£ 58,600.00	£ 70,500.00	£ 32,800.00	£ 8,600.00	£ 35,000.00	£ -
Willowbrook	£ 28,000.00	£ 47,000.00	£ 70,000.00	£ 5,000.00	£ 6,000.00	£ 9,000.00	£ 11,500.00	£ 23,000.00
Fleetmeadow	£ 34,100.00	£ 18,000.00	£ 25,600.00	£ 21,000.00	£ 10,000.00	£ -	£ 2,500.00	£ 5,000.00
Civic Hall maintenance Fund	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00
Willowbrook Maintenance	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00
Total	£ 165,100.00	£ 224,000.00	£ 234,200.00	£ 176,500.00	£ 128,800.00	£ 97,600.00	£ 129,000.00	£ 108,000.00

5. Recommendation

It is recommended that this is put forward Finance and General Purposes for consideration and budgeting for future years.

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Central Administration							
1195 Miscellaneous Income	25,025	11	0	(11)			
32581 Grant Received	7,189	0	0	0			
Central Administration:- Income	32,214	11	0	(11)			
1101 Salaries - Admin	143,420	98,262	242,500	144,238		144,238	40.5%
1102 Salaries - Admin ER's NI	15,196	10,114	16,699	6,585		6,585	60.6%
1103 Salaries - Admin ER's Superan	31,103	21,323	33,427	12,104		12,104	63.8%
1104 Agency Staffing	14,359	5,157	12,000	6,843		6,843	43.0%
1108 Training and Conferences	8,927	3,611	8,000	4,389		4,389	45.1%
1109 Staff Travel	4,354	1,763	3,500	1,737		1,737	50.4%
1111 Rate Admin Offices	6,861	3,604	7,000	3,396		3,396	51.5%
1121 Telephone/Fax/Internet	2,690	1,418	3,000	1,582		1,582	47.3%
1123 Stationery	1,842	917	2,300	1,383		1,383	39.9%
1124 Subscriptions	4,158	4,127	4,000	(127)		(127)	103.2%
1125 Insurance	22,342	0	23,000	23,000		23,000	0.0%
1126 Photocopier	2,377	325	2,500	2,175		2,175	13.0%
1128 Postage - Franking	1,187	130	2,000	1,870		1,870	6.5%
1129 Misc Admin Costs	427	195	500	305		305	39.0%
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		2,200	26.7%
1160 IT Maintenance/Website	19,166	16,103	20,000	3,897		3,897	80.5%
1171 Contingency	6,063	0	20,000	20,000		20,000	0.0%
1173 Green Projects	14,801	1,095	10,000	8,905		8,905	11.0%
1197 Office Water Cooler	299	98	250	152		152	39.2%
3152 Electricity	0	134	0	(134)		(134)	#DIV/0!
3155 Security	(40)	(300)	0	300		300	#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	168,876	415,676	246,800	0	246,800	40.6%
Net Income over Expenditure	(268,757)	(168,865)	(415,676)	(246,811)			
102 Civic and Democratic							
1205 Members Training	0	725	800	75		75	90.6%
1206 Mayors Allowance	3,233	3,250	3,520	270		270	92.3%
1235 Civic Functions	3,189	12	3,000	2,988		2,988	0.4%
Civic and Democratic:- Indirect Expenditure	6,422	3,987	7,320	3,333	0	3,333	54.5%
Net Expenditure	(6,422)	(3,987)	(7,320)	(3,333)			
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		8,270	17.3%
1272 Speed surveys	0	0	750	750		750	0.0%
Community Services:- Indirect Expenditure	6,733	1,730	10,750	9,020	0	9,020	16.1%
Net Expenditure	(6,733)	(1,730)	(10,750)	(9,020)			
105 Corporate Management							
1152 Bank Charges	1,300	1,276	700	(576)		(576)	182.3%
1155 Internal Audit	1,440	0	1,680	1,680		1,680	0.0%
1157 External Audit	2,000	(2,000)	2,200	4,200		4,200	-90.9%
1158 Legal & Professional Fees	3,050	150	5,000	4,850		4,850	3.0%

1159 Accounting Support	1,611	2,165	1,000	(1,165)		(1,165)	216.5%
Corporate Management:- Indirect Expenditure	9,401	1,591	10,580	8,989	0	8,989	15.0%
Net Expenditure	(9,401)	(1,591)	(10,580)	(8,989)			
108 Willowbrook Community Centre							
1769 Willowbrook Income	55,737	40,625	60,000	19,375			67.7%
32580 S106 Devel's Cont's Received	405	1,833	0	(1,833)			#DIV/0!
32581 Grant Received	15,299	0	0	0			#DIV/0!
32587 CIL Income	0	0	6,000	6,000			0.0%
Willowbrook Community Centre:- Income	71,441	42,458	66,000	23,542	0	23,542	64.3%
1701 Salaries Willowbrook	0	15,794	40,000	24,206		24,206	39.5%
1710 Willowbrook Business Rates	36,608	23,808	38,000	14,192		14,192	62.7%
1720 Willowbrook Contracts	0	3,139	10,000	6,861		6,861	31.4%
1725 Willowbrook ICT/Internet	0	799	3,000	2,201		2,201	26.6%
1730 Willowbrook Equipment	0	444	5,000	4,556		4,556	8.9%
1764 Willowbrook Consultancy	10,000	0	0	0		0	#DIV/0!
1766 Willowbrook Utilities	55,512	32,311	40,000	7,689		7,689	80.8%
1767 Willowbrook Site Maintenance	54,165	5,373	0	(5,373)		(5,373)	#DIV/0!
Willowbrook Community Centre:- Indirect Expenditure	156,285	81,668	136,000	54,332	0	54,332	60.1%
Net Income over Expenditure	(84,844)	(39,210)	(70,000)	(30,790)			
109 Capital and Projects							
1999 Loan Proceeds	0	2,400,000	0	(2,400,000)			#DIV/0!
32580 S106 Devel's Cont's Received	3,102	0	0	0			#DIV/0!
Capital and Projects:- Income	3,102	2,400,000	0	(2,400,000)	0	(2,400,000)	
1940 Building Maintenance Fund	0	0	0	0	0	0	0.0%
1944 Christmas Lights	11,056	121	15,000	14,879		14,879	0.8%
1947 Office Equipment & Furniture	0	395	1,000	605		605	39.5%
1948 PWLB - Repayments	122,604	15,259	242,604	227,345		227,345	6.3%
1949 PWLB - Interest	0	11,410	0	(11,410)		(11,410)	#DIV/0!
1952 Groundskeeping Equipment	17,779	104	0	(104)		(104)	#DIV/0!
1953 CAP - Solar Panels	43,374	48,896	0	(48,896)		(48,896)	#DIV/0!
1954 CAP - Wheelchair Swing	26,125	0	0	0		0	#DIV/0!
1955 CAP - Edmonds Park Pavilion	0	796,292	0	(796,292)		(796,292)	#DIV/0!
99029 Tfr to EMR Elections	0	34,260	0	(34,260)		(34,260)	#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		34,260	#DIV/0!
99128 Tfr from EMR CiL	(46,948)	(48,896)	0	48,896		48,896	#DIV/0!
99134 Tfr from EMR Community Project	(7,650)	0	0	0		0	#DIV/0!
99160 Tfr from EMR Grounds Equip	(18,038)	(104)	0	104		104	#DIV/0!
Capitals and Projects:- Indirect Expenditure	148,561	823,477	258,604	(564,873)	0	(564,873)	318.4%
Net Income over Expenditure	(145,459)	1,576,523	(258,604)	(1,835,127)			
111 Services to Others							
1805 Income - Materials Fleet Meadow	293	98	0	(98)			#DIV/0!
1806 Income - Labour Fleet Meadow	1,860	1,414	0	(1,414)			#DIV/0!
1807 Income - Courses	1,225	0	0	0			#DIV/0!
Services to Others:- Income	3,378	1,512	0	(1,512)			
1866 Materials - Fleet Meadow	178	33	0	(33)		(33)	#DIV/0!
Services to Others:- Indirect Expenditure	178	33	0	(33)	0	(33)	#DIV/0!
Net Income over Expenditure	3,200	1,479	0	(1,479)			

120 Other Costs & Income							
1176 Precept	1,241,562	665,928	1,331,855	665,927			50.0%
1196 Interest Received	15,403	11,841	5,000	(6,841)			236.8%
Other Costs & Income:- Income	1,256,965	677,769	1,336,855	659,086			

201 Art & Grants - Empowered							
9041 Summer Fayre - Income	0	307	0	(307)			
Arts & Grants-Empowered:- Income	0	307	0	(307)			

2165 Remembrance Parade & Service	3,065	104	4,000	3,896	3,896		2.6%
2187 Summer Fayre	2,450	8,726	4,000	(4,726)	(4,726)		218.2%
3188 Grant Aid Fund	43,240	22,174	45,000	22,826	22,826		49.3%
99039 Tfr to EMR Summer Fayre	12,550	0	0	0	0	0	#DIV/0!
Arts & Grants-Empowered:- Indirect Expenditure	61,305	31,004	53,000	21,996			58.5%
Net Income over Expenditure	(61,305)	(30,697)	(53,000)	(22,303)			

301 External Works - Central Costs							
3101 Salaries - Works	183,900	86,584	232,000	145,416	145,416		37.3%
3102 Salaries - Works Er's NI	16,994	7,948	16,800	8,852	8,852		47.3%
3103 Salaries - Works Er's Superan	36,469	18,789	36,100	17,311	17,311		52.0%
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	672	2,370	1,698	1,698		28.4%
3120 Protective Clothing	1,318	773	2,000	1,227	1,227		38.7%
3124 Telephone - Works	0	0	1,000	1,000	1,000		0.0%
3127 Subscriptions	100	55	150	95	95		36.7%
3140 Vehicle Insurance	2,993	0	2,932	2,932	2,932		0.0%
3141 Vehicle Fuel	7,898	2,073	6,000	3,927	3,927		34.6%
3144 Equipment and Small Tools	0	14	0	(14)	(14)		#DIV/0!
3145 Machinery Costs	3,307	2,257	10,000	7,743	7,743		22.6%
3154 Maintenance	3,668	3,252	2,000	(1,252)	(1,252)		162.6%
9034 Ford Ranger Pick-Up	3,229	1,611	3,863	2,252	2,252		41.7%
9039 Ransomes HR300 rotary	6,332	2,803	5,110	2,307	2,307		54.9%
9045 Ransomes Parkway 3	3,814	1,539	1,200	(339)	(339)		128.3%
9062 John Deere Gator	7,123	2,315	2,000	(315)	(315)		115.8%
9063 ALKE ATX 340 ED	3,552	285	1,000	715	715		28.5%
99160 Tfr from EMR Grounds Equip	(350)	0	0	0	0		#DIV/0!
External Works - Central Costs:- Indirect Expenditure	281,536	130,970	327,725	196,755	0	196,755	40.0%
Net Expenditure	(281,536)	(130,970)	(327,725)	(196,755)			

302 Allotments							
3282 Allotment Rents	13,327	7,882	14,500	6,618			54.4%
32581 Grant Received	0	1,000	0	(1,000)			#DIV/0!
Allotments:- Income	13,327	8,882	14,500	5,618			61.3%

3151 Water Charges	4,037	1,462	2,500	1,038	1,038		58.5%
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	209	4,000	3,791	3,791		5.2%
3250 Allotment Polytunnel	0	1,800	0	(1,800)	(1,800)		#DIV/0!
Allotments:- Indirect Expenditure	9,245	3,471	6,850	3,379	0	3,379	50.7%
Net Income over Expenditure	4,082	5,411	7,650	2,239			

303 Cemetery							
3383 Cemetery Fees	18,070	10,040	18,000	7,960			55.8%
Cemetery:- Income	18,070	10,040	18,000	7,960			55.8%
3151 Water Charges	172	9	1,000	991	991		0.9%
3154 Maintenance	583	590	0	(590)	(590)		#DIV/0!
3340 Rates - Cemetery	848	543	600	57	57		90.5%
99121 Tfr from EMR Cemetery Fund	(150)	0	0	0	0		#DIV/0!
Cemetery:- Indirect Expenditure	1,453	1,142	1,600	458	0	458	71.4%
Net Income over Expenditure	16,617	8,898	16,400	7,502			
304 Edmonds Park							
3151 Water Charges	148	846	1,200	354	354		70.5%
3152 Electricity	972	676	1,800	1,124	1,124		37.6%
3154 Maintenance	11,087	3,072	10,000	6,928	6,928		30.7%
3155 Security	5,878	76	6,000	5,924	5,924		1.3%
3170 Waste Recycling	8,252	2,746	9,500	6,754	6,754		28.9%
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	7,416	28,500	21,084	0	21,084	26.0%
Net Expenditure	(37,490)	(7,416)	(28,500)	(21,084)			
305 Ladygrove Park							
3183 Ladygrove Park Income	4,602	200	3,000	2,800			6.7%
3185 Ladygrove Lakes Income	3,429	0	3,000	3,000			0.0%
Ladygrove Park:- Income	8,031	200	6,000	5,800			
3152 Electricity	0	(43)	0	43	43		#DIV/0!
3154 Maintenance	7,563	7,247	7,000	(247)	(247)		103.5%
3163 Sandpit & Train	5,185	0	0	0	0		#DIV/0!
3165 Ladygrove Lakes	9,249	5,291	0	(5,291)	(5,291)		#DIV/0!
99025 Tfr to EMR Ladygrove Park	182	0	0	0	0		#DIV/0!
99124 Tfr from EMR Ladygrove Lakes	(4,754)	(1,826)	0	1,826	1,826		#DIV/0!
99126 Tfr from EMR Ladygrove Staging	0	(1,800)	0	1,800	1,800		#DIV/0!
Ladygrove Park:- Indirect Expenditure	17,425	8,869	7,000	(1,869)	0	(1,869)	126.7%
Net Income over Expenditure	(9,394)	(8,669)	(1,000)	7,669			
306 Loyd Park							
1195 Miscellaneous Income	10	0	0	0			
Loyd Park:- Income	10	0	0	0			
3151 Water Charges	(314)	(1,324)	550	1,874	1,874		-240.7%
3152 Electricity	462	141	350	209	209		40.3%
3154 Maintenance	3,301	43,663	0	(43,663)	(43,663)		#DIV/0!
99120 Tfr from EMR Building Repair	0	(43,450)	0	43,450	43,450		#DIV/0!
99138 Tfr from EMR Play Areas	(1,246)	0	0	0	0		#DIV/0!
Loyd Park:- Indirect Expenditure	2,203	(970)	900	1,870	0	1,870	-107.8%
Net Income over Expenditure	(2,193)	970	(900)	(1,870)			
308 Other Parks & Recreation Areas							
3179 Carbon Return Income	0	2	0	(2)			
Other Parks & Recreation Areas:- Income	0	2	0	(2)			
3154 Maintenance	22,729	1,216	5,500	4,284	4,284		22.1%

3166 Millennium Wood Upkeep	514	2,985	3,000	15	15	99.5%	
99134 Tfr from EMR Community Project	(3,695)	0	0	0	0	#DIV/0!	
Other Parks & Recreation Areas:- Indirect Expenditure	19,548	4,201	8,500	4,299	0	4,299	49.4%
Net Income over Expenditure	(19,548)	(4,199)	(8,500)	(4,301)			

309 Play Areas

3149 Bark Top-Up	2,084	1,033	3,000	1,967	1,967	34.4%	
3153 Play Equipment Maintenance	29,357	9,852	25,000	15,148	15,148	39.4%	
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	10,885	28,000	17,115	0	17,115	38.9%
Net Expenditure	(9,375)	(10,885)	(28,000)	(17,115)			

310 Environmental Services

1183 Bowls Club Rent	0	0	50	50		0.0%
3180 Sports Hire	4,130	4,870	4,000	(870)		121.8%
3184 Funfair Hires	2,000	0	4,000	4,000		0.0%
3186 Agency Income OCC	0	0	0	0		#DIV/0!
3198 Bus Shelter Advertising Income	10,000	0	10,000	10,000		0.0%
Environmental Services:- Income	16,130	4,870	18,050	13,180		27.0%

3148 Bus Shelter Contract	10,000	0	10,000	10,000	10,000	0.0%	
3150 Plants	580	5,253	1,000	(4,253)	(4,253)	525.3%	
3157 Dog Fouling Clean-Up Service	2,912	1,213	3,100	1,887	1,887	39.1%	
3158 Trees	6,135	0	8,500	8,500	8,500	0.0%	
3159 Grass Cutting	34,960	0	0	0	0	#DIV/0!	
3162 Football Pitch Maintenance	2,687	2,038	8,000	5,962	5,962	25.5%	
3168 Street Furniture Maintenance	2,147	2,745	3,000	255	255	91.5%	
99134 Tfr from EMR Community Project	0	(7,000)	0	7,000	7,000	#DIV/0!	
99135 Tfr from EMR Bus Shelter/Street	(815)	0	0	0	0	#DIV/0!	
Environmental Services:- Indirect Expenditure	58,606	4,249	33,600	29,351	0	29,351	12.6%
Net Income over Expenditure	(42,476)	621	(15,550)	(16,171)			

325 Projects

32587 CIL Income	12,097	3,751	0	(3,751)		#DIV/0!
90005 Edmonds Park	240	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	0	#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	0	#DIV/0!
9059 Bus Shelters	0	0	5,000	5,000	5,000	0.0%
32518 Edmonds Park	(80)	(700)	0	700	700	#DIV/0!
32525 Pavilion Build	158,425	7,680	0	(7,680)	(7,680)	#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)	(3,751)	#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	1,953	#DIV/0!

99154 Tfr from EMR Rolling Budgets	(13,866)	0	0	0	0	0	#DIV/0!
Projects:- Indirect Expenditure	320,638	8,778	10,000	1,222	0	1,222	87.8%
Net Income over Expenditure	(308,301)	(5,027)	(10,000)	(4,973)			

401 C H General Administration

1000 Main Hall	43,278	20,152	55,000	34,848			36.6%
1001 Northbourne Room	11,482	5,682	12,000	6,318			47.4%
1002 Ladygrove Room	27,277	13,990	25,000	11,010			56.0%
1003 All Saints Room	9,133	3,886	10,000	6,114			38.9%
1004 Park Room	6,616	2,898	8,000	5,102			36.2%
1005 Weddings	500	592	0	(592)			#DIV/0!
1009 Events Package Income	0	7,351	0	(7,351)			#DIV/0!
1011 Millbrook Room	1,790	25	2,000	1,975			1.3%
1020 Other Income	1,420	1,160	1,000	(160)			116.0%
C H General Administration:- Income	101,496	55,736	113,000	57,264			49.3%

3155 Security	0	50	0	(50)		(50)	#DIV/0!
4001 Salaries - Civic Hall	168,000	27,668	48,000	20,332		20,332	57.6%
4002 Salaries - Civic Hall Er's Ni	10,141	1,098	0	(1,098)		(1,098)	#DIV/0!
4003 Salaries - Civic Hall Er's Superan	27,383	4,830	0	(4,830)		(4,830)	#DIV/0!
4012 Water Charges	3,240	1,987	12,000	10,013		10,013	16.6%
4014 Lights & Heating	20,310	13,187	40,000	26,813		26,813	33.0%
4015 Cleaning and Hygiene	27,919	13,003	30,000	16,997		16,997	43.3%
4016 Uniform	250	0	1,000	1,000		1,000	0.0%
4018 Waste Disposal	3,384	1,765	3,500	1,735		1,735	50.4%
4022 Telephone	385	50	1,000	950		950	5.0%
4023 Licenses	4,578	1,845	4,000	2,155		2,155	46.1%
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	1,001	10,000	8,999		8,999	10.0%
4043 Repairs and Maintenance	37,021	8,880	10,000	1,120		1,120	88.8%
4044 Maintenance Contracts	13,769	12,738	15,000	2,262		2,262	84.9%
4045 Repair/Upgrade PA System	234	349	2,000	1,651		1,651	17.5%
4051 Stocktakers Fees	0	0	300	300		300	0.0%
4052 Accountancy Charges	1,551	804	500	(304)		(304)	160.8%
4054 NNDR	44,800	20,606	50,000	29,394		29,394	41.2%
4103 Sundry Expenses	0	0	1,000	1,000		1,000	0.0%
4104 Training & Prof Development	0	0	1,000	1,000		1,000	0.0%
4105 Stationery	224	(2)	0	2		2	#DIV/0!
99154 Tfr from EMR Rolling Budgets	(5,145)	0	0	0		0	#DIV/0!
C H General Administration:- Indirect Expenditure	375,364	110,009	230,300	120,291	0	120,291	47.8%
Net Income over Expenditure	(273,868)	(54,273)	(117,300)	(63,027)			

402 C H Bar

1050 Bar Sales	18,859	7,409	15,000	7,591			49.4%
C H Bar:- Income	18,859	7,409	15,000	7,591			49.4%
3000 Bar Purchases	8,720	5,754	7,500	1,746		1,746	76.7%
3010 Salaries - Bar Staff	0	0	0	0			#DIV/0!
3020 Bar Sundries	181	106	500	394		394	21.2%
3154 Maintenance	2,468	721	3,000	2,279		2,279	24.0%
C H Bar:- Indirect Expenditure	11,369	6,581	11,000	4,419	0	4,419	59.8%
Net Income over Expenditure	7,490	828	4,000	3,172			

403 C H Catering							
1075 Food and Beverage Income	3,802	3,147	3,000	(147)			104.9%
1100 Cateromg Income - Food	8,767	3,010	6,000	2,990			50.2%
C H Catering:- Income	12,569	6,157	9,000	2,843			68.4%
3100 Food and Beverage Costs	4,432	531	4,500	3,969	3,969		11.8%
4350 CH Kitchen Maintenance	792	60	2,500	2,440	2,440		2.4%
C H Catering:- Indirect Expenditure	5,224	591	7,000	6,409	0	6,409	8.4%
Net Income over Expenditure	7,345	5,566	2,000	(3,566)			
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	0	#DIV/0!
Net Expenditure	120,972	0	0	0			
GRAND TOTALS							
Income:	1,567,929	3,219,104	1,596,405	(1,622,699)			201.6%
Expenditure:	1,718,360	1,408,558	1,592,905	184,347	0	184,347	88.4%
Net Income over Expenditure	(150,431)	1,810,546	3,500	(1,807,046)			
Movement to/(from) Gen Reserve	(150,431)	1,810,546					

Didcot Town Council

Medium Term Financial Plan 2023-24



To Be Approved by Council on 6th November 2023.

Review date: July 2024

In accordance with the Council's revised Financial Regulations, this Medium-Term Financial Plan sets out the financial projections, considerations, pressures, and issues for the Council over the next five years. Each year after a budget has been set, the "rolling" Plan will be updated, taking into consideration any new issues emerging and the continual alignment of funding with priorities determined by Council through its Strategy and any associated Delivery Plan. The forecasts are linked with the Council's current Vision and Objectives, however the Council had all-out elections in May 2023 and the new Council will want to review its priorities during the financial year. To facilitate this, provision has been built in for revenue under Strategic Revenue Initiatives, and for capital within the Rolling Capital Fund. Council can add flexibility to this by varying the timescale and final specification for the Splash Park.

The objectives of the Plan are:

- To enable the Council to allocate resources to achieve its priorities.
- To enable the Council to understand its key financial pressures and likely long-term implications of its decisions.
- To identify future financial impacts of both policy decisions and external factors so that risks can be managed.
- To control precept rises and identify external funding.
- Support the delivery of value for money services.
- To ensure good use is made of assets.
- To maintain the General Reserve at or above the desired level.
- To provide for future financial demands
- To facilitate good financial management

The medium-term financial position will still be influenced by the priorities in Council's Vision and Objectives which were set by the previous administration and proposed additional assets and services which are coming forward as part of the Garden Town growth. The next revision will be dominated by the current Council's new Strategy.

Didcot has been designated as one of the three major growth areas in Oxfordshire; the Ladygrove development, to the north and east of the railway line on the former marsh land, is set to double the number of homes in the town since construction began in the late 1980s. Before the Ladygrove development was completed, a prolonged and contentious planning enquiry decided that a 3,200-

home development would be built to the west of the town, partly overlapping the boundary with the Vale of White Horse. This is now being built as Great Western Park.

The Didcot Garden Town Masterplan (2017) presents a framework to guide the development of the town for the next 14 years to 2031, in line with the local plans for the Vale of White Horse District Council extending to 2031 and the South Oxfordshire District Council Local Plan to 2032. During this time, the town is likely to nearly double in footprint with an additional 15,000 homes and 20,000 jobs. In the next 11 years, it is estimated that a further 4000 homes of these homes will be built within the town boundary (parish), in addition to a substantial number at Valley Park in the adjacent Vale of the White Horse, which regards itself as Didcot.

As a result of this, the Council Tax base will continue to increase over the period, which will in effect provide some increased Precept without increasing the charge on individual homes. (1.5% has been assumed for the next 2 years and 0.5% for the following 2 years as new house building lessens within the Parish). In practice this may drop slightly in some years due to the amount of unpaid council tax. The Council are also likely to continue to receive CIL receipts and Section 106 Planning contributions, but these will reduce as the land supply within the Parish boundary is used up. It is proposed that the Council will have new community assets transferred to it by developers and where possible commuted sums towards their future maintenance.

Localism and austerity have been placing more emphasis on local communities helping themselves and raising more physical and financial resources locally. The Localism Act 2011, gave a wider role and increased powers to local councils, a number of these will require additional local funding to activate. Government grant reductions for the principal authority will undoubtedly result in local service reductions which the Town Council may feel obliged to take up in part.

The effects of the current Government elected in December 2019 but whose direction is being altered by a new Prime Minister in October 2022, and the United Kingdom's exit from the European Union in January 2020 still cannot yet be fully assessed because the period has been mainly dominated by the Covid-19 pandemic and more recently the war in Ukraine. What is clear however is the impact of high inflation and rising prices on not only the Council's finances but on that of the Town's residents and businesses. The Government will need to recoup through both public expenditure cuts and taxation the cost of its support interventions through Covid and the Energy crisis, and to reach a policy balance between not fuelling inflation and giving the fiscal markets confidence.

The public procurement rules have recently been reviewed following Brexit and the Council will revise its Standing Orders and Financial Regulations accordingly. There are likely to be further changes as negotiations on trade continue with the EU. The Council revised its Investment Policy during 2022.

The Town Council's Risk Assessment Process identifies risks associated with:

- Any inaccuracies in the forecast
- Difficulty in predicting costs for new projects
- Difficulty in predicting amounts of additional income
- Low and uncertain investment income

The following guidelines are at the Core of the Plan:

- Maximise external funding opportunities in all areas
- Maximise the benefits of partnership working
- Review income opportunities
- Join with others, when possible, for procurement

Item 9 – Medium term finance plan – macro plans for 2024-2025 budget

- Maximise efficiencies to keep costs down.
- Take advantage of the opportunities to increase the commercial opportunities from services and venues.

A central tenet of this plan is the intended introduction of annual contributions to a **Rolling Capital programme**. This will allow a flexible fund to be used on both internal capital items such as IT equipment or outside provisions such as allotment or Town Centre improvements. An indication of how it may build up, (with limited call on it in early years) is shown in the Appendix 2 below.

A council's budget consists of two distinct elements, namely:

- a. A Revenue element, incorporating the necessary funds to run the ongoing services to which the Council is committed, and
- b. A Capital element which must be sufficient to provide the level of resources necessary to maintain, and where necessary enhance, the Council's Capital Asset stock.

The first element is, by definition, relatively constant, being affected only by inflation and agreed changes in the level of service provision. It is likely however that this element will see significant increases in the future if principal authorities devolve services to Local Councils and the Town Council's Vision and Objectives are fully implemented

Capital budgeting, by contrast, can be subject to large movements in requirements as projects are identified and approved. Additionally, if projects are individually identified and budgeted for in a particular year, this can lead to protracted discussions as to which projects to include and which to leave out. The inherent fluctuations in Precept are regrettable, and to be avoided if possible.

Smoothing the effect of Capital

An increasingly common process for eliminating these Precept movements is for local councils to take a much longer view of their capital requirements, say over a five-year rolling cycle.

This is achieved by budgeting on a Rolling Capital Fund basis. The medium-term requirement is equalised over the same medium term and included annually in the Precept calculation. No individual projects are included in the initial annual estimates, only the Rolling Fund requirement. On a continuous basis, Council then considers, approves and/or rejects individual projects as they are identified, justified and costed. The approval and timing of such projects can then be made based on priorities at the time of consideration, and the availability of funds from the (known) source of capital funds flowing from the precept.

It follows from this concept that projects are only included in the Council's budget **once approved** and, since the source of funds is identified and agreed at the time of project approval, the use of such (previously earmarked) funds, together with any external funding that may be available, is also reflected as a credit budget and thus any effect on the Council's General Reserve (i.e. the Annual Surplus/Deficit) is largely eliminated.

Because the Fund is built up from revenue, it can be used to fund non-recurring revenue costs associated with a capital project or to smooth out a one-off peak in general revenue expenditure and is therefore extremely flexible.

The Council has an ambitious budget for a Town Council with a population of over 35,000, indicating a relative broad set of functions and assets. The precept for 2023-24 was set at £1,331,855 with gross expenditure estimated at £1,592,905. The Council has reasonably robust finances, not insubstantial general and ear-marked reserves, and considerable assets. It is planning additional services including the Edmonds Park Community & Sports Pavilion for which a

£2.4m loan has been granted and a Splash Park which will be mainly financed by CIL receipts and Council reserves. Unfortunately, the 2023-24 Budget is in deficit because inadequate provision was made for the all-out elections (expected to cost in excess of £30,000). This situation has been exacerbated by a by-election needing to be called immediately after the May elections. It can be seen in Appendix 1 that the Building Project Fees EMR has been transferred into the Election Fund to cover these costs. **In Appendix 2, provision for future elections has been included at £10k per year from 2025-26.** The general Reserve is substantially below the recommended level. On the advice of the Town Clerk and finance contractor in March 2023 - the underspend at the end of 2022-23 did go in to the General Reserve and helped the shortfall a little. Provision has been made in Appendix 2 **over the next 4 years to bring the General Reserve to a satisfactory level, however it will not reach the desired level until 2028/29. Self-evidently, future surpluses/deficits actually achieved will impact this timescale.**

Due to the six months taken to achieve the PWLB loan, inadequate provision was made in the 2023-24 Budget for the initial payment of the £2.4m loan for Edmunds Park, estimated at £86,000. Some of this payment will be covered by additional income of £47,000 from the two venues and investment income from the loan drawdown until it is needed to be spent. The Council has also opted to tax the new building so the VAT on building costs will be recoverable.

Understandably, the Council wished to limit the precept rise following the pandemic and rising inflation. The precept for 2023-24 was increased by 4.5%, which equates to 4.59% on the bill for a Band D property. The position was helped by a 1.5% increase in the Council Tax base. Following the setting of the 2023-24 budget, all Earmarked reserves (EMRs) have been reviewed and if they are not likely to be used within two years, that the sum is transferred into the new Rolling Capital Fund where appropriate. This fund could be topped up with a minimum sum each year to provide a flexible provision for future projects, which can be used for either capital or revenue expenditure (see Appendix 2). Where EMRs were not appropriate for transfer into the Rolling Capital Fund, they were transferred to the General Reserve. (see Appendix 1)

The Council has built up Earmarked Reserves which are estimated to total £596,000 at the end of March 2023, plus the recommended Rolling Capital Fund of £154,910. The recommended practice for a Council's General Reserve is a minimum of 25% of net revenue expense (excluding capital or borrowing repayments). **For Didcot TC, the appropriate amounts are identified in Appendix 2 along with the annual provision to achieve them.** A General Reserve cannot include Community Infrastructure Levy (CIL) receipts which can only be spent on community and infrastructure projects. Before the transfers set out in Appendix 1, the General Reserve would have been only £77,938 at the year's end. After the transfers it will rise to **£112,855**.

The following assumptions within inflation limits wherever possible, have been made in preparing this Forecast:

- Inflation is a dominant influence, currently standing at 6.827% (Consumer Price Index, down from 9.7% in May) from the combined effect of Brexit, Covid and the war in Ukraine. It is predicted to drop back during the year to around 5% at the end of 2023 but will still average around 7.7% for the financial year to March 2024. General Inflation levels have been assumed at 5% for 2024-25, 3% for 2025-26 and 2.5% for 2026-27. Within this however, energy costs increases have been huge and although dropping a little, will remain high for some time yet as energy suppliers buy in advance. The Civic Hall in particular is benefitting from fixed price energy contracts **until April 2024, and the cost savings from solar panels.** There **may** still be a significant rise which will need to be accommodated **when contracts are renewed.**
- Fixed costs over which the Council have little control such as office costs are increased in line with inflation (or actual predicted cost).
- Demand for grants from community organisations is likely to increase, as other funding reduces and needs increase. Partnership working is an important part of the Council's strategy.

Item 9 – Medium term finance plan – macro plans for 2024-2025 budget

- The Precept Support grant has been discontinued by SODC, which resulted in an increase in precept for current and future years.
- DLUHC did not cap precept rises for 2023/24, although they will keep local council expenditure under review and it cannot be ruled out for the future.
- There is little prospect of support grant directly from Government or a share in increased business rates coming to the Town Council although NALC continue to lobby for this to happen.
- Local funding opportunities will continue at a similar level, but the Council will continue to strive for grants and sponsorship.
- The Council's staffing structure will need to be reviewed during 2023-24 to ensure that gradually staff levels and management structures are tailored to the future delivery of the Council's priorities and that scales recognise the level of responsibility and local market pressures. There is a contingency available for the coming year to fund the first priorities however provision will need to be made for future years.
- Staffing cost increases will be constrained but in line with national pay awards where the Council has the ability to pay. The National Pay Award 2022, effective from 1st April 2022, added £1925 to all scale points (FTE) which added to Didcot's staffing budget. There will be pressure for a substantial increase for 2023, however DTC will need to take any pay rise from reserves. Unison has submitted a claim for 2023 of 2% above inflation, which based on the Treasury's annual forecast for RPI for 2023, this would amount to 12.7%. An offer of at least £1,925 has been made, equating to between 3.88% and 9.42% depending on pay grade but appears to have been rejected. The public sector generally seem to be now being offered at least 6%, so the offer may be increased.
- Didcot does not have a Neighbourhood Plan and therefore receives only a 15% share under SODC's CIL policy, rather than the 25% which would have been possible.
- The Council will continue to receive S106 money from planning development, which will be built in annually, [but will be reduced as Didcot becomes built up](#). If it takes on additional facilities such as play areas, it will seek commuted sums for future maintenance.
- Increases in expenditure will inevitably necessitate appropriate increases in the General Reserve.
- There will be additional income from the Council's venues, as their use is developed and promoted, but this has been predicted cautiously.
- The Council currently has some external borrowing of £352,000 and has made application to borrow a further £2.4m to fund a new Edmonds Park Community & Sports Pavilion. Although this has been reduced from £2.7m through a value engineering exercise, the rapid rise in interest rates will mean that Council may need to review the time period over which the loan is repaid.
- An increased provision will need to be made for the long-term maintenance of facilities.
- The Council will factor in the potential income from providing services to other organisations such as Trusts.
- Difference between Nett effect on previous year baseline & Precept is made up of contributions to or from reserves.

APPENDIX 1: Earmarked Reserves at March 2023

Fund	£	Transfer to	Sub Total £
Building Repair Fund	118,717	Leave as EMR & make annual provision	
CIL	276,875	Leave as EMR	
Election Fund	1,336	Leave as EMR & make annual provision	
Building Projects Fees	34,260	Add to election Fund EMR	
Splash Park	200,000	Leave as EMR	631,188
Cemetery Fund	2,245	Rolling Capital Fund	
Skate Park Refurbishment	13,616	Rolling Capital Fund	
Ladygrove Lakes	5,246	Rolling Capital Fund	
Ladygrove Park	5,537	Rolling Capital Fund	
Ladygrove Lakes Staging Fund	20,000	Rolling Capital Fund	
Sports Pitches	11,001	Rolling Capital Fund	
Bus Shelters/Street Furniture	5,094	Rolling Capital Fund	
CCTV	13,405	Rolling Capital Fund	
Pavillions	34,700	Rolling Capital Fund	
Groundskeeping Equipment	9,886	Rolling Capital Fund	120,730
Planting	3,464	General Reserve	
Arboriculture	8,989	General Reserve	
Community Projects	8,726	General Reserve	
GDPR	500	General Reserve	
Play Areas	688	General Reserve	
VAT Contingency	550	General Reserve	
Rolling Budgets	0	General Reserve	34,917
General Reserve			77,938

APPENDIX 2: Impact of MTFP

Cost	2023/24 Budget	2024/25	2025/26	2026/27	2027/28	2028/29
	£	£	£	£	£	£
<u>Current Budget Summary</u>						
Staff Costs	627,726	627,726	688,726	709,388	730,670	752,590
Other Costs	720,575	720,575	756,752	801,164	826,299	847,322
Operating Income (Constant Prices)	-259,550	-259,550	-306,550	-306,550	-306,550	-306,550
Interest Receivable	-5,000	-5,000	-5,000	-5,000	-5,000	-5,000
Loan Costs	244,604	244,604	417,420	417,420	417,420	417,420
Rolling Capital Provision			15,000	20,000	30,000	35,000
Long Term Mtce Funding				100,000	100,000	100,000
Contribution to General Reserve (b/f)		3,500	16,044	32,313	43,917	54,653
	£1,328,355	£1,331,855	£1,582,392	£1,768,735	£1,836,756	£1,895,435
<u>Revenue items (Budget increases only)</u>						
Staff cost inflation: salaries, NIC, Pension (say 3.0% but 24/25 6%)		37,664	20,662	21,282	21,920	22,578
<u>Staff Costs</u>						
Edmonds Park Pavilion		8,668				
Willowbrook C C		8,668				
Splash Park		6,000				
General inflation, excluding salaries (say 2.0%)		14,412	14,412	15,135	16,023	16,526
<u>Other Costs (Net of Income) & excl Long Term Mtce Fund</u>						
Edmonds Park Pavilion		6,335	10,000			
Willowbrook C C		2,900	10,000			
Splash Park		12,530				
Strategic Revenue Initiatives				10,000	5,000	5,000
Provision for Future Election Costs			10,000			
Additional Operating Income		-47,000				
Contribution to gross Revenue Budget	0	50,177	65,074	46,417	42,943	44,104

£47K excess anticipated

£25K excess anticipated

NOTE - Represents Budget
£72K excess income 23/
below)

Capital\Non-recurring items						
Outstanding Mtce Requirement ~(24/5/6 only thereafter from Mtce Fund)		126,000	10,200			
Funding from Reserves	0	-126,000	-128,600	0	0	0
Rolling Capital Fund Allocation - new\addition\		15,000	5,000	10,000	5,000	
Long Term Mtce Funding			100,000			
Correct General Reserve Deficit (4 years)						
Edmonds Park-New Loan requirements (calc'd as at 24/7/23)		172,816				
Non-recurring additions to gross Budget	0	187,816	-13,400	10,000	5,000	0
Plus Contribution to General Reserve requirement (Growth)	3,500	12,544	16,269	11,604	10,736	11,026
Total Projected Budget Increase	3,500	250,537	67,943	68,021	58,679	55,130
Total Taxation Funding Required (Precept)	£1,331,855	£1,582,392	£1,650,335	£1,718,356	£1,777,035	£1,832,165
Increased Tax base		19,978	23,736	8,252	8,592	8,885
Underlying Precept increase		230,559	44,207	59,769	50,087	46,245
% change in Precept from last year		17.31%	2.79%	3.62%	2.91%	2.60%
Memo - 2% increase	2%	26,637	31,648	33,007	34,367	35,541
Actual General Reserve	77,938	77,938	77,938	77,938	77,938	77,938
Projected General Reserve	81,438	83,074	115,387	159,304	213,957	279,636
Projected Minimum General Reserve requirement	201,540	214,084	230,353	241,957	252,693	263,719
Rolling Capital Fund (Projection)						
Balance B/Fwd RCP	154,900	154,900	43,900	300	30,300	65,300
Transfer from L T Mtce Fund			65,000			
Total Capital Funds	154,900					
Replenishment RCP	0	15,000	20,000	30,000	35,000	35,000
CIL Income						
Net Project Spending	0	-126,000	-128,600	0	0	0
Balance C/Fwd	154,900	43,900	300	30,300	65,300	100,300

£86,408 2023/4 Cost No

£72,000 2023/4 Income I

(See below)

Long Term Mtce Fund Reserve

Balance B/Fwd			0	35,000	59,500	120,700
Additions		0	100,000	100,000	100,000	100,000
Projected useage (per NW & excl F/M - not included above)			-65,000	-75,500	-38,800	-17,600
Balance C/Fwd	0		35,000	59,500	120,700	203,100

(See RCP above)

DRAFT

ITEM 10 - COVERING EMAIL TO
COST REPORT 4

Janet Wheeler

From: Tika Paudel <TPaudel@ridge.co.uk>
Sent: 04 September 2023 15:40
To: Janet Wheeler
Cc: Stuart Mundy; Simon Keen
Subject: 5018614 - New Sports and Community Pavilion, Edmonds Park, Didcot - Cost Report Nr 4
Attachments: 5018614 - New Sports and Community Pavilion - Cost Report Nr 4.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Janet,

Please find attached our Cost Report Nr 4 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 construction cost is £2,196,284 and the overall project cost is £2,305,634. There is a contingency balance of £94,366 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 4
NEW SPORTS AND COMMUNITY PAVILION
DIDCOT TOWN COUNCIL

04 September 2023



NEW SPORTS AND COMMUNITY PAVILION

DIDCOT TOWN COUNCIL

COST REPORT NR 4

Main Contract Works Package

04 September 2023

Prepared for

Didcot Town Council
Britwell Road
Didcot
Oxfordshire
OX11 7HN

Prepared by

Ridge and Partners LLP
The Cowyards
Blenheim Park
Oxford Road
Woodstock
OX20 1QR
Tel: 01993 815000

Contact

Tika Paudel
Cost Manager
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tpaudel@ridge.co.uk

Version Control

Issue Date	04/09/23
Originator Initials	TP
Checked Initials	AR
Version	4.00
Notes	

COST REPORT NR 4

NEW SPORTS AND COMMUNITY PAVILION

RIDGE

CONTENTS

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



1. EXECUTIVE SUMMARY

1.1 Key Report Information

- Report based on information available on : 04 September 2023
- Report includes estimated values for the Contract Variations issued to date : AI 1 to 6
- 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 in line with the adjusted Cost Report cashflow. The Contractor is currently predicting a final account figure higher than the Cost Report figure.
- 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.
- 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. We would also note that currently the cost provide by LIFE will need to be properly evaluated to determine if they are achievable.
- 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

1. EXECUTIVE SUMMARY

1.2 Key Report Analysis

• Contract Sum:	2,188,096.00
• Total Project Contingency:	102,554.00
• Current Authorised Expenditure:	£2,290,650.00
• Anticipated Final Account (Construction Cost):	£2,196,284.00
• Current overspend (+)/underspend (-) against Contract Sum	£8,188.00
• Current overspend (+)/underspend (-) against Authorised Expenditure	-£94,366.00
• Current overall Project Cost:	£2,305,634.00
• Current balance for Contingency:	£94,366.00
• Overall Change in the report since the last report :	There is no change in cost since we issued our last cost report.

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			
	Variations (CAIs & Anticipated costs) £8,188.00			
	Contingency Allowance: £102,554.00			102,554
	Contingency Balance (after deducting variations): £94,366.00			
	Current overall Project Cost: (Total estimated cost + variations) £2,305,634.00			
	Sub totals	--	--	2,290,650
	Deduct omissions			--
	Total to General Summary		£	2,290,650

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		(1,117)	(1,117)	--
5	Anticipated Variations		9,305	9,305	--
6	Lodged/Anticipated Claims		--	--	--
	Anticipated Final Account Value	£ 2,188,096	2,196,284	2,196,284	--
	Contingency for Balance of Project		94,366	94,366	--
Anticipated Total		£	2,290,650	2,290,650	--

3.2 Key Report Summary

Anticipated Final Account Value	2,196,284	2,196,284	--
Authorised Expenditure	2,290,650	2,290,650	--
Forecast underspend on Authorised Expenditure	£	(94,366)	

3.3 Key Report Notes

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

5. PROVISIONAL SUMS

REF	DESCRIPTION	CONTRACT VALUE	OMISSIONS	£	ADDITIONS £
Value Engineering - PROVISIONAL			Under review with Contractor		
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)			Saving achievable.
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 & BREEAM 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				£	--



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 lightning 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
	Sub totals	(33,781.88)	32,664.72
	Deduct omissions		(33,781.88)
Net Adjustment to General Summary			£ (1,117.16)



7. ANTICIPATED VARIATIONS

REF	DESCRIPTION	OMISSIONS £	ADDITIONS £
1.01	Allowance for Water butts 2nr x 100 litre capacity (Client request)	--	See AI 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		tbc
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.		tbc
1.08	EV Charging - DTC to confirm preferred EV charging application. If it is different from LIFE's proposal, it may have cost implication.		tbc
Sub totals		--	9,305.00
Deduct omissions			--
Net Adjustment to General Summary		£	9,305.00



8. LODGED/ANTICIPATED CLAIMS

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

A. PROJECT CASHFLOW COMPARISON

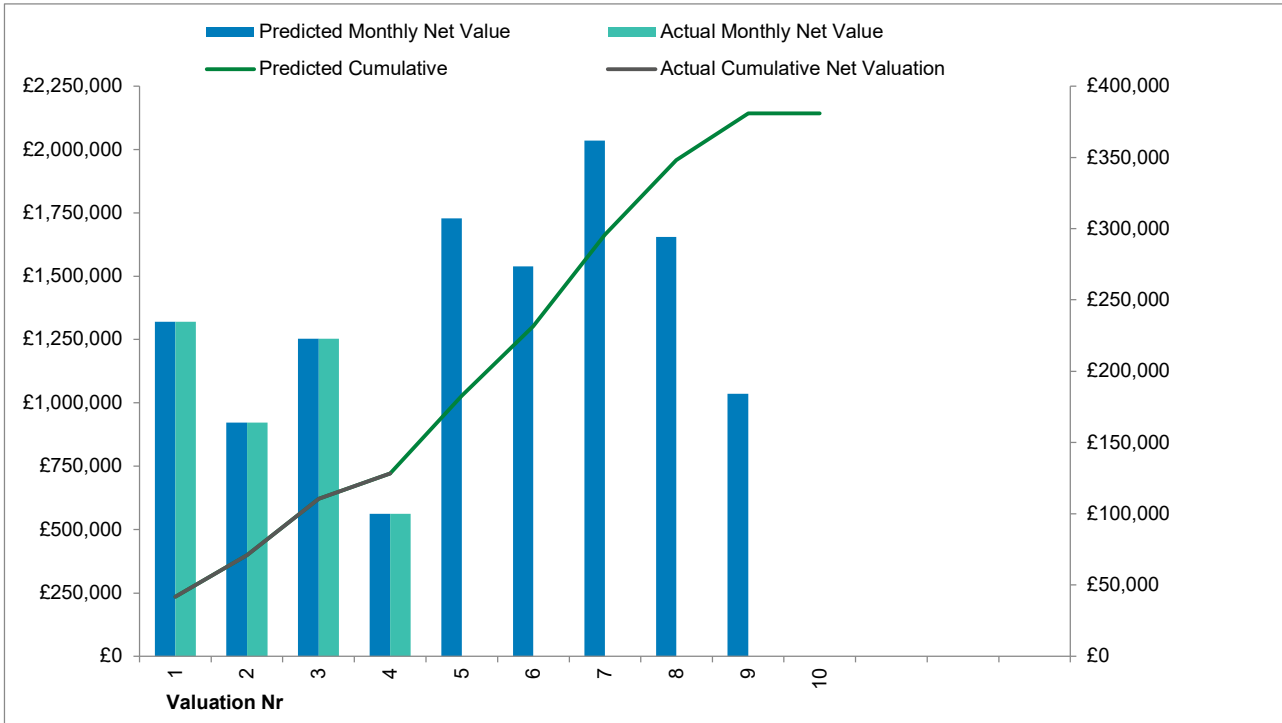


A. CASHFLOW FORECAST

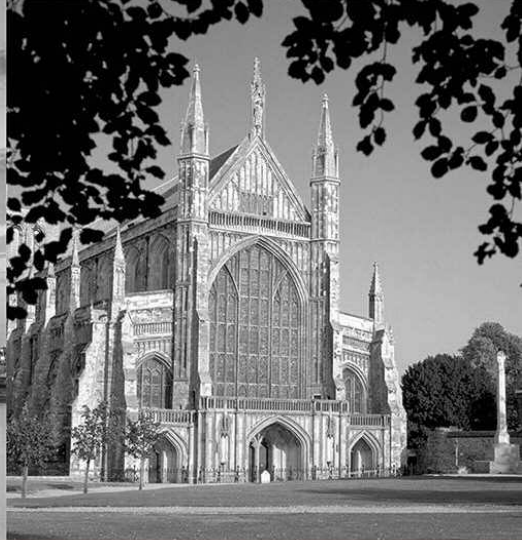
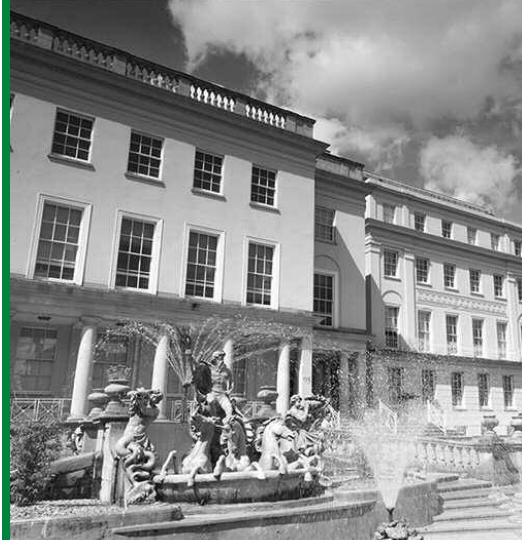
Updated based upon Contractor's forecast FA

Cumulative

Monthly



Ref.		Predicted Cumulative	Actual Cumulative Net Valuation	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		£307,260	
6	Oct-23	£1,302,312		£273,538	
7	Nov-23	£1,664,060		£361,748	
8	Dec-23	£1,958,169		£294,109	
9	Jan-24	£2,142,286		£184,117	
10	Feb-24	£2,142,286			
11	Mar-24	£2,142,286			
12	Apr-24	£2,142,286			
13	May-24	£2,142,286			
14	Jun-24	£2,142,286			
15	Jul-24	£2,142,286			
16	Aug-24	£2,142,286			
17	Sep-24	£2,142,286			
18	Oct-24	£2,142,286			
19	Nov-24	£2,142,286			
20	Dec-24	£2,142,286			
21	Jan-25	£2,197,216		£54,930	
22	Feb-25				
23	Mar-25				
				£2,197,216	£721,515



RIDGE



www.ridge.co.uk

The Public Sector Deposit Fund

Fund fact sheet – 31 August 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. Share class 4 is reserved for public sector organisation investment only.

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.

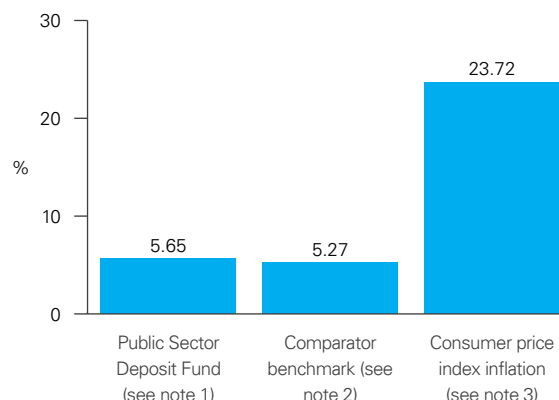
Top 10 counterparty exposures (%)

9.78%	Landesbank Baden-Wuerttemberg
9.78%	Yorkshire Building Society
7.33%	DBS Bank Limited
5.67%	Nationwide Building Society
4.50%	Toronto Dominion Bank (The)
4.40%	BNP Paribas
4.40%	NatWest Bank plc
4.40%	United Overseas Bank Limited
4.20%	Handelsbanken plc
3.91%	MUFG Bank

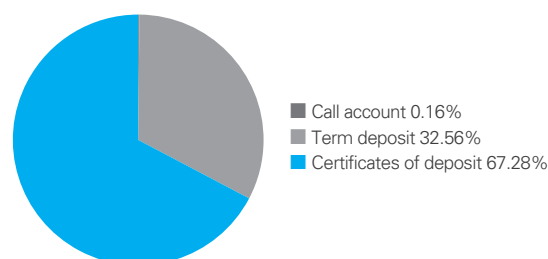
Share class 4 yield as at 31 August 2023

5.11%

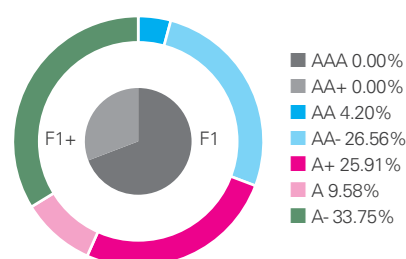
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

27.49%	UK
14.67%	Singapore
13.69%	Japan
10.76%	Germany
9.00%	France
6.45%	Canada
4.69%	Sweden
3.91%	Finland
2.44%	Denmark
2.30%	Australia

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	5.10%
Yield at the month-end shown	5.11%

Total return performance by year

12 months to 31 August	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.52%	+0.05%	+0.53%	+3.72%
Comparator benchmark	+0.58%	+0.26%	+0.00%	+0.58%	+3.78%
Relative (difference)	+0.17%	+0.26%	+0.05%	-0.05%	-0.06%

Annualised total return performance

Performance to 31 August	1 year	3 years	5 years
The Public Sector Deposit Fund	+3.72%	+1.42%	+1.10%
Comparator benchmark	+3.78%	+1.44%	+1.03%
Relative (difference)	-0.06%	-0.02%	+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

Early in the month the Bank of England increased the UK's official bank rate (OBR) by 0.25% to 5.25%. The move was widely expected.

Growth continued to progress slowly. GDP for the April-June period was 0.4% higher than in the same quarter of 2022, having expanded by 0.1% year-on-year in each of the previous two quarters. The latest data were slightly stronger than the Bank of England and many other commentators had forecast, helped by, among other factors, warm weather in the month of June boosting the hospitality sector.

The UK's headline inflation rate, consumer price inflation (CPI) continued to fall, declining to an annual rate of 6.8% in July compared to 7.9% in June. However, core CPI, which excludes the most volatile elements such as energy and food costs, remained stuck at 6.9%.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,022m
Fitch money-market fund rating	AAAmf
Weighted average maturity	51.56 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

Kelly Watson

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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

25th September 2023

Report Author: Lucy Blake



To consider amendments to the Grant Aid Policy

Introduction

1. The Committee is asked to consider the suggested amendments to the Town Council's Grant Aid Policy.

Background

2. Didcot Town Council budgets a sum of money every year for grants to organisations and activities that contribute positively to the life and community of the town and its residents.
3. Charities and organisations can apply to the Town Council for financial aid to support their projects if they benefit Didcot residents.
4. Committee members asked that the documents be reviewed to ensure that it was clear when applying, that every application needs to be of benefit specifically to Didcot residents.

Recommendations

5. The Committee is asked to consider whether to approve the suggested amendments (shown in red on the attached appendices).

Legal Implications

6. Parish and Town Councils have been given the power under various pieces of legislation to make grants to different organisations and bodies if the project/event directly benefits its residents and community.

Risk Implications

7. There would be no risk implications for making these amendments.

Policy and Guidance for Awarding Grant Aid to Local Organisations



1. Aims and Objectives

- 1.1 Didcot Town Council budgets a sum of money every year for grants to organisations and activities that contribute constructively to, and enhance, the life and community of the town so as to benefit the people **residents** of Didcot. These grants are limited and are made available to organisations that address a demonstrable need for assistance.
- 1.2 The Council acknowledges some organisations, particularly new or smaller ones, may experience difficulty in completing the application process. All possible assistance will be given to such organisations.
- 1.3 Didcot Town Council will also:
 - a) Publicise Grant Aid availability widely throughout the Town – **this will be done using Social Media**
 - b) Review the Grant Aid budget on a regular basis and at least annually
 - c) Review the Policy and application process for Grant Aid once every two years

2. Application process

- 2.1 To ensure fair and proper consideration is given to all requests the Council requires the following to be submitted:
 - 2.1.1 A completed application form describing in detail what the Grant Aid will support and identifying how this will benefit the residents of Didcot.
 - 2.1.2 The most recent income and expenditure account, or in the case of a new venture/initiative, a fully costed current plan with financial information.
 - 2.1.3 Constitution or rules of the organisation.
 - 2.1.4 A chart showing the roles individuals take in the organisation as positions of responsibility.
 - 2.1.5 Details of any additional funding secured or applied for, as well as any fundraising carried out.
 - 2.1.6 Any additional information the organisation considers will support their application.

3. Applications will only be considered if they comply with these conditions:

3.1 Organisation and Locality

- 3.1.1 Applications will only be accepted from charitable, voluntary, and non-profit making organisations. Applications from commercial organisations will not be considered. National appeals are, with limited exceptions, outside the scope of the Council's Grant Aid scheme.
- 3.1.2 Organisations should be located within Didcot Parish, or if outside the boundary, their work should be of benefit to the town and its residents.
- 3.1.3 At present, the Council is prevented by statute from giving financial assistance to individuals, charities operating overseas or to a fund established to help persons outside the UK.

3.2. Type of Financial Assistance

- 3.2.1 The Council may award a grant towards specific projects or purchases of equipment and will only consider revenue costs if it can be demonstrated by evidence that funding from the Council will have a positive effect on the town and/or its residents.
- 3.2.2 The Council will not contribute towards wages or salaries.

3.3 Deadline for Applications

- 3.3.1 The deadline for the receipt of applications is FOUR weeks before a Finance and General Purposes Committee meeting (dates of such meetings are publicised widely and are available from the Town Council offices, by telephone **01235 812637**, by email council@didcot.gov.uk and they **can** are also **be found** on the Council's website www.didcot.gov.uk.)
- 3.3.2 During the period between the Grant Aid application being submitted and the meeting at which it will be discussed, additional information or clarification may be requested by the Committee **and/or Town Council staff**.
- 3.3.3 Applicants will be advised whether their application has been successful after the Committee meeting during which the application was considered.

4. Commissioning Services

- 4.1 The Council may identify particular sections of Didcot Parish **where they feel** residents **that may** have particular needs for assistance, or help, that are within the Council's authority. Should the Council decide to address these needs as a matter of policy, the Finance and General Purposes Committee will be directed to fulfil this requirement.

4.2 In realising the Council's wishes the Committee may invite organisations that meet the requirements of Section 3 to submit applications that satisfy some, or all the service requirements detailed in the policy referred to in Para 4.1.

5. General Conditions

5.1 Grants should be spent for the purpose and on the project/activity for which they were given, and the Council will expect due recognition and advertisement of any Grant Aid awarded.

5.2 Successful grants should benefit the residents of Didcot.

5.3 Grants will not normally be made for money already spent.

5.4 Organisations receiving Grant Aid are required to provide the Council with a written report within four months of the award date. The report should detail how the funds were spent and how residents of Didcot benefitted, or how they continue to benefit are benefitting. The report may also be included in the Council's newsletter or however the Council wishes to use it on Didcot Town Council's website and Social Media pages.

5.5 Organisations receiving Grant Aid may be invited to give a presentation to the Committee or Council.

5.6 Organisations are not restricted to the number of Grant Aid applications they may submit to the Council during any year. However, the history of previous applications may be considered in the decision-making process.

5.7 The award of Grant Aid in one year or period does not set a precedent for any subsequent applications.

5.8 If contractors are used for any work, the Council may require organisations to provide written estimates and confirmation that all relevant RAMS and insurances are in place.

Policy reviewed and agreed: 17th December 2018

Next review: May 2022 – recommended for adoption by full Council 27th June 2022



Application for Grant Aid

Notes of Guidance for organisations and individuals applying for Grant Aid

These notes should be read prior to completing a 'Grant Aid application form', and in conjunction with the 'Town Council's Grant Aid Policy'. The intention is not only to assist the applicant but also to assist the Finance & General Purposes Committee in their decision-making process.

1. As Grant Aid funding is limited it is important that applicants can provide evidence of the following;
 - a) **That the project will benefit the residents of Didcot, and/or the town itself.**
 - b) Any self-funding the applicant has done or intends to do in support of their project.
 - c) Details of any applications made to other organisation for funding towards the project.
2. A presentation to the Finance and General Purposes Committee of 5 mins duration (max) would also assist any application prior to a decision being reached.
3. If the application is successful it is conditional upon a written project report being provided within four months of the grant award. Where the project has not been completed within four months, an interim report detailing the progress of the project should be submitted. Reports must provide a financial breakdown of the project and indicate key achievements.

Didcot Town Council looks forward to receiving your completed grant application.



Application for Grant Aid

All applicants are advised to read the Town Council's Notes of Guidance and Grant Aid Policy prior to completing this form

1. **ORGANISATION REPRESENTED BY THE APPLICANT**

(NB: This will be the name the payment is made to should an award be agreed)

.....

2. **CONTACT DETAILS**

NAME:

ADDRESS:

POSTCODE:

E-MAIL:

3. **PROJECT TITLE:**

.....

4. **AIMS AND OBJECTIVES OF THE PROJECT:**

.....

5. **TOTAL COST OF THE PROJECT:**

£

6.	WHAT COSTS ARE YOU APPLYING FOR?	FROM DIDCOT TOWN COUNCIL (See para 3.2 of the Grant Aid Policy)	OVERALL
	CAPITAL:	£	£
	EXPENDITURE:	£	£

7. HOW WILL ANY SHORTFALL BE MET?

.....

.....

8. OTHER SOURCES OF FUNDING APPLIED FOR/RECEIVED:

DISTRICT: £

COUNTY: £

CHARITABLE: £

FUND RAISING: £

OTHER SOURCE: £

9. APPLICATION CHECK LIST:

- | | |
|--|--|
| <input type="checkbox"/> A detailed description of what the Grant Aid will support and identifying how this will specifically benefit the residents of Didcot | <input type="checkbox"/> The most recent income and expenditure account or in the case of a new venture/initiative, a fully costed current plan with financial information |
| <input type="checkbox"/> A chart showing the roles individuals take in the organisation as positions of responsibility | <input type="checkbox"/> Details of any additional funding secured or applied for, as well as any fundraising carried out |
| <input type="checkbox"/> Constitution or rules of the organisation | <input type="checkbox"/> It is confirmed that if a grant is awarded, a written report will be provided within four months of the award date. |

Signed: **Date:**

Name and Position in the Organisation:

All Grant Aid applications are considered by the Finance and General Purposes Committee. The Committee welcomes applicants at its meeting so Councillors can hear about the project.

PAYMENT DETAILS

Please supply the bank account details that, if successful, the grant aid funding would be paid into by BACS:

Account Name:

(this should be the name of the organisation)

.....

Account Number:

.....

Sort Code:

.....

Email Address (for remittance advice):

.....

Authorised Signature:

.....

Print Name:

.....

Date:

.....



Please note:

*The **Payment Details** will only be used by Didcot Town Council and for security bank details and signatures will be removed from the application before circulation to councillors*

Currently on website:

Grant Aid

Didcot is fortunate in having a wide variety of community groups and charities that contribute to the life of the town. The hard work carried out by an army of volunteers helps to make our town a better place to live. Grant Aid is used to support organisations and individuals who work for the benefit of the people of Didcot, and for the Council's own arts and entertainment projects.

Applying For Grant Aid

If you or your organisation would like to apply for grant aid from Didcot Town Council an application form is available to download below or may also be obtained by telephoning 01235 812637 or emailing council@didcot.gov.uk.

All grant aid applications are considered by the Finance and General Purposes Committee. The Committee welcomes applicants at its meeting so Councillors can hear about the project. **Please read the grant aid policy before applying.**

Suggested amendments:

Grant Aid

Didcot Town Council budgets a sum of money every year for grants to organisations and activities that contribute constructively to, and enhance, the life and community of the town so as to benefit the residents of Didcot. These grants are limited and are made available to organisations that address a demonstrable need for assistance.

Didcot is fortunate in having a wide variety of community groups and charities that contribute to the life of the town. Their hard work helps make our town a better place to live. Didcot Town Council's 'Grant Aid' is used to support organisations and individuals who work tirelessly and constructively to provide vital assistance, services, entertainment, and facilities for Didcot residents.

Applying For Grant Aid

If you or your organisation would like to apply for Grant Aid, specifically for the benefit of Didcot residents, an application form is available to download below.

For more information on this scheme, please email council@didcot.gov.uk or telephone 01235 812637.

All completed Grant Aid applications will be considered by the Finance and General Purposes Committee at their next meeting. Members of the Committee welcome applicants at their meetings so that Councillors can hear about the project and the benefits it will bring to the residents of Didcot and ask any questions they might have.

Please read the grant aid policy before applying.

Finance and General Purposes Committee

25th September 2023

Report Author: Lucy Blake



Park hire charges for the two local Football Clubs

1. There are two local Football Clubs in Didcot who use two of the Council's owned parks as their 'home grounds'. Didcot Town Football Club uses Edmonds Park and Didcot Casuals use Loyd Recreation Ground.
2. The annual charges for pitch and changing room/toilet block hires for 2023-2024 are as follows:

Pitches	Charge for 2023-2024
Adults	£70
Juniors	£30
Changing Room/Toilet Block hire	Charge for 2023-2024
Toilet Block – Day Booking	£20
Changing Rooms – Day Booking	£20
Changing Rooms & Toilet Block - Day Booking	£25
Toilet Block – Monthly Booking (max 20 days pre-booked)	£300
Changing Rooms – Monthly Booking (max 20 days pre-booked)	£300
Changing Rooms & Toilet Block Monthly Booking (max 20 days pre-booked)	£400
Surcharge for excess cleaning or removal of items/rubbish	£100 per day

3. Both Football Clubs have been using the parks for many years. The Town Council measure out and mark every pitch at the start of the grassroots football season and continue to re-mark all pitches as often as weekly throughout the season.

4. Both Football Clubs addressed the Finance and General Purposes Committee on 22nd May 2023 to discuss their concerns with this year's charges. Both clubs were concerned that the increase in the charge would makes things difficult for each club to continue to use the grounds.
5. The Grassroots football season usually runs from September to April. Each club tends to 'have a break' throughout the school holidays. It is at these times that any maintenance to the pitches and the grass cutting will be undertaken.
6. At the present time, the outdoor team mark every pitch at the beginning of the season and then re-mark every week throughout September to April. Not only is this time-consuming and costs the Town Council staff time, but the line paint is also expensive.

Time and staff needed to initial mark the pitches for the start of each season, is shown in the table below.

Park	Type and number of pitches	Number of staff members needed, and time taken
Edmonds Park	2x 11 aside 1x 9 aside 2x 5 aside 2x 7 aside	3-4 members of staff 3 days
Loyd Recreation Ground	1x 9 aside 3x 7 aside 3x 5 aside	3-4 members of staff 2 days

7. Over-marking the pitches throughout the season means the outdoor team are limited on being able to carry out their other work duties, due to the amount of time it takes.
8. Over-marking the pitches are currently done weekly throughout the football season. On average it takes two members of staff $\frac{3}{4}$ of a day to overmark Edmonds Park and up to $\frac{1}{2}$ a day to overmark Loyd Recreation Ground.
9. A new charger was purchased prior to the Didcot Town Football Club's Tournament at the beginning of June due to the line-marker not charging well. This cost £59.52.
10. Since 1st December 2022, the Town Council has spent the following on line-marking paint and line-marking machines:

Date	Product	Cost
1 st December 2022	30x 5L drums of White Line paint (Super C)	£1,015.50
2 nd December 2022	Repairs to the line marking machine carried out	£553.09
14 th April 2023	24 x 5L drums of White Line paint (Super C)	£812.16

11. The total spent just on paint alone since the beginning of December 2022, has been £1,827.66. If the outdoor team continues to over-mark the pitches, more paint will need to be purchased in the next few days – *the team have enough paint to last another couple of weeks.*

12. Two new line marking machines were purchased in July 2023 at a cost of £947.50, due to needing to replace older machines.

13. Whilst the Town Council would obviously need to use the machines to initially mark all pitches at the start of the season, the machines could be leased to the clubs for over-marking, should the Committee resolve not to include this in any agreement.

14. For last season's hires the clubs paid £3,940 for Loyd Recreation Ground use and £4,960 for Edmonds Park use.

Recommendation

15. It is for the Committee to decide how much to charge the Football Clubs for use of the pitches throughout the season. There are two options the Committee should consider:

a. Whether the agreement includes just the initial pitch markings at the start of the season (working on plans supplied by the clubs and approved by the OSM)

Or;

b. Whether the agreement includes both initial markings and all over-markings throughout the season

16. The Committee should also consider how much to charge each club for the use of the parks. One option could be to charge the same as last season and fix the charge for a period of three years.

- If the agreement includes all over-markings, the Committee will need to factor in the cost of the paint and the 'man hours', alongside the park hire for every weekend. If the over-marking becomes the responsibility of the Football Clubs,

they will need to supply their own paint and equipment if they do not use the Town Council's machines.

Additional Information

17. A usage agreement should be signed by both clubs.

Consideration needs to be taken in regard to what any usage agreement will include:

- a. Will the Clubs have full use of the pavilion (at Loyd Rec) and the welfare containers (at Edmonds Park) alongside the pitches*
- b. What the one-off annual charge will be – it is recommended that the charge should include the initial pitch marking at the start of the season BUT NOT any over-marking throughout. The Clubs will need to organise this themselves, but could 'hire' the Town Council's line marking machine at a small charge – to cover any damages and/or maintenance*
- c. DTC can ensure no other events are booked in the parks at the weekends during this period, but guaranteeing space for training in the week will be difficult – the usage agreement should clearly state that space for weekday training isn't guaranteed*
- d. It is recommended that each club pays the agreed amount in advance of the football season starting*
- e. Extra pitch marking for tournaments should not be the responsibility of DTC, especially during the summer as it is the team's busiest time. The clubs book the space, additional pitch marking for these events should be done by the clubs, once DTC has agreed the positions*

USAGE AGREEMENT

relating to

**PITCHES AT LOYDS RECREATION GROUND,
DIDCOT**

between

DIDCOT TOWN COUNCIL

and

DIDCOT CASUAL FOOTBALL CLUB



Date:.....

THIS AGREEMENT is dated **XXXXX**

PARTIES

- (1) **DIDCOT TOWN COUNCIL**, Civic Hall, Britwell Road, Didcot, Oxfordshire, OX11 7HN (**owner**)
- (2) **DIDCOT CASUALS FOOTBALL CLUB**, Loyd Recreation Park, Brasenose Road, Didcot, Oxfordshire, OX11 7BL (**club**)

RECITALS

- (a) References to the **Council** and **Owner** are references to Didcot Town Council in its capacity as landowner and local authority
- (b) References to the **Club** are references to Didcot Casuals Football Club

AGREED TERMS

1. INTERPRETATION

1.1 The definitions and rules of interpretation in this clause apply in this agreement.

Facilities: The Pitches and Sports Pavilion.

Commented [LB1]: Need to decide whether to include the use of the pavilion, or not.

Necessary Consents: all consents, licenses, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any competent authority for the Permitted Use.

Permitted Use: use as sports pitches, for matches and training, during the football season (September to April).

Commented [LB2]: Normal Grassroots football season.

Training Sessions: weekday evening sessions solely for developmental training.

Games: match fixtures on a Saturday or Sunday.

Public Event: sporting events open to any person who is not a member of the Club, to include tournaments.

Usage Agreement Period: As set by the Council (2-5 years?).

Commented [LB3]: Duration of agreement needs to be confirmed.

Service media: all media for the supply or removal of heat, electricity, gas, water, sewage, air-conditioning, energy, telecommunications, data and all other services and utilities and all structures, machinery, and equipment ancillary to those media.

Commented [LB4]: Only needed if we include the Pavilion in the agreement.

Date:.....

- 1.2 Clause headings shall not affect the interpretation of this agreement.
- 1.3 A **person** includes a natural person, corporate, or unincorporated body.
- 1.4 A reference to a **company** shall include any company or corporation, wherever or however, incorporated or established.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to all other genders.
- 1.7 Unless otherwise specified, a reference to a particular law is a reference to it as it is in force for the time being, taking account of any amendment, extension, application, or re-enactment and includes any subordinate laws for the time being in force made under it and all orders, notices, codes or practice and guidance made under it.
- 1.8 A reference to **writing** or **written** excludes faxes.
- 1.9 Any obligation in this agreement on a person not to do something includes an obligation not to agree or allow that thing to be done and to prevent such act or thing being done by a third party.
- 1.10 References to clauses are to the clauses of this agreement.
- 1.11 Any phrase introduced by the terms **including, include, in particular**, or any similar expression, shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

2. MANAGEMENT OF THE PITCHES

- 2.1 The Council allows the Club to use the pitches for Permitted Use during the Usage Agreement Period.
- 2.2 The Club acknowledges that:
 - (a) The Club shall have no exclusive right of occupation of the Pitches and that no relationship of 'landlord and tenant' is created between the Council and the Club by this agreement
 - (b) The Council retains control and possession of the Pitches, and the Club has no right to exclude the Council or any Council staff members, or Town Councillors, from the Pitches

Commented [LB5]: Needs to be confirmed.

Date:.....

- (c) Use of the Pitches/Facilities by the Club and its members will be allowed between the months of September and April, weather dependent. Extensions may be granted, at the Council's discretion
- (d) The Council reserves the right to cancel bookings due to, but not limited to, weather conditions
- (e) This agreement is personal to the Club and is not assignable and the rights given by this agreement may only be exercised by the Club, its volunteers, members, and employees

Commented [LB6]: Do we want to include the use of the pavilion in the agreement?

Commented [LB7]: This is the usual Grassroots Football Season. Obviously this may be extended due to weather conditions, as was the case in 2023.

2.3 The Club acknowledges that the Pitches are part of a public field to which members of the public have access and the Club accepts no liability for damage to the Pitches in respect of the actions or omissions of members of the public.

2.4 In managing bookings for use of the Pitches, the Club shall:

- (a) Observe all reasonable and proper regulations made by the Council
- (b) Ensure the Pitches are not overused – instructions from the Council regarding usage, must always be adhered to
- (c) Provide the Council with dates of fixtures – for games and training sessions
- *The Council cannot guarantee the Club sole use of the Pitches for weekday evening training sessions*

2.5 The Club shall maintain public liability insurance in respect of the Club and its activities and provide the Council with copies of this, and relevant risk assessments and method statements.

3. USE OF THE PITCHES

3.1 The Club shall use reasonable endeavours to:

- (a) Ensure that members of the Club and all users of the Pitches keep the Pitches clean, tidy, and clear of all rubbish
- (b) Not use the Pitches other than for the Permitted Use
- (c) Not make any alterations or addition whatsoever to the Pitches without the prior consent of the Council
- (d) Not do on the Pitches or allow anyone else to do on the Pitches, anything which is illegal, or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Council, members of the public, and occupiers of neighbouring properties
- (e) Not cause damage to the Pitches, the neighbouring areas, or any neighbouring properties
- (f) Provide the Council fixture lists for all matches to be played on the Pitches before the date of the matches

Date:.....

4. MAINTENANCE OF THE PITCHES

4.1 The Council, as landowner, will maintain the Pitches to the standard and frequency applied to commensurate sports pitches owned by the Council, which will include:

- (a) Cutting of the grass
- (b) Litter picking
- (c) Initial marking out of the Pitches at the start of the season – over marking the pitches will be the responsibility of the Club

Commented [LB8]: Will DTC continue to mark the pitches?

Most of the maintenance will be carried out throughout the school holidays when football matches are not played.

4.2 Should the Club require additional maintenance and/or pitch markings, for example, for a Tournament, it may be permitted, at the Council's discretion but additional charges will be applied.

4.3 The Club is to ensure no vehicles are to be taken onto the Pitches.

5. PUBLIC EVENTS

5.1 The Club shall not organise any Public Event on the Pitches without first giving the Council prior notice and obtaining approval. The Council uses an online booking service for hiring Council land. Applications are approved in order of receipt.

5.2 The Council may give its consent, subject to any reasonable conditions that it feels appropriate and subject to the fee commensurate with the Park Event hire charges, published by the Council on their website.

5.3 Where the Council does give consent to hold a Public Event on the Pitches, the consent will be in the form of the Council's 'Council Land Standard Terms and Conditions of Hire' document and the club shall comply with all terms and conditions contained within the document.

5.4 The Club acknowledges that any consent given by the Council pursuant to clause 5.3 is a consent from Didcot Town Council acting solely as landowner and where any other necessary consent is required from a higher authority for the purpose of holding a Public Event (entertainment or alcohol licenses for example), must be obtained by the Club separately.

5.5 Any pitch markings needed for any Public Event will be the responsibility of the Club once positioning has been agreed with the Council.

Date:.....

6. FINANCIAL ARRANGEMENTS

6.1 The Club shall pay to the Council an annual amount - £XXX, as agreed, for the Permitted Use of the Pitches between the months of September and April, weather dependent – paid in advance in one lump sum.

Commented [LB9]: The amount charged per year (for all pitches, including all training and matches), will need to be decided on.

6.2 The Club shall supply to the Council by XXX each calendar year, a copy of its final accounts for the preceding financial year.

Commented [LB10]: Date TBC.

7. INDEMNITY

7.1 The Club shall indemnify the Council and keep the Council indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, or other liability in any way arising from:

- (a) The rights granted to the Club under the terms of this agreement
- (b) Any breach of the Club’s obligations contained in this agreement
- (c) The exercise of any right granted to the Club under the terms of this agreement

8. TERMINATION

8.1 This agreement shall end on the earliest of:

- (a) DATE – suggest 3 years? Then can review?
- (b) The expiry of any notice given by the Council to the Club at any time of breach of any of the Club’s obligations contained in this agreement
- (c) The expiry of not less than 12 months’ notice given by the Council to the Club, or by the Club to the Council

Commented [LB11]: Again, the duration needs confirming.

9. NOTICES AND CONSENTS

9.1 Any notice or other communication required to be given under this agreement shall be in writing and shall be delivered personally, sent by recorded delivery, or by email to XXX, with the read receipt option enabled.

Commented [LB12]: Main contact’s name.

9.2 Any notice or other communication shall be deemed to have been duly received:

- (a) If delivered personally, when left at the address or handed to the contact
- (b) If sent by recorded delivery and the communication has been tracked and shown as received
- (c) If the ‘read receipt’ has been received from the email

Date:.....

9.3 The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

9.4 Where the consent or approval of the Council is required under this agreement, it shall only be valid if it is given by the Council in writing, signed by a duly authorised person.

10. NO WARRANTIES FOR USE OR CONDITION

10.1 The Council gives no warranty that the Pitches possess the Necessary Consents for the Permitted Use.

10.2 The Council gives no warranty that the Pitches are physically fit for the purposes specified in this agreement.

Commented [LB13]: Needed?

11. LIMITATION OF OWNER'S LIABILITY

11.1 Subject to clause 11.2, the Council is not liable for:

- (a) The death of, or injury to the Club, its employees, volunteers, members, or invitees to the Property
- (b) Damage to any property of the Club or that of the Club's employees, volunteers, members, or invitees to the Property, or
- (c) Any losses, claims, demands, actions, proceedings, damages, costs, or expenses or other liability incurred by the Club, or the Club's employees, volunteers, members, or invitees to the Property in the exercise or purported exercise of the rights granted by this agreement

- *The Council shall in no way be responsible for third party claims arising from the activities of the Club, who must have public liability insurance policy to cover such claims*

11.2 Nothing in clause 11.1 shall limit or exclude the Council's liability for:

- (a) Death or personal injury or damage to property caused by negligence on the part of the Council or its employees, or
- (b) Any matter in respect of which it would be unlawful for the Council to exclude or restrict liability

12. RIGHTS OF THIRD PARTIES

A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

Date:.....

13. GOVERNING LAW AND JURISDICTION

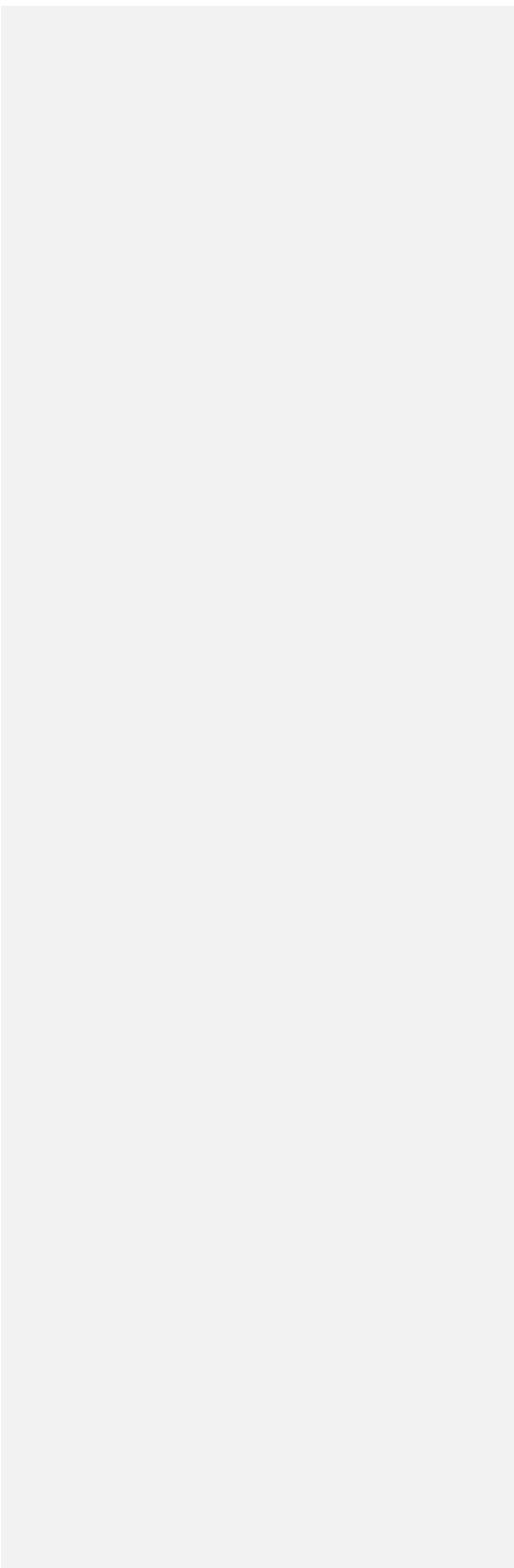
13.1 This agreement and any dispute or claim arising out of or in connection with it, or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

13.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with this agreement, or its subject matter or formation (including non-contractual disputes or claims).

The Council reserves the right to alter the terms and conditions of this agreement at short notice.

DRAFT

Date:.....



This agreement has been entered into on the **XXX of XXX 2023.**

Signed by:

Didcot Casuals Football Club

Name:.....

Position within the Club:.....

Signed:.....

Date:.....

Didcot Town Council

Name:.....

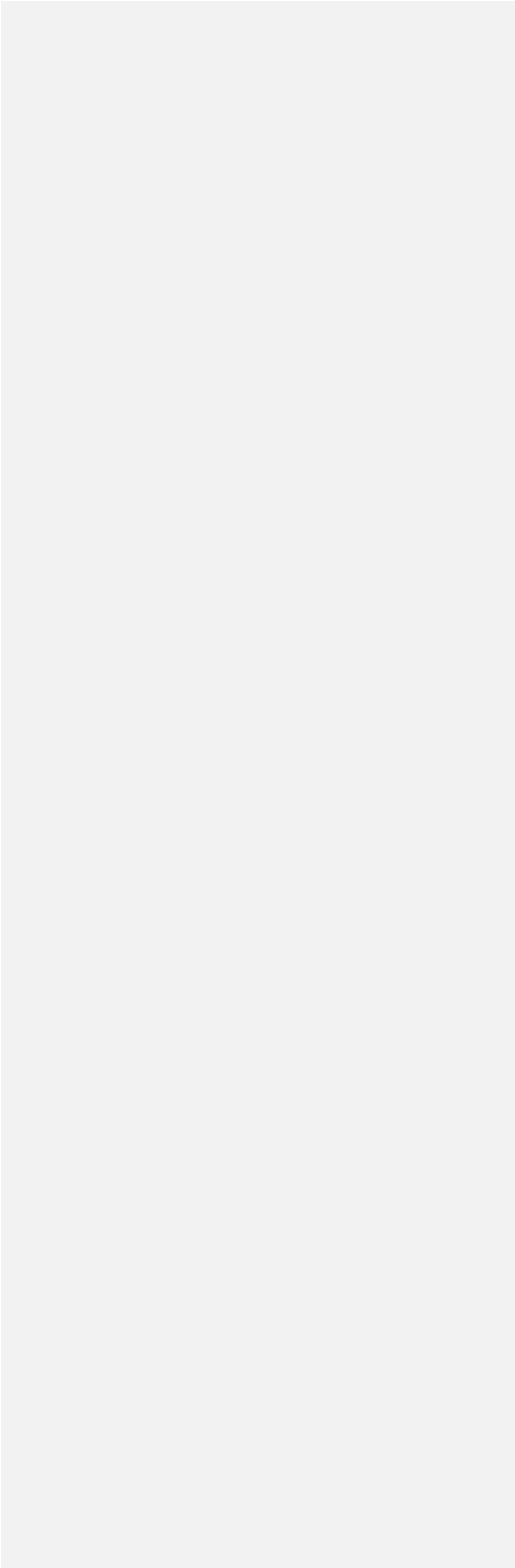
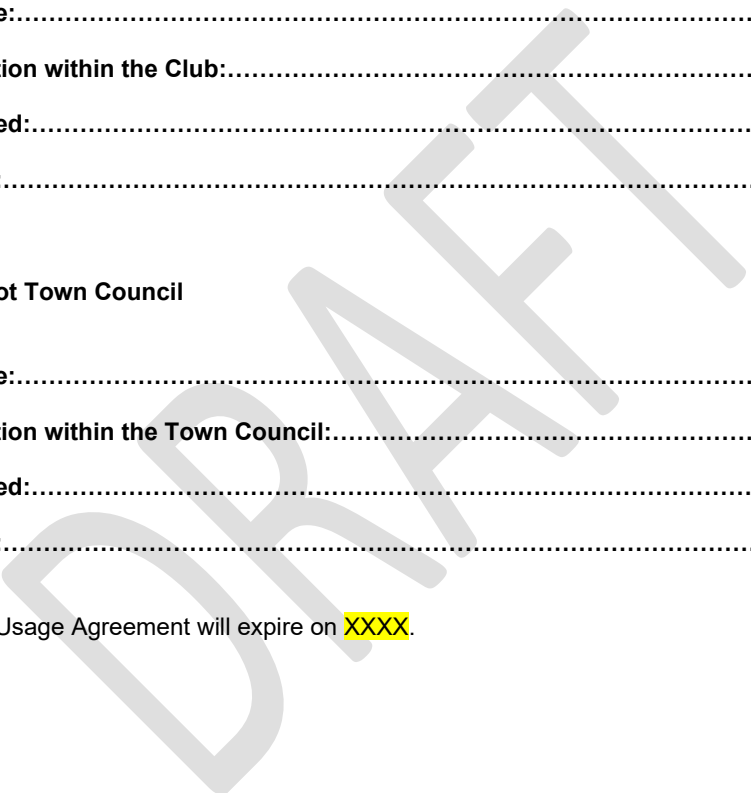
Position within the Town Council:.....

Signed:.....

Date:.....

This Usage Agreement will expire on **XXXX.**

Date:.....



USAGE AGREEMENT

relating to

PITCHES AT EDMONDS PARK, DIDCOT

between

DIDCOT TOWN COUNCIL

and

DIDCOT TOWN YOUTH FOOTBALL CLUB



Date:.....

THIS AGREEMENT is dated XXXXX

PARTIES

- (1) **DIDCOT TOWN COUNCIL**, Civic Hall, Britwell Road, Didcot, Oxfordshire, OX11 7HN (**owner**)
- (2) **DIDCOT TOWN YOUTH FOOTBALL CLUB**, Edmonds Park, Park Road, Didcot, Oxfordshire, OX11 8QP (**club**)

RECITALS

- (a) References to the **Council** and **Owner** are references to Didcot Town Council in its capacity as landowner and local authority
- (b) References to the **Club** are references to Didcot Town Youth Football Club

AGREED TERMS

1. INTERPRETATION

1.1 The definitions and rules of interpretation in this clause apply in this agreement.

Facilities: The Pitches, Changing Rooms, and Toilets.

Commented [LB1]: Need to decide whether to include the Welfare Containers, or not.

Necessary Consents: all consents, licenses, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any competent authority for the Permitted Use.

Permitted Use: use as sports pitches, for matches and training, during the football season (September to April).

Commented [LB2]: Normal Grassroots football season.

Training Sessions: weekday evening sessions solely for developmental training.

Games: match fixtures on a Saturday or Sunday.

Public Event: sporting events open to any person who is not a member of the Club, to include tournaments.

Usage Agreement Period: As set by the Council (2-5 years?).

Commented [LB3]: Duration of agreement needs to be confirmed.

Service media: all media for the supply or removal of heat, electricity, gas, water, sewage, air-conditioning, energy, telecommunications, data and all other services and utilities and all structures, machinery, and equipment ancillary to those media.

Commented [LB4]: Only needed if we include the Welfare containers (Changing Rooms and Toilets) in the agreement.

Date:.....

- 1.2 Clause headings shall not affect the interpretation of this agreement.
- 1.3 A **person** includes a natural person, corporate, or unincorporated body.
- 1.4 A reference to a **company** shall include any company or corporation, wherever or however, incorporated or established.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, include the singular.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to all other genders.
- 1.7 Unless otherwise specified, a reference to a particular law is a reference to it as it is in force for the time being, taking account of any amendment, extension, application, or re-enactment and includes any subordinate laws for the time being in force made under it and all orders, notices, codes or practice and guidance made under it.
- 1.8 A reference to **writing** or **written** excludes faxes.
- 1.9 Any obligation in this agreement on a person not to do something includes an obligation not to agree or allow that thing to be done and to prevent such act or thing being done by a third party.
- 1.10 References to clauses are to the clauses of this agreement.
- 1.11 Any phrase introduced by the terms **including, include, in particular**, or any similar expression, shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

2. MANAGEMENT OF THE PITCHES

- 2.1 The Council allows the Club to use the pitches for Permitted Use during the **Usage Agreement** Period.
- 2.2 The Club acknowledges that:
 - (a) The Club shall have no exclusive right of occupation of the Pitches and that no relationship of 'landlord and tenant' is created between the Council and the Club by this agreement
 - (b) The Council retains control and possession of the Pitches, and the Club has no right to exclude the Council or any Council staff members, or Town Councillors, from the Pitches

Commented [LB5]: Needs to be confirmed.

Date:.....

- (c) Use of the Pitches/Facilities by the Club and its members will be allowed between the months of September and April, weather dependent. Extensions may be granted, at the Council's discretion
- (d) The Council reserves the right to cancel bookings due to, but not limited to, weather conditions
- (e) This agreement is personal to the Club and is not assignable and the rights given by this agreement may only be exercised by the Club, its volunteers, members, and employees

Commented [LB6]: Do you want to include use of the Welfare Containers by the Clubs, during the season?

Commented [LB7]: This is the usual Grassroots Football Season. Obviously this may be extended due to weather conditions, as was the case in 2023.

2.3 The Club acknowledges that the Pitches are part of a public field to which members of the public have access and the Club accepts no liability for damage to the Pitches in respect of the actions or omissions of members of the public.

2.4 In managing bookings for use of the Pitches, the Club shall:

- (a) Observe all reasonable and proper regulations made by the Council
- (b) Ensure the Pitches are not overused – instructions from the Council regarding usage, must always be adhered to
- (c) Provide the Council with dates of fixtures – for games and training sessions
- *The Council cannot guarantee the Club sole use of the Pitches for weekday evening training sessions*

2.5 The Club shall maintain public liability insurance in respect of the Club and its activities and provide the Council with copies of this, and relevant risk assessments and method statements.

3. USE OF THE PITCHES

3.1 The Club shall use reasonable endeavours to:

- (a) Ensure that members of the Club and all users of the Pitches keep the Pitches clean, tidy, and clear of all rubbish
- (b) Not use the Pitches other than for the Permitted Use
- (c) Not make any alterations or addition whatsoever to the Pitches without the prior consent of the Council
- (d) Not do on the Pitches or allow anyone else to do on the Pitches, anything which is illegal, or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Council, members of the public, and occupiers of neighbouring properties
- (e) Not cause damage to the Pitches, the neighbouring areas, or any neighbouring properties
- (f) Provide the Council fixture lists for all matches to be played on the Pitches before the date of the matches

Date:.....

4. MAINTENANCE OF THE PITCHES

4.1 The Council, as landowner, will maintain the Pitches to the standard and frequency applied to commensurate sports pitches owned by the Council, which will include:

- (a) Cutting of the grass
- (b) Litter picking
- (c) Initial marking out of the Pitches at the start of the season – over marking the pitches will be the responsibility of the Club

Commented [LB8]: Will DTC continue to mark the pitches?

Most of the maintenance will be carried out throughout the school holidays when football matches are not played.

4.2 Should the Club require additional maintenance and/or pitch markings, for example, for a Tournament, it may be permitted, at the Council’s discretion but additional charges will be applied.

4.3 The Club is to ensure no vehicles are to be taken onto the Pitches.

5. PUBLIC EVENTS

5.1 The Club shall not organise any Public Event on the Pitches without first giving the Council prior notice and obtaining approval. The Council uses an online booking service for hiring Council land. Applications are approved in order of receipt.

5.2 The Council may give its consent, subject to any reasonable conditions that it feels appropriate and subject to the fee commensurate with the Park Event hire charges, published by the Council on their website.

5.3 Where the Council does give consent to hold a Public Event on the Pitches, the consent will be in the form of the Council’s ‘Council Land Standard Terms and Conditions of Hire’ document and the club shall comply with all terms and conditions contained within the document.

5.4 The Club acknowledges that any consent given by the Council pursuant to clause 5.3 is a consent from Didcot Town Council acting solely as landowner and where any other necessary consent is required from a higher authority for the purpose of holding a Public Event (entertainment or alcohol licenses for example), must be obtained by the Club separately.

5.5 Any pitch markings needed for any Public Event will be the responsibility of the Club, once positioning has been agreed with the Council.

Date:.....

6. FINANCIAL ARRANGEMENTS

6.1 The Club shall pay to the Council an annual amount - £XXX, as agreed, for the Permitted Use of the Pitches between the months of September and April, weather dependent – paid in advance in one lump sum.

Commented [LB9]: The amount charged per year (for all pitches, including all training and matches), will need to be decided on.

6.2 The Club shall supply to the Council by XXX each calendar year, a copy of its final accounts for the preceding financial year.

Commented [LB10]: Date TBC.

7. INDEMNITY

The Club shall indemnify the Council and keep the Council indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, or other liability in any way arising from:

- (a) The rights granted to the Club under the terms of this agreement
- (b) Any breach of the Club’s obligations contained in this agreement
- (c) The exercise of any right granted to the Club under the terms of this agreement

8. TERMINATION

8.1 This agreement shall end on the earliest of:

- (a) DATE – suggest 3 years? Then can review?
- (b) The expiry of any notice given by the Council to the Club at any time of breach of any of the Club’s obligations contained in this agreement
- (c) The expiry of not less than 12 months’ notice given by the Council to the Club, or by the Club to the Council

Commented [LB11]: Again, the duration needs confirming.

9. NOTICES AND CONSENTS

9.1 Any notice or other communication required to be given under this agreement shall be in writing and shall be delivered personally, sent by recorded delivery, or by email to XXX, with the read receipt option enabled.

Commented [LB12]: Main contact’s name.

9.2 Any notice or other communication shall be deemed to have been duly received:

- (a) If delivered personally, when left at the address or handed to the contact
- (b) If sent by recorded delivery and the communication has been tracked and shown as received
- (c) If the ‘read receipt’ has been received from the email

Date:.....

9.3 The provisions of this clause shall not apply to the service of any proceedings or other documents in any legal action.

9.4 Where the consent or approval of the Council is required under this agreement, it shall only be valid if it is given by the Council in writing, signed by a duly authorised person.

10. NO WARRANTIES FOR USE OR CONDITION

10.1 The Council gives no warranty that the Pitches possess the Necessary Consents for the Permitted Use.

10.2 The Council gives no warranty that the Pitches are physically fit for the purposes specified in this agreement.

Commented [LB13]: Needed?

11. LIMITATION OF OWNER'S LIABILITY

11.1 Subject to clause 11.2, the Council is not liable for:

- (a) The death of, or injury to the Club, its employees, volunteers, members, or invitees to the Property
- (b) Damage to any property of the Club or that of the Club's employees, volunteers, members, or invitees to the Property, or
- (c) Any losses, claims, demands, actions, proceedings, damages, costs, or expenses or other liability incurred by the Club, or the Club's employees, volunteers, members, or invitees to the Property in the exercise or purported exercise of the rights granted by this agreement

- *The Council shall in no way be responsible for third party claims arising from the activities of the Club, who must have public liability insurance policy to cover such claims*

11.2 Nothing in clause 11.1 shall limit or exclude the Council's liability for:

- (a) Death or personal injury or damage to property caused by negligence on the part of the Council or its employees, or
- (b) Any matter in respect of which it would be unlawful for the Council to exclude or restrict liability

12. RIGHTS OF THIRD PARTIES

A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

Date:.....

13. GOVERNING LAW AND JURISDICTION

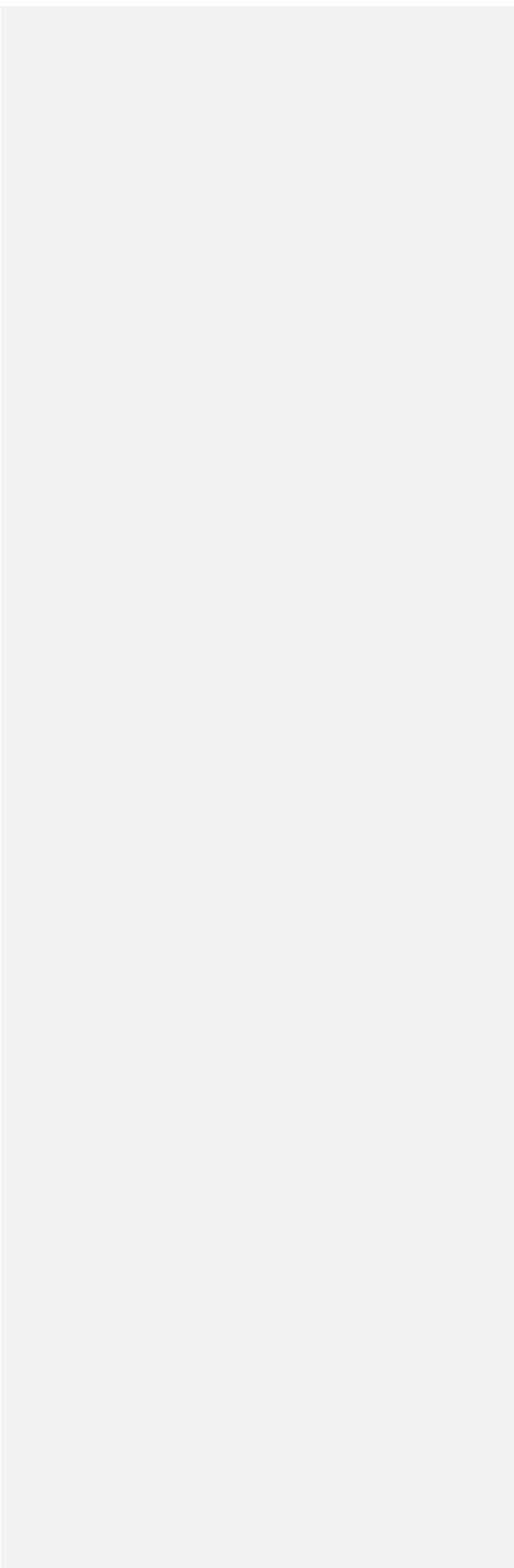
13.1 This agreement and any dispute or claim arising out of or in connection with it, or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

13.2 The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of, or in connection with this agreement, or its subject matter or formation (including non-contractual disputes or claims).

The Council reserves the right to alter the terms and conditions of this agreement at short notice.

DRAFT

Date:.....



This agreement has been entered into on the **XXX of XXX 2023.**

Signed by:

Didcot Town Youth Football Club

Name:.....

Position within the Club:.....

Signed:.....

Date:.....

Didcot Town Council

Name:.....

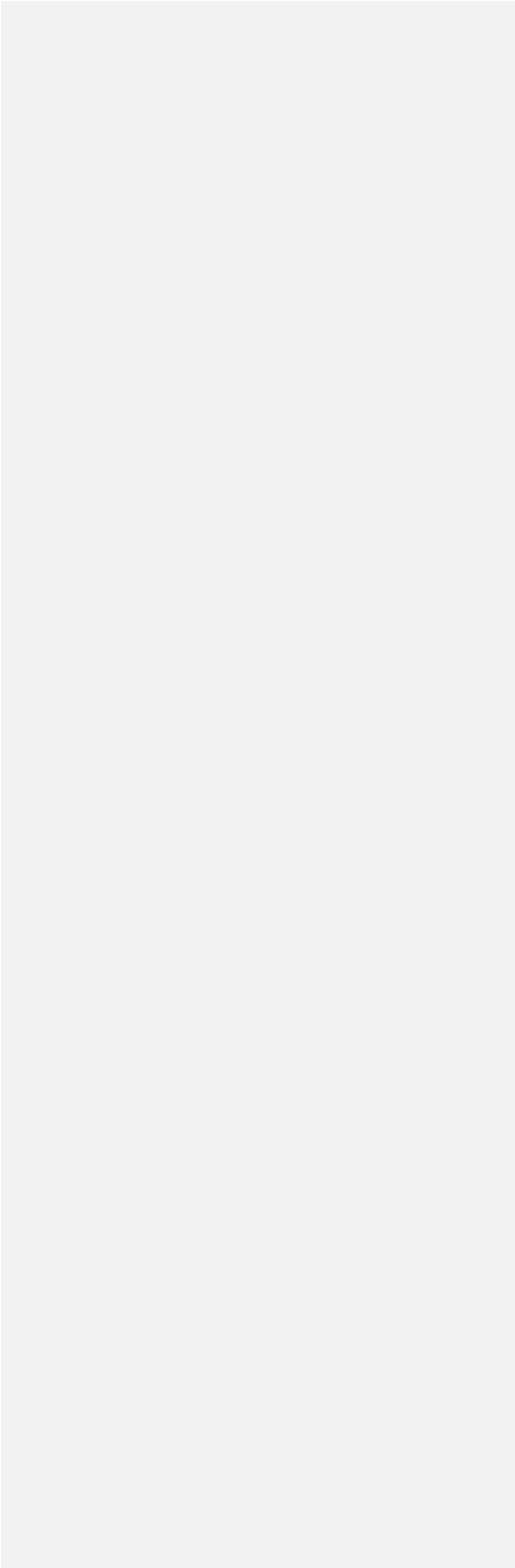
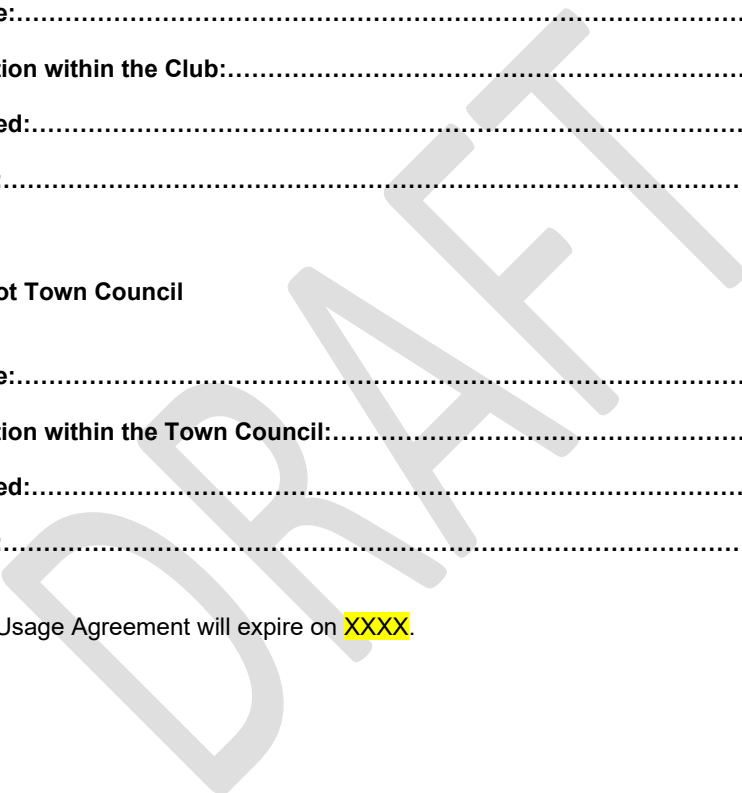
Position within the Town Council:.....

Signed:.....

Date:.....

This Usage Agreement will expire on **XXXX.**

Date:.....



Finance and General Purposes Committee

25th September 2023

Report Author: Lucy Blake



Grass Cutting in Didcot

Introduction

1. The Committee is asked to consider this report and the options available to the Town Council in regard to the cutting of the Oxfordshire County Council (OCC) grass verges in Didcot.

Background

2. Didcot Town Council (DTC) have previously entered into an agreement with OCC in which they received payment of £13,424.43 for cutting the verges in Didcot - This was calculated at 10.25pence per square metre, at two cuts per annum (there was 130,970 square metres of grass covered in the agreement).
3. The grass verges were 'outsourced' to The Grounds Care Group, who cut the verges on behalf of DTC over the last five years. They carried out eight cuts per annum and their contract finished at the end of March 2023.
4. Last financial year, DTC paid £34,960 for the cutting of the verges in Didcot. With the payment received from OCC, DTC had to cover the remaining £21,535.57. This covered around eight or nine cuts.
5. The County had been asked throughout the agreement if they would consider increasing the amount they paid to the Town Council, but this was never agreed. As with all parish councils on a similar service level agreement, the sum has not been raised since 2016 but the overall cost to the Town Council has risen year on year.

6. Due to the additional cost, the Town Council resolved last year to terminate the grass cutting contract with OCC, which meant as of 1st April 2023 the responsibility of cutting the verges returned to OCC.
7. The Town Council were informed that the County would only cut the verges once a year. (In fact the one cut that they did perform was done with a strimmer and none of the grass was picked up. The summer storms meant that the loose grass was allowed to block the drains and some Didcot homes were flooded.)
8. DTC routinely receives complaints from residents regarding the condition of the verges, from looking unsightly, to posing potential danger to pedestrians and road users. The long verges allow for potentially poisonous weeds to grow such as hemlock. It is also more difficult for dog owners to pick up from the verges leaving a heightened risk of dog fouling on shoes.
9. On instruction from Councillors, the Town Clerk contacted OCC to investigate whether they would consider reinstating the service level agreement with DTC. It was immediately confirmed that this could be done.
10. There are various options DTC could consider:
 - a. Re-instate the agreement with OCC with the original financial payment of £13,424.43 – funding would need to be found for any additional costs associated with the grass cutting
 - b. If the agreement was reinstated, DTC could decrease the number of cuts per year to lower the financial commitment and potentially look at reducing the amount of verge that is to be cut – such as cutting a strip alongside the road and vision splays but leaving the wider verges with wild flowers. This would make the verges more attractive but still leave environmentally-friendly areas.
 - c. Not to enter an agreement with OCC and to continue with the one cut per year carried out by OCC.

Recommendation

11. The F&GP Committee should decide whether to re-instate an agreement with OCC for the cutting of the verges in Didcot.
12. Should the Committee be in favour of a new agreement, they should delegate to officers the number of cuts per year in order to advertise a new contract.
13. Another option is for the Town Council outdoor team to carry out part of the contract in house. This could require new machinery (either leased or purchased)

and an additional member of staff but could also cover other areas such as the Ladygrove mounds. *A separate report should be brought to the Environment & Climate Committee for consideration.*

14. Should the costs of the agreed cuts exceed £30,000 (inc VAT) the Committee should instruct Officers to put the project on to Contracts Finder. The value of the contract must be advertised as it will be over £5,000 in line with our Financial Regulations.

Financial Implications

15. As OCC would be paying DTC £13,424.43 per annum for the agreement, any additional costs of the grass cutting would need to be covered by DTC.

Legal Implications

16. All terms and conditions stated in any agreement between the two Councils would need to be fully adhered to once the agreement has been signed.
17. If the Committee are keen for some of the work to be done in-house, discussions will need to be had with the legal team at OCC to ensure that we are legally allowed to work alongside the highway.

FINANCE AND GENERAL PURPOSES COMMITTEE – PROGRESS REPORT

Agenda item 16

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.	Meeting arranged for 26th September.
Various meetings	Status of Restore project and OSM’s plans for the allotment site	Review of use of site	Discuss ideas with Mike Blake on best use. New CEO at Restore.
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	Will bring up at meeting on 26th September.
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.	Agenda item – September 2023
Wayleave agreements	Specialist surveyor recommended by SODC	Town Clerk to contact the company to represent us.	Company made contact and awaiting a quote for the work
PWLB loan deposits	Use of CCLA deposit account to gain greater increase of interest	Deposits are now being made at a rate of £150,000 a day until the outstanding £1.6m has been invested.	Monthly accounts will show the interest gained.